

EVERYMAN THEATRE CARDIFF LIMITED (“the Company”) – BYE-LAWS
(ADOPTED AUGUST 2ND 2000) (AMENDED AUGUST 31ST 2003)
(AMENDED SEPTEMBER 21ST 2005) (AMENDED MARCH 4TH 2013)
(AMENDED APRIL 4TH 2016) (AMENDED SEPTEMBER 5TH 2016)
(AMENDED SEPTEMBER 10TH 2018)

1. MEMBERSHIP

- (1) Applications for membership of the Company shall be submitted to the Company Secretary. An application shall be deemed to have been made to the Company Secretary if the applicant has made application to join utilising internet facilities on the Company’s website, which may include a facility for “automatic renewal”.
- (2) Membership of the Company shall be open to any person interested in furthering the Objects of the Company and who has paid the annual subscription, or who has paid the life membership subscription, or who has been elected an Honorary Life Member.
- (3) The Membership shall consist of life members, ordinary members and junior members. All life members and ordinary members of the Company shall have one vote. No junior member shall have a vote.
- (4) The full annual subscription rate for ordinary members shall be laid down from time to time by the Trustees.
- (5) All junior members shall pay one half of the full ordinary subscription rate. Junior members shall be those members who are aged under 18.
- (6) The subscription rate for life membership shall be ten times the full ordinary subscription rate applying at the time.
- (7) Every person cast in a Company production or cast as part of the Company’s contribution to a joint production is required to join the company and pay the subscription appropriate for them commencing or deemed to be commence (irrespective on when payment is made) on the day of the first rehearsal. Any person who appears in such a production having failed to pay that required subscription will be registered with the Secretary as a “Subscription Defaulter”. No such “Subscription Defaulter” will be permitted to attend an audition for any future Company production unless, in advance of their audition, they have paid a new membership fee equating to 200% of the full adult membership fee then applying.

2. ADMISSION OF MEMBERS

- (1) The Trustees shall have the right to refuse membership to an applicant.
- (2) No applicant who has been rejected as unsuitable for membership may be introduced as a visitor.

3. HONORARY LIFE MEMBERS

The Trustees may at their discretion offer Honorary Life Membership to any who have rendered good and valuable service to the Company.

4. SUBSCRIPTIONS

Subscriptions are due 12 calendar months after the individual member last paid their annual subscription. Any member who has not paid their subscription within 3 months of that date shall be deemed to have resigned from the Company. Once a membership application has been approved by the board the applicant shall be deemed to have been a member of the Company from the date of their application.

5. RESIGNATION OF MEMBERS

A member may resign his membership after paying his subscription up to date and giving notice of his intention in writing to the Secretary, without prejudicing any later application for re-admission to membership.

6. TERMINATION OF MEMBERSHIP

The Trustees may terminate the membership of any member if in their opinion: -

- (1) The member's conduct is inconsistent with the Objects and the well being of the Company.
 - (2) The member has mis-conducted himself/herself or has wilfully disobeyed any rule or regulation of the Company.
 - (3) There is some other good reason for so terminating membership.
 - (4) The power to terminate membership can only be exercised in accordance with the complaints procedure set out in paragraph 7 hereunder.
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7. COMPLAINTS AGAINST MEMBERS

- (1) Any complaint against a member must be made in writing to the Company Secretary.
- (2) The complaint will be discussed by the full board at the next board meeting. Neither the person against whom the complaint has been made nor the person making the complaint shall be present at that initial discussion (irrespective of whether or not either or both are members of the board). If the complaint involves the Chair then the Vice Chair will chair the discussion or, failing that, a member of the board elected at the meeting. At that meeting the board will consider the written complaint and decide, at its discretion, if the complaint should proceed to a hearing or whether the matter may be capable of resolution by mediation or whether no further action is necessary.
- (3) If, at its discretion, the board decides that a full hearing is necessary then, if the complaint is against a member of the board or involves a member of the board then that member will not be a member of the board hearing the complaint. If the complaint involves the Chair then the hearing will be chaired by the Vice Chair or, failing that, a member of the board elected at the hearing.
- (4) The Board may if they think fit suspend a member pending the hearing of the complaint. Any persons suspended under this clause shall not be introduced as a visitor during the period of suspension.

- (5) The full hearing will hear any evidence that the parties choose to call and determine how the complaint is to be resolved and what action, if any, needs to be taken.
- (6) A member against whom a complaint is lodged shall have the right to state his/her case in person before the Trustees and shall have the right to be represented by a friend or otherwise at his/her expense.
- (7) There shall be no appeal against the decision of the board, which will be final.

8. COMPLAINTS AGAINST STAFF

No member of the Company or Trustee shall personally reprimand any member of staff. Any complaints must be made in writing to the Secretary for consideration by the Trustees.

9. ELECTIONS

The election of the Trustees shall be by ballot of members at the Annual General Meeting of the Company, which shall be held each year in the month of September in the evening of the day to be determined by the Board.

10. ACCOUNTS OF THE COMPANY

The accounts of the Company shall be made up to the 31st day of October each year. The accounts for that year, duly examined and approved by the company's accountants, shall be circulated to the Trustees by no later than the 28th day of February in the following calendar year. There shall then be held, in the following calendar month of March an Accounts Report General Meeting, when the said accounts shall be presented to the Members.

11. VISITORS

A member shall be entitled to introduce visitors in accordance with any regulation, which may be made by the Trustees from time to time. Members shall be answerable for the conduct of their guests whilst on Company premises. When a member leaves the Company premises his visitors must accompany him.

12. ADVERTISEMENTS, NOTICES, ETC.

No paper or placard written or printed shall be placed in any part of the Society without the sanction of the Board. The Secretary may at his discretion authorise the exhibition of suitable notices.

13. USE OF COMPANY'S ADDRESS

No member shall give the address of the Company in any advertisement or use the Company address for business purposes.
