

RULES OF THE KENNET AMATEUR THEATRICAL SOCIETY

Any member not adhering to these rules *may have their membership revoked.

***(See section (5)(10) of the constitution)**

1. MEMBERS CONDUCT - GENERAL

- (1) Under NO circumstances shall smoking be permitted within any building in which a society meeting is taking place.
- (2) If a member is thought to be under the influence of alcohol or illegal drugs they will be asked to leave the meeting.
- (3) All members will complete a membership form at or shortly after the AGM. This should include an emergency contact who should not be a fellow cast member where possible.

2. MEMBERS CONDUCT - DURING PRODUCTIONS

- (1) Under NO circumstances shall smoking be permitted during rehearsals and performances.
- (2) If a member of the cast/production team is thought to be under the influence of alcohol or illegal drugs they will be asked to leave the rehearsal/production.
- (3) If a member of the cast is absent from rehearsal too often without reasonable cause the Producer may expel the member from the cast. The producer may also replace any member of the cast found to be unsuitable.
- (4) Cast members are not permitted front of house during and after performances in costume or stage make-up.

3. NON MEMBERS

- (1) Non-members shall be allowed to attend rehearsals, and may be permitted backstage during performances at the discretion of the Producer.

4. SECURITY

- (1) All key holders are responsible for the keys they are entrusted with and shall not pass them on to other members without the consent of the committee, or abuse the entrustment. This includes rehearsal venues, the Hut and any other keys held.
- (2) Members are responsible for their own personal technical gadgets and property. KATS are not liable for the loss or damage of any such items.
- (3) If difficulties with wayward children not associated with KATS are experienced at Bucklebury Memorial Hall within the grounds or entering the venue during KATS events/rehearsals/shows the person in charge should keep the doors shut and phone the police, as directed by the hall Trustees.

5. EXPENSES

- (1) No member may purchase anything, or enter into any contract on behalf of the society, without the prior permission of the General Committee.
- (2) A maximum £10 reimbursement of expenses shall be issued at the Treasurers discretion for any lost/missing receipts. Any amount above £10 should be referred to the committee.

6. ASSETS

- (1) An asset register should be maintained detailing all KATS assets held at the Hut, the School, rehearsal venues (if applicable) and members homes and should contain an inventory of all equipment valued over £50.
- (2) The asset register It should be reviewed at least annually, preferably while in use for a major show.
- (3) A hire form should be completed and any relevant deposit taken before the release to hire of any costumes, set, props or related items.

7. PRIVACY & SAFETY

- (1) Photographs of children under the age of 16 should only be taken with parental permission.
- (2) In the event of a chaperone being appropriate, the main chaperone should take a register. A minor is defined as up to school year 11 (up to age 16) and should include any non KATS members from West Berkshire Ballet School.
- (3) A dedicated HSE section will remain on the committee agenda and the Risk Assessment brought up to date following each production.
- (4) The KATS person in charge should identify where the first aid equipment and accident book are held at any location used by KATS.

8. EMAIL & INTERNET

- (1) Ref @kats.org.uk email addresses - after 3 months of not paying the annual subscription a reminder will be sent out. After 6 months of non payment the email address will be removed.
- (2) When a discussion and vote is needed within committee via email, the chair (or nominated position) will put a deadline on the discussion, instruct a vote and advise the committee of the result. 5 votes will be needed to carry a motion.
- (3) FACEBOOK - "Members Only" events should be invited as such and stated as such from the outset. For members only events, the venue should be kept brief so the event can only be found by members, or upon enquiry to committee.

9. OTHER COMMUNICATIONS

- (1) Any official letter sent on behalf of KATS, other than the standard correspondence of Secretary for example, should be approved by committee before sending for accuracy and format. A copy should be given to the Secretary for the KATS files.
- (2) Any correspondence received should be acknowledged forthwith and the sender updated as to when the next committee meeting is and when they can expect a reply.
- (3) All members will be given a 'welcome pack' upon joining the society, the contents of which shall be updated as deemed appropriate by the committee.

10. VENUE BOOKINGS

- (1) Show and rehearsal venues should be booked by the Secretary. If this is not practical, then the Secretary should be advised of any bookings confirmed directly by another member.
- (2) The secretary should be advised of any dates KATS are committed to to avoid duplication. This is to include private shows such as Murder Mysteries.
- (3) Contracts should be checked thoroughly to make sure any deadlines therein are noted.

11. SHOWS - FINANCES

- (1) There will be an allocation in the budget for a maximum of £100 for gifts. Any overspend should come out of the production teams own pocket. The agreed budget cannot be exceeded.
- (2) Show Directors will be invited to give a monthly report to enable the answering of any questions at said time. The report should be submitted by the Friday preceding the committee meeting.
- (3) The monthly report to committee will follow the set format and will include approved budget v. actual spend to date.
- (4) Agreed budgets should be enforced and any major proposed changes brought to committee for approval. The agreed bottom line budget must remain unchanged.

12. SHOWS - CASTING

- (1) The Producer in agreement with the General Committee shall determine the productions
- (2) Casting will be at the discretion of the producer and approved by the General Committee. Casting for those play readings and dramatic performances that are for members only shall be carried out in such manner, as the General Committee shall decide from time to time.
- (3) Full membership of the society does not automatically guarantee a member a part in any production.
- (4) At the discretion of the director/producer, a young person under the age of 16 may undertake a role in any production provided that a parental consent has been obtained.

13. SHOWS - GENERAL

- (1) Further to (7)(2) There should be 2 chaperones per show based on 12 minors.
- (2) Further to (1)(3) a folder of emergency contacts will be made available to the show Director.
- (3) Further to (4)(2) a sign should be displayed or, as a minimum, all present for the production be briefed to confirm KATS are not liable for the loss of or damage to any personal technical items and belongings.
- (3) The production team should ensure good communication with the stage crew is maintained with plenty of advance notice of any requirements.

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