

# *Canterbury Players*

## *Amateur Dramatic Society*

### **Constitution**

#### **1. Name**

- a. The Group shall be known as “Canterbury Players Amateur Dramatic Society”.

#### **2. Objectives**

- a. To foster interest and involvement in Dramatic Art.
- b. To provide live entertainment for local communities.
- c. To raise funds to cover related expenses and for possible charitable donations.
- d. To allow members to develop their stagecraft, technical, management and personal skills.

#### **3. Membership**

- a. Membership is open to all persons aged 16 or over.
- b. Application for membership shall be made by application form to the Committee through the Secretary. Election to membership shall be subject to approval by the Committee.
- c. Membership of the group is obligatory for any main participants in stage productions whether cast, or crew. Non-members may assist with productions. This requirement shall be interpreted by the committee in specific cases.

#### **4. Subscriptions**

- a. The annual subscription, which is currently £10, shall be decided by the Committee. Subscriptions are payable on admission, and thereafter at the start of the Society’s financial year.

#### **5. Management**

- a. The Society is managed through an elected body of no more than 12 persons working as a Committee.
- b. The officers of the society shall be:
  - i. The President
  - ii. The Chairman
  - iii. The Vice Chairman
  - iv. The Treasurer
  - v. The Secretary
  - vi. The Stage Manager
- c. The President shall be elected by the society as a whole at the AGM and shall hold office for 5 years.
- d. The 5 other officers shall be elected by the society as a whole at the AGM and they are then ex officio members of the Committee, the other six members of which are elected as members of the Committee at that meeting.
- e. Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
- f. The Committee may appoint one or more sub-committees consisting of three or more members of the Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Committee.
- g. The Committee shall be able to co-opt up to a maximum of three additional members for a specific purpose. Co-opted members shall be deemed to have resigned from the committee at the end of the financial year in which they were co-opted. Co-opted members do not count towards quoracy.

## **6. Meetings**

- a. The Annual General Meeting shall be held before the end of the month of July. Draft accounts for the previous year are to be presented at this meeting. Members may vote on matters either in person at any (AGM or committee) meeting or by proxy which must be submitted in writing (email is acceptable) to the secretary at least one week in advance of the meeting.
- b. The Committee shall be quorate at a majority of members.
- c. The Committee shall hold at least 4 ordinary meetings a year.
- d. A special meeting may be called at any time by the Chairman or by any two members of the Committee upon not less than 4 days' notice being given to the other members of the Committee of the matters to be discussed.
- e. The Committee shall keep minutes, in an agreed format, of the proceedings of meetings of the Committee and any sub-committee.
- f. A member who fails to attend 4 consecutive meetings may be requested to explain the reasons for the non-attendance. If the Committee is not satisfied with the explanation, that member may be requested to resign from the Committee.
- g. At the request of the Committee or by written request of six members of the Group, the Secretary shall call special general meeting. Notice of the meeting and the object thereof to be given to the members not less than seven days prior to such special meeting.
- h. The Chairman shall act as Chairman at meetings of the Committee. If the Chairman is absent from any meeting, the Deputy Chairman should take the chair. If the Deputy Chairman is absent, the members of the Committee shall choose one of their number to be chairman of the meeting before any other business is transacted.
- i. Members of the Committee may be changed at a Special General Meeting.

## **7. Financial**

- a. The Financial year runs from 1<sup>st</sup> July to 30<sup>th</sup> June.
- b. The Society is a non-profit organisation, holding sufficient reserves to support its ongoing programme.
- c. All monies relating to Society income and expenditure will be transacted through the Treasurer and subject to the approval of the Committee.
- d. Society funds shall be applied solely to the stated objectives of the Society.
- e. No member of the Society shall receive payment either directly or indirectly for services to the Society other than for legitimate expenses incurred in his or her work.
- f. The Society's accounts duly audited shall be available for inspection by members at least seven days before the date of the Annual General Meeting. For the purpose of audit the Society's financial year shall end on June 30<sup>th</sup>.

## **8. Dissolution of the Society**

- a. If the Committee decides that it is necessary or advisable to dissolve the Society it shall call a meeting of all members of the Society, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the Committee shall have power to realise any assets held by or on behalf of the Society.
- b. Any assets remaining after the satisfaction of any proper debts and liabilities shall be sold, given or transferred to such other charitable institution or institutions having objects similar to the Society as the members of the Society may determine or failing that shall be applied for some other charitable purpose.

## **9. Amendments to Constitution**

- a. The Constitution can be suspended or amended by an affirmative vote of two-thirds of the members present at a General Meeting.

