

# **CANTERBURY REPERTORY THEATRE SOCIETY (INC.)**

## **RULES**

**(Approved at a Special General Meeting on 16 October 1944)**

### **1 Name**

The designation of the Society shall be **“THE CANTERBURY REPERTORY THEATRE SOCIETY (INCORPORATED)”**.

### **2 Registration**

It shall be registered under “The Incorporated Societies Act, 1908”.

### **3 Objects**

The objects of the Society shall be as follows:

- (a) To produce plays of literary and artistic merit
- (b) To conduct drama classes and readings
- (c) To foster public interest in dramatic art
- (d) To carry out these objects only within New Zealand

### **4 Membership**

- (a) All persons shall, subject to the approval of the Committee, be entitled to become Full Members on payment of one or other of the subscriptions referred to in Rule 20. Payment of the first subscription shall confer membership.
- (b) No member or office holder shall make any profit or gain from the operations of the Society except reasonable fees for professional services. Any member being a solicitor, accountant, or other person in any profession, business or trade shall be entitled to be paid all usual professional business and trade charges for business transacted, time expended and all acts done by him or any employee or partner of his in connection with the Society hereof.

#### **4(a) Audience Members**

In addition there shall be a class of membership to be known as Audience Members who, on payment of the subscription referred to in Rule 20(1) shall be entitled to only the privileges set out therein.

### **5 Life Member**

Persons who have rendered distinguished services in the cause of dramatic art or, being members, have rendered notable service in the interests of the Society may, upon the

recommendation of the Committee, be elected to be Life Members at any general meeting of the Society. Such members however, shall not exceed five in all.

## **6 Qualification for Active Work**

Members who wish to take an active part in the work of the Society, shall notify their wishes to the Secretary. The husband, wife, father, mother, son, daughter, brother or sister, as the case may be, of a member paying the higher rate of subscription referred to in Rule 20 shall be eligible to take an active part in the Society's productions without separate personal membership.

## **7 Resignation of Members**

Financial Members shall be entitled to resign by forwarding to the Secretary written notice of their resignation.

## **8 Exclusion from Membership**

The Committee shall have power to exclude or expel from the Society any member whose subscription remains unpaid for a year after it is due or who shall have been proved to its satisfaction to have been guilty of conduct prejudicial to its welfare. In the latter case any member so removed shall have the right to appeal to a general meeting of the Society.

## **9 Office Bearers and Committee**

There shall be a President, two Vice Presidents, a Secretary and a Committee of 12 members.

## **10 Patron**

There shall be a Patron who shall be appointed annually by the Committee. The Patron must be a member of the Society but shall not be an officer nor take part in its administrative work.

## **11 Presidents and Vice Presidents**

The President and Vice Presidents shall hold office for three years and shall be elected at an annual general meeting. They shall be ex-officio members of the Committee. After three years continuous service they may not be re-elected to the same office for at least one year but may offer themselves for election to any other office or to the Committee. In the event of any vacancy occurring in the offices of President and Vice Presidents such vacancy shall be filled at the next Annual General Meeting.

## **12 Committee**

At the Annual General Meeting the three longest-serving members (not including ex-officio members) shall retire and an election shall be held to fill the vacancies so created. Any Committee member so retired shall be immediately eligible for re-election, but on being re-elected the previous period of service of such committee member shall not be taken into account when determining those who shall retire at subsequent Annual General Meetings. Casual vacancies caused by the retirement of other than one of the three longest serving members for any year, occurring during that year shall not affect the provisions of this rule whether or not they shall have been filled by the Committee pursuant to rule 14. In the event of there being more than three members with equal seniority the order of retirement shall be determined by lot.

**13 Chairman and Vice Chairman**

The Committee shall elect annually a Chairman and Vice Chairman from among its members and ex-officio members. The Chairman or, in his absence, the Vice Chairman shall preside at all general or committee meetings. In the absence of both, the chair shall be taken by a committee member elected by the members present. The Chairman shall be an ex-officio member of all sub-committees.

**14 Vacancies in the Committee**

In the event of a vacancy amongst committee members it shall be filled by the Committee by co-option.

**15 Sub-Committees**

The Committee shall be authorised to appoint sub-committees of its members to carry out such functions as may be delegated to them. It shall also be empowered to co-opt any members of the Society to such sub-committees.

**16 Election of Office Bearers and Committee Members**

Nominations for the election of office bearers and committee members shall reach the Secretary by 5:00pm on the 8th day before the date fixed for the Annual General Meeting. If such date should fall on a Sunday, nominations shall close at 1:00pm on the day previous. Voting shall be as directed in Rule 28.

**17 Nominations**

Nominations under Rule 16 must be in writing and be signed by the candidate, the proposer and a seconder, all being financial members of the Society.

**18 Financial Year**

The financial year of the Society shall begin on the 1st day of January in each year and end on the 31st day of December following.

**19 Power of Committee**

The Committee shall have complete control of all matters of finance and management, including the engagement and remuneration of any person required in the service of the Society including the Secretary, also the appointment of any members to honorary positions.

**20 Subscriptions and Privileges of Members**

That the annual subscription rates shall be set by the Committee and that there shall be a double membership entitling the holder to two coupons for each of the five major main plays as the Committee may decide shall count against subscriptions; provided that the productions fall within the year covered by each individual member's subscription and that no claim shall arise in the event of five such productions not being staged during any member's subscription year. Similarly the annual subscription shall cover a single membership entitling the member to one coupon under the same conditions.

## **21 Liability for Subscription**

Members become liable for their subscriptions unless their resignation is received in writing before the first performance of the first main production during the year, together with any Coupons for such Play that they may have received.

## **22 Currency and Renewal of Subscriptions**

The year of membership shall begin on the 1<sup>st</sup> January and end on 31<sup>st</sup> December. A member joining after the 1<sup>st</sup> January in commencing year shall have his, or her, subscription reduced by one-sixth in respect of each Play for that year which shall already have been produced before his, or her, membership became operative. All subscriptions shall fall due on the 1<sup>st</sup> January in each year and Notice shall in each case be sent to the member concerned. If any subscription being due remains unpaid at the time when coupons for one of the Society's Productions are being sent to members, the member shall at the same time receive a second Notice of his, or her, subscription being due. The Committee shall, however have power to withhold the issuing of coupon for productions to members whose subscriptions remain unpaid two months after they are due, when they will be considered to be unfinancial, but nevertheless shall be liable for the full year's subscription.

## **23 Finance**

Moneys belonging to the Society shall be deposited in such bank or invested in such manner and under such conditions as the Committee may decide. The Committee shall also give such directions as they may consider desirable for the payment of claims against the Society. Cheques shall be signed by two members of the Committee or by one such member and the Secretary.

## **24 Power to Carry on a Business, Buy, Borrow etc**

- (a) The Society may be permitted to carry on any business, or activity which the Society can conveniently undertake in connection with the objects of the Society.
- (b) The Society may acquire by purchase, lease, hire or otherwise, such land, buildings or furnishings as may be necessary for the purposes of the Society. Also, it may borrow or raise and give security for money by the issue of debenture, stock, mortgage or charge upon all or any part of the property of the Society.

## **25 Annual Accounts**

The Secretary shall prepare annually after December 31st, for presentation at the Annual General Meeting, a statement of the Society's income and expenditure during the preceding year and of its assets and liabilities as on that date. This statement shall be audited by a public auditor elected at the previous Annual General Meeting.

## **26 Annual General Meeting**

A general meeting of members of the Society to be called the Annual General Meeting shall be held during the first half in each year on a date to be fixed by the Committee. Notice of such meeting shall be posed to each member 15 days before such date.

## **27 Special Meetings**

The Committee shall call a Special General Meeting of the Society upon receipt of a requisition to do so signed by at least 10 financial members. Such requisition must state the objects of the meeting. The Committee shall call the meeting within 21 days of the receipt of the requisition, and a notice of the date of the meeting and of its purpose shall be posted to members not less than seven clear days before such date. At any Special General Meeting no business shall be transacted other than that mentioned in the notice sent to members.

## **28 Voting**

- (a) At any meeting of the Society, voting shall be by show of hands unless a ballot of those present and entitled to vote is demanded by not less than six financial members. In the case of the election of Office Bearers and Committee, voting shall be by ballot in the event of the nominations exceeding the number of vacancies. Nevertheless a member who does not purpose to attend an Annual General Meeting may apply for a ballot paper which must be returned to the Society's office by 5:00pm on the day fixed for the election.
- (b) Each \$10.00 member shall be entitled to two votes, and each \$5.00 member to one vote, in any ballot at any Annual or Special General Meeting, also in any election.
- (c) In any election any voting paper in which the member has voted for more or fewer persons than the numbers required shall be invalid.
- (d) Only financial members shall be entitled to exercise a vote in any election or at any meeting.
- (e) In the event of an equality of votes the Chairman at any meeting shall have a second, or casting, vote.

## **29 Quorum**

At all annual or special general meetings 10 financial members shall constitute a quorum. Should there not be a quorum at an annual general meeting the members present shall, at the expiration of 15 minutes after the appointed time for assembling, adjourn the meeting. A special general meeting shall be abandoned if, 15 minutes after the appointed time for assembling there is no quorum. At any Committee meeting five members shall constitute a quorum.

## **30 Complimentary Tickets**

Complimentary tickets shall not be issued except as authorised by the Committee.

## **31 Alterations to Rules**

No alterations, additions or rescindment shall be made to these Rules except at annual general meetings, after notice of such alteration shall have been circulated to members five days before the date fixed for the meeting, or at special general meetings called for that purpose. No alteration to the rules may e made which in any way will detract from the Charitable nature of the Society. No rule so adopted shall be valid until approved and registered by the Registrar.

**32 Rules**

Every new member shall be given a copy of these Rules. Any additional copy shall be supplied subsequently on payment of 2/-

**33 Common Seal**

The common seal shall be kept in the custody of the Secretary, who shall affix it to documents as authorised by resolution of any general or Committee meeting. It must be affixed in the presence of two or more members of the Committee.

**34 Dissolution**

Members present at a meeting convened for the purpose may resolve that the Society be dissolved as from a date to be named in such resolution. If, upon winding up or dissolution of the Society, there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Society but shall be given or transferred to some other charitable society or body having objects similar to the objects of the Society or for some other charitable purpose.