

Theatrecraft Herne Bay

CONSTITUTION

1. **Name**

The Society shall be known as Theatrecraft.Herne Bay

2. **Aims**

- (a) The aims of the Society shall be to promote generally the amateur theatre, together with other directly associated activities.
- (b) The assets of the Society shall be used only for such objectives and no payment shall be made to any member for services to the Society, except if agreed by the Committee as a legitimate expense.

3. **Membership**

- (a) Prospective members should apply to the Secretary, using the appropriate form and may be asked to audition and/or be interviewed before admission is approved. Membership shall be at the discretion of the Committee.

There shall be five classes of Membership

- (i) **Single Members** - over the age of sixteen
 - (ii) **Family Membership** - Family Membership consists of partners together with children living at home. Children under the age of sixteen shall be non-voting
 - (iii) **Student/Full Time Education** - over age of sixteen
 - (iv) **Honorary Life Membership** - Honorary Life Membership may be granted to any person, who in the view of the Committee has rendered outstanding service to the Society. Such membership shall carry full voting rights but shall be free from subscription.
 - (v) We are offering any **scenery construction or backstage worker**, who is not a full member, a voluntary payment of £1.00 to be covered by our insurance in the event of a serious accident from working backstage. If this is not required we will ask for a disclaimer to be completed.
- (c) All members over the age of 16 and having paid the annual

subscription shall be eligible to stand for Committee, nominate and second anyone to the Committee and to vote at the AGM and any EGM (hereinafter known as 'eligible members')

- (d) A member shall be eligible to participate in all Society activities. However, membership does not automatically entitle a Member to take part in a production. All Members shall be prepared to undertake any duties in connection with the activities of the Society if asked to do so by the Committee.
- (e) Theatrecraft has adopted the Child Protection Policy 2012. A member of the Committee will be appointed to be the Child Protection Officer in connection with the workings of the Society.

4. Sponsors

The Committee is empowered to accept Sponsors to the Society upon payment of an agreed fee. Such sponsors shall be entitled to such benefits as appropriate and agreed by the Committee.

Sponsors are not entitled to be elected to the Committee or to vote at any AGM or EGM

5. Subscriptions

- (a) Members shall pay an annual subscription to the Society as recommended by the Committee and ratified by the Membership at the AGM or an EGM. (Temporary members may be asked to pay a reduced subscription which is valid for the duration of the relevant production or task)
- (f) All annual subscriptions shall be due and payable on 1st January of each year. Members in arrears have no right to vote at an AGM or EGM or to take part in any production until outstanding subscriptions have been paid.
- (g) The financial year shall run from 1st January to 31st December.

6. Financial Management

- (a) All money received by the Society shall be deposited in the Society's bank accounts. All withdrawals require the signature of either the Secretary or Treasurer.
- (h) The accounts of the Society shall be subject to an annual independent scrutiny and a statement of account presented to the membership at the AGM.

7. The Society's Committee

The Society's affairs shall be administered by a Committee elected at the AGM consisting of the Chairman, Secretary, Treasurer, Business Manager, Publicity Manager, Social Secretary and three General Committee Members

- (a) All members of the Committee shall retire annually at the AGM, but are eligible for re-election.
- (i) The Committee shall meet on a regular basis to carry out its duties. A quorum shall consist of not less than five Committee Members. In the absence of the Chairman, the Secretary or Treasurer shall take the Chair. In the absence of a quorum, business may be dealt with but any decisions taken only become valid after ratification at the next meeting when a quorum exists.
- (j) In the event of any Committee Member being unable to attend Committee meetings for three consecutive months, without notification or good reason, the remaining members of the Committee may request his/her resignation from the Committee and co-opt a Member of the Society to fill the position until the date of the next AGM.

8. The Annual General Meeting

- (a) The AGM shall be held annually on any day in May to carry out the following business:
 - (i) To receive the Chairman and Secretary's reports on the year's activities and the statements of accounts from the Treasurer for the previous financial year.
 - (vi) To receive Officers' reports where applicable

- (vii) To elect the accountants/bookkeeper
 - (viii) To review subscriptions
 - (ix) To appoint two scrutineers
 - (x) To elect officers and members of the Committee by closed ballot
 - (xi) To consider any changes to the Constitution in accordance with Rule 8, d and e.
 - (xii) President's remarks
- (k) Members shall receive notice of the AGM, together with Agenda, not less than 21 days before the due date. Additional copies may be obtained in advance upon request to the Treasurer and made available to each member attending the AGM.
 - (l) Nominations for the post of officers and committee members must be made in writing to the Secretary not later than 31st March, seconded by an eligible member.
 - (m) Any Other Business shall be notified in writing to the Secretary not later than seven days prior to the AGM
 - (n) Any proposed alterations to this Constitution must be sent in writing to the Secretary not later than 31st March, duly proposed and seconded by two eligible members of the Society. Notice of proposed alterations shall be included in the Notice of the AGM.

9. Extraordinary General Meeting

An EGM may be called by the Committee or not less than fifteen eligible members. At least 28 days' notice shall be given to the Secretary, who, in turn, shall give members not less than 14 days' notice in writing of the agenda. No other business may be transacted at the EGM.

10. Quorum and Voting

- (a) At any AGM or EGM, a quorum shall consist of at least 40% of the eligible membership.

- (b) In the event of eligible members being unable to attend in person, he or she may nominate another eligible member to vote on their behalf. Such nominee must be in possession of a suitable proxy form, available on request to the Secretary.

11. Responsibilities of the Committee

- (a) The Committee shall be responsible for the general management and administration of the Society and shall act at all times in the best interests of the general membership including (but not limited to) the choice of productions, venues and the legal obligations of the Society, including Performing Rights legislation and appropriate insurance.
- (b) The Committee are empowered on behalf of the Society to make engagements, enter into contracts and to receive and pay monies on behalf of the Society
- (c) The Committee shall be responsible for the appointment of Directors, Musical Directors, Choreographers and Production Assistant. The Director, if a member of the Society, shall be an ex-officio member of the Committee for the duration of the production, such responsibilities to be limited only to matters arriving from that production
- (d) The Committee may appoint any sub-committee to deal with specific matters. Such sub-Committee shall always include a member of the General Committee
- (e) The Committee shall appoint a Casting Panel for purposes of each production.

A Play Panel shall comprise The Director and two members appointed by the Committee

A Musical/Panto Panel shall comprise of The Director, Musical Director, Choreographer and two members appointed by the Committee

12. Responsibilities of the General Membership

- (a) Members shall conduct themselves in the best interests of

the Society at all times.

- (b) Members shall not commit the Society to any contract, engagement or expense without prior permission of the Committee
- (c) Casting shall, in the first instance, be by audition. The Member must notify the Casting Panel at the time of auditioning of any holiday or other commitments during the period of rehearsals that may necessitate the member's absence from scheduled rehearsals. On being cast for any production, the Member undertakes to behave in a professional and responsible manner at all times, including (but not limited to):
 - (i) Prompt and regular attendance at rehearsals. In the event of a member being unable to attend a scheduled rehearsal, the Director or PA must be notified before the commencement of the rehearsal.
 - (ii) The wearing of appropriate clothing and footwear as requested by the Director or Choreographer
 - (iii) Members of the cast and backstage staff undertake to adhere to any rules and regulations relating to the performance venue, including Health and Safety Regulations and Society Rules relating to the performance, as notified to the cast by the Director or the Committee.
 - (iv) No person other than a member shall be present at the rehearsals without the consent of the person conducting the rehearsal, or the chairman of the society.

13. Breach of Constitution and Rules

In the event of any breach of these rules, the matter will be brought to the attention of the Member by two members of the Committee, following which the Committee shall have the power to expel or reprimand any member whose conduct, in the opinion of at least two thirds of the full Committee, renders that person unfit to be a member of the Society. No expulsion or reprimand shall take place without the Member having first

been given the option to appear before the Committee. The following exception may apply

If, in the view of two members of the committee, together with either the Stage Manager or Director, a member's action endangers the safety of other members or contravenes a venue's regulations, the Member may be asked to step down from the production or, in extreme cases, to leave the venue immediately.

14. Complaints and Grievances

In the event of any complaint or grievance, the Member shall notify a member of the Committee in writing, who shall bring the matter to the attention of the Committee. The Member shall be notified of the finding of the Committee in writing.

15. Amendments to the Constitution

The Constitution may be amended at any AGM, in accordance with 8e or at an EGM convened only for that purpose.

16. Winding up of the Society

The Society shall not be terminated except by the resolution of an EGM convened as stated above. Such resolution must be agreed by at least 60% of the eligible voting members. The funds of the Society shall, after the sale of all assets and the payment of outstanding debts, be dispersed.