

## **THE CONSTITUTION OF THE BOURN PLAYERS AMATEUR DRAMATIC SOCIETY**

adopted on the 6<sup>TH</sup> December 2012.

### **Rule 1. Name**

The Society shall be called **BOURN PLAYERS**.

### **Rule 2. Objectives**

The objective of Bourn Players is to put on theatrical productions which are inclusive of the local community including the schools in the area. Through these productions the society will raise money for any charitable or other purpose as agreed from time to time by the Society.

### **Rule 3. Powers**

In furtherance of these objects but not otherwise the Society through its Executive Committee may exercise the following powers:

- a. To promote plays, drama, comedies, operas, operettas and other dramatic, operatic and musical works.
- b. To purchase, acquire and obtain interests in the copyright of, or the right to perform or show any such works.
- c. To purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings, scenery and all other necessary effects.
- d. To raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise, provided that in raising funds the Society shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- e. Subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Society.
- f. To employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objectives of the Society.
- g. To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or similar charitable purposes and to exchange information and advice with them.

h. To do all such other lawful things as are necessary for the achievement of the objectives of the Society.

#### **Rule 4. Eligibility for Membership**

Membership shall be open to all those who have sympathy with the objectives of the Society. Junior Members will be defined as those under the age of 18. Junior Members cannot be appointed to trustee positions.

#### **Rule 5. Voting Rights**

Members having voting rights shall be those who have paid the full subscription for any production currently under way plus those who have participated in an active way (whether by performing, directing, promoting or helping front or back of house) in productions in the last 3 calendar years before the date of the meeting at which they are voting. Every adult entitled to vote shall have one vote. Junior members have no voting rights.

#### **Rule 6. Expulsion of Members**

The Executive Committee may by a unanimous vote remove from the list of Members the name of any Member who has persistently neglected the work undertaken by the Society or whose conduct it considers likely to endanger the welfare of the Society or impede any production in progress. The individual shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

#### **Rule 7. Subscriptions and Finance**

##### **Rule 7a. Subscriptions and Fees**

Subscription to the Society shall be determined from time to time by the Executive Committee. Currently no annual subscription will be levied. Cast members of productions, including Director, Musical Director and Producer but not those in supporting roles (eg, Props manager, make-up etc) will be asked to pay a production subscription. Subscriptions for each production shall become due and be paid to the Treasurer 21 days prior to a first performance.

##### **Rule 7b. Non-Payment of Subscriptions.**

The Executive Committee shall have the power by bare majority to suspend any member whose subscriptions remains unpaid 2 calendar months after the due date from exercising all or any of the privileges of membership until his or her subscription is paid.

##### **Rule 7c. Finance**

a. The funds of the Society shall be applied solely in furthering the objects of the Society.

b. The funds of the Society, including all members' fees, donations, box office income and bequests, shall be paid into an account operated by the Executive Committee in the name of the Society at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.

c. No member of the Society shall receive payment directly or indirectly for services to the Society or for other than legitimate expenses incurred in its work.

d. No expenditure shall be incurred by any member of the Society without the authority of the Chairman or Treasurer and all accounts shall be sanctioned by the Executive Committee.

#### **Rule 7d. Financial Year**

The financial year of the Society shall commence on 1<sup>st</sup> July and an annual profit and loss account and balance sheet shall be prepared and presented at the AGM.

#### **Rule 7e. Executive Committee Members not to be personally interested**

No member of the Executive Committee shall acquire any interest in property belonging to the Society [otherwise than as a Trustee for the Charity] or receive remuneration or be interested (otherwise than as a Member of the Executive Committee) in any contract entered into by the Executive Committee.

#### **Rule 8. Executive Committee**

a. The Society shall be managed by an Executive Committee elected at the Annual General Meeting consisting of the following Officers, namely: Chairman, Vice-Chairman, Treasurer, Secretary, Child Protection Officer and 3 other Members. The Director and Musical Director of the current production will be co-opted members with no voting rights. The committee will have the power to co-opt other members as it sees fit.

b. The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number.

#### **Rule 9. Meetings of Executive Committee**

a. The Executive Committee shall hold at least two ordinary meetings a year.

b. A special meeting may be called at any time by the Chairman or by any two members of the Executive Committee upon not less than 4 days' notice being given to the other members of the Executive Committee of the matters to be discussed.

- c. The Chairman shall act as chairman at meetings of the Executive Committee. If the Chairman is absent from any meeting, the members of the Executive Committee shall choose one of their number to be chairman of the meeting before any other business is transacted.
- d. There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or 4 of the Executive Committee, whichever is greater, are present at a meeting.
- e. Every matter shall be determined by a majority of votes of the members of the Executive 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 Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings of meeting of the Executive Committee and any sub-committee.
- g. The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

#### **Rule 10. Executive Committee's Powers**

The Executive Committee shall have power to decide any questions arising out of these Rules and all other matters connected with the Society other than and except those which can be dealt with only by the Society in General Meeting.

#### **Rule 11. Annual General Meeting**

- a. The Annual General Meeting of the Society shall be held in the month of July or as soon as practicable thereafter, when the Report of the Executive Committee and accounts for the past year shall be presented, the Officers, other members of Executive Committee and the honorary Life Members, if any, elected, and all general business transacted.
- b. Every Annual General Meeting shall be called by the Executive Committee. The Secretary shall give at least 21 days' notice of the Annual General Meeting to all members of the Society. All the members of the Society shall be entitled to attend and vote at the meeting.
- c. Before any other business is transacted at the first Annual General Meeting the persons present shall appoint a chairman of the meeting. The chairman shall be the chairman of subsequent Annual General Meetings, but if he or she is not present, the persons present shall appoint a chairman of the meeting.
- d. The Executive Committee shall present to each Annual General Meeting the report and accounts of the Society for the preceding year.
- e. Nominations for election to the Executive Committee must be made by members of the Society to

Secretary before the Annual General Meeting. The nominee should ensure that those nominated have indicated their willingness to be nominated. Should nominations exceed vacancies, election shall be by ballot.

#### **Rule 12. Retirement of Officers and Executive Committee**

The Executive Committee shall retire annually but shall be eligible for re-election. The names of candidates for these positions should be sent to the Secretary before the Annual General Meeting and if more names are proposed than the number required to fill the vacancies and sufficient are not withdrawn at or before such Meeting, the election shall be by ballot. If all the before-mentioned positions shall not be filled at such Meeting or any casual vacancy shall thereafter occur the same shall be filled by the remaining members of the Executive Committee.

#### **Rule 13. Special General Meetings**

A Special General Meeting of the Society may be called at any time at the discretion of the Executive Committee and shall be called within 14 days after the receipt by the Secretary of a requisition in writing to that effect signed by at least 6 Members. Every such requisition shall specify the business for which the Meeting is to be convened and no other business shall be transacted at such Meeting.

#### **Rule 14. Quorum at General Meetings**

No business other than the formal adjournment of the Meeting shall be transacted at any General Meeting unless a quorum be present and such quorum shall consist of not less than 10 members entitled to vote.

#### **Rule 15. Notice of General Meeting**

A printed notice of every General Meeting accompanied in the case of the Annual General Meeting by the Statement of Accounts for the past year and particulars of nominations for the Executive Committee (including the Officers) and Auditor and of any proposal to elect an honorary Life Member shall be sent to each member at least 14 days prior to the day fixed for such Meeting.

#### **Rule 16. Resolution at General Meeting**

Unless otherwise provided by these Rules all resolutions brought forward at a General Meeting shall be decided by a bare majority of the votes properly recorded at such a Meeting and in the case of an equality of votes the chairman shall have a second or casting vote.

#### **Rule 17. Selection of Works and Cast**

A Production Sub-committee shall select the Producer, Director and Musical Director for each production. The Director and Musical Director shall then select the work to be produced by the Society and the cast. The Production Sub-committee shall determine the dates of productions.

#### **Rule 18. Dissolution of Society**

If the Executive Committee decides that it is necessary or advisable to dissolve the Society it shall call a meeting of all members of the Society with voting rights, of which not less than 14 days' notice (stating the terms of the resolution to be proposed) shall be given. The meeting must be quorate (See Rule 14). If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be distributed as the members shall determine.

**Rule 19. Alteration to Rules**

No alteration of these Rules shall be made except at a General Meeting.