Carlton Theatre Group

Articles of Operation at 7th November 2026

1. Title

This shall be known as the Articles of Operation (henceforth referred to as 'the Articles' for Carlton Theatre Group (henceforth referred to as 'Carlton' or 'the Society').

2. Objective of the Articles

The Articles shall provide general guidance on how the General Committee shall undertake and perform the rules and requirements of Carlton's Constitution.

3. General Committee

(a) The General Committee is elected by the membership to plan, organise, arrange, book, entertain and administer on their behalf.

(b) The General Committee shall specifically take a long view of Carlton to arrange and organise sufficient productions, workshops, readings, etc to maintain the interest and participation of the current membership.

(c) Listen to the membership and take their views into consideration at all times.

(d) Maintain good relations within the Society, and with outside organisations such as theatre venues, community centres, etc.

(e) Carry out correspondence related to their roles through the Committee email account.

(f) There shall be a hand-over and briefing session for the new General Committee by the retiring General Committee after each Annual General Meeting.

(g) No person shall hold more than one General Committee role at one time, except in the case of Vice Chair which shall be held in addition to another General Committee role.

4. General Committee Responsibilities

The following list of responsibilities of members of the General Committee shall not be considered exhaustive and shall be open for review and alteration at any time.

(a) Chair:

(i) Chair all meetings, making sure the agenda and relevant topics are covered with all those attending being given a fair chance to speak. The Chair shall do their best to prevent digression of the point, will sum up points made and instigate a vote when necessary.

(ii) Tactfully defuse any discussion at any meeting which impairs the meeting's productivity.

(iii) Ensure that the interests of all demographics of the membership are given fair consideration when the General Committee makes a decision.

(iv) Ensure they give all members of the General Committee an equal voice.

(v) Book venues for all productions and the annual Showcase and carry out all tasks related to these bookings. The Chair shall sign production contracts on behalf of the Society and liaise with the Performing Rights Society when a production requires a licence for its use of music.

(vi) Maintain good relationships with other local amateur theatre companies for the purpose of collaboration.

(vii) Maintain good relationships with local businesses and/or community groups for the purpose of maintaining Carlton's standing within the Wimbledon community.

(viii) Give consideration and energy to Carlton's long term ambitions as well as its short term needs.

(ix) Provide oversight to the other committee members and their welfare with regards to carrying out their duties. If a committee member is unable to carry out their duties, they will be carried out by the Chair or by another committee member as designated by the Chair.

(b) Vice Chair:

(i) Perform the duties of the Chair (as outlined in section (a)) in the event of the Chair's absence or as agreed with the Chair.

(ii) Between them, the Chair and Vice Chair shall try to be aware of the opinions, aspirations, and interests of the membership, aided by the rest of the General Committee.

(c) Treasurer:

(i) Ensure that the Society's fiscal responsibilities and bank accounts are managed, and that outgoing transactions are completed within seven days of receipt of invoice (if applicable), by themself and/or the other signatories of Carlton's bank accounts.

(ii) Spot possible financial implications in plans for new productions and help production teams to make sensible estimates and keep within agreed budgets.

(iii) Perform market research pertaining to services that Carlton makes use of to regularly determine how to make the best use of Carlton's funds.

(iv) Provide an oral report on the Society's financial position at Committee meetings and a written report of the year at the Annual General Meeting following an audit.

(d) Production Resources Officer:

(i) Record and maintain details of all props/costumes/set/furniture/tech equipment that Carlton possesses/can rent/can borrow.

(ii) Communicate regularly with and support those storing Carlton's possessions.

(iii) Maintain relationships with other organisations that Carlton rents/borrows from.

(iv) Maintain an understanding of what is possible within the performance spaces Carlton uses and communicate this with production teams.

(v) Suggest items that Carlton should purchase where possible.

(vi) Assist directors with the creation of production teams where needed.

(vii) Provide oversight to production teams on the needs of their productions with priority being given to the use of items that Carlton owns/can borrow.

(viii) Assist production teams with budget management alongside the Treasurer.

(e) Marketing Officer:

(i) Prepare and distribute *The Carlton Chronicle* newsletter to the membership and the mailing list on a monthly basis, detailing any or all of: upcoming events, important updates, relevant advertisements and productions that Carlton members are participating in outside of Carlton, if details of these productions are provided.

(ii) Ensure that the Society's website and social media accounts are maintained and kept up to date.

(iii) Liaise with local schools; maintaining contact lists with Heads of Drama/Modern Languages/English so as to be aware of the syllabus.

(iv) Liaise with performance venues to ensure contract deadlines are met regarding any print and digital publicity material.

(v) Create and adhere to deadlines for the design and distribution of marketing materials in both print and digital form in liaison with the Treasurer.

(vi) Liaise with the assigned Marketing representative of each production to offer any required assistance with content creation and distribution.

(f) Social & Fund Raising Officer:

(i) Arrange social events, including theatre trips, excursions etc. which attract and include as many demographics of the membership and/or the general public as possible.

(ii) Where applicable, organise hosts for social events, the Awards and/or the Showcase (including the raffle).

(iii) Arrange fundraising events (which can also be considered social events) which are fun as well as profitable for the Society.

(iv) Arrange workshops that increase the membership and the general public's access to theatre based skills.

(v) Arrange, in liaison with the Marketing Officer, appropriate shout-outs to the membership for social and fundraising events.

(vi) In liaison with the Chair, pursue new sponsors for the Society and maintain relationships with existing sponsors.

(vii) Prepare and send invoices to sponsors detailing what their money will be used for.

(g) Committee Secretary:

(i) Be responsible for informing members of their subscription fees and those involved in productions of their production fees and provide the Society's bank account details. In exceptional circumstances, payments can be received by cash or cheque.

(ii) To maintain the Society's Membership List, including email addresses, and keep it up to date, particularly noting members that are not contactable via email.

(iii) To be responsible for monitoring, replying and dealing with membership enquiries received in the Committee's email box within seven days.

(iv) To take, and maintain a record of, the Society's Minutes and Agendas of General Committee meetings, Annual General Meetings and Extraordinary General Meetings.

(v) To circulate Agendas at least seven days before a meeting and Minutes within seven days of the meeting to Committee members as appropriate.

(vi) To make appropriate arrangements for Annual General Meetings/Extraordinary General Meetings, including distribution/collection of nomination forms.

(vi) Ensure that the General Committee's Google Drive shall contain all records of Minutes, Agendas and Legal Documents.

4. Productions

(a) A special meeting of the General Committee or a selection panel made up of at least three members of the General Committee shall be arranged, following the conclusion of a production to consider submissions to direct a production the following year in the slot that has just concluded.

(b) Notice to the membership for such a meeting and the deadline to submit plays shall be undertaken at least three weeks in advance.

(c) Performance dates shall be arranged with the relevant organisers by the Chair, with preferred performance dates in May, August and November. Except in exceptional circumstances, the dates of a production for the following year will aim to be arranged within seven days of a production having finished, if not before.

(d) All presenting directors shall submit a completed Director Submission form to include the name of the play, the cost of any rights required (preferably including musical requirements via the Performing Rights Society), a cast breakdown, a copy of the full script to be used if it is a self written piece, anticipated budget and any other relevant information.

(e) During auditions, not withstanding other information a Director may require, contact details such as email addresses and phone numbers for all auditionees shall be compiled via an Audition Form. This shall form the basis for the collection of Subscriptions and Production fees. All new auditionees' email addresses shall be added to the Society's email accounts for future communication in keeping with their rights laid out by GDPR.

(f) Once a play is selected, the General Committee shall arrange with the Director, as appropriate, to meet with them to monitor their progress generally and, specifically in liaison with the Production Resources Officer, to provide an update on lighting/sound/ costume/props etc. This will give the General Committee an opportunity to ensure timetables are being met relative to the original schedule that was presented.

(g) In consultation with the Director of each production, Production Fees shall be determined on the basis of those fees agreed by the Membership at an Annual General Meeting. The General Committee may have discretion in being flexible with the Production Fee to be allocated to the various cast roles.

(h) The Annual Showcase shall be planned for early in each year, ideally in February.

5. Annual Calendar

For the purposes of forward planning, and to assist any future General Committee, an annual calendar shall be regularly updated by the Chair, when possible, with proposed production dates, auditions and rehearsals for productions, meeting dates and any other dates deemed to be of importance.