

Constitution & Rules

Original dates April 2019

Updated April 2025

CAMUS Productions

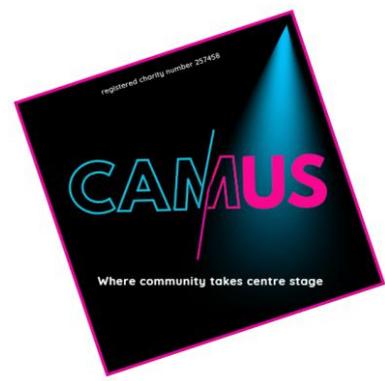
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Version History

Contains changes agreed at the Annual General Meeting on July 17 th 2007	July 2007
Contains changes agreed at the Annual General Meeting on July 22 nd 2008	July 2008
Contains changes agreed at the Annual General Meeting on July 16 th 2009	July 2009
Contains changes agreed at the Annual General Meeting on April 3 rd 2018	April 2019
Contains changes agreed at the Annual General Meeting on April 23 rd 2025	April 2025

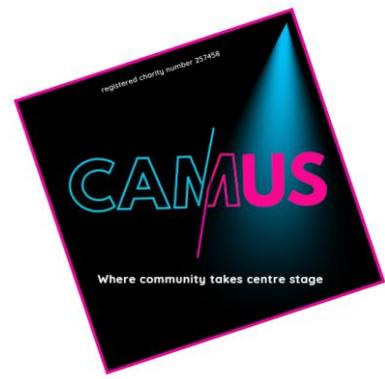
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1. Name

The name of the Society shall be **CAMUS PRODUCTIONS**.

2. Aims and Objectives

The aims and objectives of the Society is to promote wellbeing through the arts and to advance education in the dramatic and operatic arts for the public benefit. The Society shall aim to maintain and advance in all respects the work of CAMUS, ensuring its continued ability to produce performances of the highest possible standards. In furtherance of this charitable purpose, and for the public benefit, the Society, through its management committee, shall have the following powers:

- a.** To promote plays, drama, comedies, operas, operettas, and other dramatic or operatic works of educational and artistic value, contributing to the advancement of education and the public benefit.
- b.** To acquire copyrights, or the rights to perform or display, any such dramatic or operatic works, in support of the public benefit through the arts.
- c.** To purchase or otherwise acquire necessary assets, including plant and machinery, furniture, fixtures, fittings, scenery, and other materials, to support the work of CAMUS and the Society's charitable aims.
- d.** To raise funds and receive contributions through subscriptions, donations, and other means, ensuring that all actions are for the public benefit and in accordance with the not-for-profit status of the organisation.
- e.** To engage the local community through community-based activities in the performing and creative arts, bringing people together and promoting social engagement, inclusivity, and wellbeing.

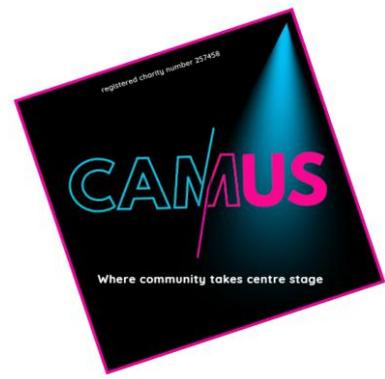
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- f. To inspire, build confidence, develop life skills, and support the creation of wider social networks through inclusive theatrical training and performance opportunities, available to all, regardless of prior experience or background.
- g. To engage with communities and educational institutions, creating and delivering workshops to promote the arts and education.
- h. To make theatre accessible for all, ensuring that membership is not subject to audition and that the work produced remains inclusive, challenging, inspiring, and enjoyable for diverse audiences.
- i. To maintain links with Camberley Theatre and other venues in the local community, ensuring collaboration and fostering connections wherever practical and desirable.
- j. To make charitable donations at the discretion of the committee, furthering the public benefit and supporting local initiatives.
- k. To do all other things necessary to further the charitable purposes of the Society, with a focus on education, community development, and the arts, while always having regard to the principles of inclusivity and public benefit.

We are a not-for-profit organisation committed to creating work that promotes social engagement, with a strong emphasis on accessibility, inclusivity, and community-building through the arts.

3. Membership

- a.** Membership shall be open to all those having sympathy with the Aims and Objectives of the Society and desiring actively to further them. Only members aged 16 years and over shall be entitled to vote at General Meetings of the Society or stand for election to the Committee.
- b.** Acceptance of membership shall be at the discretion of the Committee.
- c.** Any member who in the opinion of the Committee (confirmed by a resolution at a General Meeting of the Society) shall be deemed to have abused the privileges of the Society or to have brought the Society into disrepute may be expelled from the Society.
 - i.** Should any member be expelled from the society, no further membership is required.

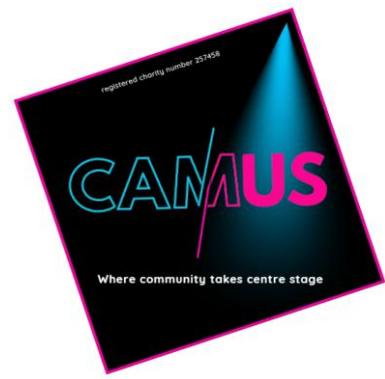
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4. Subscriptions

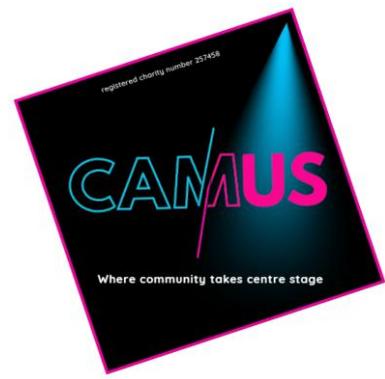
- a. The Society year shall run from 1st January – 31st December inclusive.
- b. All members shall be required to pay a membership subscription which is initially due on the date of joining the society and thereafter monthly from the 1st January.

The amount of membership subscriptions due will be reviewed regularly by the Committee. Membership is due on joining the society and should be paid as a one-off membership fee.

- c. If at any time a member leaves the society without paying either the full balance of a show fee or annual membership fee, the Committee reserves the right to collect any outstanding balances of underpaid fees.
- d. Members selected to perform in a production may be required to pay an additional show fee for each production. The amount of the show fee shall be reviewed by the Committee and will be announced prior to the auditions for each production. Payment of show fee shall be due before the first performance of the production.

5. Management

- a. The Society shall be managed by a Committee consisting of 4 officers (Chairman, Vice-Chair, Secretary, Treasurer) and up to 5 committee members, all of whom must be members of the society.
- b. The above officers and committee members shall be elected at the Annual General Meeting of the Society.
- c. The Officers and the Auditors shall retire annually but shall be eligible for re-election. Nominations for these positions, duly proposed and seconded with the nominee's consent, must be sent to the Secretary at least one week before the Annual General Meeting. If the number of nominations exceeds the available vacancies and not enough candidates withdraw before or at the meeting, the election shall be conducted by ballot.
- d. The first meeting of the new committee shall be called by the Chair and shall be held within 21 days after the Annual General Meeting.
- e. The Committee shall appoint a Production Team for each production. Members of the Production Team are required to attend Committee meetings as deemed necessary and shall remain in office at the discretion of the Committee.



- f.** The Committee shall have power to fill vacancies which arise thereon. Members so appointed shall have full voting powers.

6. Powers of the Committee

- a.** The Committee shall have the power to:
- 1.** Co-opt additional members as deemed necessary. -Co-opted members shall not have voting rights at Committee meetings.
 - 2.** Appoint officials and sub-committees as deemed necessary.
 - 3.** ***Co-opt the creative team of the current production onto the committee for the duration of the production and rehearsal period.***
 - 4.** Direct and formulate the policy and programme of the Society's activities, as outlined at the Annual General Meeting of the Society.
- b.** The regulations governing the proceedings and business of the Committee shall align with the Constitution and Rules of the Society.
- c.** If a committee member is not actively engaging or fulfilling their duties, they will be considered 'inactive' and asked to step down from their position on the committee

7. Production Committee Composition

- a.** The committee for each event or production shall consist of a Director (chair of the meeting) and Producer (Treasurer), as agreed upon by the Committee.
- b.** The committee may co-opt up to two additional members of the production team, as agreed by the Committee, who will resign at the end of the event of project.
- c.** The committee must meet at least once for each event or project.
- d.** A quorum for making decisions requires the presence of at least three committee members and one of the Management Officers.
- e.** Co-opted members shall:
 - i.** Be members of the Society unless the committee decides otherwise
 - ii.** Be entitled to attend committee meetings as per these provisions

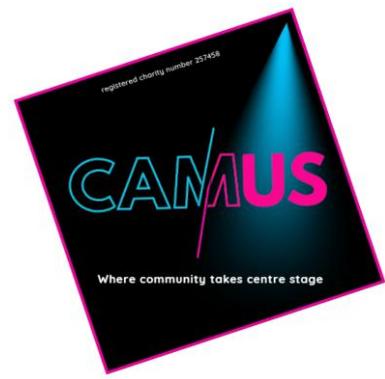
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- iii. Be discharged from their co-opted position once the event or project has concluded, though they may be reappointed for future purposes
- iv. Include all directors of current productions, with their co-option lasting only for the duration of their event or production.
- v. Members of the committee may include Management Officers

8. Casting

- a. A Casting Committee shall be formed for each Production consisting of:
 - 1. Director
 - 2. Musical Director (as required)
 - 3. Choreographer (as required)
 - 4. A Committee member (who is not auditioning for a principal role) appointed by the Committee who shall act as Chairperson.
- b. The principal roles will be selected by the Casting Committee by a simple majority vote. Each Committee member has one vote, except in the case of a tie, where the Director will cast an additional vote.
- c. If no suitable candidates come forward to audition, the Casting Committee has the right to invite other candidates to audition.
- d. Members of the Casting Committee will abstain from voting if they have a close personal relationship with the person auditioning.
- e. The total number of members involved in a production will be determined through consultation between the Production Team and the Committee.
- f. The Casting Committee may, at its discretion, waive auditions for members seeking chorus roles or small parts. However, all non-members or new members must audition before being accepted for a production.
- g. In exceptional circumstances, or when significant casting issues arise, the matters shall be referred to the Committee whose decision will be final.

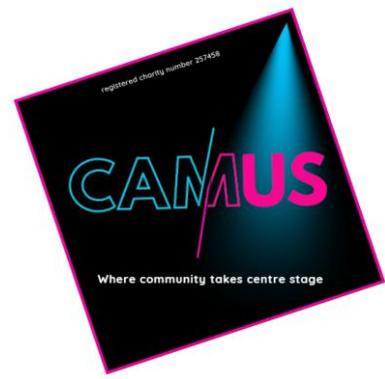
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9. Finance

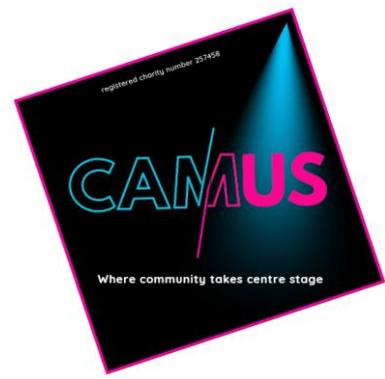
- a. The funds of the Society shall be used exclusively for the stated aims and objectives of the Society.
- b. The Treasurer, in collaboration with the appointed Production Team, shall prepare a formal budget for each production. The budget shall be presented to the Committee for approval and adoption.
- c. No member of the Society shall receive payment, directly or indirectly, for services rendered to the Society, except for legitimate expenses approved by the Committee for professional services related to its work. [see Production Handbook]
- d. In the event of the Society's dissolution, any remaining funds shall be donated to charitable causes.

10. Accounts and Audit

- a. The Treasurer shall record the financial transactions of the Society in a proper set of books. The Society's accounts shall be prepared as of 31st December each year and audited by a person, or persons, agreed by the Committee. A summary of the accounts, including an income and expenditure statement and balance sheet, shall be presented at the Annual General Meeting within four months
- b. Within six calendar months after the final performance of any production, the Treasurer shall prepare a detailed statement of the receipts and expenses of that production. This statement shall be made available for inspection by members of the Society at a time and place determined by the Committee.
- c. The Treasurer shall advise the Committee of any tax liabilities the Society may incur.
- d. The identification of bank signatories must be agreed upon by the Committee. Officers should serve as the signatories, with a minimum of two required for transactions. This process must be completed within 28 days of the Annual General Meeting.

11. Annual General Meeting

The Annual General Meeting of the Society shall be held in April on a date determined by the Committee. All members shall receive 14 days' notice, along with the agenda. A quorum will consist of 25% of the current paying membership.



12. Extraordinary General Meeting

- a.** Extraordinary General Meetings of the Society shall be convened under either of the following conditions:
 - 1.** When the Committee deems it necessary.
 - 2.** Upon a signed requisition to the Secretary from at least 25% of the voting members of the Society.
- b.** A minimum of seven days' written notice shall be given to all members of the Society regarding the Extraordinary General Meeting and a quorum shall consist of 25% of the voting members..

13. Force Majeure

- a.** If the officers are unable to continue their duties due to circumstances beyond their control, the committee will determine the next steps
- b.** In the event of death, retirement, incapacity, or any other situation (other than at an AGM), the committee will appoint an interim officer to serve until the next AGM.

14. Responsibility of Members

- a.** No member of the Society shall order any article in the name of the Society or enter into any contract without the prior approval of the Committee.
- b.** The Committee has the authority to prohibit any performing member, whose attendance at rehearsals has been irregular, or who does not adhere to the Code of Conduct, from participating in the performance of the work in preparation.

15. Alteration of Constitution and Rules

- a.** No alteration of these rules shall be made except at a General Meeting. Any changes shall be carried by at least two thirds of the voting membership.
- b.** No alteration can be made to Rules 2, 16 and 17 without the approval of the Charity Commissioners for England and Wales or other authority having charitable jurisdiction from time to time.

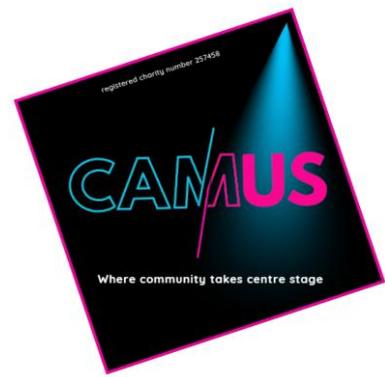
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16. Privacy

Members confidential information, gathered by the committee, shall only be utilised for the purposes outlined by the Executive Committee. Further information may be found on how the Committee handles members information on the Privacy Statement.

17. Termination of the Society

The Society may only be dissolved by a resolution passed by a majority of at least five-sixths of the members present and voting at an Extraordinary General Meeting convened for the purpose of considering such dissolution. In the event of dissolution, any remaining balance of cash, after the realisation of assets and payments of debts, shall **NOT** be distributed among the members of the Society. Instead, it shall be applied to charitable purposes similar to those of the Society or transferred to a charitable institution with aims and objectives similar to the aims and objectives of the Society, as determined by the Committee, with the consent of the meeting.

18. Interpretation

The Committee shall have the power to decide any questions or interpretations of these rules, as well as all matters related to the Society, except those that can only be addressed by the Society at a General Meeting.

19. Distribution

Each voting member of the Society shall have access to a copy of this Constitution and Rules.