



Affiliated to the National Operatic and Dramatic Association

## **CODE OF PRACTICE**

Issue 6 Dated 19 January 2014

This document is subordinate to the BLOG Constitution.

### **1. BLOG MEMBERSHIP CLASSES**

#### **1.1. Classes of Membership**

In consideration of the Constitution Paragraph 9, the CIO Membership may be held in any of the following classes:

- a. Member**
- b. Member (Acting)**  
Transfer from Member to Acting Member shall be by Acting Audition.
- c. Resting Member (Acting or Non-Acting)**  
The class of resting member is for those who do not wish to participate in the Society's productions but wish to maintain their membership. Periods in this class of membership exceeding 12 months will not count towards NODA Long Service Award applications.
- d. Temporary Members**  
The Committee may invite temporary members to participate in productions. They are not required to pay subscriptions and have no voting rights. No age limit shall apply.
- e. Life Members**  
Members who have given special service to the Society may be awarded honorary life membership. A Life Member may be nominated and recommended by the Committee only and be approved by the members at a General Meeting.

#### **1.2. Membership Fees**

The Membership Fees to the Society shall be authorised at an Annual General Meeting on the recommendation of the Committee.

The first subscription shall become due and be paid to the Treasurer on receipt of notice of admission from the Secretary. All subsequent annual subscriptions shall become due on

the 1st January in each year and shall be paid to the Treasurer not later than the 31st January following. If however, authorisation of membership is made after 1st July in any year, then the first subscription shall be 50% of the authorised subscription at that time.

### **1.2.1. Show Fees**

Show fees shall be authorised at a General Meeting on recommendation of the Committee. Show fees shall become due at the first rehearsal for a show, after casting. Show fees shall only apply to acting members participating in a show.

Acting Members who do not pay the show fee shall not participate in the show.

Show fees shall only be refunded in the event that the acting member is removed from the show as per clause 4.3b.

## **2. THE BLOG MANAGEMENT COMMITTEE**

### **2.1. Organisation of Committee**

The Society shall be managed by a Committee known as the Management Committee which shall be elected or re-elected at the General Meeting. It shall consist of the following Officers:

- a. Chairman and Business Manager;**
- b. Vice Chairman;**
- c. Secretary;**
- d. Treasurer;**
- e. Three Active Group Members.**

### **2.2. Meetings of the Committee**

The first meeting of the Committee shall be called by the Secretary and shall be held within 30 days of the General Meeting. All subsequent meetings shall be called by the Secretary as decided by the Committee or at the discretion of the Chairman and Secretary. The minimum number required for a meeting to proceed will be five. In the absence of the Chairman and Vice Chairman a 'Meeting Chairman' shall be appointed by the Committee.

### **2.3. Retirement of Officers and Auditor**

The Committee and Auditor shall retire annually but shall be eligible for re-election. Except where officers are standing for re-election, the names of candidates for election shall be proposed and seconded in writing to the Secretary. In the event that there are insufficient candidates standing for election candidates may be proposed from the floor during the General Meeting. Where there is more than one candidate for any office, election shall be by ballot. Where a vacancy remains or arises during the year, the

Committee shall be responsible for appointing a suitable candidate to fill the vacancy until the following General Meeting.

## **2.4. Appointment of Working Groups**

The Committee may approve and delegate specific tasks to appropriate working groups or individuals, written reports will be required before each Committee Meeting. All decisions and actions must be approved by the Committee.

## **2.5. Committee's Responsibilities**

The Committee are responsible to the Trustees for all matters concerning the Society.

### **3. BLOG FINANCE**

#### **3.1. Financial Year**

The Financial Year of the Society shall commence on the 1<sup>st</sup> January.

## **4. BLOG PRODUCTIONS**

### **4.1. Selection of Works**

The Committee shall be responsible for the selection of works to be produced by the Society.

### **4.2. Selection of Principals**

Members (Acting) will be invited to apply for parts in any production and shall be finally selected by the Selection Committee comprising:

- a. The Show's Director;**
- b. Musical Director;**
- c. Choreographer, where appropriate;**
- d. The Chairman, or non-auditioning Committee representative in attendance to facilitate fair process and provide advice if required.**

One Observer shall also be appointed, tasked to report back to the Committee on the fairness of the proceedings. They would not have a vote. The Observer is ideally to be a non-auditioning member of the Group with 5 years' experience within the Group. Allocation of parts will be conditional upon subscriptions and show fees having been paid.

### **4.3. Revision of Cast**

The Selection Committee may:

- a. **Fill any parts, including Understudies, not cast at auditions;**
- b. **Revise the cast, if any members shall prove unsuitable for the part;**
- c. **Re-cast any part becoming vacant for any reason.**

### **4.4. Attendance at Rehearsals and Performances**

Members shall attend the scheduled rehearsals and performances of the Society punctually and regularly. Any member not doing so without reason will be liable to be removed from the cast of the current production. Any member unable to attend rehearsals should inform the Secretary. Any member unable to attend any performances shall inform the Chairman in writing at least 10 weeks before the production week. The Management Committee will decide whether the member may continue in the production.

### **4.5. Number of Members Participating in Productions**

If at any time the number of Members wishing to participate in a production exceed the number of persons required for that production, the Selection Committee with the agreement of the Management Committee shall be responsible for determining the final composition of the Cast.

## **5. ALTERATIONS TO CODE OF PRACTICE**

Alterations to this Code of Practice can only be made at a General Meeting. Any alterations shall only be made following a majority vote of at least 66% of the members present who are entitled to vote.

Bath Light Operatic Group @ 2014