

CHMCC PRODUCTION BY-LAWS 2023

Appointments and Arrangements for a Production:

1. The committee may call for Expressions of Interest in July of any year, with submissions to be lodged with the Secretary by close of business 1 August of that year. Each submission will be viewed in line with a selection criterion:
 - a. *Production Name*
 - b. *Previous experience/productions.*
 - c. *Plan and vision of the production.*
 - d. *Specific additional expenses, i.e., sets, costumes.*
 - e. *Budget*
2. The committee may from time to time resolve to produce, promote, provide, or sponsor musical or theatrical entertainments (herein called 'productions').
3. Because of any such resolution and for each such production the Committee shall
 - a. *Adopt a draft budget and*
 - b. *Ensure that from the membership of the Association a production manager, a director, a stage manager, and a wardrobe manager are appointed and become financial members should they not already be so.*
4. The Director and Production Manager will be required to provide a written monthly report to the Committee.
5. During the term of the production for which they have been appointed, the production manager, director, musical director, stage manager and wardrobe manager shall receive notice of, and may attend meetings of the Committee and may speak, and the Director, only may vote on matters relevant to the production.
6. The committee may stand down the production manager, director, musical director, or any other person appointed by the Committee or involved in the production under the following circumstances:
 - a. *failure to effectively carry out their responsibilities without good reason.*
 - b. *behaviour or actions which may damage the good reputation of the company or may result in theft, damage or loss of company assets and finances.*
7. The Committee shall delegate to the Director and Production Manager to ensure that arrangements are in place for theatre bookings for rehearsals and performances, and for all printing, stationery, advertising, ticket sales, provision of ushers and other incidentals consequent upon but not part of the production.
8. At the conclusion of the production, the committee shall receive and consider the Treasurers report of all income and expenditure relating to that production.

Performers in the Associations Productions

1. The performers in entertainments given by the Association shall be amateur and comprise:
 - a. *Members of the association, both adult and children*
 - b. *A casting panel will be appointed, and auditions will be conducted in line with Conduct of Auditions guidelines.*
2. Auditions are open to anyone who wishes to participate, and the company welcome newcomers. Auditions will be held by the casting panel and will be held for every production. Casting panel will attend all auditions unless extenuating circumstances require otherwise. Notice of auditions will be as per Point 4 of Conduct of Auditions.
3. The casting panel shall be supplied with suitable information and guidance and analysis forms fourteen days prior to the auditions, it being expected that the casting panel members are thoroughly acquainted by the director with the proposed production to ensure objective assessment.
4. The Committee may request the casting panel to re-cast a particular role where the committee considers that a person or persons is/are unsuitable on the grounds of compatibility and/or reliability.

Conduct of Members during rehearsals and performances

1. The Director or the Musical Director may appear on stage with the permission of the Committee provided that an Assistant Director has been appointed to function while the Director is on stage.
2. General Rules of Conduct are that:
 - a. *The consumption of alcohol is not permitted before or during performances or rehearsals, in the rehearsal room or backstage.*
 - b. *Members who smoke must abide by all legislation governing smoking, while involved in a production.*
 - c. *Bad language or undesirable conduct is not permitted during rehearsals or performances.*
3. Otherwise:
 - a. *Should a member discover that he/she is unable to carry on with a role, then he/she must advise the Director at the earliest possible time.*
 - b. *All costumes, pieces of jewellery or other such adornments provided for a performance must be returned at the conclusion of the final performance. Performers may be required to sign for costumes, and/or pay a deposit. Costumes and jewellery are to be returned in reasonably clean condition, and performers may be required to pay costs of loss of or repair to costumes, jewellery, hired materials and other adornment.*
 - c. *Unless otherwise instructed, no member of the cast will be permitted in the public seating area of the theatre during a performance.*
 - d. *Non-participants are not admitted to stage rehearsals or behind stage during performances without permission from the Director or Stage Manager.*

Miscellaneous

1. All members of the cast and crew will (at the discretion of the Committee) be entitled to two free tickets to the 'family and friends' performance of the production, usually opening night.