

Bye-laws for membership of Leamington and Warwick Musical Society

Date last amended: 14 June 2022

1. Precedence

These bye-laws describe conditions of membership 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. Classes of membership

- 2.1. There are three classes of membership of the CIO:
 - (a) Full members; and
 - (b) Life members; and
 - (c) Honorary members
- 2.2. Only full members who have paid the appropriate membership fee shall have voting rights for the CIO and may stand as charity trustees. Other classes constitute non-voting members, as described in clause 9.6 of the constitution.
- 2.3. Non-voting members may pay the appropriate membership fee to gain the additional rights of full membership.
- 2.4. By joining, all members consent to the CIO securely maintaining a record of personal information provided, and participation in LWMS activities undertaken, in order to manage LWMS activities and conduct the legal business of the CIO.

3. Duties and expectations

- 3.1. The terms in this section apply to all classes of membership.
- 3.2. No member shall perform or act in the name of LWMS or the CIO without the sanction of the charity trustees or their delegates ("managers").
- 3.3. Members must comply with the policies and bye-laws of the CIO.
- 3.4. In the event of misconduct by a member:
 - (a) considered serious by the managers; or
 - (b) with any safeguarding concern; or
 - (c) with any police involvement; or
 - (d) bringing LWMS or the CIO into disrepute,the managers may, as appropriate, do one or more of the following:
 - (a) suspend a member from all LWMS activities pending the conclusion of investigations;
 - (b) investigate the misconduct, or refer to public authorities;

- (c) consider sanctions including termination of membership under clause 9.4 of the constitution.
- 3.5. In the event of a member leaving or being removed, no fees already paid will be returned.

4. Full membership

- 4.1. Full members must pay an annual CIO membership fee of £25.
- 4.2. A reduced annual CIO membership fee of £15 may be charged to full-time students, members above state pension age, or those in hardship, at the discretion of the managers.
- 4.3. A reduced annual CIO membership fee of £5 may be charged to life members, to maintain their rights as full members.
- 4.4. Full members who do not pay due fees within three months of notice will have their membership terminated.

5. Life membership

- 5.1. Longstanding or highly valued members may be proposed for life membership by resolution at a general meeting of the CIO.
- 5.2. Life members retain their status for the remainder of their natural life, unless removed by the managers.

6. Honorary membership

- 6.1. Honorary members may be declared and removed at any time, at the discretion of the managers.
- 6.2. Honorary memberships will normally expire on the day of an annual general meeting ("AGM"), but shall be eligible for reinstatement at the AGM.

7. Performers and crew

- 7.1. All on-stage roles, including principal roles will be open to audition. Performers must pass such auditions as the the LWMS managers committee or production team may decide.
 - (a) Auditions will take place with a panel of at least four members, appointed by the LWMS managers committee. The panel will usually include the director, musical director, choreographer, and chair of the managers committee.
 - (b) No member of the panel may be eligible for a principal role. If the panel is unable to fill a role, further auditions may be held.
- 7.2. Anyone who performs on stage ("performers") must be a full member of the CIO, or become a full member within six weeks of audition, or before the performance, whichever comes first.
- 7.3. Performers must pay an additional, non-refundable annual stage fee of £35.

- 7.4. Performers must, to the best of their ability, play or understudy the parts assigned to them. The LWMS production team shall have the power to revise the cast if it finds any performer proves unsuitable for a role.
- 7.5. Anyone who participates backstage (“crew”), with the exception of professional venue staff (“staff”), must be a member to be present at our rehearsal or performance venues.
- 7.6. Performers and crew members must follow the reasonable instructions of the LWMS production team, stage managers team, and staff at our rehearsal or performance venues.
- 7.7. A record of attendance at rehearsals shall be kept by LWMS. Any performer whose attendance is considered unsatisfactory may be withdrawn and not permitted to attend the rehearsal or performance venues.
- 7.8. Any performer or crew members who breaches clauses 7.6 or 7.7 repeatedly or egregiously may be withdrawn and not permitted to attend the rehearsal or performance venues.