

CONSTITUTION OF THE LAUNCESTON MUSICAL SOCIETY INCORPORATED

- 10-00-00 **NAME** The name of the Society shall be known as the “Launceston Musical Society,” hereinafter called “the Society.”
- 10-00-10 The Society may also be known and represented by the acronym LMS.
- 20-00-00 **OBJECTS** The objects of the Society shall be:
- 20-10-00 The cultivation and presentation primarily of musical productions, solo and mixed part singing with the option of performing a variety of other forms of theatre.
- 20-20-00 To facilitate and encourage the development of the musical ability of performing members.
- 20-20-10 To foster and promote the theatrical potential of the community both on and off stage.
- 20-30-00 To give or organize performances of theatrical productions.
- 30-00-00 **MEMBERSHIP** The membership of the Society can be comprised of Foundation Members, Subscribing Members and Life Members.
- 30-10-00 **Foundation Member** Is a person who attended the inaugural meeting of the Society held at Kings Meadows High School on Wednesday the 17th June 1981 and who fully paid the annual subscription within 30 days of the inaugural meeting.
- 30-20-00 **Subscribing Member** Is a member approved by the Executive who has fully paid the current annual membership, hereinafter called “the member.”
- 30-20-10 Only members and guest performers are entitled to perform on behalf of the Society.
- 30-30-00 **Life Member** Shall be a person who has been nominated by a member, seconded by at least five other members and whose nomination is submitted and approved by at least 75% of the members present at an Annual General Meeting.
- 30-30-10 A Life Member shall enjoy full privileges of membership but shall be exempt from all dues.
- 30-40-00 **Entitlements** Any member shall be entitled to:
1. attend all Special, General and Annual General Meetings of the Society.
 2. take part in all discussion and to vote at any Special or Annual General Meeting.

3. attend all social functions sponsored by the society.
4. be eligible for office.

40-00-00 **SUBSCRIPTIONS:** - Subscriptions shall be set annually by the Executive at the last Executive meeting prior to 1st January when the subscription will become due.

40-10-00 Family membership subscriptions shall entitle each member of a family to apply for membership as detailed in clause 30-20-00, provided a current annual family subscription has been paid. For the purpose of this constitution a family shall be a parent/s, or guardian/s and immediate dependents.

40-20-00 Should any member fail to fully pay his, her or family subscription by the first of January each year, that member loses all voting rights at any Special, General, or Annual General Meeting until the subscription is fully paid. Further, if that subscription is not paid within three (3) months of the due date, that member ceases to be a member.

50-00-00 **EXECUTIVE COMMITTEE** Hereafter called the Executive.

The Executive shall consist of the following officers:

PRESIDENT

VICE PRESIDENT

2ND VICE PRESIDENT

SECRETARY

TREASURER

COMMUNICATIONS OFFICER

EXECUTIVE ARTISTIC DIRECTOR

SPONSORSHIP AND FUNDRAISER OFFICER

MEMBERS' COORDINATOR

and have the power to co-opt any financial member as and when it is deemed necessary for any period of time.

50-10-00 Duties of the President The President shall:

1. be the Chief Executive Officer of the Society and shall manage the society in accordance with the interests and direction of the members.
2. act as chairperson at all meetings unless for any reason he or she vacates the chair, or is absent. In which case the chair will be taken by a Vice President, or in his or her absence, by a member elected by the other members present. The president may resume the chair at any time.
3. have, in addition to his/her personal vote, one casting vote at any meeting.

50-20-00 Duties of the Vice President The Vice President shall:

1. be responsible to the President for any duties delegated to him or her by the President or the members.

2. when present at a meeting, act as Chairperson if the President is unavailable, or has vacated the position for any time.
3. be in charge of maintaining and overseeing a secure storage of all assets e.g. programs, show information, photos, costumes, sets, electronic equipment and can appoint a member of the society to coordinate any of the above.

50-30-00 Duties of the 2nd Vice President The 2nd Vice President shall be appointed duties required by the President or Vice President of the executive committee.

50-40-00 Duties of the Secretary The Secretary shall be responsible for:

1. recording the minutes of all meetings.
2. dealing with the correspondence.
3. conducting any other secretarial duties as directed by the President or members.
4. notifying all members of any Special or Annual General Meetings.
5. copying any motions or resolutions which may be interpreted as policy, and record them for future reference.
6. maintaining and keeping an up to date membership database.
7. the collection and collation of archival material associated with the Society, including press clippings, programs, posters and photos in conjunction with the Communication Officer.

50-40-10 In the event of the absence of the Secretary at any meeting, an Acting Secretary shall be appointed from the members present.

50-50-00 Duties of the Treasurer The Treasurer shall be responsible for:

1. receiving all monies and paying all accounts passed by, either the Executive at an Executive Meeting, or the members at a General Meeting.
2. the Society's bookkeeping, vouchers, electronic banking and financial records.
3. preparing a financial report for presentation at any meeting if required.
4. preparing a balance sheet and financial report for presentation at the Annual General Meeting.
5. banking all monies received and payment of accounts.
6. preparing estimates for the Society and its productions.
7. liaising with the Members' Coordinator to keep an accurate record of membership payments and registration.

50-50-10 The Society's cheques, electronic transfers and withdrawals shall be signed or authorised by any two of the following Executive Officers: President, Vice President, Secretary or Treasurer.

- 50-60-00 Duties of the Communications Officer The Communications Officer shall be responsible for:
1. overseeing and maintaining the Society's website and content.
 2. marketing and maintaining a social media presence.
 3. overseeing any photographic and videography requirements.
 4. the collection and collation of archival material associated with the Society, including press clippings, programs, posters and photos in conjunction with the secretary.
 5. appointing and overseeing the publicity officer for productions.
- 50-70-00* Duties of the Executive Artistic Director The Executive Artistic Director shall be responsible for:
1. overseeing and liaising with the creative team of any production.
 2. providing advice to the Executive on creative and technical matters.
 3. coordination of musical accompaniment for all rehearsals and performances in liaison with the Musical Director and Director for a production when necessary.
- 50-80-00 Duties of the Sponsorship and Fundraising Officer The Sponsorship and Fundraising Officer shall be responsible for:
1. coordinating and sourcing sponsorship opportunities and grant applications and liaising with sponsors.
 2. coordinating fundraising opportunities and organising a subcommittee to assist in activities. For example, Bar, raffles etc.
- 50-90-00 Duties of the Members' Coordinator The Members' Coordinator shall be responsible for:
1. liaising with cast.
 2. recording the attendance at rehearsals and the provision of refreshments and being present at the majority of rehearsals, even if they are not directly involved in the production.
 3. creation and maintenance of a cast data base.
 4. notifying the Secretary of new members.
 5. liaising with the Treasurer to maintain an accurate database of financial cast members.
- 50-100-00 Any member of the Executive on relinquishing their position shall return any property owned by the Society, to a member of the Executive, within 21 days of vacating their position.
- 60-00-00 **ELECTION OF OFFICERS** The election of Officers shall be carried out at each Annual General Meeting.

- 60-00-10 The right to nominate for an Executive position and vote in elections requires financial membership for at least 30 days prior to the Annual General Meeting. Nominees must be at least 16 years of age on the day of the Annual General Meeting.
- 60-00-20 Any member may be nominated by two members. The Proposer and Seconder are required to use the appropriate form provided by the Secretary or accessed from the website. This form must be lodged with the Secretary at least 14 days prior to the Annual General Meeting. The form must contain the names and signatures of the proposer, seconder and nominee, together with the list of the offices the nominee is prepared to undertake.
- 60-00-30 Prior to the election of office bearers an attendance register of all voting members present at the meeting will be handed to the returning officer.
- 60-00-40 Using the preferential system, the voting is to be conducted by secret ballot on a ballot paper listing the names of the nominees. The ballot papers shall be issued to voting members upon registration prior to the election of office bearers. The returning officer and at least two scrutineers shall be nominated by the voting members present, at the Annual General Meeting.
- 60-00-50 In the event of any office not receiving a nomination, or if during the year any casual vacancies occur, the Executive shall select and fill the office from the members.
- 70-00-00 **MEETINGS:**
- 70-10-00 Annual General Meetings: The Annual General Meeting is to be conducted prior to 31st October each year.
- 70-10-10 Notification of AGM: The Secretary shall notify all members of the Annual General Meeting stating the date, hour, and venue. This must be done at least 30 days prior to the AGM by mail or electronic communication and by lodging an advertisement on the Society's website and social media outlets.
- 70-10-20 Order of business at the Annual General Meeting:
1. Apologies
 2. Selection of Returning Officer and Scrutineers
 3. The presentation, discussion, adoption, or other action on:
 - a. the minutes of the previous AGM
 - b. the President's report for the past year.
 - c. the Treasurer's report and balance sheet for the past year.
 4. The election and declaration of Officers for the next year.

5. Correspondence
6. Agenda items
7. General business

70-20-00 General Meetings: To be held any time the Executive Committee deems necessary.

70-30-00 Special Meetings: A special meeting shall be called by the secretary:

1. on receipt of a written application signed by not less than twelve (12) members stating the object of the meeting.
2. if called by the Executive stating the object of the meeting.

70-30-10 Only motions or resolutions relating to the object of the Special Meeting may be discussed at the meeting.

70-40-00 Executive Meetings: To be called by the Secretary monthly or when:

1. requested by three (3) or more members of the Executive.
2. directed by the members at a meeting.
3. requested by the President.

70-40-10 Any Executive Member who is absent from two consecutive Executive meetings shall cease to be a member of the Executive and the position shall be declared vacant unless the President is satisfied as to the cause of the absences.

80-00-00 **QUORUMS:**

80-10-00 Fifteen members, sixteen years and over, shall constitute a quorum at any Annual, General or Special Meeting.

80-20-00 Four members of the Executive shall constitute a quorum at any Executive Meeting.

80-30-00 If, after the lapse of half an hour after the appointed time of any Annual, General, Special, or Executive Meeting a quorum is not present, the meeting shall be adjourned to a date fixed by a majority of those members present.

90-00-00 **PRODUCTIONS:**

90-10-00 The Executive shall appoint any of the following who are needed for any production. Director, Musical Director, Choreographer and Production Manager.

90-10-10 If a member of the Executive does not hold a position referred to in 90-10-00, then one Executive member shall be appointed as liaison officer to be a member of the production team.

- 90-20-00 Approvals. The details of any proposed production including format, name, venue and dates shall be submitted by the Executive Artistic Director to the Executive Meeting for approval before the Executive Committee commits financially or otherwise, to the Production.
- 90-30-00 Cancellations. The Executive Committee, by 2/3rds majority vote of the full Executive Committee, may cancel any Production. Members of the Executive may give their Proxy, in writing, to the Secretary or President prior to the meeting.
- 90-40-00 Auditions. The Executive shall select an audition panel consisting of selected members of the production team and any invited guests. The audition panel must have at least one member from the executive committee.
- 90-40-10 When auditions are not held, the proposed alternative casting process for any theatrical production must be approved by the Executive.
- 90-50-00 Rehearsals: All persons associated with a given theatrical production shall attend rehearsals and performances specified.
- 90-50-10 The Executive or delegated persons shall have the right to exclude a member from a production who has been absent, without apology, from three rehearsals.
- 90-50-20 A register is to be created of cast members and attendance recorded.
- 100-00-00 **INTERPRETATION OF THE CONSTITUTION:** Any doubts arising as to the application or meaning of any clause in the Constitution shall be decided and ruled by the President together with the Vice President who shall, when discussing the ruling, take into account the intent of the clause and the welfare of the Society.
- 110-00-00 **AMENDMENTS TO THE CONSTITUTION:** Amendments may be moved at a General or Annual General Meeting providing that:
1. a notice of motion is written in full, together with the signatures of both mover and seconder and submitted to the Secretary.
 2. the Secretary then notifies the members of a General Meeting to discuss the proposed motion of amendment. A second General Meeting will be called and the motion shall be submitted at this meeting and passed by 75% of the members present.
- 120-00-00 **AUDITOR:** An Auditor who is a Professional Accountant, shall be appointed to examine and report on the accounts for the year if required, at the recommendation of the President or Treasurer.

- 130-00-00 **HONORARY LEGAL ADVISER:** The Society shall appoint a Solicitor to act as Legal Advisor if required.
- 140-00-00 **DISSOLUTION:** In the event of a dissolution of the Society, the music, all property and funds, after paying all accounts, shall be disposed of by gift or otherwise, as directed by a resolution to that effect. But, no dissolution shall be effective without having been agreed to at a Special Meeting of members called for the purpose and confirmed by a Special Meeting held within three weeks of the first meeting.
- 140-00-10 In the event of the Society being wound up:
Every financial member of the Society and every person who, within the period of twelve months immediately preceding the commencement of the winding up, was a member of the Society, is liable to contribute to the assets of the Society for payment of the debts or liabilities of the Society and for the costs, charges, and expenses of the winding up and for the adjustments of the rights of the contributories among themselves such sum, not exceeding \$10 as may be required.
- A former member is not liable so to contribute to respect of any debt or liability of the Society contracted after he/she ceased to be a member.
- 140-00-20 The majority required to pass the resolution and the confirming resolution must be at least 75% of the members present at each meeting.
- 140-00-30 The Secretary shall give notice of both meetings by suitable media indicating the object of the meeting, venue, and time at least fourteen days prior to both meetings.

Constitution updated 17th September 2020