



Burgess Hill Theatre Club

Constitution

Rules

Standing Orders

July 1994

(Amended July 1995, July 1996, April 2000,
January & July 2002, July 2003, July 2004)

BURGESS HILL THEATRE CLUB - CONSTITUTION AND RULES

JULY 1994

CONSTITUTION

(A) NAME

The Club shall be called the Burgess Hill Theatre Club and is hereinafter referred to as the Club.

(B) OBJECTS

The Club is established for the purpose of performing dramatic works, fostering interest in the dramatic and allied arts by the arrangement of lectures, classes and readings or otherwise and generally for undertaking any activity which can further the interests and objects of the Club which seeks to promote theatre as an essential cultural activity in the Burgess Hill area,

(C) DEFINITIONS

- 1) General meetings (including Special and Annual) shall mean any Meeting of Members of the Club convened in accordance with the constitution and rules for the purpose of conducting the business of the Club.
- 2) Management Committee shall mean those members of the Club, elected in accordance with the constitution and rules of the Club, who are responsible for the day to day running of the business of the Club.
- 3) Words in the singular shall include words in the plural and words in the plural shall include words in the singular, where appropriate.
- 4) Words in the masculine shall include words in the feminine and words in the feminine shall include words in the masculine, where appropriate.

(D) PREMISES

The Club Premises include the Club Hut and the contents therein and the Club's Theatre and its surroundings and all contained therein.

(E) MANAGEMENT

1) The Club shall be governed by a Management Committee. The Management Committee shall consist of three officers, namely:

- 1) The Chairman
- 2) The Secretary
- 3) The Treasurer

and 9 ordinary committee members:

The officers shall be elected for a term of office of two years the ordinary committee members shall each be elected for a term of office of one year and subject to re-election thereafter. All members of the Committee shall be Senior Members.

- 2) All Officers of the Club shall be over eighteen years of age.
- 3) All Officers and committee members shall hold office at the pleasure of the Club and shall continue in office until the next Annual General Meeting. At this Meeting the said Officers and committee members shall be elected or re-elected in accordance with 4) below, by a majority of Senior Members present. On the failure of such elections, those last appointed shall continue in office until a Special General Meeting can be convened to re-hold these elections.
- 4) The election of Officers and ordinary committee members shall be conducted as follows:
 - a) Nomination of these persons, to which the nominee must consent, to be proposed and seconded by Senior Members, should be handed in to the Secretary at least fourteen days before the date fixed for the Annual General Meeting. In the event of there being no nominations for a particular post, nominations duly proposed and seconded may be taken from the floor of the meeting, provided that the consent of the nominees is obtained prior to voting taking place.
 - b) Voting papers shall be distributed and a list of nominees shall be prominently displayed at the meeting.
 - c) A member who is unavoidably absent may vote by proxy having given seven days notice in writing to the Secretary,
 - d) Any Member may be disqualified from holding office by a resolution passed at a General Meeting.

- e) If the occasion arises, whereby the Annual General Meeting is unable to appoint any Officer or committee members, or if once appointed they die, resign, be disqualified, become unfit or incapable of carrying out their duties, the Committee may appoint a member to act in their place or to fill the vacancy until the next Annual General Meeting unless the vacancy is previously filled at a Special General Meeting of the Club.
- f) There shall be no stipendiary officers or members.

(F) APPLICATION OF FUNDS

- 1) The Funds of the Club shall be administered in accordance with the requirements of the Club, as determined by the Committee.
- 2) The Club Treasurer shall be responsible to the Committee for advising on, administering and controlling all the finances of the Club, including the banking of all monies paid to the Club.
- 3) In the event of the dissolution of the Club, the funds of the Club shall be applied in the discharge of the liabilities of the Club and any sum remaining after the contingent liabilities have been settled shall be paid to an organisation having similar objects or for any other purpose as the Club, in General Meeting, may decide or in default of a resolution by the General Meeting, as the Committee may determine.

(G) VOLUNTARY DISSOLUTION

The Club may at any time, be dissolved by the consent of ninety percentum of the membership of the Club taking into account the Rules and Constitution governing the application of funds.

(H) INSPECTION OF BOOKS

The books of the Club shall be available for inspection.

The Committee shall cause the books of the Club to be available for inspection by any Senior Member, at a reasonable hour, at the place where the books are normally kept. It is the duty of the Treasurer or Secretary to produce them accordingly by prior arrangement.

(I) AUDITS

- 1) The Committee shall, at least once every year, as near to the Club's Annual General Meeting as is practicable, submit the Club's accounts for audit to a suitably qualified Honorary Auditor.
- 2) The Auditor shall have access to all the books and accounts of the Club, and shall examine and verify them with the accounts, vouchers, etc. and shall sign them as being correct, duly vouchered and in accordance with the law.
- 3) The Committee shall cause to be laid before the Annual General Meeting an account and balance sheet containing the same particulars as are shown in the Annual Return.

(J) TRUSTEES

There shall be 2 Custodian trustees of the Club who shall be appointed by the Management Committee to act as nominees in respect of freehold and leasehold property of the Club. The members of the Club shall be jointly and severally responsible for indemnifying the Custodian Trustees in respect of all liabilities connected with their nominal ownership of Club property. The Custodian Trustees, who may or may not be members of the Management Committee, shall be appointed from time to time by the Management Committee at any usual meeting of the Management Committee and shall continue to hold office unless and until removed and/or replaced by way of a resolution of the Management Committee.

RULES

(1) MEMBERSHIP

The Club shall consist of Officers, Senior Members, Junior Members, Patron Members, Life Members and Life Patron Members.

- 1) The members of the Club shall be all such individual persons over the age of 7 years as the Committee may admit to membership.
- a) Members aged between 7 and 16 years shall be known as Junior Members and those aged 16 years and over shall be known as Senior Members.
- 2) The Committee shall be empowered to recommend to the Annual General Meeting or if necessary a Special General Meeting, any alteration to the Constitution or Rules governing membership or categories of membership.
- 3) Application for Membership shall be accompanied by a nomination by a Senior Member on the appropriate application form and shall be submitted to the Membership Secretary for approval by the Committee.
- 4) No applicant for membership shall become a member until his full membership subscription has been paid.
- 5) Copies of the Club's Constitution, Rules and Standing Orders shall be given to each new Member on joining and shall be available to existing Club Members.
- 6) Once admitted to membership it is the responsibility of the individual member to inform the Membership Secretary of any change of address.
- 7) The Committee shall have the power to confer Honorary Life Membership as a distinction for meritorious service to the Club or to drama and allied arts, subject to such conditions as the Committee may from time to time prescribe.
- 8) An Honorary Life Member shall enjoy all the rights and privileges of a Senior Member.

(2) TERMINATION OF MEMBERSHIP

- 1) Any member may resign at any time by giving notice, in writing to the Committee through the Membership Secretary.

- 2) The Committee shall have the power to terminate the membership of any member not complying with the rules of the Club or whose conduct or actions are detrimental to the interests of the Club, provided that such member shall be forthwith advised in writing by the Membership Secretary of such suspension or termination. Such a member may within one month of receipt of such a notice, apply to the Committee to be heard at the next General Meeting of the Club.
- 3) In the event of a membership being terminated by the Club, there will be no refund of any subscription already paid.

(3) SUBSCRIPTIONS

- 1) Every member of the Club, who is not an Honorary Life Member, shall pay an annual minimum subscription which shall be fixed at the Annual General Meeting of the Club. If an Annual General Meeting of the Club should fail to fix the subscription rates then they shall remain as previously fixed.
- 2) Junior Membership subscriptions shall be determined at the Annual General Meeting of the Club.
- 3) Subscriptions shall become due and payable on the day of the Annual General Meeting.
- 4) Any member whose subscription remains unpaid for a period of six weeks after the date on which it becomes due shall cease to be a Member.
- 5) Any new member joining during the first six months of the Club's current season (July-July) shall pay the full annual subscription; any new member or new Patron Member joining during the last six months of the season shall only pay half the annual subscription.
- 6) The amount of any subscriptions as determined at the Annual General Meeting shall be recorded in the Standing Orders of the Club.

(4) ANNUAL GENERAL AND GENERAL MEETINGS

- 1) An Annual General Meeting of the Club shall be held not later than 31 July in each year, at such a place and time as shall be determined by the Committee and notified in the Club programme or at an alternative place and time, providing that at least twenty one days notice is given to the membership. General meetings shall be

notified to all Club Members by way of the Club Newsletter, provided that at least fourteen days notice is given to the membership of such meetings.

The business the Annual General Meeting shall form an agenda which shall include the following items but "not necessarily in the following order:-

- a) Officers' reports.
 - b) Presentation of Accounts and Balance Sheets for the year since the last Annual General Meeting.
 - c) Determination of the rates of subscriptions for the coming year.
 - d) A list of the proposed productions for the ensuing year including the pantomime.
 - e) Election of President, Officers, when individually due for re-election, and ordinary committee members.
 - f) Appointment of the Honorary Auditor.
 - g) Amendments, if any, to the existing Constitution and Rules and the adoption of Standing Orders for the following year.
 - h) Any other business.
- 2) A Special General Meeting of the Club may be convened for the purpose of conducting specific business of the Club on a resolution by the Committee or on the written application to the Secretary of the Club by a quorum of eligible members. Only the business specified may be considered at such a Special General Meeting.
 - 3) The Chairman of General Meetings of the Club shall be the President of the Club or in his absence the Chairman or Vice Chairman of the Club. In the absence of any of the above, the meeting shall elect a Committee Member or in the absence of any Committee Member, any Senior Member as Chairman for the duration of the meeting. The Chairman thus elected shall have no voting power except as in 4) below.
 - 4) All resolutions at a General Meeting shall be decided by a simple majority of votes cast by those Senior Members present and eligible to vote. In the event of the votes being equally divided, for and against a resolution, the Chairman of the meeting shall have a casting vote.
 - 5) Notification of General Meetings in the Club Newsletter shall include a copy of the agenda and statement of the business to be transacted. Non receipt of Newsletters delivered or posted to the last known address In good faith shall not constitute a reason for declaring a meeting void.
 - 6) The quorum at any General Meeting of the Club shall be not less than twenty five paid-up Senior Members of the Club.

(5) PATRON MEMBERS

- 1) There shall be a scheme for Patron Members to encourage public interest in the Club and in its activities. The scheme shall be open to members of the public but the Committee reserves the right to refuse admission.
- 2) The Annual Subscription for Patron Members shall be reviewed and fixed at each Annual General Meeting of the Club. This subscription shall entitle each Patron Member to receive three (3) vouchers to be exchanged for a seat at three (3) different Club Productions, excluding the Pantomime. The vouchers to be exchanged for seats, as available. Patron Members shall be entitled to attend and vote at General Meetings of the Club, to non-acting participation in productions including the pantomime and to attend all drama and social events. All Patron Members shall receive the Club newsletter.
- 3) Unless otherwise stated Senior Members shall include Patron Members.

(6) OFFICERS

- 1) Chairman - the Chairman shall be a Senior Member and shall chair Committee Meetings and shall ensure that the business of the meeting is conducted in accordance with the Constitution and Rules of the Club. He shall represent the Club in its dealings with other organisations and shall undertake such duties as shall be designated by the Committee or by a General Meeting.
- 2) Vice Chairman - (appointed by the Committee) shall undertake the duties of the Chairman in his absence when the Chairman is unable to undertake those duties himself.
- 3) Secretary - the Secretary shall attend all meetings of the Club and Committee unless prevented by illness or other reasonable cause.
 - a) He shall record accurately the names of Officers and Ordinary Committee members there present and in the case of General Meetings, the total number of others present.
 - b) He shall record accurately the minutes of the proceedings of all Meetings which shall be transcribed into Minutes to be authenticated by the signature of the Chairman of the Meeting as a true record of the proceedings.
 - c) He shall be responsible for giving due notice to all concerned of proposed Meetings in accordance with the Constitution and Rules.
 - d) He shall on all occasions act in the execution of his office in accordance with the instructions and directions of the Committee.

- e) He shall arrange for all Licences, royalties and statutory notices required for each Production.
 - f) He shall be responsible for presenting all correspondence to the Committee.
 - g) In his absence, the Chairman shall appoint a person to act for the Secretary to record the minutes of the meeting.
- 4) The Treasurer - the Treasurer shall take charge of the funds of the Club subject to (E) APPLICATION OF FUNDS as defined in the Constitution. He shall pay all appropriate demands when authorised so to do by the Committee. All cheques made out in respect of such payments must be signed by the Treasurer, Chairman or other approved signatories.
- a) The Treasurer shall produce all books, documents, property and monies of the Club in their possession and render a clear and full account at each audit and whenever required by resolution of the Club or of the Committee.
 - b) He shall prepare an annual return of the finances of the Club in such a form as shall be approved by the Committee for presentation to the Annual General Meeting.
 - c) He shall give up all books, documents, property and monies of the Club in his possession when required so to do by resolution of the Club or of the Committee.
 - d) He shall, where possible, attend the first production meeting of each production and present the budget for that production there estimated, to the next Committee Meeting and agree the price of seats.

(7) PRESIDENT

- 1) The President - the Annual General Meeting (or Special General Meeting called for the purpose) shall elect a President who shall hold office for one year but shall be eligible for re-election at the pleasure of the members of the Club.
- 2) The President office may be filled from the membership or by invitation.

(8) THE MANAGEMENT COMMITTEE (THE COMMITTEE)

The Committee shall comprise:-

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| 1) The Chairman | 7) Publicity Manager |
| 2) The Secretary | 8) Stage Director |
| 3) The Treasurer | 9) Membership Secretary |
| 4) The Premises Manager | 10) Front of House and Box Office Administrator |
| 5) The Drama Advisor | 11) Junior Theatre Administrator |
| 6) The Social Secretary | 12) Theatre Lettings Manager |

Election of the above shall be made at the Annual General Meeting of the Club.

The Chairman shall have the power to co-opt.

- 1) The Committee shall meet on such days and at such hours as shall be agreed at the first Committee Meeting, but not less than once in each of any ten calendar months of the Club's year. Any seven Committee Members shall form a quorum and shall have the full power to superintend and conduct the business of the Club according to the Constitution and rules of the Club and shall in all things act for and in the name of the Club. Every question shall be decided by a majority of votes and if the votes are equal the Chairman shall have the casting vote.
- 2) Any five members of the Committee may call a Special Meeting of the Committee by giving seven clear days notice in writing to the Secretary but at such Special Meetings no business other than that specified in the notice shall be considered.
- 3) The Committee may appoint special Sub-committees for any which it may think fit. All such sub-committees shall be constituted in such a manner and with such additional powers and duties as the Committee may from time to time determine.
- 4) The Committee Chairman shall have the power to co-opt any person to be present at a Committee Meeting for any purpose which he thinks fit. Co-opted persons shall not be entitled to vote.
- 5) The Committee shall have the power to make or amend Standing Orders on matters relating to the Club and its activities, when it considers so necessary, except in respect of Membership Subscriptions or where otherwise restricted by the Constitution or Rules of the Club. Notice of all matters relating to any change in the Club's Standing Orders shall be notified to members as soon as possible by way of the Club's Newsletter. A complete up-to-date list of Standing Orders must be made available at each Annual General Meeting of the Club.
- 6) The Chairman of the Club shall be Chairman of the Committee and in the event of matters not provided for in the Constitution or Rules, the Committee shall be empowered to deal with them.
- 7) Programme of Events - The Committee shall be responsible for planning a programme of events for the year and a printed copy of such a programme shall be circulated to all members as soon as possible after the Annual General Meeting.
- 8) Newsletter - For the general information of the membership, a newsletter shall be published and circulated to members at least once every two months during the Club year. An Editor shall be appointed and will be responsible for the production of such a newsletter.

- 9) The Club President shall receive a Programme of Events and copies of the Club's Newsletters as they are published.
- 10) The cost of each production shall be estimated by the Committee, in consultation with the Treasurer, and the price of tickets fixed accordingly.

(9) DUTIES OF SPECIALIST MEMBERS

Ordinary committee members elected at the Annual General Meeting are to be allocated the following particular functions within the administration of the Club.

- 1) Membership Secretary (Acting Members) - shall be responsible for the collection of all subscriptions from the Club membership except Patron Members, the keeping of an up-to-date record of their membership, fostering membership and encouraging them to participate in Club activities. He shall also be responsible for ensuring that they receive a copy of the Constitution, Rules and Standing Orders, the Club Programme of Events and the Club Newsletter.
- 2) Front of House and Box Office Administrator - shall be responsible for all matters concerning front of house including the appointment of front of house managers, programme sellers, bar staff, and stewards for emergency control at all hall or theatre exits. He shall also be responsible for ticket sales and seating arrangements for all Club Productions also for the provision of Box Office sales personnel and the recording of ticket sales.
- 3) Drama Advisor - shall be responsible for the Club's Drama Programme, recommending plays and other activities such as experimental theatre and new ventures. He shall also be responsible for special drama presentations, festival entries, drama evenings and theatre workshops (other than Junior Theatre activities). He shall also act as Auditions Secretary.
- 4) Publicity Manager - shall be responsible for all publicity matters including provision and display of posters and banners, contact with the press, radio and television for advertising purposes and also for the printing and design of production tickets, programmes and the Club's programme of Events which shall be the Club's Membership Card.
- 5) Junior Theatre Administrator - shall be responsible for the organisation and general running of the Junior Theatre Club within such guidelines as may be laid down from time to time by the Committee,

- 6) Stage Director - shall be responsible for ensuring the administration of all matters concerning stage presentation, and, in consultation with the current Production Director, shall ensure that there is appointed: a set designer, set construction team, stage manager, property mistress, technical manager, prompter and such others as may be required. He is responsible for arranging and chairing production meetings and ensuring that the stage manager has support for his backstage meetings.
- 7) Premises Manager - shall be responsible for bringing to the notice of the Committee and organising any maintenance and repair necessary for the good order of all of the Club's Premises. He shall be responsible for the supply, and recording the location of all premises keys. He shall also be responsible for arranging the safe keeping, storage, care and maintenance of all scenery, properties, tools and other facilities which are the property of the Club. He shall facilitate the availability of the above for production sets as may be required.
- 8) Theatre Lettings Manager - shall be responsible for the overall administration of the hire of the Theatre to approved persons, who shall comply with the Conditions of Hire as laid down in the current 'Conditions and Regulations for the Hiring of the Burgess Hill Theatre'.
- 9) Social Secretary - shall be responsible for detailed arrangements of dinner dances, get-togethers, coffee mornings, hospitality for guests and visitors and other social occasions as they arise. He shall also be responsible for the Club's crockery, cutlery, glasses etc.

The following specialist members shall be appointed by the Management Committee and may be drawn from either the committee members or the senior membership. They shall report to the committee as necessary and may be invited to committee meeting, however they do not a vote.

- 10) Patron Members' Secretary - shall be responsible for collecting of all subscriptions from Patron Members, issuing of vouchers, keeping up to date record of Patron Members, fostering Patrons and encouraging them to participate, if they so wish, in Club activities. He shall also be responsible for ensuring they receive a copy of the Constitution, Rules and Standing Orders, the Club Programme of Events and the Club Newsletter.
- 11) Keeper of the Wardrobe - shall be responsible for the safe storage of all costumes and properties, their maintenance and repair and also for the maintenance of an inventory and loan record book.

- 12) Fundraising Co-ordinator - shall be responsible for the organisation and co-ordination of special events or activities designed to generate funds for Club use outside the normal annual Club Programme of Events.
- 13) Newsletter Editor - shall be responsible for the production, editing and distribution of the Club's Newsletter.

(10) APPOINTMENT OF OTHER PERSONS

- 1) If the Club is unable to undertake a production or activity by reason of a deficiency of suitably qualified persons within the Club, or stand committed to any production or activity but through unforeseen circumstances or otherwise is unable to meet that commitment, then the Committee shall be permitted to seek assistance from outside bodies to enable it to undertake such a production, activity or commitment.
- 2) Any ex-gratia payments made to a body rendering assistance as defined in 1) above must have prior sanction by the Committee.

(11) PRODUCTION COSTS

- 1) The Club shall bear all costs fairly attributable to any production.
- 2) Expenditure of any sum in excess of that estimated at the first production meeting must be sanctioned by the Committee.
- 3) If the occasion arises where a member of the cast wishes to retain any costume or other article provided for their use in a production, subject to the Committee's approval, they may purchase such costume or article at a price agreed by the Committee.

(12) PRODUCTION DIRECTORS

The Committee shall satisfy itself as to the capabilities of any prospective Production Director before entrusting him with the direction of any production to be performed before the public.

(13) AFFILIATIONS

The Club may affiliate to any such non-political, national or other bodies connected with the arts as may be decided from time to time by the Committee or by a General Meeting of the Club.

(14) INSURANCE

The Committee shall ensure that adequate insurance cover for the Club is maintained at all times. Such insurance shall include all the Club's Premises, property while on the Club's premises or on hired premises and property on loan or hire to the Club. It shall also cover accidents to persons engaged on legitimate activities of the Club. The Club shall also hold general liability insurance cover for the general liabilities of the Club

which might be occasioned by the negligence of Club Members while acting for the Club in pursuit of its objects.

(15) CLUB POSTERS

Club Posters shall bear the name of the Club's Director(s) and the production to be advertised but shall not include the names of any other Club Members.

(16) DISPUTES

If any dispute shall arise between a member or person claiming through a member or any aggrieved person who has ceased to be a member or any person claiming through such a person aggrieved and the Club or any Club Officer it shall be referred to a Special General Meeting.

(17) NOTICES

- 1) All summonses and notices shall be deemed to have been duly served if delivered to, or sent by post to the last known address of the member or person for whom they were intended.
- 2) Copies of the Constitution, Club Rules and Standing Orders in their up-to-date form shall be posted on the Theatre Notice Board.
- 3) A copy of the minutes of each meeting of the Committee shall be posted on the Theatre Noticeboard within seven (7) days of such a meeting.

(18) AMENDMENT OF CONSTITUTION OR RULES

No new Rule or amendment to the Constitution or Rules shall be made or rescinded except by a resolution approved at a properly constituted General Meeting of which due notice has been given. Such notice shall specify the Rule, Rules or part of the Constitution that it is proposed to amend, add to or rescind.

(19) STANDING ORDERS

The Standing Orders of the Club are regulations that lay down details of such orders and regulations that the Committee shall from time to time prescribe and are published as a separate document.

AMENDED: JULY 1995, JULY 1996, APRIL 2000, JANUARY and JULY 2002, July 2003, July 2004

BURGESS HILL THEATRE CLUB – STANDING ORDERS
JULY 1994
STANDING ORDERS

DEFINITION

The Standing Orders of the Club are regulations that lay down details of such orders and regulations that the Committee shall from time to time prescribe. They include inter alia such items as the control of premises, equipment and wardrobe etc. They also include items such as subscriptions, which are determined at the Annual General Meeting of the Club and other items determined by the membership which are not of such a permanent nature as to warrant inclusion in the Constitution and Rules of the Club.

Any change in the existing Standing Orders must be brought to the attention of Members of the Club as soon as is possible by way of the Club Newsletter, and a complete and up-to-date list of Standing Orders must be published at the Club's Annual General Meeting.

(1) MEMBERSHIP SUBSCRIPTIONS - PER ANNUM

a) Senior Members (16 Years and above)	£ 30.00pa†
b) Junior Members (7 - 16 years)	£ 12.00pa
c) Patron Members (16 years and above)*	£ 27.50pa
d) Patron Members – couples (<i>16 years and above</i>)*	£ 50.00pa

*(Entitled to three vouchers (*six for couples*) exchangeable for three show tickets for three different productions, but not including the pantomime.)

† A discount of £5.00 will be given if the fee is paid in full by the end of the August following the AGM when the fee became due.

(2) PREMISES KEYS

The Premises Manager shall keep a register of all premises keys (Theatre and Club Hut) which shall be identified by number and by keeper. No key shall be cut without the knowledge of the Premises Manager.

(3) EQUIPMENT ON LOAN

The following items are available on loan for periods of up to 1 week, provided that the loan has been recorded in an approved loan book by the premises Manager, Keeper of the Wardrobe, Technical Manager or Social Secretary, as appropriate.

- a) 18 feet (maximum) extending (2 sections) aluminium ladder. Not available during Club Productions.

Refer to Premises Manager

- b) Workmate Universal Workbench. Not available during Club Production set building.

Refer to Premises Manager

- c) Costumes and Properties. Availability and hire charges by arrangement only.

Refer to Keeper of the Wardrobe.

- d) Scenery and Stage Equipment. Availability and hire charges by arrangement only.

Refer to Premises Manager and or Technical Manager.

- e) Catering Equipment, cutlery, glasses, crockery etc. Availability and hire charges by arrangement only.

Refer to Social Secretary

NOTE: It is a condition of loan or hire that any damage or deficiency resulting from any loan or hiring shall be made good by the borrower or hirer. By special arrangement, with prior approval by the Committee, scenery, stage equipment, costumes, properties and catering equipment may be loaned or hired out to other organisations or individuals, provided that the above requirements are complied with as appropriate.

(4) JUNIOR THEATRE CLUB

The Junior Theatre Club shall function according to such guidelines and in accordance with such rules as shall from time to time be prescribed and approved by the Committee, in consultation with the Junior Theatre Supervisor.

JULY 1994 (Amended July 1996, July 2002, July 2007 & July 2008)