

1. The Society shall be called the Chelmsford Amateur Operatic and Dramatic Society, and shall be affiliated to the National Operatic and Dramatic Association.
2. The object of the Society is to educate the public in the dramatic and operatic arts and to further the development of public appreciation and taste in the said arts. In furtherance of the above object but not further or otherwise the Society shall have power to
 - (a) Promote plays, drama, comedies, operas, operettas and other dramatic and operatic works of educative value;
 - (b) Accept donations, grants and subscriptions and generally to raise money for the purposes of the Society by such lawful means as they think fit provided that no form of permanent trading is undertaken;
 - (c) Do all such other lawful things as shall further the objects of the Society.
3. Finance
 - (a) The funds of the Society shall be applied solely to the stated objects of the Society.
 - (b) No Trustee of the Society shall receive payment, directly or indirectly, for services to the society or for other than legitimate expenses incurred in its work.
4. The Society shall consist of Life Members, Ordinary Members, President and Friends of CAODS.
5. (a) The Executive Committee shall be elected by ballot at an Annual General Meeting and shall consist of ten members, together with the Hon Secretary and the Hon Treasurer. All Executive Committee Members shall hold office for two years from the date of their election and shall be eligible for re-election on retirement. If possible, the Hon Secretary and Hon Treasurer shall be elected in alternate years. The Executive Committee shall include two members from the cast of each production, but if there are not two such members on the elected committee then the necessary number shall be elected from the cast of the current production to serve until the final performance of that production. Representatives of the cast so elected shall have voting power only on matters appertaining to the production, the cast of which they represent (at the discretion of the Chairman and the other members of the Executive Committee).
 - (b)(i) To be eligible for election to the Executive committee the member must have been a member of the society for at least one year prior to election and not on the committee of any Amateur Musical Society (other than Chelmsford Young Generation Amateur Musical Society).
 - (ii) Whilst in Office should a Committee Member be elected to the committee of any (other than Chelmsford Young Generation Amateur Musical Society) then that member will be deemed to have resigned from this Committee
6. Nominations for the Committee and officers must be received by the Hon Secretary in writing at least fourteen days prior to the Annual General Meeting, and they must be duly proposed and seconded and have the written agreement of the nominee.
7. The quorum of a General Meeting shall be one quarter of the ordinary members.

8. The following powers and responsibilities shall be vested in the Executive Committee:
 - (a) The sole responsibility for the whole of the general management of the Society and the entire control over all financial matters.
 - (b) The sole responsibility for the election of members and the appointment of the Producer, Musical Director and all other personnel required.
 - (c) The power to ask for the resignation of a member provided it is passed by a majority vote of a full Executive, such member shall have the right to attend and be heard by the Committee. In the event of a Member failing to resign no further action in that regard shall be made without the sanction of a General Meeting of the Members.
 - (d) The sole responsibility to appoint casting committees.
 - (e) The power to appoint sub-committees and to co-opt members for special duties as may be deemed necessary.
 - (f) The power to deal with any contingencies not provided for in these rules.
 - (g) The quorum of the Committee shall be five of its members (including officers).
9. The Annual General Meeting of the Society of which at least seven days' notice shall be given to all members, shall be held as soon as possible after the end of the financial year, which shall terminate on 31 May. Only members whose subscriptions have been paid for the financial year just ended (or, in the case of new members for the current year), shall be eligible to attend and vote at the Annual General meeting.
10. A General Meeting may be called at any time at the written request of not less than ten members, who shall give a minimum of fourteen days' notice to the Hon Secretary, and such notice shall state the purpose of the meeting. At least twenty-one days' notice of such meeting shall be given to all members.
11. Membership shall be open to any person (above the age of sixteen) having an interest in and sympathetic to the objects of the Society.
12. The annual subscription paid by members will be classified as either Acting or Non-Acting. Any member taking part in any one of the major productions during the year will be classified as an Acting member. The subscription rates will be determined in a General Meeting of the Society, and current rates are shown on the website. Members under full-time education shall pay acting subscriptions equal to one-half of the specified amounts. Newly elected members shall pay their initial subscription immediately after notification of their election. All subscriptions shall be paid on or after 1 June and not later than 1 July of the current financial year. Any member whose subscription remains unpaid after 1 July shall be deemed to have resigned membership. All members participating in a show will have to pay a show fee, this subscription rate will be determined by the Executive Committee of the Society but will be no less than £35 and no higher than £70. This fee shall be paid before the auditions and only refunded within two weeks of the audition should the member withdraw from the show.
13. Rehearsals shall be held at such time and place as shall be decided by the Executive Committee. All members shall be permitted to attend all rehearsals. Only persons concerned with the production may attend the Dress Rehearsal.

14. Members will be requested to attend an audition for each production and shall attend rehearsals regularly and punctually, otherwise they will be liable to forfeit their right to take part in any performance for which they have been selected.
15. Only persons taking part in the actual production shall be allowed on stage or in the dressing rooms.
16. The full responsibility for choosing the Society's productions rests with the Committee.
17. A limited number of Vocal Scores and Libretti shall be available to members on loan for the duration of any production or for purchase. Scores/libretti on loan shall be returned in good condition or any hire charge shall be forfeit.
18. Every member shall be provided with a copy of these rules on joining the Society.
19. Alterations to this Constitution shall receive the assent of two-thirds of the members present and voting at an Annual General Meeting or General Meeting. A resolution for the alteration of the Constitution must be received by the Secretary of the Society at least twenty-one days before the meeting at which the Resolution is to be brought forward. No alteration to clauses 2 (objects), 3 (finance) or 20 (dissolution) or this clause shall be made without the approval in writing to the Charity Commissioners and no alteration shall be made which would have the effect of causing the Society to cease to be a charity at law.
20. The Society may be dissolved by a two-thirds majority of those present and voting at a General Meeting convened for the purpose. After the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Society but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Society as the Society may with the approval of the Charity Commissioners for England and Wales determine.
21. All members, including members of the Executive Committee will adhere to the following policies: CAODS Code of Conduct Policy, CAODS Safeguarding Policy, Dignity at the Society, Equality and Diversity, Grievance Policy and Procedure, Social Media Policy & Health and Safety Policy. The Executive Committee reserves the right to make changes to the Policy as and when required.

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