

AUDITION RULES

1. Auditions will take place in front of society members.
2. The audition panel will consist of Director, Musical Director, Choreographer (if being used) and a third party, not connected to the society.
3. Auditions are open to anyone who wishes to audition. Non-members of the society will be required pay a non-refundable fee determined by the committee. When the non-member joins the production, they will need to become a member of the society and the nominated fee will be put towards the current membership fee.
4. The audition list will close for entries the day before auditions. Your name must be on the audition list which will be at rehearsals. Alternatively, please send an email to auditions@KLOSmusicaltheatre.co.uk stating your name and which part(s) you wish to audition for.
5. If more than one person is auditioning for a part, then all auditionees for that part will be asked to leave the room. Each auditionee will be called in individually.
6. Auditionees can be asked to take on a part other than the one for which they auditioned. If you do not wish to be considered for any other part, then the panel must be informed prior to the audition.
7. The panel may ask an auditionee to audition for a larger part.
8. The results will be announced after the panel have discussed the auditions.
9. If parts are uncast a second audition date will be announced. Auditions will be open to anyone including those who were unsuccessful the first time.
11. All the above will be at the discretion and with the guidance of the Committee.

Further guidance:

All mobile phones must be switched off.

If you are watching the auditions, please do not applaud anyone. Please do not talk or in any way distract the auditionee while they are auditioning. If you need to leave or enter the room, please wait until the current auditionee has finished their complete audition.

Availability forms must be handed in prior to audition.

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KLOS Musical Theatre Rules**1 Title**

The society shall be called "KLOS Musical Theatre". (Referred to as "the Society")

2 Objects

The object of the Society shall be to promote, improve, develop and maintain public education in and appreciation of music in all its aspects, and in particular light opera, by the presentation of public performances.

In furtherance of this object but not further or otherwise the Society shall have the following powers: -

To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise, provided that the Society shall not undertake any permanent trading activities in raising funds for its primary charitable object.

To do all such other lawful things as shall further the object of the Society.

The Company has a number of policies to protect all of its members – see annex.

1. Health and Safety policy.
2. Child Protection policy.

3 Committee

A Committee consisting of a Chairman, Secretary, Treasurer and at least five other members, all of whom are elected annually, shall manage the Society.

The Committee may co-opt members on to the Committee and appoint sub-committees.

The members shall retire at the Annual General Meeting but may stand for re- election.

The Committee shall be empowered to determine any question arising out of, or not provided in, these rules.

Committee meetings shall be chaired by the Chairman, or in his/her absence the Treasurer or Secretary.

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The Secretary shall keep a record of all meetings. A quorum shall be five. A meeting shall be held within twenty-one days of a General Meeting. Subsequent meetings of the Committee shall be called by the Secretary.

4 Membership

The membership shall consist of Acting Members, Associate Members, an Honorary President and Vice-President. The Secretary shall keep a list of members.

An Acting Member is permitted to take part in the Society's performances on payment of the annual Subscription and appropriate Show Fees.

Invited Guests and full-time Students shall pay a Show Fee only.

An Associate Member may attend rehearsals and Socials, have priority booking, his/her name in the programme and may attend meetings, but may not vote.

President and Vice President. The nominees for these honorary positions shall be recommended and elected at the AGM. The position, shall be for life unless the holder resigns.

5 Subscriptions & Show Fees

The annual subscription shall, on the recommendation of the retiring Committee through the Honorary Treasurer be agreed at the Annual General Meeting (AGM), and fall due immediately following that meeting.

Auditions are open to anyone who wishes to audition. Non-members of the society will pay a non-refundable fee determined by the committee. When the non-member joins the production the nominated fee will then form part of their Membership Fee.

Each member taking part in a show shall pay a Show Fee. The amount of the fee shall be determined by the committee. This shall become due and be paid at the first floor rehearsal. Payments may also be made by monthly standing order. Standard membership and concessional membership for adults only. A junior membership should be a nominal fee to be decided by the committee.

Members who fail to pay their subscription and show fees may have their membership suspended or terminated.

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If a member introduces a new member who pays appropriate subscription and fees and takes part in at least one show the original member's annual subscription shall be reduced by £20 for that year. No reduction would be effected until after the conditions had been fulfilled and that a subscription could not be reduced below zero in any one year or carried over into the next year, regardless of how many new members were introduced by an individual.

6 New Acting Members

Applicants wishing to join the Society shall satisfy the Musical Director and/or the Committee as to their vocal ability.

7 Resignation & Expulsion

Members wishing to resign shall notify the Committee.

The expulsion of members shall be at the discretion of the Committee.

8 Finance

a). The funds of the Society shall be applied solely to the stated objects of the Society

b). No member of the Society shall receive payment directly or indirectly for services to the Society, other than reasonable out-of-pocket expenses incurred in its work (Exceptions to this rule may apply to the Rehearsal Pianist, the Musical Director and the Producer/Director of a performance/show)

c). The Society's funds shall be deposited in a recognised Bank or Building Society.

d). Authorised signatories for the Bank Accounts shall be the Chair, Treasurer and Secretary. Two out of the three signatories shall be required for all cheques and transfers of monies.

e). The Financial Year of the Society shall run from 1 June to 31 May.

f). At the end of the Financial Year the Treasurer will prepare the year's accounts and submit them for audit with the appointed Auditor.

g). A Show Account shall be prepared within two calendar months of the final performance of each show and presented to the Committee and made available to members.

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h). All monies due from members in connection with the production and performance of any work shall be accounted for and paid to the Treasurer within seven days of the final performance. All monetary dues arising from any other transactions with the Society shall be paid to the Treasurer within seven days after the transaction.

i). All monies due and owing to the Society, including the Subscription and Show Fees of members, shall be recoverable at law in the name of the Secretary.

9 Selection of Cast

a). The cast for any production shall be selected by a Casting Committee comprising the Musical Director, Director and one other person not connected with the Society.

b). Auditions are open to anyone who wishes to audition. Non-members of the society will pay a non-refundable fee determined by the committee. When the non-member joins the production the nominated fee will then form part of their Membership Fee.

c). The Musical Director and Director may review the casting and replace any member that they consider unsuitable.

d). Guests may be invited to take part in a performance by the Musical Director or Director.

10 Rehearsals

a). The Society shall meet for rehearsal at least once a week, unless otherwise decided by the Committee. All members are expected to attend regularly and punctually when called for rehearsal.

The Musical Director shall conduct musical rehearsals and the Director stage rehearsals. Members selected for principal parts are expected to attend principal rehearsals.

b). Absences shall be notified to a member of the Committee.

c). A record of attendance of Acting Members at rehearsals and performances shall be kept. The Committee shall have the power to prohibit any Acting Member whose attendance at rehearsals has been irregular from taking part in the performance of the work in production.

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11 Selection of Productions

The Society shall suggest productions for the Committee to consider and the Committee shall make the final choice.

12 Meetings

- a). A General Meeting shall be chaired by the President or a Vice-President; or in their absence the Chairman of the Society.
- b). Unless otherwise provided by these rules, all resolutions brought forward at a General Meeting shall be formally proposed and seconded and be decided by a bare majority of votes properly recorded at such meeting, and in the case of an equality of votes the chairman of the meeting shall have a second or casting vote.
- c). The quorum for an AGM shall be fifty percent of the membership entitled to vote.

13 Annual General Meeting (AGM)

- a). The AGM shall be held within eight weeks of the end of the financial year on a date to be decided by the Committee. Every member shall be sent notification of the meeting not less than 14 clear days beforehand. The report of the Committee and the accounts for the past year, duly audited, shall be presented.
- b). The Officers, other members of the Committee and an Auditor, for the ensuing year, and new President and Vice-Presidents, if any, shall be elected and reviewed and all general business transacted.

14 Extraordinary General Meeting (EGM)

- a). An EGM shall be called at any time at the discretion of the Committee or on receipt of a request signed by at least eight voting members of the Society.
- b). The Secretary shall within seven days call an EGM giving not less than fourteen days and not more than twenty-one day's notice.
- c). The meeting shall only discuss and vote upon the specific subject for which the meeting has been called.
- d). The quorum for an EGM shall be fifty per cent of the membership entitled to vote.

15 Dissolution of the Society

- a). The Society may be dissolved by a resolution passed by a two-thirds

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majority of those present and voting at a Special Meeting convened for the purpose of which twenty-one days' notice shall have been given to the members. Such resolution may give instruction for the disposal of any assets held by, or in the name of, the Society, provided that if any property remains after the satisfaction of all debt and liabilities such property shall not be paid to, or distributed among the members of the Society. Instead it shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Society as the Society may determine with the approval of the Charity Commissioners or other authority having charitable jurisdiction.

b). In the event of any debts being outstanding at the dissolution of the Society, these shall be met by an equal contribution from all Acting members at the time of dissolution.

16 Alterations to the Rules

Alterations to these rules shall receive the assent of two-thirds of the members present and voting at an AGM or EGM. A resolution for the alteration of the rules must be received by the Secretary of the Society at least twenty-one days before the meeting at which the resolution is to be brought forward. At least fourteen days' notice of such a meeting must be given by the Secretary to the membership and must include notice of the alteration proposed.

Provided that no alteration to rules relating to the object and dissolution of the Society, or this rule shall take effect until the approval in writing of the Charity Commissioners, or other authority having charitable jurisdiction, shall have been obtained: and no alteration shall be made which would have the effect of causing the Society to cease to be a charity at law.

(Approved at AGM on 14 June 2017)