
WANNEROO REPERTORY – CONSTITUTION

1. NAME AND ADDRESS

Wanneroo Repertory

Registered Office: Limelight Theatre
Civic Drive, Wanneroo WA 6065

Postal Address: PO Box 77
Wanneroo WA 6946

hereinafter called "The Group".

2. OBJECTS

- a) To provide all types of theatrical entertainment, primarily for the benefit of the people in the Cities of Wanneroo and Joondalup.
- b) During the course of its activities to encourage and assist in the training of all interested parties in all fields of live theatre.

3. EXECUTIVE COMMITTEE -

Total of eleven (11) members:

President	Two year term
Vice-President	Two year term
Hon. Secretary	Two year term
Hon. Treasurer	Two year term
Marketing / Public Relations Officer	Two year term
Limelight Theatre Maintenance Manager	Two year term
Five Committee Members	One year term

4. ELECTION OF OFFICERS

- a) Office bearers and committee members shall be elected at the Annual General Meeting of the Group.
Executive officers shall serve a two (2) year term. Committee Members shall serve a one (1) year term. From March 15th, 1989, the appointment of President, Secretary and Theatre Maintenance Manager to be for a period of two (2) years. Initially those of Vice-President, Hon. Treasurer, and Marketing / Public Relations officer shall be of one (1) year, and thereafter of two (2) years.

Annual elections shall be for the three Executive positions being vacated plus all other one year appointments.

All appointees shall be eligible for re-election.
- b) The immediate past President, if not re-elected to a position on the Executive Committee, may be invited to participate on an ex-officio basis by the newly elected committee.
- c) The office of a member of the Executive Committee shall be vacated:
 - i) If he/she ceases to be a member of the Group
 - ii) If he/she resigns in a letter to the Secretary
 - iii) He/she absents himself/herself from three consecutive meetings of the Executive Committee without leave of absence or without furnishing a reason which the Executive Committee declares to be satisfactory.
- d) In the event of a vacancy upon the Executive Committee, the remaining members may co-opt a replacement who shall be a member and who will serve until the next Annual General Meeting.
- e) The Group may, at a Special General Meeting, by a two-thirds majority of the Members present remove any office bearer or member of the Executive Committee before the expiry of his/her term of office provided that notice of the motion to remove the said person shall be given to all financial members at least fourteen (14) days prior to the meeting. The said holders shall be heard at the meeting if he/she so elects. The same meeting may, by a resolution, appoint another person in place

of the person removed, the person so elected to hold office until the next Annual General Meeting and then be eligible for re-election unless removed from office.

5. DUTIES OF OFFICE BEARERS

a) THE PRESIDENT

- i) Shall preside at all meetings of the Group and Executive.
- ii) Shall ensure that all decisions of the Group are carried out
- iii) Shall bring to the attention of the Executive, as soon as possible, all matters relating to the Group communicated to him/her as President, and generally carry out the accepted duties of President

b) VICE PRESIDENT

Shall assist the President and shall deputise in his/her absence when possible.

c) SECRETARY

- i) Shall conduct the correspondence of the Group and shall have custody of all documents belonging to the Group.
- ii) Shall keep full minutes of all Group and Executive meetings.
- iii) Shall keep a register of all members of the Group.
- iv) Shall perform all the other lawful duties of the Group as directed by the Executive Committee, including notifying all members of all General Meetings.

d) TREASURER

- i) Shall have the responsibility for all Group financial transactions.
- ii) All sub-committees shall account to the Treasurer who will be required to present to the Executive Committee upon request a statement of the current financial position of the Group.
- iii) Within one calendar month of the termination of a production the Treasurer shall present a detailed financial statement of that production.
- iv) At the Annual General Meeting he/she shall produce an audited Balance Sheet and Statement of Income and Expenditure for the preceding year.

e) MARKETING/ PUBLIC RELATIONS OFFICER

- i) Shall be responsible for increasing audiences and membership, raising public awareness of the Group and theatre including its availability for hire by other associations and private organisations, attracting sponsorship of the Group and Theatre, and publicising all productions.
- ii) Can co-opt whatever assistance deemed necessary to fulfil responsibilities.

f) THEATRE MAINTENANCE MANAGER

Shall be responsible for the maintenance, cleaning and security of the Theatre, to action maintenance either himself/ herself or by outside Contractors, following quotes where necessary.

6. NON-EXECUTIVE POSITIONS. TO BE ELECTED AT THE ANNUAL GENERAL MEETING

- a) WARDROBE OFFICER: One Year Term: Shall be responsible for the safe keeping of all items of clothing, wigs, accessories, make-up, and an inventory of all items in this definition.
- b) RESIDENT STAGE MANAGER: One Year Term:
 - (i) Shall be responsible for the stage area and environs including flats, doors, windows, cycloramas, scrims, canvas drops, drapes, stage furniture and tools.
 - (ii) Shall cooperate with, but not impose on current production stage managers/ scenic designers to ensure a tidy, clean and accident free areas are maintained.
- c) FRONT OF HOUSE MANAGER: Ongoing by agreement
 - (i) Shall be responsible for maintaining the bar and tea/coffee stocks as demand indicates without being in an overstocked position.

- (ii) Shall purchase stock at the best available prices to achieve a fair profit for the Group.
- (iii) Shall maintain the cleanliness of the bar and foyer areas (including the toilets) at all times, including glasses and catering products.
- (iv) Shall ensure that Licensing Board requirements are met including the necessary documentation, and relay all moneys fully detailed to the Treasurer.
- (v) Shall, in cooperation with the current director, establish and adhere to front-of-house uniform and décor, and roster suitable staff.
- (vi) Shall be familiar with the locking-up of the theatre and security system.
- d) NEWSLETTER EDITOR: One Year Term: Shall ensure that an informative newsletter is supplied to members on a regular monthly basis.
- e) LIGHTING MANAGER: One year Term: Shall be responsible for all stage lighting and ancillary equipment at the Limelight theatre.
- f) SOUND MANAGER: One Year Term: Shall be responsible for sound equipment within the Limelight Theatre including care, supervision, use and storage of the communication system and operation of the battery chargers for the communicators.
- g) PROPERTIES MANAGER: One Year Term. Shall be responsible for the storage, issue and return of all stage properties excluding furniture, providing and inventory of same for use by director and their properties personnel.
- h) MEMBERSHIP SECRETARY. Shall be responsible for receiving membership applications and issuing the relevant information.
- i) SOFT FURNISHINGS MANAGER. Shall be responsible for the storage, issue and return of all soft furnishings, providing and inventory of same for use by director and their properties personnel.

7. EXECUTIVE COMMITTEE MEETINGS

- a) The Executive Committee shall meet at such time and place as it may arrange, but a meeting of the Executive shall be held at least once in every two (2) months.
- b) In the event of non-attendance by the President and Vice-President, a Chair shall be appointed by Executive members present.
- c) A quorum shall be a meeting of more than fifty per cent (50%) of the Executive.

8. POWERS OF THE EXECUTIVE COMMITTEE

- a) Government, management and finance of the group shall be vested in the Executive Committee who shall have complete control, except as specifically directed by a General Meeting of members on a two-thirds majority.
- b) The Executive Committee is permitted to approach a person or persons from outside the Group on order to make him/her a Patron of the Group if so desired.
- c) Interpretation of the Rules shall be at the sole discretion of the Executive Committee whose decision shall, unless or until set aside by a General Meeting, be binding on all members.
- d) The Executive Committee may appoint sub-committees and delegate to them such power as it sees fit to prescribe. Such sub-committees may include persons who are not members of the Group, but each sub-committee shall include at least one member of the Executive Committee. A financial member of the Group will chair the meetings thereof.

9. VOTING:

All financial members of Group shall be eligible to vote.

10. ELECTION OF OFFICE BEARERS AND EXECUTIVE COMMITTEE MEMBERS:

Shall be by ballot as follows:

- a) For a single position:
When there are three or more candidates and no candidate receives more than fifty percent of the first ballot, then the candidate or candidates at the bottom of the poll shall drop out, members to vote again on the reduced list of candidates. If this still fails to result in one elected candidate then the procedure is repeated with the candidate receiving the least number of votes in the second ballot dropping out for the third vote. The process shall be followed until such time as one candidate is elected on a majority of votes cast.
- b) For multiple positions:
When there are more candidates than needed to fill the vacancies, members shall indicate on their ballot forms the candidate's of their choice, up to the number of vacancies being contested. The candidates will then be placed in the order of votes received and required number receiving the most votes duly declared elected.
- c) Tied Voting:
If two or more candidates tie for a single or last position, the Chairman will ask these candidates to speak in support of their nominations, identifying them by their full names. Should subsequent voting fail to resolve the impasse the decision shall be resolved by lottery.
- d) Unsuccessful candidates for any Executive Office shall automatically become candidates for Executive Committee member, unless specifically declining the option.
- e) Absentee Votes:
May be accepted in writing stating:
 - i) Name and signature of absent financial member.
 - ii) Name or names of nominee(s) and signature, plus positions for which nominated.
 Such written votes to be placed in a sealed envelope and handed to the Returning Officer prior to the meeting.
- f) Proxy voting: No proxy voting allowed.
- g) Except as otherwise provided in this constitution, resolutions shall be carried by a simple majority. Any member may request voting by ballot.
- h) The chairman may only vote:
 - i) In a secret ballot
 - ii) To settle a tied decision in an open vote.

11. GENERAL MEETINGS

- a) Quorum: 25 financial members of the Group
- b) Annual General Meeting:
The Secretary to give two weeks notice to all financial members of the Annual General Meeting ('AGM'), to be held within four months after the end of the Association's Financial Year:
 - i) Acceptance of nominations for office bearers and Executive Committee.
All nominations to be proposed and seconded by financial members.

Any member nominated to be a financial member and accept the nomination either in person at the meeting or in writing.
 1. Apologies for absence.
 2. Confirmation of the minutes of the previous AGM.
 3. Treasurer's Report. Acceptance of Accounts.
 4. President's Report.
 5. Appointment of Returning Officer and Scrutineers who shall not be members nominated for a position.
 6. Offices declared vacant. Returning Officer takes the chair.
 7. Election of office bearers and committee in the following order as required:
President
Vice President
Hon. Secretary
Hon. Treasurer
Marketing / Public Relations Officer

Limelight Theatre Maintenance Manager
Five committee members

8. President takes the chair.
9. Nominations and election of non-executive positions.
10. Appointment of Hon. Auditor who shall not be a member of the Executive.
11. Setting of subscriptions for the ensuing year.
12. Any other business.

c) General Meetings:

Shall be convened by the Executive Committee At least seven days notice given to all financial members, stating the time and place of meeting.

d) Special General Meetings:

May be called by:

- i) The President;
- ii) The Secretary, in an emergency;
- iii) Any two members of the Executive; or
- iv) At least six members of the Group

In all cases a request shall be forwarded to the Secretary for action. The Secretary shall notify all members not less than forty eight (48) hours prior to the time set for the meeting. The notification shall state the purpose of the meeting. No matters shall be dealt with except those specified in the notice convening the meeting and no resolution shall be carried unless by a majority of two thirds of the members present. If a meeting is not called within twenty eight (28) days from the original request, the requestor(s) may themselves convene the meeting and advise members thereof within two (2) months from the date of their original request.

In the event of a quorum not being reached, a subsequent meeting to be held seven (7) days from the date of the original meeting. If no quorum is reached at the subsequent meeting the motion will be voted on by those members present at that meeting plus a quorum of the Executive Committee and thus decided by a simple majority.

f) The chairman at any meeting may, with the consent of that meeting, adjourn the meeting to a time and place specified by those present at the meeting.

12. FINANCE

a) Subscriptions

Subscriptions for the ensuing year shall be recommended by the Executive Committee for endorsement or amendment at the Annual General Meeting and are payable within one (1) calendar month thereof.

Membership is on an annual basis from the date of joining.

b) Subscriptions are not refundable.

c) All monies and properties shall be applied solely towards promotion of the Objects of the Group, as set forth in this Constitution, and no part thereof shall be paid or transferred directly or indirectly to the members, except in respect of interest on money loaned to the Group.

d) All cheques must be signed by the Treasurer and at least one other of President, Vice President or Secretary.

e) The financial year of the Group shall end on the last day of December. A Balance Sheet and Statement of Income and Expenditure for the previous twelve months prepared, audited by the Hon. Auditor and presented to the Annual General Meeting.

13. MEMBERSHIP

a) Shall be open to all persons interested in the objects of the Group, aged 16 years and over.

b) All Persons over the age of 16 years involved at the Limelight Theatre shall be covered by financial membership. The cost of membership shall be determined and/or amended by the Committee as necessary.

c) The Executive Committee may recommend that Life Membership or Honorary Membership be conferred on any person.

14. MISCONDUCT:

- a) If any member should infringe these rules, or is, in the opinion of the Executive Committee, guilty of conduct prejudicial to the Group, the Executive Committee shall have the power, by resolution carried by a two thirds majority of the Executive Committee to suspend for any period, or expel such a member.
- b) Such suspensions or expulsion may be subject to review by the Group in a General Meeting. Any amendment or reversal of a resolution of the Executive Committee by the members in a General Meeting shall require a two thirds majority of the members present at such a meeting. The member suspended or expelled shall have the right to be heard, and to be represented at the Executive committee Meeting and the General Meeting at which the resolution affecting that member is put.
- c) All complaints shall, in the first instance, be made in writing to the Secretary who shall place them before the Executive Committee.

15. WINDING UP

- a) The Group shall be wound up voluntarily whenever a Special Resolution to do so in accordance with these rules has been passed by 75% of members voting at a Special General Meeting called for that specific purpose.
- b) In the event of winding up as outlined above, the property of the Group, if any remaining after the satisfaction of all debts and liabilities, shall not be paid or distributed among the members, but shall be given to some other incorporated association having objects similar, or in part similar to those of the Group: or to some charitable purposes at the discretion of the Executive or remaining members.

16. COMMON SEAL

The Common Seal of the Group shall be in the custody of the Secretary, and shall not be affixed to any instrument except by the authority of a resolution of the Executive Committee or remaining members and in the presence of the President, Vice President, Secretary or any two of them.

17. ALTERATION TO THE CONSTITUTION

Subject to the Associations' Incorporation Act of 1987 as from time to time amended, this Constitution may be repealed, or amended, or added to by a Special Resolution carried by the consent of 75% of members voting at a Special General Meeting.

This constitution was originally adopted on the 6th day of October 1975. Subsequent amendments were adopted on the 3rd day of March 1977, the 1st day of March 1979, the 12th day of July 1979, the 1st day of March 1989, the 28th day of March 1992, the 17th day of March 1993, the 19th day of March 1997, the 22nd day of March, 2000. the 21st day of March 2007, 19th March 2009, 16th May 2010, 21st March 2012, 20th March 2013.