RULES OF SUTTON ARTS THEATRE

South Parade, Sutton Coldfield B72 1QU
Adopted on 14th October 2015
Amended on 28th October 2024

PRELIMINARY

1. The Club shall be called "Sutton Arts Theatre" and in these Rules is hereinafter referred to as "the Company".

2. The premises of the Company shall be at Sutton Arts Theatre, South Parade, Sutton Coldfield, or such other address as the Company may in General Meeting determine.

3. The objects of the Company shall be:

   (a) To promote the cultural advancement, appreciation and execution of Theatre and dramatic art in all its forms.

   (b) To establish and maintain premises which may be used as a theatre, rehearsal rooms, workshops, studios, lecture and recreation rooms.

   (c) To devote all or any funds raised by subscription or donation or by any of its activities whatsoever to the furtherance of these aims or for such other objects as the Management Committee may in its absolute discretion from time to time decide.

MEMBERSHIP

4. (a) The Company shall be a members' Club and shall consist of ordinary members together with such honorary members, associate members, and temporary members as are herein mentioned.

   (b) Members shall be aged 8 or over, however only those members age 14 or over shall have voting rights and no members under 18 shall hold any position as an officer of the Management Committee.

5. Honorary members, who shall not be liable to pay any yearly subscription but shall be entitled to all the privileges of membership, may be elected by the Management Committee.

6. The Management Committee may, in special circumstances, elect Life Vice Presidents who shall thereafter be entitled to all the privileges of membership without paying the yearly subscription.

7. (a) Members of other companies invited to produce or act in a Sutton Arts Theatre production are accepted as members for the duration of the rehearsals and production only, without charge. Other non-members successfully applying to become part of a production must become members.

(b) Any non-member who purchases a ticket or receives an invitation to an event at the Theatre shall become a temporary member of the Club for the date on which that ticket or invitation is valid.

(c) Anyone hiring the Theatre's facilities for a private Function, theatrical event will be required to sign a hire agreement and pay the agreed hire fee. Anyone attending the event shall be treated as a temporary member of the Club for the date on which that ticket or invitation is valid.

8. Every candidate for membership shall communicate in writing their full name and address and any other information that is required by law, along with their consent to be contacted and their preferred method of contact. This should be submitted to the Membership Secretary, together with the applicable membership payment. The membership secretary will keep an appropriate record that complies with GDPR. Until the candidate is accepted as a member they shall not be entitled to any of the privileges of the Company. Each new candidate for election shall be approved by the Management Committee.

9. Upon the acceptance of a candidate, they will be issued with a membership card and will be advised of the theatre rules, as well as the benefits and privileges of membership.

10. Every member of the Company shall communicate to the Membership Secretary any change to their contact details or contact preferences to ensure they are kept up to date with theatre notices and relevant member updates and to ensure GDPR compliance.

COMMITTEE AND OFFICERS

11. The affairs of the Company, in all matters not in these Rules reserved for the Company in General Meeting, shall be managed by the General Committee of the Company (hereinafter referred to as "The Management Committee")

(a)The Management Committee (all of whom shall be entitled to vote) shall consist of the Chairman, Deputy Chairman, Treasurer, Secretary, Box Office Manager, Membership Secretary, Arts Director, Stage Director, Social Committee Chairman, Bar and Lettings Manager and Front of House Manager. They shall be elected annually at the Annual General Meeting of the Company and shall go out of office in every year, but shall be eligible for re-election.

(b)The Management Committee may appoint such Sub-Committees with Officers for the same as may be deemed to be desirable or necessary, and may delegate power and authority to such Sub-Committees and Officers. Such Officers may be co-opted to the Management Committee but shall not have voting power.

(c)The Management Committee shall be empowered to fill casual vacancies amongst Officers or Members of the Committee occurring during any year, such co-opted Officers and Members, all of whom shall be entitled to vote, retiring at the next Annual General Meeting following their appointment, but being eligible for election.

(d)Voting in Committee shall be by show of hands, unless two members present and voting, shall request a poll when the voting shall be by poll. In the event of a tie, the Chairman shall have a second or casting vote.

(e)A quorum shall consist of not less than six members present and entitled to vote

(f)The Management Committee shall each year recommend to each Annual General Meeting for election, a President. The Management Committee may also recommend each year Deputy Presidents who can support the President and also act in his/her absence.

(g)The Management Committee shall cause Minutes to be made available for the purpose of all:

i)Appointment of Officers made by the Committee.
ii)Members of the Committee present at the meetings of the Committee.
iii)Members present at General Meetings of the Company.

iv)Resolutions and proceedings at all meetings of the Company and at all meetings of the Management Committee of the Company.

(h)The Management Committee shall be empowered to borrow or raise money for the purpose of improving the amenities of the Company's premises or for such other purposes as it may decide in such a manner and upon such terms as it shall in its absolute discretion think fit.

SUBSCRIPTIONS, FINANCES AND ACCOUNTS

12. The entrance fee and annual subscription shall be such sums as the Management Committee may from time to time determine. At the discretion of the Management Committee an ordinary member may be allowed to pay a reduced subscription for any period less than a year.

13. All annual subscriptions (except the first subscription of a new member as provided by Rule 8) shall become due on the 1st of July in each year and a reminder sent in May each year.

14. If any member shall fail to pay their subscription within three months after it has become due, the Membership Secretary shall send them a further reminder to pay before the next AGM. If they shall fail so to pay their subscription by the next AGM, the Management Committee shall be entitled to terminate their membership without further notice.

15. Any member may resign their membership by giving to the Membership Secretary notice in writing to that effect, but shall be liable for their subscription for the year during which they resign.

16. The financial year of the Company shall end on the 30th day of June in each year to which day the accounts of the Company shall be made up and balanced.

17. The Committee must keep accurate accounts of the finances of the Club through the Treasurer. As soon as practicable after the end of the financial year and before every AGM the accounts must be examined by two qualified voting members who are not Officers of the Management Committee.

INTOXICATING LIQUOR

18. The permitted hours for the supply of intoxicating liquor in the Company's premises shall be in accordance with the permitted hours prevailing in the licensing district in which the Company's premises are situated or during such periods within those hours as may from time to time be determined by the Management Committee.
No intoxicating liquor shall be supplied to members or to any other persons on the Company's premises otherwise than by or on behalf of the

Company. No intoxicating liquor shall be supplied for payment to any person on the Company's premises other than a member or temporary member.

19. The Management Committee shall arrange the supply of intoxicating liquor by the Company to members, and to other persons on the Company's premises, and shall secure the due observance of the provisions of the Licensing Act 1964, and all Acts relating thereto, and of any conditions attached to any license held by or on behalf of the Company or to any registration certificate granted in respect of the Company's premises.

20. No person shall be paid at the expense of the Company any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the Company, nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Company to members or guests, apart from any benefit accruing to the Company as a whole.

21. The Company premises shall be opened to members at such times as the Management Committee shall from time to time determine.

22. There may be admitted to the registered premises of the Company persons other than members and their guests, and intoxicating liquor may be supplied to them by or on behalf of the Company for consumption on the premises, but not elsewhere on such occasions as may be specifically authorised by the Management Committee.

FINANCIAL BENEFITS

23. Except as shall be expressly authorised by the Management Committee, no member shall receive any profit, salary or emoluments from the funds or transactions of the Company.

GENERAL MEETINGS

24. An Annual General Meeting of the Company shall be held in the month of October in each year. At the Annual General Meeting the following business shall be conducted:

    (a) A report of the year's activities to be given by the Chairman.

    (b) The presentation and (if accepted) the passing of the accounts for the previous financial year ended on the 30th day of June prior to the meeting, which accounts shall first have been examined by two qualified members as outlined in rule 17.

    (c) The election of the Management Committee.

(d) Such other business as shall have been communicated in writing to the Secretary.

25. An Extraordinary Meeting of the Company may be convened within 21 days, on the requisition of one-fifth of the members of the Company for the time being, or thirty members, whichever is the less. Such requisition must state the purpose for which such meeting is required.

26. Twenty-eight days at least before the Annual General Meeting, or any Extraordinary General Meeting, a notice of such meeting and of the business to be transacted thereat, shall be posted in the Company's premises, and a copy thereof shall be sent to every member, and no business other than that of which 14 days' notice has been given, shall be brought forward at such meeting.

27. At all General Meetings of the Company, the President, or in their absence a Vice President or member selected by the Management Committee, shall take the Chair. Every member present shall be entitled to one vote upon every motion, and in the Case of an equality of votes, The Chairman of the meeting shall have a second or casting vote. In the event of there being a contest as to a place on the Management Committee, the same shall be decided by a ballot. In other cases, election by a show of hands shall be sufficient.

28. The quorum at all General Meetings shall not be less than twenty-five members or one-tenth of the membership, whichever is the less present and entitled to vote.

VISITORS

29. Every member shall be allowed to introduce visitors subject to such regulation as shall be made from time to time by the Management Committee, and every visitor shall be considered the guest of and be accompanied by the member introducing them. Provided that no person shall be introduced as a visitor to the Company's premises who shall have been expelled from membership or whose conduct or presence in the Company's premises shall be considered by the Management Committee objectionable or prejudicial to the interest of the Company.

BY-LAWS

30. The Management Committee may from time to time make, vary and revoke by-laws (not inconsistent with these Rules) for the regulation of the internal affairs of the Company and the conduct of the members, and the by-laws for the time being in force, shall be binding on all members.

CONDUCT OF MEMBERS

31. The Management Committee may suspend the membership of any member whose conduct, whether on the Company's premises or elsewhere, is or has been in the opinion of the Management Committee contrary to the interests of the Company or injurious to its reputation.

32. Immediately upon the suspension under Rule 31 of the membership of any member, the Secretary shall:

(a) Cause a meeting of the Management Committee to be summoned for a day not later than the twenty-first day following the suspension.

(b) Give notice to the suspended member, at their address as last notified to the Membership Secretary under Rule 10, of their suspension, and inform them that if they so desire, they may be present at the said meeting.

33. At any such meeting, any allegation against the suspended member shall be related (in their presence if they attend) to the meeting and the suspended member shall (if they desire) be heard in answer, a reasonable adjournment to enable them to prepare their answer being allowed them in the discretion of the meeting. The decision of the Management Committee at the said meeting or at any adjourned meeting whether to reinstate the suspended member or to terminate their membership shall be taken by vote, and shall be final and conclusive.

34. Any person ceasing to be a member of the Company shall forfeit all right to and claim upon the Company and its property and funds, but without prejudice to the right of reimbursement in respect of any payment properly made by them for or on behalf of the Company.

INTERPRETATION

35. The Management Committee shall be the sole authority for the interpretation of these Rules and of the regulations made from time to time by the Management Committee, and the decision of the Management Committee upon any question of the interpretation or upon any matter affecting the Company and not provided for by these Rules or by the regulations, shall be final and binding on the members.

ALTERATION OF RULES

36. These Rules may be revoked, added to or altered as proposed by the Management Committee. Any proposed changes should be communicated to the membership and any objections raised within 14 days.

EXCLUSION OF LIABILITY

37. Neither the Company nor any officer thereof shall be liable to any member or guest of a member for any loss, or of damage to any property occurring from whatever cause, in or about the Company's premises, nor for any injury sustained by any member or guest whilst on or entering or leaving the Company's premises, and a notice to this effect shall at all times be displayed in a prominent position on the Company's premises.

TRUSTEES

38. All land and leases thereof shall be held on behalf of the Company in the name of Sutton Arts Theatre Ltd. whose registered office is at Sutton Arts Theatre, South Parade, Sutton Coldfield, West Midlands B72 1QU.

DISSOLUTION

39. If the number of ordinary members of the Company shall at any time fall below 10, or if at any time the Company shall pass in General Meeting by a majority comprising two-thirds or more of the members present and entitled to vote, a resolution (in this Rule called "the first resolution") of its intention to dissolve, the General Committee shall take immediate steps to convert into money all the property of the Company, with power however to postpone or delay the conversion of any particular property if the Company, in General Meeting shall so authorise. Out of the proceeds of such conversion, the Company shall discharge all debts and liabilities of the Company, including the expenses of such conversion, and any balance remaining in their hands shall be disposed of by them as the Company in General Meeting shall resolve, and thereupon the Company shall for all purposes be dissolved. Any such balance remaining in their hands shall not be paid to or distributed among the members of the Company but given to other institutions having the same or similar objectives as those of the Company, and which shall prohibit the distribution of its and their income amongst their members and if and so far as effect cannot be given to the aforementioned provisions then said balance given to suitable charities.

Signed by *D Whitehead* Date 28.10.24

Chairman