



Musselburgh Amateur Musical Association

MAMA (Inst 1950) Affiliated to National Operatic and Dramatic Association

Rules of the Association

(updated 2005) (clause 16 revised September 2010)

TITLE AND OBJECTIVES

Title

1. The Association shall be called "The Musselburgh Amateur Musical Association".

Objectives

2. The objectives of the Association shall be the study and performance of Musicals, Operettas, Concerts and Plays and where possible the raising of funds for charitable purposes.

CONSTITUTION AND MANAGEMENT OF THE ASSOCIATION

Constitution

3. The Association shall consist of Acting and Non-Acting Members over eight years of age and may also include as Life Members other persons as shall have rendered special services to the Association.

Management

4. The Association shall be managed by a Committee consisting of the following office bearers, namely President, Vice President, Treasurer, Secretary and eight others.

Election and Retirement of Officers and Committee

5. One Officer and three Members of the Committee shall, at the A.G.M., retire, annually, but shall be eligible for re-election for a period of three years. If all the aforementioned positions shall not be filled at such a meeting or any casual vacancy shall thereafter occur the same shall be appointed by the remaining Members of the Committee.

Appointment of Sub-Committees

6. The Committee shall have power to appoint Sub-Committee and to delegate to such Sub-Committees all or any of its powers.

Annual General Meeting

7. The Annual General Meeting of the Association shall be held in August or September when the report of the Committee and the accounts for the past year, duly audited, shall be presented; the Officers and other Members of the Committee elected for a period of three years; and all general business transacted.

Notice of General Meeting

8. A printed notice of every General Meeting shall be sent to each Member at least fourteen days prior to the day fixed for such meeting.

Resolution at General Meeting

9. Unless otherwise provided by these rules all resolutions brought forward at a General Meeting shall be decided by a bare majority of the votes properly recorded at such meeting and in the case of an equality of votes properly recorded at such meeting and in the case of an equality of votes the Chairperson shall have a second or casting vote.

Quorum at General Meeting

10. No business other than the formal adjournment of the Meeting shall be transacted at any General Meeting unless a Quorum is present and such Quorum shall consist of not less than half the Adult Membership plus one, present and entitled to vote.

Extraordinary General Meeting

11. An Extraordinary General Meeting of the Association may be called at any time at the discretion of the Committee and shall be called within twenty-one days after the receipt by the Secretary of a requisition in writing to that effect, signed by at least twelve adults. Any such requisition shall specify the business for which the Meeting is to be convened and no other business shall be transacted at such Meeting.

Meeting of the Committee

12. Committee meetings shall take place at approximate monthly intervals during the active season and as required in the closed season with a Quorum of seven.

Committee's Powers

13. The Committee shall have power to decide any question arising from these rules and all other matters connected with the Association.

Life Members

14. Life Members may be nominated by any Member of the Association, but the decision to grant Life Membership shall rest solely with the Committee.

Appointment of Production Team

15. The Committee shall each year appoint a Production Team appropriate to each production and may advertise to new Members of such Production Team, if in their view this is necessary.

Selection of Cast

16. The Cast for any Production shall be selected by the Production Team with up to three Office Bearers from the Committee sitting on the Audition Panel in an advisory capacity only.

Revision of Cast

17. The Committee shall have the power to revise the Cast from time to time, if any Member to whom a Character has been assigned shall, in its opinion, prove unsuitable for the Part.

Attendance at Rehearsals

18. A record of attendance of Acting Members shall be kept and Acting Members absenting themselves from three consecutive rehearsals and/or having irregular attendance may, at the decision of the Committee, be deemed to have resigned their Parts in Rehearsal.

Expulsion of Members

19. The Committee may, by a bare majority of those present and voting, remove from the list of Members the name of any Member who has persistently neglected the work undertaken by the Association and the name of any Member whose conduct they consider likely to endanger the welfare of the Association.

Selection of Works

20. The Committee shall prepare or cause to be prepared a "Short List" of works from which the Members of the Association shall choose the work or works to be performed in the ensuing year.

Privilege of Non-Acting Members

21. The privileges of Non-Acting Members, other than and except the right to attend and vote at General Meetings of the Association, shall be determined from time to time by the Committee.

Control of Rehearsals

22. The Musical Director shall control all Music Rehearsals and the Producer shall control all Stage Rehearsals.

FINANCIAL MATTERS

Subscriptions

23. The Annual Subscription to the Association shall be determined by the Committee each year.

Payment of Subscriptions

24. Subscriptions shall become due and be paid to the Treasurer prior to any Audition, but not later than the 31st October in that year.

Non-Payment of Subscriptions

25. The Committee shall have the power by ordinary resolution to suspend any Member whose subscription remains unpaid after 31st October in any year and from exercising any of the privileges of Membership until his or her subscription is paid, or at its discretion, terminate the Membership of such persons.

Members' Ticket Liability

26. Each Member of the Association shall sell and be responsible for a minimum of ten tickets, for each Production. Such tickets shall be non-returnable and non-refundable.

Members' Other Liabilities

27. Any Member who fails to give less than 28 days notice (except in the case of illness) that they intend to resign from a Production will be held liable for any financial commitment entered into on their behalf by the Association.
28. In the event of the Association having a debit balance at the end of the financial year, all currently subscribing Adult Members shall be liable legally to make good the loss in equal shares.
29. Members are reminded that the copying or recording, in any form, of any Work purchased or hired by the Association is a breach of the current copyright law. The Association shall agree to indemnify the Office Bearers or the Licence Holders of any work against any legal action arising out of individual Members copying or recording such Work.

Production Money

30. 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 fourteen days after the conclusion of the Final Performance.

Recoveries of Money due to Association

31. All Monies due and owing to the Association shall be recoverable at law in the name of the Secretary.

Financial Year

32. The Financial Year of the Association shall commence on 1st July and annual accounts for the previous year be prepared within two months.

Appointment of Auditor

33. The Committee shall ensure the appointment of an auditor to the Association.

General Obligations of Members

34. All Members shall have a general duty to conduct themselves to the benefit of the Association. In particular, they shall to the best of their ability, play the Parts assigned to them and adhere to the direction of the Production Team or Officers of the Association at all Rehearsals and Performances.

Dissolution of Association

35. The Association shall only be dissolved by resolution passed by a majority of at least five-sixth of the Members present and voting at a Special General Meeting called for the purpose of considering such dissolution. In the event of dissolution, any balance of cash remaining in hand after realisation of assets and payment of debts shall be dealt with in such a manner as the Meeting shall decide, subject to Rule 2.

Alteration of Rules

36. No alternation of those rules shall be made except at a General Meeting nor unless twenty-one days prior to such meeting a written notice of the proposed alternation or of one substantially to the like effect shall have been given to the Secretary, who shall give fourteen days notice thereof to the Members and the resolution embodying such proposed alteration shall be carried by a majority of at least two-thirds of the votes recorded thereon at the Meeting.

ADDENDUM TO THE CONSTITUTION

- I. If a Member is not able to fully commit to every performance then that Member will not be allowed to take part in that Production.
- II. Members must phone in advance if they know they will be absent from rehearsals (Paragraph 18 Constitution – Attendance at Rehearsals: A record of attendance shall be kept, and Acting Members absenting themselves from three consecutive rehearsals and/or having irregular attendance, may, at the discretion of the Committee, be deemed to have resigned their parts in the work in rehearsal.)
- III. Members should not take holidays within the six rehearsal weeks prior to Productions.
- IV. Members should not take any decisions on behalf of the Company without prior consultation with the Committee.
- V. It is expected that all Members will take part in Productions whether they were successful in auditions or not.
- VI. Rehearsals will start prompt at 7 pm.
- VII. If a Member will be on holiday on audition dates, auditions must be arranged with the Committee before that date.