

Butter Side Up Theatre Company

Membership Constitution

1) Title of Company

Butter Side Up Theatre Company shall be called as such but may be initialised to BSUTC or operate under Butter Side Up.

2) Objectives

To entertain members of the public, via public performances and promotion of online content, and to encourage and develop public appreciation of the dramatic arts.

To manage events designed to generate funds that will be designated to a charity of the Committee's choosing or to the future projects of Butter Side Up Theatre Company.

To encourage the creation and production of performances of new pieces of work for the stage and screen, particularly the voices of LGBTQ+ community.

To work with the community of South Yorkshire and Sheffield to create a fun social group based on a shared interest and mutual goal of developing creative skill sets.

3) Membership

Butter Side Up Theatre Company is open to any one over the age of 18 at the time of auditions.

Membership shall be subject to application being made on the official form submitted to the Committee.

Butter Side Up Theatre Company is comprised of both Acting and Non Acting members and all members are equal. The amount of performance experience, length of membership or pre-existing relationships are never to play a part in terms of auditions, performances, Committee elections or other judgements made by the Committee or production teams.

Members of Butter Side Up are required to pay a membership fee of £15 per year before the date of auditions. An additional £5 is required to be paid by all acting and non acting members who are part of a full production.

The acceptance and expulsion of members shall rest entirely with the Committee. The voting of the Committee on each decision must carry at least 51% of the Committee personally present at the meeting considering these issues.

Acting and Non-Acting members may attend and vote at General Meetings.

The Committee shall have the power to fix a maximum number of members for each production, without prejudice to the previous production's members.

All new members shall be issued with a copy of the Constitution and sign to say that they acknowledge receipt and agree to abide by them. Should there be any amendments to the Constitution, a copy of the new rules must be issued to all members.

Members give permission to be filmed by Butter Side Up Theatre Company in rehearsals, performances and workshops. This footage may be shown publicly for promotional purposes. A

member may opt out of being filmed or having footage distributed to the public by written request to the committee.

4) Management

Butter Side Up is owned by Becky Cleary and Michael Hudson. They set up the company in 2016 and invited others to become members of the Committee to assist in the day to day running. If a new committee position is to be added, it must be announced prior to the Annual General Meeting

Butter Side Up Theatre Company is to be run by a Committee elected at the Annual General Meeting. Any available elections shall be held at the Annual General Meeting where only members present will be eligible to vote.

The Committee shall meet regularly where the Secretary will take minutes and these minutes will be made public on the private members facebook group.

Becky Cleary and Michael Hudson will remain owners of the company even if they do not sit on the Committee. If they decide to vacate their ownership of the company, they must write a letter to the other owner, denouncing all ownership.

i) Finance - Becky Cleary and Michael Hudson shall be the registered owners and in control of all finances. The Treasurer on the Committee will have access to the bank details, log in details and any cards related to the company account. All other Committee members will have knowledge of all financial activity and can approve expenditure. Production teams must request permission of the treasurer before committing to expenditure that they seek to claim back, with which they must have written evidence in the form of a receipt, digital or printed.

5) Dissolution of the company

Butter Side Up Theatre Company shall be dissolved by resolution by a majority of 75% of the members present at a Special General Meeting called for the purposes of considering such a resolution.

In the event of dissolution, any balance of cash remaining in hand after the realisation of assets and payment of debts and invoices, shall be applied for such charitable purposes similar to those of Butter Side Up Theatre Company or any charity that had previously been donated to by Butter Side Up.

6) Changes to the Constitution

Proposals for amendments to the Constitution must be forwarded to the Secretary in the form of a written requisition signed by at least ten members at least three weeks prior to the Annual General Meeting.

The proposal for changing the Constitution shall be included as an agenda item to be discussed and a vote taken at the Annual General Meeting. Voting will be by secret ballot and must have 75% of the votes properly recorded at the meeting of those in attendance.

7) Public Performances

Butter Side Up Theatre Company will assign one of two descriptions to each public performance. Showcase Production OR Full Production. Showcase productions are not subject to auditions and do not require the payment of additional performance charge. Involvement in a Full Production is

subject to audition for Acting Members and requires the payment of additional performance charge for all members involved in the project.

8) Auditions and Casting

Production teams are assigned based on a proposal process to the Committee. Production teams must be made up of a minimum of Director and Producer. They can choose to propose with other members to the team and the Committee can choose to assign people to the production team if deemed necessary. All members of the production team must be a member of Butter Side Up Theatre Company.

Auditions are open to all members. Unless special circumstances are approved by the Committee, only members who audition at the predetermined time will be eligible for consideration.

If there is an apparent conflict of interest between a member of the Production team and an auditionee, consideration should be given to that particular Production team member not playing any part in the decision made in respect of that particular auditionee. Any decision made in respect of this provision shall be decided by a simple majority of the production team.

The Production team shall have the power to revise the cast from time to time, if any playing members to whom a character has been assigned, shall, in its opinion, prove unsuitable for the part for whatever reason.

Should the Production team have any difficulties in casting any part from the auditionees, the problem should be referred to the Committee where an extenuating circumstance can be discussed.

9) Rehearsals

Acting members shall, to the best of their ability, play the part assigned to them, whether principal or chorus, and obey the directions given to them at all rehearsals and performances.

All members are to conduct themselves in a professional manner and refrain from bullying behaviour of any kind. This includes but is not limited to comments, actions or public online posts in regards to a persons race, religion, gender, sexual orientation, weight, or political beliefs. Any member who believes this behaviour has been conducted will report the the producer or the Committee which will be taken to a private meeting with the Committee and those involved.

All members agree to refrain from using mobile phones during a rehearsal and performances.

All members agree to refrain from chewing gum of any kind during a rehearsal or a performance unless it is required by the part in the performance.

A record of attendance of Acting Members at rehearsals and performances shall be taken by the Producer, and the Committee shall have the power to prohibit any member whose attendance at rehearsals shall have been irregular, from taking part in the performance of the work in preparation. Acting Members absenting themselves without apology from three consecutive rehearsals may, at the discretion of the Committee, be deemed to have resigned their parts in the production.

Members are responsible for the safe keeping, and if applicable, the return of a script or libretto. Failure to comply requires the full replacement cost of the book to be met by the member concerned.