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## **Membership and Audition Process**

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**Process last updated September 2020.**

**Document adapted and adopted by CIO on formation, 16<sup>th</sup> April 2021,  
and agreed by members at General Meeting on 15<sup>th</sup> July 2021.**

*This should be read in conjunction with the Constitution of the CIO, and the Rules of the CIO. Amendments to it must be agreed by the members of the CIO at a General Meeting. In the event of a conflict between this process and the Rules, this process shall prevail. In the event of a conflict between this process and the Constitution, the Constitution shall prevail.*

### **Caveat**

This process is subject to the decisions taken by members at General Meetings of the CIO; this process can be changed at any time as a result of these decisions.

### **Acting Members**

- Audition once every three seasons to gain "auditioned" status.
- In seasons two and three, Acting Members can pay non-acting membership fee if they do not wish to be in that season's production, but want to maintain status for future seasons. (This is also possible in season one, but will only happen rarely when a member has to withdraw from a production).
- All current Acting Members will be automatically considered to be part of the company unless the committee decide that a smaller cast size is necessary. (For example, for cost, artistic or practical reasons).
- At end of each season each member entitled to take part in the following production without audition (e.g. current Acting Members and Auditioned Non-Acting Member in seasons 1 and 2) is asked whether they intend to take part in the next production as an Acting Member. This will help to inform the committee how many additional members are required, if any. If more than one show is being performed in a season, this will occur at the end of each show.
- At start of season four, an Acting Member must re-audition if they wish to remain an Acting Member. The outcome of the audition is either that they remain an Acting Member, or they become a Non-Acting Member, depending on the judgement of the audition panel as to their current suitability, and payment of the appropriate fee.

### **Company Audition Process**

- Prospective Members can apply to the Administrator to join society in advance of the start of the new season.
- The Administrator, the Trustees, and the Production team agree how many members are required to be able to cast show, and calculate how many new members are required that season. This may be split between men and women, to maintain an appropriate balance.
- All Prospective Members, Non-Acting Members who want to audition, or Acting Members who need to re-audition are invited to a Company Audition.
- The auditionees are judged by an audition panel for their suitability for the society. Auditionees will be advised on how many vacancies there are.
- Consideration must be given to their ability for future shows as well as the current one, as they may not need to audition for the following two seasons. Up to the required number of

suitable auditionees are selected as new Acting Members of the Society. If insufficient suitable candidates are available, then the membership is left under target.

- Successful candidates pay the Acting Membership fee for the season, and gain "auditioned" status.
- Unsuccessful candidates are invited to pay the Non-Acting membership fee, are invited to join in the social aspects of society, and to take part in non-acting roles. For these members, auditioning again in future seasons to become Acting Member is possible.

### **Non-Acting Members**

- Anyone who wishes to join as a Non-Acting Member may do so on payment of the appropriate fee. If they wish to take part in a show in a future season they must take part in a successful Company Audition, as described above.

### **Maintaining Audition Status**

An Acting Member can maintain their successful auditioned status by paying at least the Non-Acting membership fee in each season after audition, with a maximum of three seasons between auditions. The Post-Show membership fee is not sufficient to maintain auditioned status. Should a former member wish to re-join the society following a break from paying a qualifying membership fee, the process will begin again.

### **Limited Company Size**

If the company size is required to be limited, all Acting Members and Auditioned Non-Acting Members wishing to take part will be auditioned. Should the company size not be reached, non-auditioned non-acting members and new members can then be considered.

### **Principal / Character / Role auditions**

Any Acting Member wishing to take a specific role in a production will need to audition. Should any role not be filled, due to either shortage of candidates in general, or to no suitable candidate being available, the audition panel may invite a non-member or non-Acting Member either to audition for the role, or to fill the role without audition.

### **Limit on society size**

Non-Acting – no limit; Acting/Auditioned Non-Acting – approx. 45-50; Cast – Approx. 35-45.

### **Membership Season**

See section 9 of the Constitution, "Membership of the CIO", and "Rules of the CIO" for the definition of the membership season, and when fees fall due.

## Membership levels

	Acting <sup>1</sup>	Non-Acting	Junior Associate <sup>2</sup>	Post-Show	Life
Company audition	Yes, every 3 seasons <sup>3</sup>	No	Each season as required	No	No (but see Acting Member)
Be on stage in main production	Yes	No	Yes	No	After audition as Acting Member
Play specific character	By audition or invitation	N/A	By audition or invitation	N/A	See Acting
Take part in Concerts	Yes	Yes <sup>4</sup>	No	Yes <sup>5</sup>	Yes
Take part in Carol Singing	Yes	Yes <sup>4</sup>	No	No	Yes
Have featured role in concert / carol singing	By audition or invitation	By audition or invitation	No	By audition or invitation	By audition or invitation
Join in social activities	Yes	Yes	If appropriate	Yes	Yes
Attend dance class	Yes	Yes	No	Yes	Yes
Attend and vote at General Meetings	Yes	Yes	Responsible guardian may attend but not vote.	Yes	Yes
Be elected Trustee <sup>6</sup>	Yes	Yes	No	Yes	Yes

<sup>1</sup> It is assumed that Student Members are either Acting or Non-Acting.

<sup>2</sup> As per constitution, only when required by the production that season.

<sup>3</sup> Pending continuous membership

<sup>4</sup> Must audition if they have not performed with the society before and wish to perform

<sup>5</sup> Subject to concert being after the show, and must audition if they have not performed with the society before and wish to perform.

<sup>6</sup> See section 12 of the Constitution for specific requirements, including minimum age.