CARLTON MUSICAL PRODUCTIONS

Rules of the CIO

Version: November 2026 – clarification of fee deadlines

Membership

1. Subject to section 9 of the constitution "Membership of the CIO", the CIO shall consist of subscription paying members and may also include as Life Members such other persons as shall have rendered special service to the CIO.

2. Membership to the CIO is by application and submission of the relevant fee(s), the amount of which should be determined by the Trustees. See "Fees" section below.

3. Members who have paid their subscription as outlined above obtain Auditioned status by completing a company audition.
    a. This status can be maintained for up to three consecutive seasons by remaining a paid-up member of the CIO.
    b. After three seasons, members must re-audition to retain Auditioned status.

4. Non-members wishing to join the CIO:
    a. as Auditioned Members will be invited to a company audition. Successful auditionees will then be required to pay the relevant membership fee, and on receipt of this fee will obtain Auditioned status.
    b. as Non-Auditioned Members will be required to pay the relevant membership fee within 3 months of application.

5. Only members with Auditioned status, or people who have been invited by the auditioning committee, may appear in the selected production. Named parts in the selected production will be determined by a cast audition.

6. There shall be four levels of membership, defined as:
    - Junior Associate Member (under 18 on 1st January, or when full rehearsals start, whichever is earlier)
    - Student Member (someone who is over 18 on 1st January and in full time education)
    - Member
    - Life Member

7. There will further be two statuses of membership:
    - Auditioned
    - Non-Auditioned

8. The season is defined as from the 1st September in one year to 31st August in the next year, or from 7 days after the AGM in one year to 7 days after the AGM of the next year, if the date of either AGM is between 1st September and 31st December.

9. In exceptional circumstances (such as if the selected production is unable to proceed as planned) the charity trustees may increase the duration of the season to cover successive AGMs.

10. Persons who are under 18 on 1st January, or when full rehearsals start, whichever is earlier shall only be entitled to associate membership of the CIO should the production require it. They will be subject to the junior membership fee(s).
11. Life members may on the nomination of the Trustees only be elected on such terms as the members in general meeting may decide.
12. In the event of expulsion, a record of the event shall be recorded in the minutes, which will be made available to subsequent trustees.
    a. Should the expelled member be permitted to re-join, conditions may be applied to such return so as to ensure no repetition of the behaviour previously complained of.
    b. In the event of debts to the CIO not being settled in accordance with the constitution, expulsion shall occur automatically, and should the member be permitted to return no line of credit will be offered to them.

Fees

1. The price of Membership and Show Fees will be determined by the Trustees.
2. Membership Fees are payable from 1st September, or on successful application for membership, and must be paid either
    a. as a single payment before the character auditions (or 30th November whichever is earlier),
    b. or as a monthly standing order payment started before the character auditions (or 30th November whichever is earlier).
3. Show Fees are due for all acting participants of the production(s) of the season. Where multiple productions are undertaken in a single season, multiple fees may be required. These will be determined by the Trustees.
4. Show Fees may vary by membership type.
5. Cancellation of a standing order with monies outstanding will be accepted as immediate resignation of membership.
6. Show Fees are due after the cast auditions, and must be paid in full by 31st December (prior to rehearsals commencing).

Funds

1. The funds of the CIO, including all members' fees, donations, box office income and bequests, shall be paid into an account operated by the Trustees in the name of the CIO at such bank as the Trustees shall from time to time decide.
2. All cheques drawn on the account must be signed by at least two members of the Trustees and unless otherwise resolved by the Trustees shall be signed by any two of the Business Manager, Administrator or the Treasurer.

Presidents and Vice Presidents

1. A President or 2 co-Presidents and up to 2 Vice Presidents of the CIO shall be invited to hold office by the Trustees, and will be announced at the Annual General Meeting of the CIO for a term of up to two years.
2. Each shall have a right to attend all meetings of the charity trustees, but have no right to vote unless they are also a Trustee.
3. The President(s) will not be eligible for an immediate subsequent term.

Casting / Show

1. Productions of the CIO shall be selected by the Trustees.
2. The Director and Musical Director, with the aid of the Choreographer, shall recommend to the Trustees, in detail, the number of people required for each production.
3. In the event of inconsistent attendance, and on advice from the Production Committee, and in the absence of a satisfactory explanation any member shall be requested to withdraw from the production by the Trustees.
4. The Trustees shall have the power to revise the cast from time to time if any member to whom a character has been assigned shall in their opinion prove unsuitable.
5. Members shall, to the best of their ability, play the parts assigned to them whether principal or chorus and shall obey the directions of the Director, Musical Director, Choreographer or Stage Manager as appropriate at all rehearsals and performances.
    a. Disputes shall be referred immediately to the Administrator and shall be decided by the Trustees.
6. Junior Associate Members will only be cast in age-appropriate roles.

Meetings

1. The chair of any meeting of the CIO or its committees shall have the opportunity of exercising a casting vote.

Committees

Our intention is that we have 7 trustees initially:

- Chair / Business Manager
- Vice-Chair / Treasurer
- Administrator
- Publicity secretary
- Three general trustees

There will be a minimum of 3 and a maximum of 12.

It is essential for trustees to be aware that if the CIO is unable to meet its financial obligations in full when it is wound up, the provisions in section 29 sub-clauses (1)-(3) of the constitution do not apply, and the relevant provisions of the Dissolution Regulations must be followed. Failure to do so is not only an offence, but it could lead to personal liability for the trustees.

Additional roles

The following roles shall be appointed by the trustees following expressions of interest from the membership, but the trustees are not restricted to selection from within the membership:

- Presidents and Vice Presidents
- Welfare Officer (reports to Chair)
- Ticket Secretary (reports to Treasurer, dotted line to Publicity)
- Patrons Secretary (reports to Treasurer)
- Social Secretary
- Minute Secretary
- Accountant
- House Manager
- Programme Editor
- Awards Secretary
- Librarian
- Director
- Musical Director

- Choreographer
- Production Manager
- Stage Manager
- Pianist
- Properties Coordinator
- Costume Designer

Sales subcommittee

The principal purpose of this committee is to ensure that the treasurer remains in touch with developments in the sales of tickets for the production, and ensure that the promotion of the production is having the desired impact on those sales. The results of this subcommittee shall be reported back to the board of trustees by the Treasurer.

- Treasurer (Chair)
- Publicity secretary
- Ticket secretary

Social subcommittee

- Social secretary
- Welfare officer
- General members as required

Auditioning subcommittee

An **auditioning subcommittee** shall be appointed by the trustees, but it shall exclude anyone who is auditioning. This committee will undertake company and cast auditions. Any member of the auditioning committee shall withdraw from the selection process of a relative or partner.

- Director
- Musical Director
- Choreographer
- A trustee
- An external independent party

Production subcommittee

This committee is to ensure that the trustees have oversight of the production in progress, to be aware of any issues, and to ultimately be responsible for any decisions which need to be made. The trustees are in effect the "producers" of the show. The results of this subcommittee are reported back to the board of trustees by the Business Manager.

- Business Manager (Chair)
- Treasurer
- Production Manager
- Director
- Musical Director
- Choreographer
- Stage Manager