

CONSTITUTION

adopted on theFirst..... day ofMarch 2006.

Rule 1. Name*

The Society shall be called **BOURN PLAYERS**

Rule 2. Objects*

The objects of Bourn Players are to educate the local community in the dramatic and operatic arts, and to further the development of the local community's appreciation and taste in the said arts and to raise money for any charitable or other purpose as agreed from time to time by the Society. Bourn Players will, in particular, endeavour to maintain close links with Bourn Primary School.

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 of educative value.
- 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 objects.
- 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 objects of the Society.

Rule 4. Eligibility for Membership*

Membership shall be open to all those having sympathy with the objects of the Society and desiring actively to further it. 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. Applications for Membership

All applicants wishing to become members of the Bourn Players shall complete the prescribed Record Details Form, which will be supplied by the Membership Secretary.

Rule 7. Names of Candidates to be sent to Executive Committee

The names and addresses of candidates for election shall be sent by the Secretary to each member of the Executive Committee at least two clear days prior to the day of the meeting at which such applications for membership are to be considered by the Executive Committee.

Rule 8. 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 9. Subscriptions and Finance

Rule 9a. 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 9b. 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 9c. 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 9d. Financial Year*

The financial year of the Society shall commence on 1 September and an annual profit and loss account and balance sheet shall be prepared and presented at the AGM.

Rule 9e. Production Money

All monies due from Members in connection with the production and performance of any work shall be accounted for, and paid to the Treasurer, within 21 days after the conclusion of the final performance. The Executive Committee shall decide on options for the disposal of any surplus funds and put this to vote at a General Meeting.

Rule 9f. 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 10. 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.

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

Rule 11. 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 5 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 12. 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 13. Annual General Meeting*

- a. The Annual General Meeting of the Society shall be held in the month of September 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.⁴
- 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 in writing and must be in the hands of the Secretary at least 14 days before the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot.

Rule 14. 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 shall be sent to the Secretary in writing at least 14 days 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.

