CASTING DIRECTORS' GUILD

STATUTES

WITH UPDATES AS OF APRIL 2024

1. NAME

The name of the Society is **"The Casting Directors' Guild of Great Britain and Ireland"** ("**the Guild**").

2. OBJECTS AND POWERS

2.1. The Guild is a professional organisation of Casting Directors in the film, television, theatre, audio, games and commercials communities who have joined together to further their common interests. The objects of the Guild shall include:

(a) establishment of a recognised standard of professionalism in the industry.

(b) enhancement of the stature of the profession.

(c) free exchange of information and ideas among members.

(d) provision of an opportunity to honour the achievements of its members and

(e) standardisation of working practices in the industry.

2.2. The Guild shall not affiliate itself to or associate itself generally with any political party nor shall the Guild concern itself with political matters except solely to the extent that the same relate directly to its objects as set out in Clause 2.1 of these Statutes.

2.3. There shall be no discrimination against any person in respect to membership in this Guild by reason of age, race, colour, sex or physical disability.

3. MEMBERSHIP ETC.

3.1. There shall be three categories of membership of the Guild, as follows:

3.1.1. Full membership

3.1.2. Probationary membership and

3.1.3. Honorary membership

Full and Probationary membership

3.2. An eligible person who wishes to become a full or probationary member of the Guild must send a written application and curriculum vitae to the Chief Operating Officer (COO from hereon in) of the Guild. Election to full or probationary membership shall be determined at the sole discretion of the Committee acting by simple majority.

3.3. A person is an eligible person for full membership where he, she or they -

3.3.1. has been nominated by four existing full members of the Guild to whom his, her or their work is familiar and

3.3.2. is a person of British or Irish nationality or has his, her or their principal residence in the United Kingdom or Ireland and either

3.3.3. has at least five years of professional experience as a Casting Director in one or more areas of the media and entertainment industry or

3.3.4. has been a probationary member of the Guild for three or more years (in which case the nomination requirements in Clause 3.3.1 need not be repeated) and has reached a level of professional experience and competence which in the sole and absolute discretion of the Committee is satisfactory (i.e. with at least two additional years at Casting Associate level with at least two co-casting or solo Casting Director credits (not including short films).

3.4. A person is an eligible person for probationary membership where he, she or they -

3.4.1. has been nominated by four existing full members of the Guild to whom his, her or their work is familiar and

3.4.2. has at least two years of professional experience as an assistant to one or more Casting Directors.

3.5. Only a full member of the Guild shall be entitled to use the initials "CDG" after his, her or their name.

Honorary membership

3.6. Any full member who has given outstanding service to the Guild or who has made a distinguished contribution to the furtherance of its objects may be elected an honorary member of the Guild by a resolution of two thirds of those present at a duly convened meeting of the Committee.

3.7. An honorary member who is already a full member of the Guild shall continue to be a full member while he, she, they are an honorary member.

4. SUBSCRIPTIONS AND LEVIES

4.1. Members shall pay an annual subscription and a one-off joining fee to the Guild as specified in this clause.

4.2. The annual subscription shall be payable in two equal instalments on 1 April and 1 October of each year in respect of the six month period commencing on that date. All subscription payments shall be made by direct debit. Members from Ireland can pay annually if they wish.

4.3. If for any reason a member joins the Guild during the course of a year, then they will pay a pro-rated subscription in respect of the period between the commencement of their membership and the next full payment date (the earlier of 1 April or 1 October).

4.4. An administrative fee of an amount to be decided by the Committee from time to time, shall also be payable to the Guild by any member who pays his, her or their annual subscription by means other than direct debit. The current administrative fee is £25.

4.5. The amount of the annual subscription shall be as follows:

4.5.1. Full members and probationary members (except for such members who are also honorary members) - such sum as the Committee may from time to time decide subject to clause 4.4.

4.5.2. Honorary members –

No subscription or levy shall be payable by honorary members even if they are also full members of the Guild.

4.6. The annual subscription, unless varied by the Committee before 1 April or 1 October (as appropriate) shall be as follows:

Full Members	£250.00
Probationary Members	£110.00
Full Members with experience **solely** in theatre	£150.00

5. OBLIGATIONS OF MEMBERS

5.1. A member of the Guild who shall at any time change his, her or their address shall immediately notify the COO in writing.

5.2. No member shall canvass for election to any office of the Guild.

6. TERMINATION OF MEMBERSHIP

6.1. Membership of the Guild may be terminated in any of the following ways (in addition to any other provisions for termination elsewhere in these Statutes):

6.1.1. by a member sending a notice of resignation to the COO.

6.1.2. a member whose annual subscription is in arrears for a period of 6 months shall automatically cease to be a member of the Guild ("a lapsed member") but the Committee may re-admit a lapsed member at any time on condition that such member pays all arrears owed to the Guild and an administrative fee of £25, as well as resuming his, her or their annual subscription payments at the current rate.

6.1.3. at the discretion of the Committee acting by a two-thirds majority upon the following grounds:

(a) if a member is performing the duties of an agent or manager i.e. they are accepting remuneration for performing the functions of an agent or manager (including but not limited to career guidance and advising actor clients) or if they receive remuneration from a business which carries out such functions and such activities as are not permitted by the Workshop Guidelines of the CDG.

(b) if a probationary member uses "CDG" after his, her or their name.

(c) if it is proven that a member has, on more than one occasion charged lower rates for their services as a Casting Director than those recommended minimum rates set by the Committee from time to time in the Fees Guideline Document.

(d) if an individual's continued membership would be prejudicial to the interests of the Guild providing such individual has a right to be heard at the meeting at which the decision is to be made and

(e) if a full, probationary or honorary member in any way breaches or otherwise disregards, in any material, the Guidelines issued by the Guild pursuant to clause 12 from time to time including and without limitation the privacy of information in the guidelines as set out by the Guild.

6.2. A member expelled pursuant to Clauses 6.1.3(d) or (e) shall have the right to appeal against his, her or their expulsion at the first Annual General Meeting following the termination of his, her or their membership. The appeal will be determined solely at the discretion of the Committee acting by a two-thirds majority. He, she or they will have a right to be heard at the meeting before a decision is made.

6.3. An expelled member who has not been re-admitted may not attend any meetings of the Guild whether as a visitor representative or otherwise, for a period of two years from the date of such expulsion.

7. OFFICERS AND ORGANISATION

The Committee

7.1. Subject to the provisions of these Statutes, the policy and general management of the affairs of the Guild shall be conducted by a Committee which when complete shall consist of up to 8 full members of the Guild but no less than 6 members of the Guild.

Committee meetings

7.2. Committee meetings shall be held in accordance with the following provisions:

7.2.1. The Committee shall meet not less than quarterly.

7.2.2. Four members of the Committee shall form a quorum for all purposes.

7.2.3. Unless stated otherwise in these Statutes, the Committee shall vote by simple majority on a show of hands and the Chair shall have a casting vote.

7.2.4. The COO of the Guild shall attend all meetings of the Committee but shall not be entitled to vote at such meetings.

7.2.5. Full and probationary members shall be entitled to attend such Committee meetings at six monthly intervals (i.e. at alternate Committee meetings) and shall be entitled to observe and address the Committee but not to vote.

Nomination process

7.3. Subject to the provisions of Clause 7, vacancies on the Committee shall be filled by nominees and/or existing Committee members up for retirement by rotation who wish to be re-elected ("re-electees"). Nominees and re-electees must be full members of the Guild.

7.4. The following items should be delivered to the COO in respect of each nominee not less than thirty five clear days prior to the date of the Annual General Meeting:

7.4.1. a personal statement which may be circulated to the members of the Guild and either

(a) a nomination proposed and seconded by a full or probationary member of the Guild by e-mail and accompanied by the written or emailed consent of the nominee to accept such nomination or

(b) a self-nomination proposed by a full member in writing or by e-mail and seconded by a full or probationary member of the Guild by e-mail.

7.5. A re-electee shall deliver a personal statement in accordance with Clause 7.4.1.

7.6. The COO of the Guild shall circulate the details of the nominees and re-electees together with voting papers (if a ballot is required pursuant to Clause 7.7) no less than twenty-eight clear days prior to the date of the Annual General Meeting.

Election process

7.7. If the number of nominees and re-electees exceeds the number of vacancies, the Committee shall conduct an email ballot of the full members and probationary members of the Guild to determine which members shall be elected to the Committee.

7.8. In any ballot only votes returned to the COO prior to the date of the Annual General Meeting shall be eligible to be counted. The results of such ballot shall be announced at the Annual General Meeting.

7.9. In the event of a tie, the members present at the Annual General Meeting shall vote by secret ballot between the candidates who have so tied, and in the event of a further tie the Chair~~man~~ of the meeting shall have a further or casting vote.

7.10. Two tellers shall be appointed by the Committee from amongst the full members and probationary members to count the votes of any email ballot and (if necessary) at the Annual General Meeting.

Casual and special vacancies

7.11. The Committee may co-opt full members of the Guild to serve on the Committee to fill casual vacancies. Such co-opted members have power to vote but such hold office only until the date of the next Annual General Meeting.

7.12. The Committee may co-opt for special purposes advisers who need not be members of the Guild. Such co-opted members shall not have power to vote and shall hold office only until the date of the next Annual General Meeting.

Service and retirement

7.13. Committee members nominated or elected to the Committee shall initially serve until the second Annual General Meeting following their appointment, whereupon, and at each subsequent Annual General Meeting, three members of the Committee shall retire by rotation.

7.14. The members to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last reappointed Committee members on the same day those who retire shall (unless they agree otherwise among themselves) be determined by lot.

7.15. If the members, at the meeting at which the Committee member retires by rotation, do not fill the vacancy the retiring Committee member shall be deemed to have been reappointed unless at the meeting a resolution for the reappointment of the Committee member is put to the meeting and lost.

7.16. A member of the Committee shall cease to hold office if he, she or they:

7.16.1. notifies to the COO a wish to resign or

7.16.2. is absent without the permission of the Committee from more than one half of

their meetings in the year prior to any Annual General Meeting and the Committee resolves that his, her or their office be vacated or

7.16.3. ceases for any reason to be a member of the Guild.

Sub-committees

7.17. The Committee may appoint sub-committees as it thinks fit but any such sub-committees shall have an advisory capacity only. Such sub-committees may include, but are not limited to:

7.17.1. Film, Television, Theatrical and Commercials sub-committees

7.17.2. a Public Relations sub-committee to co-ordinate all publicity releases and liaise with the media, create advertising lay-outs for the Guild, investigate ways of promoting the Guild in the media and make recommendations to the Committee and oversee the hiring of any public relations advisers and

7.17.3. a Newsletter sub-committee to produce a periodic newsletter to members of the Guild

Validity of proceedings

7.18. The proceedings of the Committee and of any of its sub-committees shall not be invalidated solely by any inadvertent failure to elect, or any defect in the election, appointment, co-option, or qualification of any members.

Committee activities

7.19. The Committee shall appoint and fix the remuneration of the COO and of all such other staff as may in its reasonable opinion be necessary.

7.20. The Committee shall keep or cause to be kept by the COO or otherwise, in books kept for the purpose, minutes of the proceedings at all meetings of the Guild and of the Committee and any sub-committee.

7.21. The Committee shall encourage a relationship with respected organisations within the profession

Chair and Vice Chair

7.22. At its first meeting after the Annual General Meeting in any year the Committee shall appoint from among the Committee members, a Chair and a Vice-Chair for that year.

7.23. If at or prior to an Annual General Meeting the Chair or Vice-Chair retires then such person as the Committee shall appoint shall be the Chair or Vice-Chair of the Guild.

7.24. The Chair and Vice-Chair shall hold office for a term of one year but may be reappointed by the Committee.

Honorary Treasurer

7.25. The Committee shall at its first meeting following the Annual General Meeting in each year elect one of its members to be Honorary Treasurer of the Guild for a one year term and such treasurer shall be eligible for re-election by the Committee.

Theatrical and Commercials Representatives

7.26. The Committee shall at its first meeting following the Annual General Meeting in each year elect two of its members to act as a theatrical representative and a commercials representative respectively.

8. MEETINGS OF THE GUILD

8.1. An Annual General Meeting of all members of the Guild shall be held not later than November in each year. At least twenty eight clear days' notice of such meeting shall be given in writing by the COO to all members of the Guild but the only persons entitled to vote at such Meeting shall be full members and probationary members.

8.2. The business of the Annual General Meeting shall include the reception of the Annual Report of the Chair of the Guild, the reception and approval of the annual accounts, the election of auditors and the fixing of their remuneration, the announcement of the results of the ballot for members of the Committee, any business referred to the Meeting by the Committee and any other business that may have been previously notified to the COO and which the Chair agrees may be dealt with.

8.3. An Extraordinary General Meeting of full members and probationary members of the Guild shall be convened by the COO within forty two days of receiving a written request to do so signed by a majority of the members of the Committee or at least ten per cent in number of the full members of the Guild.

8.4. The quorum at a General Meeting of the Guild shall be not less than ten members entitled to vote (being full members or probationary members) or such other number as may from time to time be determined by the Committee. If a quorum is not present within thirty minutes of the time appointed for the Meeting, the Meeting, if convened on the requisition of members, shall be dissolved, in any other case it shall be adjourned to the same day in the next week, at the same time and place, or to such other day and at such other time and place as the Committee may determine.

8.5. The Chair shall take the Chair at each General Meeting of the Guild, but in his, her or their absence the Vice-Chair if present shall take the Chair but in the absence of both the Chair~~man~~ and the Vice-Chair the full members present shall elect one of their number to Chair the Meeting.

8.6. Save as otherwise provided all questions arising at any general meeting of the Guild shall be decided by a simple majority of those present and entitled to vote provided that:

8.6.1. arrangements for proxy voting may from time to time be made by the Committee and

8.6.2. the Chair of the meeting shall have a casting vote.

9. FINANCE

9.1. The financial year of the Guild shall end on the 31st September in each year or on such other date as may from time to time be determined by the Committee.

9.2. The Honorary Treasurer shall keep proper accounts of the finances of the Guild.

9.3. The Accounts shall be audited at least once a year by the auditor, or auditors appointed at the Annual General Meeting.

9.4. An audited statement of the accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting.

9.5. Bank accounts shall be held in the name of the Guild with such bank or banks as the Committee shall from time to time determine. The Committee shall authorise in writing the Secretary and no less than two members of the Committee to sign cheques on behalf of the Guild. All cheques must be signed by not less than two of the authorised signatories.

10. NOTICES

Any notice may be served by the COO on any member either personally or on his, her or their appointed representative as the case may be or by sending it through the post in a prepaid letter addressed to such member at his, her or their last known address in the United Kingdom and any letter so sent shall be conclusively deemed to have been received within five days of posting.

11. ALTERATIONS TO THE STATUTES

11.1. An alteration to these Statues may be made by resolution of at least two thirds of the full and probationary members at the election of the Committee either at an Annual or Extraordinary General Meeting of the Guild or by an email ballot of the full members and probationary members of the Guild. Any proposal for such alteration must be proposed and seconded by full members of the Guild and submitted in writing by email to the COO.

11.2. Voting at a duly convened and quorate General Meeting on such a proposal shall be by a show of hands of full members and probationary members (without the right to call a ballot) save that the votes of full members and probationary members not present at the Meeting shall be counted for or against the proposal if notified in writing to the COO prior to the date of the Meeting. There shall be no subsequent email ballot.

11.3. If the proposal is put to a postal ballot, the ballot shall be held within fourteen days of such proposal being submitted with a closing date no later than forty two days from the date on which the proposal was submitted.

12. GUIDELINES

12.1. The COO of the Guild shall be entitled to produce and circulate Guidelines to all members addressing any issue which the Guild, in its absolute discretion, considers relevant to promoting and safeguarding the highest professional standards and best practice among its members and the Casting Directors' profession generally.

12.2. Members of the Guild shall use all reasonable endeavours to observe and comply with the provisions of any Guidelines issued by the Guild.

13. DISSOLUTION

If the Committee decides that it is necessary or advisable to dissolve the Guild it shall call a meeting of the full members and the probationary members of the Guild of which not less than twenty eight days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a 75% majority of those present and voting the Committee shall have power to realise any assets held by or on behalf of the Guild. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such one or more charitable institutions and/or for such one or more charitable purposes having as an object as the Guild in General Meeting or failing that His Majesty's Attorney-General may determine.