

## Warkworth Drama Group Constitution

### 1) NAME

The name of the Society shall be Warkworth Drama Group.

### 2) ADDRESS

The official address of the Society shall be that of the Secretary.

### 3) OBJECTS

The objects of the Society shall be:

- (i) To foster community spirit in Warkworth and District through dramatic productions, readings and local projects;
- (ii) To afford members the opportunity to pursue their theatrical ambitions;
- (iii) To support charities as suggested by the membership.

### 4) POWERS

In furtherance to the objects, but not otherwise, the Management Committee may exercise the power to:

- (i) Publicise and promote the work of the Society
- (ii) Work with other local drama groups to exchange advice, information and props and costumes if required
- (iii) Work with such individuals (who may not be members of the Management Committee) as necessary to conduct activities to meet the objects.
- (iv) Take any form of action that is lawful, which is necessary to achieve the objects of the Society.

### 5) MEMBERSHIP

- (i) Membership shall be free, and open to anyone who has an interest in assisting the Society to achieve its objects and is willing to adhere to the rules of the Society.
- (ii) Membership of the Society shall be a pre-requisite of participating in any of the Society's activities (including auditions).
- (iii) Where it is considered membership would be detrimental to the objects and activities of the Society, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.
- (iv) Any member of the Society may resign their membership by providing the Secretary with written notice.
- (v) Notwithstanding (iv), all members are requested to positively affirm with the Secretary their intention of remaining in the Society, at or around the date of the Annual General Meeting.
- (vi) Should such notice not be received, after no more than 2 years the individual's membership will be considered to have lapsed, if they have not otherwise been active in the Society.
- (vii) All members of 16 years or over shall be entitled to vote at the Annual General Meeting.

### 6) OFFICERS

The Officers shall consist of Chairperson, Secretary, Treasurer and Safety Officer, all of whom shall be elected annually at the Annual General Meeting.

### 7) MANAGEMENT COMMITTEE

There shall be a Management Committee to carry on the normal routine business of the society, for which it shall have plenary powers. In matters of general policy, the Management Committee must bring its recommendations before a General Meeting for confirmation. The Management Committee shall consist of the Officers and eight members and shall have power to co-opt other members at its discretion. All members of the Management Committee should attend at least 50% of meetings. All members of the Management Committee shall be elected annually at the Annual General Meeting.

### 8) MEETINGS

- (i) The Management Committee shall meet as required but at least once every three months. Meetings shall enable the Society to discuss actions, monitor progress and consider future developments

## Warkworth Drama Group Constitution

- (ii) All Management Committee members shall be given at least fourteen (14) days' notice of when a meeting is due to take place, unless it is deemed as an emergency.
- (iii) Quorum at a Management Committee meeting shall be seven members; at a General Meeting 12 voting members of the Society.
- (iv) It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted, and the minutes accessible to interested parties.
- (v) The Annual General Meeting shall take place in February or March. At least fourteen (14) days' notice must be given before the meeting takes place, and it shall be open to all interested parties.
- (vi) Extraordinary Committee Meetings will take place at the discretion of the Chairperson; Extraordinary General Meetings will take place at the Committee's discretion.

### 9) FINANCE

- (i) Any money acquired by the Society, including donations, contributions and bequests, shall be banked with a reputable company, in the best interest of the Society, in the name of the Warkworth Drama Group. All funds must be applied to the objects of the Society and for no other purpose.
- (ii) There shall be three cheque signatories at any time in the Society, one of whom shall be the Treasurer, and the other two shall be Officers or Committee Members appointed as cheque signatories by the Committee. All cheques above the value of £50 are to be signed by any two of the three signatories. All cheques at or below the value of £50 will only require a single signatory.
- (iii) Members of the Society shall only receive payment for legitimate expenses incurred in its work.
- (iii) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Society remains solvent. Official accounts shall be maintained, and will be examined annually by an independent examiner who is not a member of the Society. An annual financial report shall be presented at the Annual General Meeting. The accounting year shall run concurrently with the calendar year.

### 10) PRODUCTION

- (i) The Producer shall be responsible to the Management Committee and the Production Committee, formed at the Producer's discretion, must include a member of the Management Committee.

### 11) CONSTITUTION

- (i) Each new member shall be supplied with a copy of the Constitution on request.
- (ii) Any changes to this constitution must be agreed by a majority vote at a General Meeting.
- (iii) Proposed amendments to this constitution must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of a General Meeting to discuss such proposals, giving members at least four weeks (28 days) notice.

### 12) DISSOLUTION

- (i) The Society may be dissolved if deemed necessary by the members in a majority vote at a General Meeting. Any assets or remaining funds after debts have been paid shall be devoted to objects similar to those of the Society or to other purposes approved by the Commissioners of Customs and Excise at the discretion of the Management Committee.