

**Marlborough Dramatic Club,
Brentwood (Founded 1904)**

RULES

- 1. The Club shall be called the ‘Marlborough Dramatic Club’.**
- 2. The objects of the Club are:-**
 - a) To provide entertainment for the members and the public by the presentation of stage plays in Brentwood and elsewhere.**
 - b) To provide for the members opportunities for training and experience in the production and acting of such plays.**
 - c) As circumstances permit, and make desirable, to raise funds for charitable purposes by the presentation of such plays in Brentwood and elsewhere.**
- 3. There shall be a President and Vice Presidents who may be honorary members.**
- 4. Types of Membership**

| | Type | Description |
|----|---|---|
| M1 | Full Membership for one | Annual subscription for one with a discounted ticket for each of our two shows. |
| M2 | Full Membership for two at the same address. Discounted cost for two. | Annual subscription for two with two discounted tickets for each of our two shows. |
| M3 | Subscription Membership only | Supports the running of the club. Does not include any show tickets. A subscription member gets notifications of all events, a Newsletter and can vote at the AGM |

Notes

- Refer to the web site www.marlboroughdramaticclub.uk for current fees, and also the membership form (Members section)
- Membership term runs from 1st January to 31st December
- Each individual member will need to complete their own form, except in the case of joint membership where two names need to be captured on one form, against one address.
- It is expected that all Committee members will be Full members.

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5. Acting Fees

- All actors must have a **Subscription Membership** or **Full membership** (which includes the Subscription).
- In addition an Acting fee is payable per show. Refer to the web site www.marlboroughdramaticclub.uk for current acting fees.
- Actors must pay the cost of their own scripts when needed.
- All who are involved in a show (including stage builders, back stage, technical etc.) must at least have a **Subscription Membership** (to ensure the insurance covers them).
 - The committee may, at their discretion, waive the fee for certain back stage staff. A script will be provided FOC for certain backstage crew.
- The club will take out insurance to cover legal liability for bodily injury or disease sustained by any member which arises out of and in the course working for the club.

6. The club rules (this document) are published on the web site www.marlboroughdramaticclub.uk > Members > Members Information

7. Subscriptions

- Shall be due and payable on 1st January in each year.
- The fees for each Membership shall be such sum as may be determined by the Committee and published on the web site.
- Any change in the subscription rates will be notified to members not less than 21 days before 1st January.
- A meeting of the Committee, held for the purpose of reviewing subscriptions, shall be called at not less than 14 days prior.
- A new member who joins half way through the year shall be entitled to a reduced subscription for that year.
- In the event of a member failing to pay his subscription the Committee shall have the power to terminate the membership.

8. No member may make use of or do any act in the name of the Club without the sanction of the Committee.

9. If any member shall infringe any Rule, or if his conduct shall, in the opinion of at least 5 members of the Committee be deemed contrary to the character and interests of the Club, such member shall be requested to tender his resignation. If, after seven days of such request, he has failed to comply, the Committee may declare his membership determined.

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10. Management Committee

The management of the Club shall be vested in the Committee of a maximum of 15 members of the Club, which number shall include the Chairman, Secretary, House Manager and Treasurer.

11. Elections

11.1 The Chairman, Secretary and House Manager:

- Shall be elected by the Committee at a meeting to be held not less than 7 days before the date of the Annual General Meeting. The Officers referred to shall assume office immediately following the Annual General Meeting. They shall be eligible for re-election without nomination.
- In the event of the Chairman, Secretary, House Manager or the Treasurer ceasing to hold office during the interval between the preceding and following Annual General Meeting the Committee shall be empowered to fill the vacancy so caused by electing another member of the Committee to the office vacated.

11.2 General Committee members (11 in number):

- Shall be elected by ballot at each Annual General Meeting, and shall retire at the following Annual General Meeting, but shall be eligible for re-election.

11.3 Treasurer:

- The election of Treasurer shall be by ballot at an Annual General Meeting.

11.4 Nominations:

- Nominations for a ballot election, duly proposed and seconded, must be in writing and reach the Secretary not less than three days prior to such a General Meeting.
- In the event of an equality of votes at a General Special or Committee meeting the Chairman shall have the casting vote.

11.5 Vacancies:

- Any vacancy on the Committee may be filled by the Committee.

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11.6 President and Vice-President

- The Committee shall elect a President and may elected Vice-Presidents and honorary members. Any person so elected shall not, by virtue only of such election, be entitled to vote at any General or Committee Meeting.

11.7 Director, Stage Manager, Lighting, Sound, Property

- The Committee shall appoint a Show Stage Director, a Stage Manager, a Lighting/Sound Manager and a Property Master and such other officers as they deem necessary. Such appointments may be terminated by the Committee at any time. Any officer so appointed shall not, by virtue of such appointment, be deemed to be a member of the Committee, and if invited to a Committee Meeting shall not be entitled to vote thereat.

12. The Committee shall provide for the production of at least two entertainments during each season.

- In the choice of plays for performance, the Committee shall take into account the desirability of presentation to the members examples of the work of the best English dramatists of all periods and of affording to acting members experience in a variety of styles of acting.
- The Committee may, if they think fit, provide additional entertainments, or for the benefit of a charitable objective.

13. The Committee shall have power to make bye-laws for regulating the conduct of and affairs of the Club, provided such bye-laws are not inconsistent with those Rules.

14. Annual General Meeting

Shall be held in every year as soon as practical between October and December, in order to transact the following business:

- a) To receive, and, if approved, to adopt a statement of the Club's accounts to the end of the preceding financial year, accounts year ends 30th September.
- b) To consider and, if approved, sanction any proposed alteration to the Rules.
- c) To elect members to the Committee, other than a Chairman, Secretary and House Manager.
- d) To deal with any matters which the Committee desire to bring before the members and to received suggestions from the members for the consideration of the Committee.

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Notice convening the meeting shall be sent to the members not less than ten days before the meeting, and shall specify the matters to be dealt with at such meeting.

15. Quorums:

- At Committee Meetings **five** members shall form a quorum.
- At Annual General Meetings **ten** shall form a quorum.
 - If, within 15 minutes of the time for which a meeting has been convened, a quorum be not present, the Chairman shall declare the meeting adjourned to a date not less than ten days thereafter. Seven days' notice of such adjourned meeting shall be given, and if there be not present a quorum within 15 minutes of the time for which such adjourned meeting has been convened, those present shall form a quorum and may proceed to transact any business specified in the convening the first meeting.
 - If the Chairman is not in attendance, the members present may elect a Chairman for that meeting, and he shall exercise the powers of the Chairman by declaring the meeting adjourned in accordance with this rule.