

**LINLITHGOW AMATEUR  
MUSICAL PRODUCTIONS  
(Incorporating LAMP Children's Theatre)**

**CONSTITUTION**

**AND**

**BYE LAWS**

**Revised May 2019**

# LINLITHGOW AMATEUR MUSICAL PRODUCTIONS

## CONSTITUTION

1. Designation. The Society will be called L.A.M.P. (Linlithgow Amateur Musical Productions), hereinafter referred to as “the Society”.
2. Object. The object of the Society is to educate the public in the dramatic and operatic arts - to further the development of public appreciation and taste in the said arts: to assist and further such charitable institutions and charitable purposes as the Committee shall from time to time determine; and in furtherance of this object but not otherwise the Society through its Management Committee shall have the following powers: -
  - a) To promote musicals, plays, drama, comedies, operas, operettas and other dramatic and operatic works of educative value.
  - b) To purchase, acquire and obtain interests in the copyright of or the right to perform or show any such dramatic or operatic works.
  - c) To purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings, scenery and all other necessary effects.
  - d) To raise fund and invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise, provided that the Society shall not undertake any permanent trading activities in raising funds.
  - e) To undertake all such other activities as shall further the objects of the Society
3. Membership. Membership shall be open to all those having sympathy with, and desiring actively to further, the object of the Society and to pay the annual subscription prescribed by the rules.
  - 3.1 The Society will be composed of Playing Members, Student Playing Members, Non-Playing Members, Children’s Theatre Members, Associate Members and Friends of LAMP. Each member will be subject to the Constitution, Bye Laws, Policies and rules and conditions of the Society. These documents can be found at [www.linlithgow-musicals.co.uk](http://www.linlithgow-musicals.co.uk).

**PLAYING MEMBERS** will be persons aged 16 years and over taking an active part in developing the Object of the Society. Membership runs for 365 (or 366) consecutive days from the date of the first rehearsal for the adult production.

**STUDENT PLAYING MEMBER** will be persons aged 16 years and over and who are in full time education taking an active part in developing the Object of the Society. Student playing members shall be regarded as having all the same privileges of membership as playing members. Membership runs for 365 (or 366) consecutive days from the date of the first rehearsal for the adult production.

**NON-PLAYING MEMBERS** will be persons aged 16 years and over taking an active part in developing the Object of the Society but not performing on stage. Non-Playing Members can be a non-playing member for a maximum of 2 consecutive years then will become a Friend of LAMP. Membership runs for 365 (or 366) consecutive days from the date of the first rehearsal for the adult production.

**CHILDREN'S THEATRE MEMBERS** will be persons from Primary 5 up to and including Secondary 5, taking an active part in developing the Object of the Society. Children's Theatre members shall be regarded as having all the privileges of membership as playing members, except that they will have no power to vote on any procedural matter in relation to the affairs of the Society. Membership runs for 365 (or 366) consecutive days from the date of the first rehearsal for the Children's Theatre production.

Children's Theatre members are eligible to join via audition when in Primary 5 up to and including Secondary 5.

Children's Theatre members may be invited by the Management Committee to take part, via audition, in any adult production. Such participation will be at the discretion of the Management Committee and may be conditional upon complying with such conditions as may be stipulated by the Management Committee but may not be required to pay any membership fee for that adult production.

**ASSOCIATE MEMBER** will be members who are aged over 16 years who have taken an active part in developing the Object of the Society as a playing and/or non-playing member for at least 10 years previous but who no longer wish to participate as an active playing member but may wish to participate offstage or be associated with productions. Associate members will have no power to vote on any matter in relation to the affairs of the Society. They will have priority booking and be invited to events. They shall always be bound by the Constitution, Policies and operating procedures of the Society.

Associate members may be invited by the Management Committee to:

- take an active part in the management, help or organisation of a production or LAMP event
- consider application for a specific part in an adult production, via audition, in any adult production.

Such participation will be at the discretion of the Management Committee and may be conditional upon complying with such conditions as may be stipulated by the Management Committee but may not be required to pay any membership fee for that adult production.

**FRIENDS OF LAMP** – Friends of LAMP are those who would like to be associated with the company but currently do not take an active part in productions. They will have priority booking and be invited to events. They will have no power to vote at the AGM, no right to vote on the choosing of the show, and no automatic right to join the company and will have to join the waiting list if wishing to become a playing member. Friends of LAMP will have no voice or vote in the affairs of the Society. Membership runs for 365 (or 366) consecutive days from the date of the first rehearsal for the adult production.

3.2 **CHILDREN'S THEATRE** – The Children's Theatre will operate as a separate section of the Society.

3.2.1 **CHILD PROTECTION POLICY** – In line with legislation LAMP has a child protection policy. This is available to view on request from the designated Child Protection Officer.

4. Membership Fees. The annual fees for each category of membership will be such sums as are recommended by the Management Committee and voted upon at the A.G.M. If monies due are not paid by the dates stipulated, then that person may be asked by the Management Committee to take no further part in the production.

4.1 **Playing and Student Playing Membership Fees will be payable to the Treasurer as follows:**

> In full by no later than 30th June, or prior to taking part in Principal Auditions for the show being undertaken, whichever is the earlier

> By instalments - 50% by no later than 31st May, or prior to taking part in Principal Auditions for the show being undertaken, whichever is the earlier, then 25% by 30th June and 25% by 31st August

> The Management Committee will also have the power to invoke a costume levy, which will be decided annually by the Management Committee, to be paid to the Treasurer no later than 31st August

4.2 **Children's Theatre Membership Fees will be payable to the Treasurer as follows:**

> In full by no later than 31st December, or prior to taking part in Principal Auditions for the show being undertaken, whichever is the earlier

> By instalments - 50% by no later than 30<sup>th</sup> November, or prior to taking part in Principal Auditions for the show being undertaken, whichever is the earlier, then 25% by 31<sup>st</sup> December and 25% by 31st January

4.3 **Non-Playing and Friend of LAMP Fees will be payable to the Treasurer as follows:**

> In full by no later than 30th June

> By instalments - 50% by no later than 31st May, then 25% by 30th June and 25% by 31st August

5. Honorary Officials. Honorary President(s) and Honorary Vice-President(s) may be appointed, but without voting powers.

6. Management

6.1 Office Bearers. The Office Bearers will consist of President, Vice-President, Secretary and Treasurer. Each nominated person for each individual position requires a proposer and a seconder.

Office Bearers shall be nominated at the stated AGM and elected to the Management Committee only if present at the General Meeting at which the election is made or unless the consent of that nominated member has already been obtained. Office Bearers must be playing or non-playing members of the society. The only exception to this is where there is demonstrated to be a clear necessity for a person other than a playing or non-playing member to be elected as an Office Bearer otherwise that post would go unfilled. This person must already be or must become a Friend of LAMP to take the position as an Office Bearer. These special circumstances must be minuted by the Secretary at the AGM.

Examples, and not an exhaustive list, of special circumstances may include that there is no playing or non-playing member of the society willing to take a specific position as an Office Bearer, or the Friend of LAMP has a knowledge in a specific area which would be advantageous to the society.

- 6.1.1 **President.** The President will be elected annually at a General Meeting of the Society and will retire from this position after a period of not more than five consecutive years. The duties of the President include, but are not limited to, chairing meetings of the Management Committee and the Society, representing the Society at functions/meetings that the Society are invited to, acting as a spokesperson for the Society when necessary, managing the application for service awards for members and managing the health and propriety of the Society in a way that does no harm.
- 6.1.2 **Vice-President.** The Vice-President will be elected annually at a General Meeting of the Society and will serve for a period of up to five consecutive years, with a view to assuming the position of President at the termination of the period of office of that official. The duties of the Vice-President include, but are not limited to, supporting the President in managing the health and propriety of the Society in a way that does no harm, acting as a Production Secretary, some aspects of which include applying for the musical rights to legally perform any production chosen by the Society and liaising with the Musical Director to arrange musical accompaniment for each production and deputising for the President in absence.
- 6.1.3 **Secretary.** The Secretary will retire annually but will not retire at the AGM until a President is elected at that General Meeting. Once the President, Vice-President and Treasurer retire at the AGM, the Secretary becomes Chairperson of the meeting until a President is elected. The secretary then retires but will be eligible for re-election. The duties of the Secretary include, but are not limited to, taking minutes at Society meetings, maintaining the membership list, dealing with correspondence and collecting and circulating any relevant information within the Society.
- 6.1.4 **Treasurer.** The Treasurer will retire annually but will be eligible for re-election. The duties of the Treasurer include, but are not limited to, supervising the financial affairs of the Society and keeping proper accounts that show all monies collected and paid out by the Society.

All Office Bearers will have power to vote, irrespective of their status of membership. The positions of President, Vice President, Secretary and Treasurer comprise the Executive of the Management Committee.

- 6.2 **Management Committee.** The business of the Society will be managed by an elected Management Committee consisting of the President, Vice-President, Secretary and Treasurer, together with a minimum of four elected members or friends of the society. The elected members will each serve for up to two years. Up to two members must retire annually but may be eligible for re-election. No member will be elected to the Management Committee unless present at the General Meeting at which the election is made, or unless the consent of that member has already been obtained.

The Management Committee shall endeavour to meet at least 8 times a year.

The President, whom failing the Vice-President, shall preside at all meetings of the Society and Management Committee. In the absence of both the President and the Vice-President, the meeting will elect its own Chairperson.

Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote, then the Chairperson shall have a second deliberative and casting vote.

The Management Committee will have the power to co-opt a member, non-playing member or friend of LAMP to fill any vacancy in the Committee out with the Office Bearers. The co-opted member will offer themselves for re-election at the next A.G.M.

The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, if person has the right to be heard before a final decision is made.

The Management Committee will have the power to appoint sub-committees for specific purposes, with or without powers. Any appointed sub-committee must have any elected member of the Management Committee act as Chairperson and is not limited to the number of members it shall have. Members of the sub-committee may be from any category of membership of the Society. The Chairperson of the sub-committee will report back to the Management Committee at Management Committee meetings at regular intervals. Any sub-committee may be disbanded at any time by majority agreement at a Management Committee meeting.

Usually a minimum of 51% members of the Management Committee, of which one must be an Office Bearer, will constitute a quorum at the discretion of the chairperson at constituted meetings.

The Secretary will keep a record of all Minutes of all the proceedings of the Society, conduct all the correspondence of the Society and call all meetings relating to the Society.

A Management Committee minute secretary will keep a record of all Management Committee meetings and dispense these appropriately to the members of the Management Committee.

**6.2.1 Management Committee Positions.** Within the Management Committee there will be specific convenor positions which require to be filled. These include Business Convenor, Social and Fundraising Convenor, Programme Convenor, Publicity Convenor and Production Convenor.

Business Convenor. The duties of the business convenor include but are not limited to maintaining the LAMP website and managing social media content.

Social and Fundraising Convenor. The duties of the social and fundraising convenor include, but are not limited to, managing the fundraising events of the Society, managing the social events of the Society and managing or delegating management to a specific individual, not exclusively a member of the society, for front of house for the latest Society production.

Programme Convenor. The duties of the programme convenor include, but are not limited to, designing the logo and promotional art work required for the latest production which must be done in conjunction with any rider information provided by the licensor, managing the production of a programme for the latest production and contacting local companies for potential advertising within the programme.

Publicity Convenor. The duties of the publicity convenor include, but are not limited to, publicising the latest production around the local area including local newspapers, magazines, banners, posters and any other form of advertising that may be deemed appropriate by the convenor. The convenor is responsible for removing any publicity placements in a timeous manner.

Production Convenor. The duties of the production convenor include, but are not limited to, liaising with the Production Officials to establish requirements for staging the production, including obtaining details for procurement or arranging construction of stage sets, procurement or arranging the use of props for the performance and being present at the set-up of each production.

The Management Committee reserves the right to create, without prior notification, any new convenor position deemed to be necessary to forward the Objective of the Society.

Each convenor must provide a report at every Management Committee meeting. Each convenor is voluntarily appointed. The Management Committee may by a two-thirds majority vote and for a good and proper reason, require any convenor to stand aside, provided that person has the right to be heard before a final decision is made.

7. Finance. The funds, property and assets of the Society will be vested in the Management Committee in trust for the Society. Members of the Society will jointly and severally accept responsibility for the whole management of the Society, and for any financial loss which may be incurred. The funds of the Society will be applied for the stated Object of the Society. All monies will be lodged in bank account(s) in the name of the Society. The bank account(s) will be operated by the Treasurer, together with 2 other members of the executive.

Any cheques issued shall be signed by the Treasurer and one of the President or Vice-President.

The Treasurer will keep a record of transactions and intromissions with the funds of the Society. The Society's financial year will be deemed to end on 31 December annually. The Treasurer's record of intromissions with the funds of the Society will be independently examined as agreed by the Management Committee.

All monies due from members relating to the annual production of the Society shall be accounted for and paid to the Treasurer no later than the final performance of the show. Monies due in respect of all other performances and events shall be paid to the Treasurer within seven days of that performance or event.

8. Voting Procedures. Voting at all General Meetings of the Society will be by a majority show of hands of members present at said meeting. In some circumstances, the Chairperson may deem it appropriate to conduct a confidential paper ballot. In this case, the votes cast at such meetings being counted by two tellers elected from the members present at the meeting.

#### **8.1 Selection of Work to be Produced**

##### **8.1.1 Adult Company.**

The Society will be guided on its show choices by the Show Reading Group, but the final decision of show choice will be determined by the playing and non-playing members of the Society.

- Suggestions of works to be performed can be made by any member of the Society for production in the following year until the last rehearsal before the summer break.
- Considering all show suggestions made by members of the Society, the Show Reading Group will investigate each production with due diligence to the specific show choosing criteria set out in the constitution.
- The Show Reading Group will compile a shortlist of four shows from those put forward by Society members, which would be suitable for production in the following year, and present these to the Management Committee.
- The Management Committee will vote and by majority reduce the four suggested productions to two.
- The titles of the two suggested productions will be issued to playing and non-playing members 2 weeks prior to a Society Show Choosing Meeting called to vote for the following years' production. This would usually be held on the first Sunday rehearsal following the summer break, or as close to this as possible. Following a short description of the suggested works each playing or non-playing member present at the meeting is entitled to vote for their first preference of production.
- This vote shall take the form of a confidential paper ballot and the votes cast will be counted by two tellers elected from the members present at the meeting. The show with the most votes cast will be the next work to be produced.

Following this vote, the Management Committee will attempt to secure the performance rights. If performing rights cannot be secured, the Management Committee will pursue gaining the performing rights for the runner-up choice show as voted for at the Show Choosing Meeting by the playing and non-playing members.

If neither of these two shows can be secured, the Management Committee reserves the right to call a further meeting of the Society to re-vote for the next production.

8.1.2 **Proxy Votes.** All playing and non-playing members are entitled to a vote on the selection of the next work to be performed. Whilst it is encouraged that all playing and non-playing members should be present at the Show Choosing Meeting, these members are also entitled to a proxy vote if it is known they are unable to attend said meeting. All proxy votes must be with the Secretary prior to commencement of the Show Choosing Meeting. These should be either by e-mail or signed paper ballot given directly to the Secretary.

Any proxy votes not with the Secretary prior to the commencement of said meeting shall be considered void and will not be counted.

Proxy votes should contain only the show the member wishes to perform.

8.1.3 **Abstentions.** Playing and non-playing members are entitled to abstain from voting at the Show Choosing Meeting. Whilst the Show Reading Group and Management Committee would always endeavour for abstentions to be avoided, the show for production the following year would remain to be chosen from the majority votes of playing and non-playing members.



8.1.4 **Show Reading Group.** The Society will be guided on its show choices by the Show Reading Group, but the final decision of show choice will be determined by the playing and non-playing members of the Society. The Show Reading Group will consist of 5 participants:

- A member from the Management Committee (unless in exceptional circumstances excluding any member of the Executive)
- A member from the present Production Team
- Three members (playing or non-playing) of the Society  
Playing and non-playing members of the Society will be asked to volunteer to be a part of the Show Reading Group. As wide a spectrum of views, experience and opinions as possible is sought for the Show Reading Group.
  - If not enough members volunteer to be part of the Show Reading Group, the President will directly approach individuals to serve on the group, again trying to achieve as wide a spectrum of views, opinions and experience as possible.
  - If too many members volunteer to be part of the Show Reading Group, the Executive will determine to reduce the number of members to the three required, again trying to achieve as wide a spectrum of views, opinions and experience as possible.

Playing and non-playing members would usually serve one year but may only serve for a maximum of two years on the Show Reading Group and are not permitted to put themselves forward to be part of the Show Reading Group for a further two years following end of participation.

The Show Reading Group will investigate each suggested production with due diligence to the following show choosing criteria:

1. Rights availability of production
2. Suitability for members
3. Suitability and likelihood of casting
4. Orchestration and chorus involvement
5. Staging of production (set/lighting/costumes etc.)

8.1.5 **Children's Theatre.** Suggestions of works to be performed by the Children's Theatre may be made by any member of the Children's Theatre and/or the Management Committee for production the following year up until 31<sup>st</sup> January each year.

- Considering all show suggestions put forward, the President will approach the current Children's Theatre Production Team to gain their opinions on the viability of suggested shows for the Children's Theatre.
- The Executive will investigate each production with due diligence to the specific show choosing criteria set out in the constitution.
- The Executive will produce a shortlist of a minimum of four suitable productions and following a short description to the Management Committee of each proposed production by the Vice-President, the Management Committee will vote and by majority reduce the four suggested productions to two.

- The titles of the two suggested productions will be issued to Children's Theatre members 2 weeks prior to a Society Show Choosing Meeting called to vote for the following years' production. This would usually be held on the first Sunday rehearsal in March, or as close to this as possible. Following a short description of the suggested works, each Children's Theatre member present at the meeting is entitled to vote for their first preference of production. Only members present at the meeting are entitled to a vote.
- This vote shall take the form of a confidential paper ballot and the votes cast will be counted by two tellers elected from the Management Committee present at the meeting. The show with the most votes cast will be the next work to be produced.

Following this vote, the Management Committee will attempt to secure the performance rights. If performing rights cannot be secured, the Management Committee will pursue gaining the performing rights for the runner-up choice show as voted for at the Show Choosing Meeting by Children's Theatre members.

If neither of these two shows can be secured, the Management Committee reserves the right to reconsider and on taking advice, ultimately decide upon next production.

8.1.6 **Tied Vote.** In the event of a tied vote in relation to the selection of works to be performed, the President, whom failing in exceptional circumstances, the Vice-President, has a second deliberative and casting vote.

8.2 **Election of Office Bearers and Committee Members.** In the event that a greater number of nominations are received than there are vacancies to be filled, members and non-playing members at the meeting will vote via a confidential paper ballot for the candidate of their choice, the votes cast being counted by two tellers elected from the members present at the meeting. The candidate receiving the highest number of votes will be duly elected. In the event of the number of nominations received being the same as the number of vacancies, but where the period to be served by the successful candidate is variable, a similar process should be followed. However, in such circumstances and subject to the approval of all parties, it may be agreed among the individuals concerned that the allocation of places will be completed by agreement.

8.2.1 **Tied Vote.** In the event of a tied vote in relation to election of Office Bearers and Committee Members, the President, whom failing in exceptional circumstances, the Vice-President, has a second deliberative and casting vote.

8.3 **Election of Production Officials.** Production Officials for the adult production will be elected at the AGM. All names put forward for consideration as production officials must be with the Secretary in writing ([lampsecretary@gmail.com](mailto:lampsecretary@gmail.com)) prior to the 31<sup>st</sup> December. Any names not with the Secretary prior to 31<sup>st</sup> December shall not be considered at the A.G.M. Each name put forward for a specific position in the production team must be nominated and seconded by members present at the A.G.M.

(a) If no names for specific production team roles have been put forward to the Secretary prior to 31<sup>st</sup> December, the members present at the A.G.M. will be asked for suggestions of people for the President to contact regarding specific production team roles. The President will then approach the person mentioned and with a positive response the normal process will be followed as below at an E.G.M.

(b) If only one name is put forward to the Secretary prior to 31<sup>st</sup> December for a specific production official role, (or as suggested by members at the A.G.M. if no names were received prior to 31<sup>st</sup> December), there will then follow discussion and a confidential paper ballot of members present at the A.G.M (or called E.G.M.) entitled to vote. No proxy votes shall be allowed. A simple majority of members present in favour of offering a candidate a position in the production team will be sufficient.

(c) If more than one name is put forward to the Secretary prior to 31<sup>st</sup> December for a specific production official role (or as suggested by members at the A.G.M. if no names were received prior to 31<sup>st</sup> December), each candidate will be invited to present to the A.G.M. (or called E.G.M.) and following discussion there will then follow a confidential paper ballot of members present entitled to vote. No proxy votes shall be allowed. A simple majority of members present in favour of offering a candidate a position in the production team will be sufficient.

Candidates to present will be asked to address the following criteria:

- Proposed Director – overall vision for the production  
use of the chorus within the production  
structure of company rehearsals  
structure of principal rehearsals  
availability for rehearsals  
ability to work alongside production team  
ideas of set design  
previous experience
- Proposed Musical Director - use of the chorus within the production  
structure of musical rehearsals  
availability for rehearsals  
ability to work alongside production team  
previous experience
- Proposed Choreographer - vision for choreography in the production  
use of chorus within the production  
use of dancers within production  
ability to work alongside production team  
previous experience

Production Officials for the Children's Theatre will be decided by the Management Committee. Remuneration for Production Officials will be decided by the Management Committee and this will be intimated to the Production Officials when they are offered the position by letter. Any ex-gratia payments will be decided at the discretion of the Management Committee following the production. All Production Officials will be bound by the terms and conditions in the contract given to them when being offered the position. The offer letter must be signed and returned to the Secretary on acceptance of the position.

8.3.1 **Tied Vote.** In the event of a tied vote in relation to election of Production Officials, the President, whom failing in exceptional circumstances, the Vice-President has a second deliberative and casting vote.

8.3.2 Members of the orchestra will be invited to take part in a production by letter after discussion between the Management Committee and Musical Director. Remuneration will be decided by the Management Committee and will be intimated in the letter. All members of the orchestra will be bound by the terms and conditions in the contract given to them when being invited to play in a production. Electronic response from invited members of the orchestra accepting the terms of the contract issued will be considered sufficient by the Management Committee to deem the recipient fully bound by all the contractual terms.

9. Meetings. The Annual General Meeting of the Society will be held in January each year, or as soon thereafter as may be practical, to receive the report of the Management Committee and the Treasurer, to elect Office Bearers, members of the Management Committee and election of the Production Team and to transact any other competent business, all voting to be as described in Section 8.

Any business which members wish to have raised at the A.G.M. must be notified to the Secretary via lampsecretary@gmail.com no later than 31st December for intimation to members in advance of the A.G.M. This includes members proposing names for the Production Team, Executive positions or Management Committee. Any proposed names for the Production Team not with the Secretary prior to 31<sup>st</sup> December shall not be considered by the A.G.M. This does not preclude members from raising any matters during the A.G.M which have not previously been intimated to the Secretary.

Special General Meetings of the Society may be called by authority of the Management Committee or on demand by not less than twelve members or non-playing members, who shall sign and deliver to the Secretary a requisition stating distinctly the business to be brought before the Meeting. On receipt of such a requisition the Secretary shall call the meeting, which must be held within fourteen days of receipt of such a notice. A minimum of seven days' notice shall be given of all General Meetings. Fourteen members will form a quorum at any General Meeting.

10. Attendance at Rehearsals. A record of attendances of playing members at rehearsals will be kept and the Management Committee shall have the power to prohibit any member who fails to attend four consecutive rehearsals, or whose attendance is less than 75% of the possible, from taking part in the performance of the work in preparation unless a satisfactory prior explanation has been given to the President, whom failing in exceptional circumstances, the Vice-President.

The Management Committee shall also be empowered to prohibit from taking part in auditions for any production, any member who has failed to pay membership fees or who has failed to attend a minimum of three rehearsals prior to the date of these auditions, unless being asked to attend for audition from out-with the Company, unless a satisfactory prior explanation has been given to the President, whom failing in exceptional circumstances, the Vice-President.

The Management Committee will also be empowered to exclude any member who, having attended rehearsals and taken part in auditions without being successfully cast, subsequently fails to take any further part in the production unless a satisfactory prior explanation has been given to the President, whom failing in exceptional circumstances, the Vice-President. Such

members may also be precluded from participating in the auditions for the following year's production. That person has the right to be heard before a final decision is made.

The above will also apply in respect of any concerts which may take place during the period.

11. Selection of Cast. The cast of any production will usually be selected by audition by the Production Officials, and a minimum of one Management Committee member. The President, whom failing in exceptional circumstances, the Vice-President has the casting vote if required following discussion with the audition panel. In the event of the President and Vice-President auditioning, a non-auditioning Office Bearer will be nominated to have a casting vote in their place, prior to auditions.
12. Revision of Cast. The Production Officials and Management Committee will have the power to request revision of the cast if any member to whom a part has been assigned shall, in the opinion of the Production Officials or Management Committee, prove unsuitable for the part. This must only be done after full discussion between the Production Officials and the Management Committee and the agreement of the President, whom failing in exceptional circumstances, the Vice-President. The Management Committee reserves the right to ultimately decline such requests from the Production Officials.
13. Expulsion of members
  - (a) Any member of the Society who in the opinion of the Management Committee shall be guilty by his/her actions of misusing the privileges of the Society or of otherwise bringing the Society into contempt or disrepute may be suspended or expelled from the Society. This can include misuse of or abuse on social media sites or via the internet. That person has the right to be heard before a final decision is made.
  - (b) The Management Committee may, by a unanimous vote, remove from the list of members the name of any Playing member who has persistently neglected the work undertaken by the Society and the name of any member whose conduct they consider likely to endanger the welfare of the Society. That person has the right to be heard before a final decision is made.
14. Obligations of Members. Members, by virtue of their membership, are expected to assist in all aspects of the production in hand. This includes the preparation of scenery, the setting up of the stage, hall, dressing rooms and front of house areas, and also the clearing up of the premises following the production.

In addition, members are expected to assist at fund raising and other events as may be organised.

15. Dissolution of Society. The Society shall only be dissolved by resolution passed by a majority of at least five sixths 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, after the realisation of assets and payment of debts, shall not be distributed among the members of the Society but shall only be applied for such charitable purposes similar to those of the Society or be paid, distributed or transferred to such charitable institutions or institution having objects similar to the objects of the Society as the Management Committee with the consent of the meeting shall determine.
16. Alterations to Rules
  - (a) No alteration of these Rules shall be made except at a General Meeting, nor unless 21 days prior to such a meeting a written notice of the proposed alteration, or of one substantially to the like effect, shall have been given to the Secretary who shall give 14

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.

- (b) No alteration may be made to Rule 2 without approval of the Office of the Scottish Charity Regulator (OSCR) or other authority having charitable jurisdiction from time to time.

# LINLITHGOW AMATEUR MUSICAL PRODUCTIONS

## BYE LAWS

1. During Children's Theatre performances, no persons other than Children's Theatre members and those who have a PVG certificate registered to the Society shall be allowed beyond the entrance to the stage and dressing room areas before, during or after technical rehearsals, dress rehearsals and performances, including any intervals, unless accompanied by a member or non-playing member who has a PVG certificate registered to the Society and an appropriate backstage pass issued by the Child Protection Officer, a member of the Management Committee conducting business in respect of the production with an appropriate backstage pass issued by the Child Protection Officer or a member of the invited orchestra for the production with an appropriate backstage pass issued by the Child Protection Officer or any other person deemed necessary by the Child Protection Officer for the production, with an appropriate backstage pass issued by the Child Protection Officer.
2. All non-Children's Theatre members present backstage before, during or after technical rehearsals, dress rehearsals and performances of the Children's Theatre must be notified to and their presence agreed in advance by the Child Protection Officer. A LAMP identification backstage pass must be worn always. The Child Protection Officer reserves right to expel any persons from the backstage area at any time without prior notice.
3. The Management Committee will have the power to distribute for the performance such complimentary tickets of admission as they may find to be expedient.
4. No member of the Society will receive payment directly or indirectly for services to the Society other than for legitimate expenses incurred in its work.
5. These Bye Laws may not be altered or added to without the consent of a majority of the members present at a General Meeting of the Society called for this purpose, and at least fourteen days' notice of such meeting and proposed alteration or addition must be given to the members.