



STAGE MANAGEMENT ASSOCIATION

Supporting excellence in performance

RULES & REGULATIONS

1. These Rules & Regulations are valid in conjunction with the Memorandum and Articles of Association governing the Stage Management Association, a Company Limited by Guarantee (England and Wales) Registration No 3819176.

2. MEMBERSHIP

All applications for all types of membership, including applications to re-join by former members and changes from one type of membership to another, are subject to approval by the Board of Directors.

Basic entitlements of all members: entitlement to vote; entitlement to receive all electronic and other communications that the Association sends out; entitlement to attend all member-only events organised by the Association; entitlement to access the member-only area of the website; other services may be provided from time to time. Various types of membership carry additional service entitlements. E-membership is available at a discount and will receive most SMA information via email and online including the quarterly SMA magazine Cueline.

- **Professional Membership** shall be open to:
 - Anyone who has worked on the stage management staff of a professional company and who is able to provide the names of two referees who are familiar with their stage management work professionally. One of the referees should be an established professional known to the board, or recognised in the industry. Ideally this referee will be a current SMA member. Additional service entitlements: to be listed on the Freelist (provided that their membership is fully up to date and paid up when the list is distributed), to be listed on the Spotlight website, to receive one free publication, to pay reduced fees for SMA training.
 - Join as an E Member (and save money on your subscription) - you will receive most SMA information via email and online including the quarterly SMA magazine Cueline.
- **E Graduate Membership** shall be open to:
 - graduates of vocational stage management or technical courses at colleges which are part of the Drama UK or are on the additional SMA approved course list who apply within 6 months of graduating, and who are able to give the name of one referee who must be a course tutor.
 - Additional service entitlements: to be listed on the Freelist (provided that their membership is fully up to date and paid up when the list is distributed); to pay reduced fees for SMA training.
 - E Graduate Membership is for six months and can be upgraded to Professional Membership at the discretion of the Board, following receipt of one satisfactory professional reference. This referee should be an established professional known to the board, or recognised in the industry. Ideally (s)he will be a current SMA member. Graduate Membership is an 'E' Membership - you will receive most SMA information via email and online including the quarterly SMA magazine Cueline.

SMA Associate Friend & E Associate Friend Membership

- shall be open to:
 - any individual interested in stage management or related work and wishing to support the work of the SMA and stage managers or related professions.
 - Any aspiring stage managers not eligible for student or professional membership.
 - *Additional service entitlement: one observation or work placement brokered by the SMA*
- **E Student Membership** shall be open to anyone in full-time education or undertaking a recognized apprenticeship. Student Membership is an 'E' Membership - you will receive most SMA information via email and online including the quarterly SMA magazine Cueline.
- **SMA Company Friend** is open to:

Any voluntary group or charity which is interested in stage management or related backstage work and any voluntary group or charity which would like to support the work of the SMA.
- **Retirement Membership** shall be open to anyone who has reached the minimum age of eligibility for state retirement pension and has been in continuous full or professional membership of the SMA for a minimum of 10 years.
- **Keep in Touch Membership (annual)** Available at SMA discretion to members in good standing who wish to take a break from SMA membership for a time (e.g. for health, family or career break) but will consider returning. SMA will keep the contact details of the member updated and they will receive some SMA communications (but not member

benefits) and will be able to rejoin without additional rejoin fee during or at the end of the annual period

- **SMA College Membership** This SMA Membership is open to any drama school, FE/HE college or university which runs vocational technical or stage management courses which is approved by the SMA Board of Directors.
- **Producing Theatre Membership** shall be open to any producing theatre which employs stage managers, full-time or freelance.
 - Additional service entitlements: reduced fees on a restricted number of SMA training courses or seminars per year.
- **Honorary Membership**: the Board of Directors shall have the power to appoint anyone who has rendered special service to the Association as an Honorary Member of the Association who, on and after such an appointment, shall remain a member for the rest of his/her life, without payment of any subscription.
- **Temporary (annually renewable) Honorary Membership** may also be conferred at the discretion of the Board of Directors on persons the Board wishes to co-opt as Directors due to their particular skills and expertise.
- **Affiliate Membership** available by invitation of the board after due consideration, to like-minded organisations which share SMA values and with which our members can enjoy mutual benefits (reviewed annually)
 - Additional discretionary entitlement: members rate fees on a restricted number of SMA training course or seminar places per year for Affiliate members.

3. OTHER MEMBERSHIP RULES

- Former members may rejoin only at the discretion of the Board of Directors.
- The Board of Directors shall have the power of discipline, including cancellation of membership, over any member deemed to have brought the Association into disrepute. The member concerned shall have the right to put his/her case to the Board of Directors, whose decision then shall be final.
- The Board of Directors shall have the power of withdrawing its services from any employer against whom a complaint by an SMA member has been upheld after following the SMA's complaints procedure, and of communicating its decision to other relevant industry associations and unions as well as the whole SMA membership.

4. SUBSCRIPTION

- Subscription and joining/rejoin fees shall be decided annually by the Board of Directors.
- The first annual subscription shall be payable on notification of acceptance into membership and annually (or at other intervals approved by the Board) thereafter.
- Graduate Members pay half the annual Professional subscription for the two periods (six months or other period as SMA decides) of Graduate Membership and the full annual subscription thereafter. No joining fee applies.
- Joining fees shall be payable on applications for Professional Membership and refunded if membership is not granted.
- The Board of Directors shall cancel the membership of any members whose subscription remains unpaid for one month after becoming due.
- Former Professional and Graduate Members whose membership was withdrawn for non-payment of subscription fees may rejoin only on payment of a rejoin fee. Rejoin fees and the annual subscription shall be payable on application and refunded if membership is not granted.

5. BOARD OF DIRECTORS AND OFFICERS

In addition to the provisions set out in the Memorandum and Articles of Association for the government of the Stage Management Association, the following rules shall apply:

- The officers of the Association shall be elected annually by the Board of Directors from its members and shall consist of a Chair, one or more Deputy Chair, and a Treasurer.
- The Board of Directors shall have the power at any time to replace any director or office bearer who is unable to carry out his or her duties through prolonged absence and to appoint any other director of the Association in a secretarial or other capacity.

6. MEETINGS.

The Annual General Meeting and any other General Meetings are governed by the rules set out in the Articles of Association.

7. ALTERATION TO RULES AND REGULATIONS.

These Rules and Regulations can be changed by the Board of Directors or by the Company in a General Meeting.

8. A COPY of these Rules and Regulations and a copy of excerpts from the Memorandum and Articles of Association shall be given to each member of the Association upon joining and when major reviews have been undertaken.