



RULES of the LTG 2018

Rules 2012 amended 29 March 2003; 7 May 2005; 19 May 2012; 4 May 2014 and 21 April 2018

NAME

1 The name of the Guild shall be "The Little Theatre Guild of Great Britain". The Little Theatre Guild of Great Britain is a Charity registered in England, Registration Number 291330. The Trustees of the Charity are the members of the National Committee.

DEFINITION(S)

2 a) For the purpose of the Guild the term 'Little Theatre' shall be deemed to apply only to an independent, self-governing, play-producing organisation, non-commercial in character, which controls (or which has controlled and is likely again to control, viz. a Member which has lost its theatre, but which intends to re-establish itself as soon as possible) an established theatre or theatres, for the presentation of a regular programme of stage plays.

b) The term 'Great Britain' shall include Northern Ireland, the Isle of Man and the Channel Islands

c) The term 'Member' shall mean a theatre in membership of the Guild in accordance with Rule 7.

OBJECTS

3 The objects of the Guild shall be in Great Britain and elsewhere:

a) the promotion, advancement, education in and serious study of drama and the development of public taste therein;

b) for those purposes to promote closer co-operation between the Little Theatres constituting its membership;

c) to act as a co-ordinating and representative body on behalf of the Little Theatres;

d) generally to maintain and further the highest standards in the art of the theatre as practised by existing Little Theatres; and to advise and support Little Theatres in the areas of management and administration;

e) and to assist in and encourage the establishment of other Little Theatres.

The Guild is strictly non-political, non-sectarian and non-discriminatory

4 The Guild shall not in any way interfere with or control the policy or management of any of its Members otherwise than by the tendering of advice or suggestions.

FUNDS

5 The funds of the Guild shall be applied solely to the above objects and no payments shall be made to any person or body for its services other than legitimate expenses incurred on behalf of the Guild or by way of reasonable honorarium to any elected officer of the Guild.

BANKING ACCOUNT(S)

6 a) All monies received by the Guild shall be paid by the Treasurer into a Banking Account in the name of the Guild. Cheques drawn on this account shall be signed by the Treasurer and counter-signed by the Secretary or Chairman.

b) Regional Secretaries shall each be empowered to open and operate a Regional Bank Account and each such account shall have a second signatory (but not a counter-signatory) who shall be a member of the National Committee and such accounts shall be submitted for examination by the Treasurer at least once every twelve months.

MEMBERSHIP

7 a) Membership shall be confined to bona fide Little Theatres as herein defined which shall have applied therefor and election to membership shall be by a majority of the members of the Standing Committee. Little Theatres applying for membership shall supply such information as to their policy, standing and work, as may be required to enable their application to be considered.

b) If a Member of the Guild fails to be represented at three consecutive Guild Meetings without a satisfactory explanation, or introduces policies of a character which are incompatible with the Guild's principles, the National Committee may terminate Membership, provided that the Member shall have been given the opportunity to make representations and appear before the National Committee before such a decision is made. The Member shall also have an opportunity to appeal to a panel comprising Members from theatres not represented on the National Committee.

c) A Member desiring to resign shall give not less than three months' notice in writing signed by the Chairman and Secretary thereof (to expire on the 31st August in any year) to the National Secretary.

d) Each Member is required to purchase at least 15 copies of the Annual Report.

e) Each Member is required to provide to the Treasurer such information from their Annual Accounts as is requested by the Standing Committee.

ASSOCIATE MEMBERSHIP

8 a) In addition to full membership as defined and provided by the above Rules there shall be a class of membership known as Associate Membership.

b) Associate Membership shall be confined to an independent self-governing organisation non-commercial in character which controls an established theatre or theatres for the presentation of a regular programme of stage plays by or principally by amateur groups or societies otherwise without premises of their own in which to perform.

c) These Rules shall apply to Associate Members except that

- i) The Annual Subscription for Associate Members shall be such sum as shall be determined by the Standing Committee;
- ii) An Associate Member shall not be entitled to vote in a postal ballot nor shall a representative thereof vote at any General Meeting.

OVERSEAS MEMBERSHIP

9 In addition to full membership as defined and provided by the above Rules there shall be a class of membership known as Overseas Membership. These Rules shall apply to Overseas Members except that:-

i) Rules 7e and 7f shall not apply

ii) Overseas Membership shall be confined to bona fide Little Theatres as defined by Rule 2 and to such other overseas groups or organisations as the Guild may from time to time determine to admit.

iii) The Annual Subscription for the Overseas Member shall be such sum as shall be determined by the Standing Committee

iv) An Overseas Member shall not be entitled to vote in a postal ballot nor shall a representative thereof vote at any General Meeting.

HONORARY ASSOCIATES

10 a) In addition to the classes of membership as defined by the above Rules the Guild may by the unanimous vote of those present and voting at a meeting of the Guild elect to be Honorary Associate any person who in the opinion of the members has rendered outstanding services to the Guild.

b) An Honorary Associate shall be entitled to attend any Guild Meeting but shall have no vote in that capacity.

SUBSCRIPTION

11 a) The annual subscription for each Member shall be such sum as the Guild at its Annual General Meeting shall determine due on the 1st of September each year or upon admission and payable by Bankers Standing Order

b) A Member joining after the 1st March in any year shall pay half the annual subscription in respect of that year.

c) No Member of any class shall be entitled to a refund of the whole or any part of any subscription upon its ceasing for any reason to be a Member save at the discretion of the Standing Committee.

LTG REPRESENTATIVES

12 a) The Chairman or Secretary of each Member shall notify to the National Secretary a person to be its representative for the purpose of receiving communications from the Guild and promoting the Guild within its theatre. Such Representative shall represent the Member at meetings of the Guild and, if attending in person, shall be the voting representative at such meetings.

b) Representatives shall continue as such during the pleasure of the Little Theatre that has nominated them and on ceasing to be such Representative shall cease to participate as aforesaid.

MEETINGS OF THE GUILD

13 a) The Annual General Meeting of the Guild shall be held once in every calendar year and shall be that General Meeting which shall first occur after 1st January in that year. It shall transact such business as shall be specified in the notice convening the same which shall include:

- i) To receive and if approved to adopt the annual report and an audited account of the Guild's finances to the end of the preceding financial year.
- ii) To appoint the Chairman in accordance with Rule 14d and to elect the officers and other members of the Standing Committee as provided in Rules 14a, 14b, 14c, and 14d
- iii) To elect an Auditor or Auditors

b) An Extraordinary General Meeting of the Guild may be called at any time by the Standing Committee and shall be called so within 21 days of receipt by the Secretary of a written requisition signed by the Secretaries of not fewer than ten of the Little Theatres which are Members of the Guild stating the purpose for which the meeting is desired and setting out any resolution which it is desired to propose thereat. No business shall be transacted at such meeting other than that specified in the Notice.

c) A Notice convening any General Meeting shall with copies of the accounts (in the case of the Annual General Meeting) be sent to all Members not less than fourteen days before the meeting and shall specify the business thereof. Votes at a General Meeting may be cast by the Little Theatres Guild Representatives of each Member whose subscription is not in arrear for more than six months. The Chairman of the meeting shall have a second or casting vote in the case of equality of votes.

d) Any resolution at any General Meeting (other than a resolution under Rule 13b) shall be received by the Secretary not less than twenty-eight days before the date appointed for the meeting.

e) The quorum for any General Meeting shall be Representatives for not fewer than ten Members of the Guild except that for any resolution for winding up under Rule 17 the quorum shall be Representatives for not less than one fourth of the total membership of the Guild.

f) Votes at any General Meeting may be given either personally by a Representative or by a proxy nominated in writing signed by such Representative or by the Secretary of the Little Theatre which such Representative represents.

g) With the exceptions specified below a ballot may be held upon any matter deemed to be urgent by Chairman and Secretary which could be determined at a General Meeting and any resolution so passed shall be effective as if passed at such a meeting. No matter, however, which constitutes obligatory business for the Annual General Meeting under Rule. 13a, no resolution or motion for the alteration of the Rules of the Guild or for winding up of the Guild, and no business in respect of which an Extraordinary General Meeting has been requisitioned under Rule 13d shall be determined by a ballot. For the purpose of conducting a ballot the Secretary shall notify each Member of the terms of the motion proposed to be adopted and shall request the vote thereon to be returned within twenty-one days of the dispatch of such notice. No vote received after that period shall be counted. All such votes duly received shall be counted by the Secretary and shall be retained by the Secretary at least until the next Annual General Meeting for examination by any interested representatives. A record of the votes received and the Members casting them shall be entered in the appropriate Minute Book with a note of the sense in which each was cast and of the result of the ballot

OFFICERS AND COMMITTEE

14 a) The Standing Committee shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer, Public Relations Officer, and National Liaison Officer of the LTG and the organising secretaries of the Northern, Central and Southern Regions together with three other persons each nominated by a member theatre within the Guild of three years standing at least.

b) At every AGM the said three persons shall stand down but may be eligible for re-nomination together with any new nominee always providing that when

any of them has served for three consecutive years he/she shall not be eligible for nomination for one year except as an Officer or Regional Secretary.

c) The Secretary, Treasurer, the PRO and the National Liaison Officer shall be elected at the Annual General Meeting and shall hold office until the next Annual General Meeting but shall be eligible for re-election.

d) The Vice-Chairman shall be elected at the AGM and shall hold office for three years and shall thereafter be appointed Chairman and shall hold that office for three years at the expiration of which period he shall retire from that office but shall be entitled to serve ex-officio on the Standing Committee for one further year and not thereafter be eligible for election to the office of Vice-Chairman for a period of three years.

e) Four members of the Standing Committee are a quorum. Save for the post of Vice-Chairman which shall be dealt with in accordance with the provisions of Rule 15 the Committee may fill any casual vacancy but the person appointed shall retire at the next Annual General Meeting but shall be eligible for election.

f) The Standing Committee shall have power at any time to co-opt any person to be a member of the Standing Committee as an additional member. Any member of the committee so co-opted shall hold office only until the next Annual General Meeting.

g) The Standing Committee may appoint sub-committees and refer to them such matters as it may think fit. It may by standing orders or otherwise regulate its own proceedings and those of any sub-committee as it thinks fit but not inconsistently with any provision of these Rules. The Chairman of the Guild shall be Chairman of any meeting of the Standing Committee or of any sub-committee at which he/she is present.

h) Officers and members of the Standing Committee shall attend Conferences ex-officio.

i) The Standing Committee may authorise additional activities of the Guild including Regional Meetings of Members of the Guild on such terms and conditions including financial terms and conditions as the Standing Committee shall from time to time determine.

EMERGENCY RULE

15 a) If an emergency causes a vacancy in the position of Vice-Chairman during the two year period of office the Standing Committee shall call for postal nominations from the membership and take a postal vote thereon. If the result of such a vote is a tied vote the Standing Committee ONLY shall then take a ballot on the tied names and thereafter declare the nominee with the highest number of votes to be Vice-Chairman.

b) If less than one year of the term of the office of Vice-Chairman remains unexpired the Committee shall ask the existing Chairman to remain in office for a further year before the newly elected Vice Chairman takes over.

ACCOUNTS

16 a) The Accounts of the Guild shall be made up to the 31st August in each year.

b) Auditors shall be appointed by the Guild annually at the Annual General Meeting.

ALTERATION TO RULES

17 These rules may be altered at a General meeting by a simple majority of votes of members

WINDING UP

18 The Guild may be wound up by a resolution a simple majority of Members voting by attendance at or by proxy at a General Meeting convened for the purpose. In the event of winding up any funds remaining in hand after the realisation of assets and the liquidation of all liabilities shall be given to some other body with objects similar to those of the Guild being a body established solely for charitable purposes.