

RULES

—of—

HAMILTON PLAYBOX REPERTORY SOCIETY (INCORPORATED)

1. NAME

The name of the Society will be “Hamilton Playbox Repertory Society (Incorporated).”

2. OBJECTS

- (1) (a) To produce and stage plays and otherwise engage in theatrical activities.
(b) To provide instruction and opportunities for members in the dramatic arts.
- (2) To acquire by purchase lease or otherwise any property real or personal for the purpose of fostering the aforesaid objects of the Society and to enter into and carry out contracts or agreements for that purpose.
- (3) To sell lease or otherwise deal with or dispose of any real or personal property belonging to the Society and to borrow raise lend or secure the payment of money in such manner as the Society will think fit and as may be authorised by law.
- (4) To hire or employ staff in connection with any or all of the Society’s activities.
- (5) To affiliate with organisations or bodies with like aims and objects to those of the Society.
- (6) Generally to do such things as are incidental or conclusive to the attainments of the above objects.

3. MEMBERSHIP

Classes — there will be the following classes of members:

- (1) Active Members who will be those members who in the opinion of the Executive Committee are eligible for inclusion in the productions or readings of the Society or are capable of direct assistance in staging or organising productions.
- (All classes of members will enjoy full voting rights as under Clause 12.

- (3) Application for Membership Any person may apply in writing to the Secretary for membership stating his or her full name, age, if under twenty (20), address and telephone number. Each application will be considered by the Executive Committee as soon as may be reasonably practicable after receipt of the application and will be determined by a simple majority of those persons present and voting at the meeting of the Executive Committee. No subsequent application from a rejected applicant will be considered by the Executive Committee within a period of one year following the date of rejection. Neither the Executive Committee nor any member thereof will be bound to disclose the reason or reasons for the rejection of any application.
- (4) Privileges All members who have paid their annual subscription will be entitled:
- (a) To admission to and participation in any activity of the Society on such terms as may be determined by the Executive Committee from time to time.
 - (b) To such tickets and booking privileges for Society productions as may be determined by the Executive Committee from time to time.
- (5) Resignation Any member may terminate his or her membership by resignation in writing to the Secretary but will remain liable for the current year's subscription in the event of such resignation not being received prior to the first day of September in the year of such resignation.
- (6) Expulsion A two—thirds majority vote of the members present at a meeting of the Executive Committee resolving accordingly may expel any member for one or more of the following reasons:
- (a) The non—payment of any subscription for two months after the thirtieth day of June in any year.
 - (b) The absence of a performing member or production crew member from a public performance or from two successive rehearsals or from three rehearsals at intervals during the rehearsal period for a public performance without giving sufficient reason to the Executive Committee.
 - (c) The Executive Committee for any reason deemed sufficient may request a member to show cause why his or her name should not be removed from the register of members and after affording the member a reasonable opportunity to show such cause, the Executive Committee may remove that member's name from the register of members pursuant to a two—thirds majority vote of the Executive Committee members resolved accordingly at a meeting of the Executive Committee.

4. SUBSCRIPTIONS

- (1) The annual subscriptions for active and subscribing members will be such amounts as may be fixed by a simple majority vote at the Annual General Meeting and will be due and payable as from the date of such meeting.
- (2) Any person becoming a member during the final Playbox production of the year and paying an individual or family (joint) subscription, will entitle them to all membership privileges for the

remainder of the year in which they join and the whole of the ensuing year. This specifically excludes any show only subscription.

5. OFFICERS AND COMMITTEE

- (1) (a) The officers of the Society will comprise a Patron, President, Vice—President, Secretary and Treasurer, all of whom will be elected by ballot at the Annual General Meeting and all of whom with the ordinary committee members will form the Executive Committee of the Society.
- (b) The committee will consist of up to ten (10) persons not including the Executive.
- (c) Nominations for President, secretary and Treasurer will be made in writing not less than twelve (12) days before the date of the Annual General Meeting. If no nomination is received for an office, a sub.-committee of the President and Secretary and two others from the Vice— Presidents and Past Presidents will be authorised to bring forward a nomination to the Annual General Meeting.
- (d) Nominations for Committee Members may be in writing or verbally at the Annual General Meeting.
- (e) All nominations for sub—clause (c) above will have the consent in writing of the nominee. Nominations for sub—clause (d) above will have the consent of the nominee verbally at the Annual General Meeting or in writing prior to the Meeting.
- (2) No person will be nominated as President of the Society who has not served at least one term as an Executive Committee Member of the Society in the period of three (3) years immediately preceding his or her nomination unless this is varied by a two—thirds majority of the Annual General Meeting.
- (3) If at the Annual General Meeting any vacancy in the Executive Committee is not filled by election, or if such vacancy will occur after the Annual General Meeting the Executive Committee will have power to fill such vacancy.

6. LIFE MEMBERS

- (1) On the recommendation of the Executive Committee the Society may from time to time in Annual or Special General Meeting confer Life Membership upon any member in respect of long and special service rendered to it by such member. All Life Members will be entitled to all privileges of the Society without payment of subscription.

7. MANAGEMENT

- (1) The general management of the Society its affairs and business will be entrusted to the Executive Committee comprising the officers and committee members as aforesaid.
- (2) Meetings of the Executive Committee will be held at such times and places as it will think fit and will be convened by the President or Secretary, five (5) members forming a quorum.
- (3) In the event of a casual vacancy occurring or a member of the Executive Committee absenting himself from three (3) consecutive meetings without presenting reasonable excuse his or her seat will become vacant and may be filled by the Executive Committee.

8. DUTIES OF OFFICERS

- (1) The President will preside at all meetings of the Society and the Executive Committee provided that in his or her absence the chair will be taken by the Vice President or in their absence by another Committee Member elected by the meeting.
- (2) The Secretary will keep the usual minutes, attend to necessary correspondence, keep all records and attend generally to committee business.
- (3) The Treasurer will account for all monies payable to and received by the Society and will keep a full and accurate account of the financial transactions of the Society, prepare an annual financial statement duly reviewed to be circulated to all members and considered at the Annual General Meeting or as soon as available.
- (4) The Membership Secretary will ensure all members are current and financial, update records and distribute membership cards.

9. ANNUAL GENERAL MEETING

- (1) The Annual General Meeting will be held not later than the thirtieth day of March in each year, after twenty—one (21) days notice of the meeting has been given on the Society's website and by circular letter to all members.
The Notice of Meeting must include details of procedure for nomination of Officers and Committee as set out in sub—clauses 5 (1) (c) and 5 (1) (4) herein Names of persons nominated as Officers must be circulated to members not less than seven (7) days before the Annual General Meeting.
- (2) The business of the meeting will be receiving of the President's Report and statement of accounts and balance sheet, the election of officers and committee and such other business as may have been

notified to the Secretary in writing at least fourteen (14) clear days before the meeting and general business raised by members present.

- (3) In the event of the Secretary having been notified as aforesaid of any other business the purport of the same will be advertised in the local press or by circular letter to all members at least seven (7) clear days before the date fixed for the Annual General Meeting.

10. SPECIAL GENERAL MEETINGS

- (1) A Special General Meeting may be called at any time by order of the Executive Committee or on a requisition presented to the Secretary signed by not less than ten (10) members stating the purpose for which the meeting is required.
- (2) The Secretary will convene the Special General Meeting within twenty—one (21) days of receipt of such order or requisition giving not less than fourteen (14) days notice thereof by advertisement in the local press or circular letter to all members and stating the purport of the business for which such meeting is called.
- (3) The business at such Special General Meeting will be confined to the subject for which it is called.
- (4) If less than seven (7) of the members signing a requisition are present at a Special General Meeting it will be void.

11. QUORUM AT GENERAL MEETINGS

The Quorum at General Meetings will be fifteen financial members.

12. VOTING

- (1) All members will be entitled to vote at any meeting of the Society.
- (2) Voting at all meetings of the Society other than for the election of the Executive Committee will be on the voices unless three persons present and entitled to vote will demand a show of hands or a ballot. Election of the Executive Committee will be by ballot.

- (3) All questions (with the exception of alterations to these Rules as hereinafter provided) will be decided by a simple majority vote.
- (4) The Chairman of any meeting will have a casting vote as well as a deliberative vote.

13. COMMON SEAL

- (1) The Common Seal of the Society will be that chosen by the Executive Committee and will be kept at such a place as the Executive Committee will appoint.
- (2) Whenever the Common Seal is required to be affixed to any deed document writing or other instrument the Seal will be affixed pursuant to a resolution of the Executive Committee and such document will then be signed by either the President or The Secretary and one other member of the Executive Committee.

14. FINANCIAL PROVISIONS

- (1) All monies received by the Society will forthwith be paid to the account of the Society at such trading or savings bank account or accounts at Hamilton as the Executive Committee may from time to time determine.
- (2) All cheques or withdrawal slips will be signed by any two of the President, Secretary and Treasurer for the time being.
- (3) The financial year will end on the thirty-first day of December in each year.

15. ALTERATIONS TO RULES

- (1) These Rules may be added to, altered, rescinded or otherwise amended by a resolution of two—thirds of those members present and voting at an Annual General Meeting or Special General Meeting of which proper notice has been given in accordance with these Rules.
- (2) Every such notice will set forth the purport of the proposed alteration addition rescission or amendment.
- (3) Duplicate copies of every such alteration addition rescission of amendment will forthwith be delivered to the Registrar of Incorporated Societies in accordance with the requirements of the Incorporated Societies Act 1908 or any amendment thereof.

16. BY—LAWS

The Executive Committee will have full power from time to time as it thinks fit to make alter or repeal by—laws for the order and government of the Society provided always that no by—laws will be inconsistent with these Rules.

17. INTERPRETATION OF RULES

Should any question arise as to the meaning or interpretation of any of these Rules or by—laws made thereunder, such question will be referred to the Executive Committee whose determination thereon will be final and binding.

18. WINDING UP

In the event of a winding up (of the Society) the disposal of assets will go to an exclusively charitable kindred society or organisation with similar objects.