

Bye-laws for management of Leamington and Warwick Musical Society

Date last amended: 6 June 2022

1. Precedence

These bye-laws describe the committee management of Leamington and Warwick Musical Society ("LWMS") CIO ("the CIO") which accompany those in its Constitution ("the constitution"). In case of any conflict, the constitution will take precedence.

2. Committee membership

- 2.1. The management committee ("committee") of LWMS has the delegated responsibility for the day-to-day running of LWMS.
- 2.2. Committee members must be full members of the CIO.
- 2.3. Committee members shall be elected annually at an annual general meeting ("AGM"). All committee members shall retire on the day of the AGM, but shall be eligible for re-election.
- 2.4. The CIO trustees or committee may fill any vacancy arising on the committee due to removal or resignation of a committee member between AGMs.
- 2.5. The CIO trustees or committee may co-opt a member to the committee to represent a specific area of interest or issue of consideration. Co-opted members shall have no voting rights.
- 2.6. If a committee member has been absent for three consecutive meetings of the committee, they shall be removed from the committee, unless the committee is satisfied that the absence was due to illness or other reasonable cause.
- 2.7. In the event of misconduct by a committee member, the trustees may, as appropriate:
 - (a) suspend them from the committee and/or all LWMS activities pending the conclusion of investigations;
 - (b) investigate the misconduct, or refer to public authorities;
 - (c) consider sanctions including removal from committee or termination of membership under clause 9.4 of the constitution.

3. Collective duties & responsibilities

- 3.1. The committee may delegate any of its powers or functions to a sub-committee. The committee must determine the terms and conditions on which the delegation is made, and may at any time alter those terms and conditions, or revoke the delegation.
- 3.2. The committee shall normally hold a meeting once in each month and at other times as circumstances require. Each committee member shall receive an agenda

and details of business to be conducted, in advance. Meetings may be in-person, virtual, or hybrid, as defined in the constitution.

- 3.3. Questions arising at a meeting shall be decided by a majority of those eligible to vote, and in the case of an equality of votes, the chair shall have a second or casting vote.
- 3.4. Minutes shall be kept for all meetings including:
 - (a) the names of the committee members present at the meeting, without distinction between any who attended in person and any who attended virtually;
 - (b) the decisions made at the meetings; and
 - (c) where appropriate the reasons for the decisions;
- 3.5. LWMS shall be affiliated to the National Operatic and Dramatic Association (“NODA”) and shall, where possible, be represented by a member of the trustees or committee at all NODA Annual Meetings.
- 3.6. The committee is collectively responsible for:
 - (a) the selection of productions;
 - (b) arranging dates, venues, and price of admission for productions;
 - (c) appointing a musical director, director, choreographer, stage director, stage manager, wardrobe manager, property manager and other officials (a “production team”), as necessary for productions;
 - (d) arranging social and fundraising events.

4. Named roles

There are several named roles on the committee with specific responsibilities. Any other functions may be adopted and adapted by other committee members as required.