

RULES

Revision 2009

1 **Title**

- 1.1 The Club shall be called the Bromley Little Theatre Playgoers' Club (hereinafter referred to as "the Club")

2 **Object**

- 2.1 To foster and promote the production and enjoyment of plays and other live performances and the study and development of the performing arts by and for the benefit of the Club's Members and the wider community.

3 **Membership**

- 3.1 The Committee may admit to membership any person who completes a membership application form and pays the subscription/joining fee as determined from time to time. Membership may be denied to any person whom the Committee reasonably considers may act contrary to the interests of the Club or to the detriment of its reputation.
- 3.2 Membership shall be effective from 48 hours after receipt by the Membership Secretary or other officer of the Club of the appropriate fee.
- 3.3 There shall be seven classes of membership available:
- a Single
 - b Joint (2 adults at a single address)
 - c Junior (under 18 at 1 January of subscription year)
 - d Full time student (at recognised establishment)
 - e Family (2 adults and all under 18s at one address)
 - f Honorary Life
 - g Corporate
- 3.4 The Committee may introduce additional classes of membership or vary the conditions applying to existing classes. Any such variations shall be published in the Club magazine, posted on the Club premises and subject to confirmation at the next General Meeting of the Club
- 3.5 Honorary Membership (3.3 f.) may be granted by the Committee for exceptional service to the Club, to Bromley Little Theatre Ltd or to the Dramatic Arts. Such membership shall come into effect two days after a notice that it has been granted has been posted on the Club Premises.
- 3.6 Corporate membership (3.3 g.) may be granted by the Committee to schools and other organisations supporting the aims and objectives of the Club in return for appropriate levels of subscription or services. Individual members of those organisations shall be entitled to the benefits of club membership, subject to limitations on numbers attending at one time and any other reasonable restrictions agreed between the Club and the organisation. Details of all corporate memberships shall be subject to approval of the next General Meeting of the Club.
- 3.7 The Committee may offer discounted membership rates to new members joining after the beginning of any subscription period and may from time to time offer other incentives as they deem appropriate.
- 3.8 The membership of any member failing to pay their renewal subscription within three months of its due date shall lapse. Lapsed members shall not be entitled to any of the benefits or privileges of membership.
- 3.9 In the event of any lapsed member rejoining the Club, they shall not qualify for any concessions for new members unless at least two full years have elapsed since they were previously members.

4 **Officers and Committee**

- 4.1 The Officers of the Club shall be as follows:
- a Honorary President
 - b Chairman
 - c Secretary
 - d Treasurer

- 4.2 The affairs of the Club shall be managed by a General Committee comprising:
- a The Executive Officers of the Club
 - b Seven other Members elected from, and by, the Members of the Club.

5 Election of Committee and Officers

- a All members of the Committee shall be elected at the Annual General Meeting of the Club, from, and by, the Members of the Club.
- b All members of the Committee are elected for a period of one year, but may be re-elected in subsequent years.
- c Officers shall be appointed by the Committee at their first meeting after the AGM.

6 The General Committee

- 6.1 The General Committee shall meet at agreed intervals and not less than four times per year.
- 6.2 The duties of the General Committee shall be:
- a To manage the affairs of the Club on behalf of the Members.
 - b To keep accurate accounts of the finances of the Club through the Treasurer. The Club shall maintain a bank current account and the following Officers shall be authorised to sign Club cheques: two from the Chairman, Treasurer and Secretary.
 - c To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairman shall be entitled to an additional casting vote.
 - d To appoint substitute officers and general committee members to fill vacancies arising from any reason, subject to any posts filled being subject to re-election at the next General Meeting of the Club
 - e To co-opt additional members of the Club to assist the Committee as and when the Committee feels this is necessary. Co-opted members shall not be entitled to a vote on the Committee.
 - f To make available to the members of the Club information about the management and finances of the Club by posting edited minutes of Committee meetings and copies of the approved accounts.
 - g To liaise with the Board of Bromley Little Theatre Ltd and make representations on behalf of the Club Membership.
 - h To ensure that the management and constitution of the Club comply with current regulations and legislation.
- 6.3 A quorum for a meeting of the General Committee shall be 5 elected/appointed members of which at least one shall be an officer.
- 6.4 One or more representatives of the Board of Bromley Little Theatre Ltd may attend meetings of the General Committee but shall not be entitled to vote.

7 General meetings

- 7.1 An Annual General Meeting shall be held not later than the end of September each year. 21 clear days' written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to the last known home address of every member and posting the notice on the Club notice board. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before the meeting.
- 7.2 The business of the Annual General Meeting shall be to:
- a Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
 - b Receive the accounts for the preceding financial year.
 - c Receive the annual report of the Committee.
 - d Elect the General Committee
 - e Review subscription rates and agree them for the forthcoming year.
 - f Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

NOTE: The agenda may provide for "Any Other Business", but Members should be encouraged to refer other items to the General Committee and give the required notice for important Annual General Meeting business.

- 7.3 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than twenty five Members of the Club. At least 21 days' notice of the meeting shall be given, such notice stating the purpose for which the meeting has been called.
- 7.4 Nomination of candidates for election of Officers and Committee members shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Members and must be seconded by another Member. A candidate may nominate him/herself but must be seconded by an unrelated Member.
- 7.5 At all General Meetings, the chair will be taken by the Chairman or, in his/her absence, by a deputy appointed by the Committee or by the Members attending the meeting.
- 7.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Members attending the meeting (except as required in Rule 10 below). In the event of equal votes, the Chairman shall be entitled to an additional casting vote.
- 7.7 A quorum for a General Meeting shall be twelve Members including two Officers of the Club including one from the Chairman; Secretary and Treasurer.
- 7.8 Each Member of the Club shall be entitled to one vote at General Meetings.

8 Alterations to the Rules

- 8.1 Any proposed alterations to the Club Rules may only be adopted at an Annual or Special General Meeting convened with the required written notice of the proposal.
- 8.2 Any alteration or amendment must be proposed by a Member of the Club and seconded by another Member.
- 8.3 Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved.

9 Members' Rights and Obligations

- 9.1 Members are entitled to:
- a Purchase tickets for themselves and their guests to attend performances at Bromley Little Theatre (BLT)
 - b Introduce guests subject to reasonable limits on numbers and frequency of attendance of such guests as may be set down from time to time by the Committee.
 - c Perform in BLT productions and attend social functions at the theatre.
 - d Assist backstage and in front of house functions.
 - e Vote at General Meetings of the Club
 - f Receive newsletters and other publications issued by the Club or Bromley Little Theatre Ltd
- 9.2 Members are required to:
- a Observe all procedures and rules reasonably introduced by the Committee for the effective management and regulation of the Club.
 - b Settle all accounts for membership, tickets, refreshments and bar sales on demand.
 - c Record the names and addresses of all guests introduced to the premises in the book provided or by such other method as may be prescribed from time to time.
 - d Remain on the premises at all times when they have guests in attendance.
 - e Notify the Committee of any change in their address or other circumstances which would reasonably be expected to affect their membership.

10 Supply of Liquor

- 10.1 The Committee shall arrange the supply of intoxicating liquor by the Club to Members at such prices as the Committee may determine as far as possible to involve the Club in no financial loss; any gain being for the general benefit of the Club (after paying excise duty and administrative expenses of the Committee).
- 10.2 No person shall be paid at the expense of the Club any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.
- 10.3 Any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests (apart from any benefit which a person may derive indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the Club) shall accrue to the Club as a whole and be enjoyed by the Members thereof in the form of reduced

prices for intoxicating liquors or other benefits, at the discretion of the Committee.

- 10.4 The Committee shall cause proper books of account of the purchase and supply of intoxicating liquor to be kept and shall present a report and financial statement for the preceding year at every Annual General Meeting.
- 10.5 The supply of intoxicating liquor on Club premises will be permitted during hours subject to the discretion of the Committee and the regulations set out in the Premises Certificate.
- 10.6 Intoxicating liquor shall not be supplied to, or for consumption by, persons under 18 years of age.

11 Surplus Funds

- 11.1 Subject to the provisions of Rule 8.3 any surplus funds held by the Club or the Committees thereof and not required by them for the purposes of the Club shall from time to time be given to the Bromley Little Theatre Limited to be held and applied by them according to the charitable objects of that Company.

12 Dissolution

- 12.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
- 12.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 12.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club, but shall be given or transferred to Bromley Little Theatre Ltd with the express condition that such funds be used to further the aims and objectives as set out in rule 2) or to some other voluntary organisation having objects similar to those of the Club.

Appendix – Limitations on Guests

- 1 Individual members may purchase tickets for and introduce to events up to 6 non-members on any one occasion, subject to availability.
- 2 No individual should be signed in as a guest on more than 4 occasions in any one year.
- 3 Limitations on numbers of guests may be waived for members appearing in productions.
- 4 Members wishing to introduce larger numbers of guests may be granted permission to do so by the Committee subject to:
 - a The member providing a list of the names of each guest and their address prior to commencement of the performance.
 - b The member accepting full responsibility for the payment of the admission charges associated with the requested tickets and for any other charges arising.
 - c The member being on the premises throughout the time that any of their guests are present.
 - d The member taking full responsibility for the collection and distribution of tickets amongst their guests.
 - e Specific restrictions which may include:
 - i Location of seats
 - ii Total number per performance or production
 - iii Limited booking dates
 - iv Cancellation of unpaid bookings in the event of high demand for seats by members