



Rules and Constitution of Dunstable Amateur Operatic Society

DUNSTABLE AMATEUR OPERATIC SOCIETY CONSTITUTION

1. TITLE

The name of the Society shall be the Dunstable Amateur Operatic Society, hereinafter referred to as the Society.

2. OBJECTS

The objects of the Society shall be to educate the public in the arts and sciences and in particular the art and science of music in the presentation of opera, musical productions and other musical activities as determined by the Committee.

3. MEMBERSHIP

The members of the Society shall be those persons who pay the annual subscription at the appropriate rate or rates as shall be determined by the Committee, the subscription being payable immediately after the AGM and (in the case of performing members) who shall provide such evidence of musical, dancing or acting ability as the Committee may require.

4. OFFICERS AND COMMITTEE

The management of the Society shall be in the hands of a Committee consisting of a Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Honorary Business Manager, together with six full members of the Society. The Officers and other Committee members shall be elected by and out of the Society's members at the Annual General Meeting; they shall hold office for one year and be eligible for re-election in accordance with the provisions more particularly set out in the "Rules".

5. MANAGEMENT

All arrangements for productions and other events and the control of finance shall be in the hands of the Committee.

6. FINANCE

- (a) The financial year shall end on the 30th June.
- (b) A Banking account shall be opened in the name of the Society, and cheques shall be signed by the Honorary Treasurer and Chairman (or Vice-Chairman).
- (c) The Society may receive donations, grants in aid and financial guarantees and tickets for any or all of its productions and other events may be offered for sale to the public.
- (d) The income and property of the Society when so ever derived, shall be applied solely towards promoting the objects of the Society as set forth above, and no portion thereof, shall be paid or transferred either directly or indirectly to any full member or members of the Society, except in payments of legitimate expenses incurred on behalf of the Society.
- (e) In the event of the winding up or dissolution of the Society any remaining assets after all liabilities have been discharged shall not be paid or transferred to any full member or members of the Society, but shall be transferred to a charitable organisation whose objects are similar to those of the Society and whose rules preclude the distribution of income and assets among its members.

7. GENERAL MEETING

Within four weeks of the end of each financial year the members shall be summoned to an Annual General Meeting of which at least 28 days notice, in writing, shall have been given.

8. AUDITED ACCOUNTS

The financial accounts shall be audited and submitted to the members at an Annual General Meeting.

9. AMMENDMENTS

The Constitution may be amended by a two-thirds majority of the members present at an Annual or Special General Meeting, provided that fourteen days notice of the proposed amendment has been sent to all members and provided also that nothing herein contained shall authorise any amendment which shall have the effect of the Society ceasing to be a charity. No amendments shall be made to this clause, clause 2 or clause 6(e) without written consent in advance of the Charity Commissioners.

RULES DUNSTABLE AMATEUR OPERATIC SOCIETY

1. These Rules shall take effect as the Rules of the Dunstable Amateur Operatic Society under the Constitution.
2. Any addition to, amendment of or repeal of these Rules requires a two-thirds majority at an Annual General Meeting or Extraordinary Meeting.

3. THE MEMBERSHIP OF THE SOCIETY

- (i) The Society shall consist of:
 - (a) Amateur singers, actors and dancers, who shall hereinafter be known as Full Members.(Adults and Juniors)
 - (b) Other members of the public who support the Society and who have been duly accepted who shall hereinafter be known as Associate Members.
 - (c) Individuals who, as a mark of respect or gratitude have been duly elected by the Society at its Annual General Meeting thereinafter known as the AGM) as honorary members (students) or ex officio members (President, Vice Presidents) or Life Members.
- (ii) Every applicant for membership shall make his/her application in writing on the official form provided by the Hon. Secretary and pay the appropriate joining subscription. An applicant for full membership shall be required to audition before the Musical Director, Director or Choreographer (where applicable) within 3 weeks of initial attendance. Every application shall be accepted or refused at the Committee meeting following such application and audition.
- (iii) The annual subscription shall be due immediately after the AGM. This shall consist of a membership fee, the same for both Adults and Juniors, payable by October 1st. plus a show fee, the amount to be agreed by the Main Committee, payable by members on a show by show basis.

Membership shall be deemed to have lapsed if the membership fee has not been paid by October 1st. (The amount of such subscription and/or levies and dates of their instalment shall be fixed by the Committee and be presented to the AGM for ratification).

- (iv) The Committee shall have the power to refuse membership or expel from membership any person or member whose conduct is likely to or shall offend against the Rules and Constitution of the Society or whose conduct is likely to or shall, in the opinion of the Committee, render him/her unfit for membership.

Before any such member is expelled the Hon. Secretary shall give 14 days written notice to attend a meeting of the Committee which notice shall contain particulars of the complaint(s) made against him/her.

No member shall be expelled unless at least two-thirds of the Committee then present vote in favour of expulsion, subject to the member's appeal to an Extraordinary General Meeting. The removal of any member shall have immediate effect, but any current subscription or part thereof, shall not be refundable.

- (v) Any member (including ex officio members) of the Society may retire from membership upon giving the Honorary Secretary one month's notice in writing, but any current subscription or any part thereof, shall not be refundable.
- (vi) Members shall obey the reasonable directions of the Music Director, Director, Choreographer, Officers and Committee of the Society.
- (vii) Only full members of the Society may audition for a part in a production.

4. THE BUSINESS OF THE SOCIETY

- (i) The Society shall be managed by a Committee of 10 (ten) members, who shall be elected annually at the AGM. The Committee shall consist of:-
 - (a) The Chairman of the Society (who shall be Chairman of the Committee), Vice-Chairman, Honorary Secretary, Honorary Treasurer and the Honorary Business Manager (collectively known as the Officers of the Society) together with five members of the Society (collectively known as the five (5) elected members, who shall be elected to the following posts: Production Manager, Marketing/Publicity Manager, Membership Secretary, Assets Manager and Social Secretary. The post of Theatre/Venue Liaison Manager is now a part of the Business Manager's duties.. A quorum shall consist of six of the elected members.
 - (b) The Music Director and Director shall be ex officio members of the Committee.
 - (c) Up to 3 (three) additional members co-opted at a Committee meeting provided that each nomination gains the support of 6 (six) elected members. Only the elected members of the Committee may vote and at the discretion of the Chairman, ex officio members may also vote.
- (ii) Unless otherwise specified, all resolutions brought forward at a meeting shall be decided by a simple majority of the votes properly recorded at such meetings and, in the event of a tied vote, the Chairman shall have a casting vote.
- (iii) Matters of urgency may be dealt with by an Emergency Committee, consisting of the Officers of the Society of whom at least 3 (three) must be present and 2 (two) other members of the Committee.
- (iv) All members of the Committee, subject to termination of Office by resignation or otherwise shall remain in office until their successors are elected at the succeeding AGM.
- (v) All members of the Committee may be re-elected at the AGM subject to a limit on the 6 (six) elected members of three successive years service on the Committee. At least one full year must pass before a Committee member who had previously served for three years shall be eligible for re-election to the Committee.
- (vi) In the event of a vacancy occurring on the Committee during its year of office as a result of resignation or otherwise, the Committee shall either:
 - (a) Co-opt a non-voting member on to the Committee or
 - (b) Arrange for an election to fill the vacancy at an Extraordinary General Meeting.
- (vii) The Committee shall meet at least four times a year.

The Committee shall appoint such Sub-Committees as may be deemed necessary. The Chairman of the Society shall be invited to be a member of such Committees. The Chairman may chair these, or at his/her discretion, appoint a deputy for the Sub-Committee with the following exceptions:

Any finance Sub-Committee shall be chaired by the Hon. Treasurer and any publicity Sub-committee shall be chaired by the Marketing/Publicity Manager.

Minutes of all sub-committees should be circulated at the next full Committee Meeting.

- (viii) The Committee shall be responsible for selecting the Society's productions. Members of the Society shall be invited to submit their suggestions in writing by a specified date and to attend, as observers, the appropriate Committee Meeting.
- (ix) The Committee, and only the Committee, shall, in conjunction with the Music Director, have power to engage and pay professional artistes.
- (xi) All contracts on behalf of the Society or in the name of the Society are made on the basis that the Officers and members of the Society have no personal liability and that any claim against the Society in respect of the Society will only be made against the Society's assets and to the extent of those assets, at this moment.

(xii) Dissolution.

If the number of members of the Society (excluding honorary and ex officio members) shall at any time fall below ten, or if at any time the Society shall pass in General Meeting by a majority comprising two-thirds or more of the members present and entitled to vote, a resolution in this rule called the First Resolution) of its intention to dissolve, the Committee, or failing them, the Trustees shall take immediate steps to convert into money all the property of the Society with power, however, to postpone or delay the conversion of any particular property if the Society in General Meeting shall so authorise. Out of the proceeds of such conversion the Trustees shall discharge all debts and liabilities of the Society, including the expenses of such conversion and any balance remaining in their hands shall be disposed of by them in accordance with the Constitution, and thereupon the Society shall for all purposes be dissolved.

A copy of this notice convening any General Meeting under this rule shall be sent by the Secretary by post to every member at his address last notified. not less than 14 days before the date appointed for the meeting, but any accidental omission to send such copy or the non-receipt of the same shall not invalidate any proceedings or resolution. A quorum at any such General Meeting called under this rule shall be deemed to be two-thirds of the remaining membership.

- (xiii) The Committee shall not be able to commit the Society to buy or hire any equipment, or item, that will cost 25% of the Society's assets, or £5000 (whichever is the greater), without first obtaining agreement of the Society by a simple majority, without reference to an EGM.

5. GENERAL MEETINGS

- (i) At any General Meeting each member - but not an honorary member - shall have one vote including the Chairman. In the case of equality of votes, the Chairman shall have a second or casting vote.
- (ii) 20 voting members shall be deemed to constitute a quorum at any General Meeting of the Society.
- (iii) The conduct of a General Meeting shall be carried out subject to the Standing Orders provided in the Appendix. Any suspension or alteration to these Standing Orders must be circulated with the Agenda 28 days prior to the meeting and must be passed at the commencement of that meeting by a majority vote.
- (iv) The Extraordinary General Meeting of the Society may be convened at any time by the Committee, on giving each member at least 14 days notice thereof, and shall specify the purpose for which it is called. 10 of the members of the Society may require the Committee to convene such a meeting by stating in writing the purpose for which the meeting is to be held. Such requisitioned meetings shall be held within 21 days of the receipt of the request by the Hon. Secretary.

6. THE HONORARY SECRETARY

- (i) Shall be familiar with the Constitution, Rules and Standing Orders for the Society.
- (ii) Shall be responsible for all communications sent on behalf of the Committee but shall not commit the Society in any way without the Committee's approval.
- (iii) Shall for all Meetings arrange that:-
 - (a) The room is available.
 - (b) Any information (other than that agreed beforehand) for an item on the Agenda is available
 - (c) All members of the Committee are notified.
- (iv) Shall circulate to the Committee, bulletins and pamphlets issued by N.O.D.A. and other Associations which might be of interest. In the event of any queries consult N.O.D.A. or another appropriate source.
- (v) Shall take Minutes of the Meetings.
- (vi) Shall notify any official(s) of the Society of a Committee decision concerning him/her made at a Meeting at which that official did not attend.

- (vii) Shall regularly attend rehearsals of the Society so that current business of the Society can be dealt with.
- (viii) Shall, in the event of being unable to attend a meeting, inform the Chairman of any items for consideration and check with that person after the meeting for any items that will require attention.
- (ix) Shall in the event of any new, or changed official in the Society, be sure that the individual appointed has been informed of his/her duties.
- (x) Shall be concerned with the contracts for the Society, and be sure that all persons concerned are duly notified of any contractual obligations.
- (xi) Shall arrange, in conjunction with the Chairman, letters inviting support for the Society from existing and prospective Patrons.
- (xii) Shall after each production send letters of thanks to the Music Director, Director, Stage Manager, Electricians, Front of House Officials, Ticket Secretary, Programme Sales, Prompt, Properties Master/Mistress, Wardrobe Mistress, Hairdresser and others as necessary.
- (xiii) Shall inform local societies of the Society's future productions.
- (xiv) Shall be responsible for notifying the President, Vice-Presidents, Life members, Patrons and Honorary Members of the Society, of the Society's activities.
- (xv) Shall maintain a check list of routine tasks appertaining to productions, submit the list at Committee Meetings and report on the actions taken and those to be taken.
- (xvi) Shall ensure that the following have a copy of their job descriptions as soon as their appointments have been confirmed by the Committee:
Director, Stage Manager, Lighting Engineer, Sound Engineer, Front of House, Props and Wardrobe Mistress.

7. THE HONORARY TREASURER

- (i) Shall maintain the Financial Accounts of the Society (General accounts and Production Accounts).
- (ii) Shall submit reports on the financial situation prior to and for discussion at, Committee Meetings.
- (iii) Shall prepare Statement of Account for audit after the end of the Financial Years, 30th June, to be presented at the AGM,
- (iv) Shall keep check on expenditure, prepare budgets for future productions and applications for grants and guarantees.
- (v) Shall receive and pay all monies on behalf of the Society.
- (vi) Shall act as Chairman of any Finance Sub-Committee which may be appointed.
- (vii) Shall be responsible for hiring of rehearsal rooms and additional facilities, as and when necessary, subject to the Committee's approval.
- (viii) Shall notify all the relevant personnel of their budgets, with any conditions which may be imposed immediately the production budget has been approved by the Committee.

8. THE HONORARY BUSINESS MANAGER

- (i) Shall be a member of any Marketing/ Publicity Sub-Committee which may be formed.

- (ii) Shall arrange for the printing of programmes and photographs following approval by the general Committee and shall order the printing of and take charge of the distribution of tickets once the general Committee has agreed the prices of admission, starting times etc.
- (iii) Shall arrange for other advertising, viz. - posters, car stickers, displays, newspaper advertising, leaflets and hall publicity etc. and submit a total estimate to the general Committee for approval prior to ordering.
- (iv) Shall be responsible for invitations for the Press to attend shows.
- (v) Shall obtain permission from any member, before submitting an item of interest to the Press that concerns the individual.
- (vi) Shall be fully informed on any other advertising or publicity undertaken by any other member of the Society.
- (vii) Shall for each production ensure that the following arrangements are made as soon as possible:-
 - (a) Obtain all licenses necessary to perform.
 - (b) That a Front of House, Ticket Secretary, and Programme Sales have been appointed where necessary.
 - (c) Insurance.
- (viii) Shall take charge of Programme Sales and Distribution with regards to checking quantities supplied, recording nightly sales and submit a statement along with monies due to the Hon. Treasurer.
- (ix) Shall include the role of the Theatre/Venue Liaison Manager.

9. PRODUCTION MANAGER

- (i) Shall report to, and be responsible to, the Chairman.
- (ii) Shall assist the Production Team with the organising of, and the liaison between the, various people responsible for lighting, sound, transportation, costumes, props and set, and shall, for each production, ensure that the following arrangements are made as soon as possible:-
 - (a) Quotations for and ordering of, scenery, costumes, music stands etc, after discussion with the Committee.
 - (b) Hiring of extra lighting and sound amplification as and when necessary.
 - (c) That, in conjunction with the Director: a Stage Manager, Lighting Engineer, Sound Engineer, Props, Wardrobe Mistress and Hairdresser (when necessary), Prompt have been appointed.
- (iii) Should attend the appropriate production meetings
- (iv) Shall be responsible for co-ordinating all aspects appertaining to the set-up and striking of a show.

10. MARKETING/PUBLICITY MANAGER

- (i) Shall report to, and be responsible to, the Hon. Business Manager.
- (ii) Shall be responsible for co-ordinating all aspects of publicity for the Society's productions.
- (iii) Shall act as Chairman of any Marketing/Publicity Sub-Committee, which may be appointed.
- (iv) Shall send out any items of interest to the Press, e.g.: commencement of rehearsals, casting, show dates, photos etc.

11. MEMBERSHIP SECRETARY

- (i) Shall report to, and be responsible to, the Hon. Treasurer

- (ii) Shall be responsible for the collection of Subscriptions and other monies deemed necessary to be taken, the issue of receipts for same and the issue of Membership Cards and copies of the Constitution of the Society.
- (iii) Shall be responsible for ensuring that all subscriptions are paid by the due date.
- (iv) Shall be responsible for the collection of any shows fees 1 tone) month prior to the first performance of each major production and the recording and issuing of receipts for same.
- (v) Ensure that all prospective members of the Society are welcomed in an appropriate manner and clearly understand the joining rules of the Society, and that any joining fees are collected from such prospective members., and shall be responsible for the distribution and collection of Application for Membership Forms which shall be given to prospective members on their initial visit to the Society.
- (vi) Shall arrange any joining auditions for the prospective members.
- (vii) Shall keep a record of all Patrons of the Society and record all payments of Patronage received from them. Shall also issue Patronage cards, receipts and letters of thanks to all Patrons as monies are received.
- (viii) Shall assist the Treasurer with the collection of covenanted monies for Patronage and Membership.

12. ASSETS MANAGER

- (i) Shall report to, and be responsible to, the Hon. Business Manager
- (ii) Shall keep an up to date list of all property owned by the society and its current location. This is to include all stage props, costumes, electrical equipment, staging equipment etc.
- (iii) Shall be responsible for the loan, maintenance or hire of any Society property.
- (iv) Shall make sure that all members of the Production Team are aware of the properties owned by the Society and shall arrange for any necessary transport of those properties for use in any production.

13. SOCIAL SECRETARY

- (i) Shall report to, and be responsible to, the Chairman of the Society
- (ii) Shall form a Social Sub Committee with the approval of the Main Committee
- (iii) Shall, with the assistance of the Social Sub Committee, organise a programme of events which are a mix of fund raising and social events. The programme of events shall be formulated as soon as possible after the Annual General Meeting, and all Members and Patrons informed of them.

14. THE DIRECTOR

- (i) Shall be appointed by the Committee for his/her term of office.
- (ii) Shall ex officio be a member of, and directly responsible to, the Committee.
- (iii) Shall have overall responsibility for choreography, scenery, lighting, sound, effects, costumes, make-up, properties and stage management and the personnel involved, and shall collaborate with the Production Manager in all these matters.
- (iv) Shall collaborate with the Music Director in all matters appertaining to the casting, rehearsing and staging of any production, subject to the approval of the Committee.
- (v) Shall, in conjunction with the Music Director, and with the Committee's approval have the authority to replace or omit any person whose performances and attendance at rehearsal is felt, in his/her opinion, to be below the required standard.

15. THE MUSICAL DIRECTOR

- (i) Shall be appointed by the Committee and shall ex officio be a member of the Society during his/her term of office, unless otherwise determined and agreed by the Committee.
- (ii) Shall collaborate with the Director in all matters appertaining to the casting, rehearsing and staging of any production, subject to the approval of the Committee, and shall be responsible for the engagement of musicians required for a production, subject to the approval of the Committee.
- (iii) Shall, in conjunction with the Director, and with the Committee's approval, have the authority to replace or omit any person whose performances and attendance in rehearsal are felt, in his/her opinion, to be below the required standard.
- (iv) Shall be responsible for the supply of rehearsal pianists, subject to the Committee's approval.

16. HONORARY AUDITOR AND HONORARY SOLICITOR

An Honorary Auditor and Honorary Solicitor shall be appointed at the AGM.

17. THE STAGE MANAGER

- (i) Shall report to the Director
- (ii) Should be an experienced stage-hand and be used to stage terminology.
- (iii) Should be fully aware about the stage on which the show is to be performed.
- (iv) Should be sure that any additional items required, e.g.: in Front of House, Tabs, Drapes, Rostra, Scaffolding etc. are ordered in good time.
- (v) Should attend floor rehearsals as required to note relevant details and, where possible, mark out the acting area of the stage in the rehearsal room.
- (vi) Shall be responsible for the formation and control of the stage crew.
- (vii) Shall be responsible for the removal of all Society property from the Theatre or Hall and for the condition of the stage and its adjuncts after the close of the final performance.
- (viii) Shall be responsible for all aspects of safety and access to the stage area at all times.

18. THE LIGHTING ENGINEER

- (i) Shall report to the Director.
- (ii) Should be experienced with stage terminology.
- (iii) Shall obtain full details regarding the equipment that will be used during the production.
- (iv) Shall ensure that the correct equipment is ordered as and when necessary for the production.
- (v) Shall attend floor rehearsals as required to note relevant details that will be under his/her control during the production.
- (vi) Shall be responsible for the operation of the lighting plot.
- (vii) Shall supervise the installation and control of the equipment to be used during the production and check that the items to be used are in good working order.

19. THE SOUND ENGINEER

- (i) Shall report to the Director.
- (ii) Should be experienced with stage terminology.
- (iii) Shall obtain full details regarding the equipment that will be used during the production.
- (iv) Shall ensure that the correct equipment is ordered as and when necessary for the production.
- (v) Shall attend floor rehearsals as required to note relevant details that will be under his/her control during the production.
- (vi) Shall be responsible for the operation of the sound equipment and effects.
- (vii) Shall supervise the installation and control of the equipment to be used during the production and check that the items to be used are in good working order.

20. THE PROPERTY MASTER/MISTRESS

- (i) Shall report to the Director.
- (ii) Shall be adept at making and acquiring articles for stage use and be conversant with stage positions and terminology.
- (iii) Shall obtain full information of the stage on which the production is to be performed, including facilities for the storage of properties.
- (iv) Shall be responsible for the operation of the Property Plot.
- (v) Shall attend floor rehearsals as required to note relevant details regarding furniture and other items position's.
- (vi) Should note any props that will be supplied with the costumes or scenery, then as agreed with the Director, make, borrow or hire outstanding items.
- (vii) Shall, if a Firearms Certificate is required, ensure that the Society has obtained this prior to the commencement of the production.
- (viii) Shall, if livestock is involved, ensure that it is brought to the stage, attended there, and removed from the Hall at each performance by its owner or attendant.

21. THE WARDROBE MASTER/MISTRESS

- (i) Shall report to the Director.
- (ii) Should be adept at sewing and be supplied with a good Costume Reference Book (by the Society).
- (iii) Shall be given the earliest possible information about casting, including later changes and from this compile the Costume Plot.
- (iv) Shall obtain the necessary measurements of all appearing in the production, then, as agreed with the Director, either supervise the making of the costumes or complete the Measurement Form for the Costumier.
- (v) Shall, when necessary, be sure that any member of the cast who may have to wear a wig, knows how to fit and look after it during the productions.

- (vi) Shall make necessary arrangements, in the event of a member of the cast having to supply personal items for use in the production.
- (vii) Shall attend the Director during the Costume Parade and be the only person responsible for making arrangements with the Costumier for the changing of any articles.
- (viii) Shall ensure that all members of the cast are aware of the various aspects of collection, wearing of, care and return of costumes.

22. THE FRONT OF HOUSE MANAGER (where necessary)

- (i) Shall report to the Hon. Business Manager.
- (ii) Shall be responsible for the recruitment of stewards required for Front of House.
- (iii) Shall, each night, inform the Music Director that the audience is seated, both before the show and after any intervals.
- (iv) Shall inform the Hall management of the timings of the intervals and end of show.

23. THE TICKET SECRETARY (where necessary)

- (i) Shall report to the Hon. Business Manager.
- (ii) Shall be responsible for notifying any person interested in organising block bookings and shall keep an updated list of such persons.
- (iii) Shall, when tickets are available, organise the sale thereof (with such priority as may be ordered by the Committee) at rehearsals, and to the Public. For this purpose detailed plans of the seating in the Hall must be obtained.
- (iv) Shall allocate any complimentary or booked tickets for:-
 - (a) Invited guests of the Society.
 - (b) Patrons.
- (v) Shall prepare a statement for the Hon. Treasurer of cash banked for ticket sales.

24. EXCLUSION OF LIABILITY

Neither the Society nor any member, Committee Member or Officer shall be liable to any member or guest of member for any loss or damage to any property, occurring from whatever cause, in or about premises used by the Society nor for any injury sustained by any member or guest whilst on, or entering, or leaving any such premises.

APPENDIX

STANDING ORDERS FOR ANNUAL AND EXTRAORDINARY GENERAL MEETINGS.

1. The meeting shall be conducted by the Chairman of the Society or, if he/she be absent, by the Vice-Chairman, or in the event of his/her absence, by a member of the Committee nominated by the Meeting.
2. All remarks shall be addressed to the Chair.
3. A majority vote is required to pass any other resolution or elect any member to office.
4. A Constitutional amendment may only be considered by the Meeting if it has been circulated to the membership 14 days prior to that Meeting.
5. The member may interrupt a speaker to provide a 'Point of Information' or 'Point of Order'. If this facility is over-used the Chairman may use his/her discretion and limit such interruptions.
6. Nominations for Committee Officer or Committee Membership, both proposed and seconded, must be in writing, on the nomination forms available from the Hon. Secretary and in the possession of the Hon. Secretary before the commencement of the Meeting. Such nominations must have the prior consent of the nominee.
7. Should a nominee fail to gain election as an Officer, he/she automatically becomes nominated for election as a Committee member.