



# CONSTITUTION

REVISED MAY 2023

## **CONSTITUTION OF THE LECKHAMPTON PLAYERS**

1. The name of the Society is: **“The Leckhampton Players.”**

### **Objects.**

2. The objects of the Society shall be the promotion of interest in drama, the production of plays, pantomimes and musical shows, and for charitable and philanthropic purposes generally.

### **Officers**

3. The Officers of the Society shall consist of:
  - a) Chairman
  - b) Vice Chairman
  - c) General Secretary
  - d) Treasurer
  - e) Assistant Treasurer
  - f) Ticket Secretary
  - g) Assistant Secretary
  - h) Stage Director
  - i) Publicity Manager
  - j) Safeguarding Officer

### **Committee**

4. The affairs of the Society shall be managed by the Officers of the Society and three Committee members (hereinafter referred to as the General Committee). Seven members of the General Committee shall form a quorum.

### **President**

5. The General Committee at the first meeting thereof after the Annual General Meeting shall appoint a President who shall serve for a period of twelve months.

### **Election of Officers and Committee.**

6. Any two members of the Society shall be at liberty to nominate a member of the Society as an Officer or Committee Member. The name of each person so nominated shall be sent in writing to the General Secretary at least 14 days before the Annual General Meeting of the Society, provided the consent of the person so nominated has been obtained. The Officers and three Committee Members shall be elected by a ballot at each Annual General Meeting and shall hold office and serve until the next AGM when they shall retire but shall be eligible for re-election from year to year.

### **Appointments and Sub-Committees**

7. The General Committee shall appoint to undertake such aspects of any production of the Society as they deem necessary ( e.g. Director, Producer, Stage Manager, Choreographer, Musical Director etc. ) The General Committee shall have the power to appoint such sub-committees as they deem necessary or expedient and may delegate authority thereto.

### **Admission of Members.**

8. Membership of the Society shall consist of:
  - a) Full Members, being those who are at least 16 years of age, who have paid such subscription as may be determined from time to time by the General Committee. Only full members may hold office.
  - b) Junior Members, being those who are under 16 years of age who have paid a subscription as above. These members are not allowed to vote, but may take part in any of the Society's productions at the discretion of the General Committee and Director / Producer.

A copy of the Society's Constitution shall be made available to each member as soon as practicable after the commencement of his/her membership. All members will be entitled to the benefits and privileges of membership and shall be bound by the rules of the Society.

Every member of the Society shall communicate to the General Secretary his/her address and any other contact details.

### **Annual General Meeting**

9. The Annual General Meeting shall be held not later than the end of May each year upon a date and time and venue to be fixed by the General Committee for the following purposes:
  - a) To receive from the General Committee a report, balance sheet and statement of accounts for the preceding financial year.
  - b) To elect the Officers and the said three Committee Members and to appoint an Auditor or Independent Examiner for the ensuing year.
  - c) To decide on any resolution which may be submitted to the meeting.

### **Convening General Meetings**

10. At least 28 days before the Annual General Meeting or Extraordinary General Meeting, a notice of such meeting and of the business to be transacted thereat, shall be delivered to every Full Member, Junior Member and Patron of the Society. The balance sheet and statement of accounts shall be available for perusal prior to the meeting

### **Notice of Business.**

11. Any member desirous of moving any resolution at the Annual General Meeting shall give notice thereof in writing to the General Secretary not less than 21 days prior to the meeting.

### **Extraordinary General Meeting**

12. The General Committee may at any time for any special purpose call an Extraordinary General Meeting.

Furthermore, it shall do so forthwith upon request in writing of any 10 members of the Society stating the purpose for which the meeting is required.

### **Proceedings at General Meetings**

13. At all General Meetings of the Society, the Chairman or Vice-Chairman shall take the chair. Every Full Member present shall be entitled to one vote upon every motion and in the case of an equality of votes the Chairman shall have a second or casting vote.

### **Quorum**

14. A quorum at all General meetings shall be 25 members of the Society.

### **Financial Year**

15. The financial year of the Society shall end on the 31<sup>st</sup> March in each year to which day the accounts of the Society shall be balanced.

### **Examination of Accounts**

16. The accounts shall be scrutinised by an Auditor or Independent Examiner as soon as practicable after the end of the financial year. No member of the General Committee shall be appointed as Auditor or Independent Examiner.

### **Meetings of the General Committee**

17. The first meeting of the General Committee shall be called by the General Secretary and shall be held within 21 days after the Annual General Meeting. All subsequent meetings of the General Committee shall be called at the discretion of the General Secretary and Chairman. Minutes shall be taken of all the proceedings of the General Committee.

### **Vacancies on the Committee**

18. The General Committee shall have power to appoint a member of the Society to fill any casual vacancy in any office or on the General Committee until the next Annual General Meeting.

### **Selection of Productions and Members to take part therein**

19. The General Committee shall select the work to be produced by the Society from time to time and through auditions the members to take part in any such work, who at all times shall comply with the regulations set down by the General Committee and the instructions given by the Director.

The General Secretary shall give due notice of the works to be produced and details of any auditions to all members of the Society. The General Committee may appoint a sub-committee under rule 7 which, with the Director, shall be responsible for selecting the cast, but in the case of difficulty in casting, the General Committee shall make a final decision.

### **Subscriptions**

20. The General Committee shall determine the annual subscription for Full and Junior Members of the Society. All annual subscriptions shall be payable from the 1<sup>st</sup> of April each year. Payment shall be made to the Treasurer who shall give a receipt thereafter. An existing member who fails to pay a subscription before 1<sup>st</sup> September shall be deemed to have resigned from the Society,

No one may participate in any production until the subscription has been paid.

### **Signature of Cheques and Approval of Online Transactions**

21. Cheques and online transactions can only be signed or approved by any two of the following Officers: Chairman, Treasurer, Assistant Treasurer or Vice Chairman.

### **Prohibition**

22. No member shall on any pretence or in any manner receive any profit, salary or emoluments from the funds or transactions of the Society or enter into any engagement or order any article or thing in the name of or on behalf of the Society, unless previously authorised by the General Committee.

### **Patrons**

23. The Society is pleased to invite members of the community to support the Society as Patrons. Patrons will be kept fully informed of The Leckhampton Players' events and productions and receive priority booking forms and concessionary rates.

### **Interpretation of Rules**

24. The General Committee shall be the sole authority for the interpretation of these rules and the decision of the General Committee upon any question of interpretation shall be full and binding.

### **Amendment of Rules**

25. These rules may be amended by a two-third majority of any Annual or Extraordinary General Meeting duly convened, providing that 21 days notice of the proposed amendment/s has been given to the General Secretary in writing and to all members of the Society in the notice convening the meeting.

### **Other Activities**

26. The General Committee may arrange competitions, social functions, play readings, courses of instruction, theatre visits or any other activity likely to encourage the interests of the Society and the membership.

### **Dissolution of the Society**

27. In the event of the dissolution of the Society the balance of funds, after payments of all debts, shall be devoted to charitable purposes approved by the General Committee and the President jointly.

This version adopted May 2023.