

BRANTHAM AMATEUR THEATRICAL SOCIETY

1. TITLE

- a) **The Society shall be called the Brantham Amateur Theatrical Society.**

2. AIMS AND OBJECTIVES

- a) **The aims and objectives of the Society shall be the cultivation of the art of live theatre and the encouragement of community participation and appreciation of this art.**

3. MEMBERSHIP

- a) (i) **FULL MEMBERSHIP** – Full members may participate in all aspects of amateur theatre in which the Society takes part. There are two types of Full Membership; Adult and Child.

(ii) **ASSOCIATE MEMBERSHIP** – Associate members may participate in the Society's activities in backstage, front of house and technical roles.

(iii) **HONORARY LIFETIME MEMBERSHIP** – Full lifetime membership bestowed to a small but distinguished group of individuals who have been recognised for providing a significant period of years of continuous and extraordinary service to the society.

- b) **The next section applies to membership class (a) (i) only.**

An adult member shall be 18 years of age or over at the time of paying their membership fee and will be eligible to vote at a General Meeting. A child member will be under 18 years of age at the time of paying their membership fee and will not be eligible to vote at a General Meeting.

- c) **Full Membership will be available on an individual (Adult & Child), joint (2 Adults) and family basis (2 Adults and 2 or more children up to the age of 18 years). Honorary Lifetime members will be regarded as full members but will not be subject to membership fees.**
- d) **An annual membership fee shall be payable by all members on joining the Society and thereafter on the anniversary of their joining.**
- e) **Any member wishing to resign will forego any membership fees paid for that year.**

- f) **The scale of fees will be recommended by the Committee and subject to acceptance or change by the membership at the AGM.**
- g) **All adult members of the Society shall have access to a copy of the Constitution and agree to abide by it.**
- h) **All adult members of the Society shall have access to a copy of the Child Protection Policy and indicate on their Membership Form that they have read and agree to adhere to this policy**
- i) **Nominations for Honorary lifetime members can be made to the Society's Management Committee. Executive Officers of the Committee are not eligible for nomination.**

4. LIABILITY

- a) **At all times all adult members of the Society shall be jointly responsible for the debts of the Society. A member's personal liability will however be limited to the extent of the annual membership fee.**
- b) **The Management Committee may not agree any project or expenditure which will raise the total known liabilities of the Society to more than the bank balances of the Society at that time, except with the approval of the membership of the Society given by those, with the right to vote, who attend a General Meeting.**

5. MANAGEMENT

- a) **The day-to-day running of the Society and its financial management shall be vested in an elected Management Committee.**
- b) **The Executive Officers of this Committee shall consist of:**
CHAIRPERSON
VICE-CHAIRPERSON
SECRETARY
TREASURER
- c) **Non-Executive Officers may include:**
MEMBERSHIP SECRETARY
COSTUME/WARDROBE MANAGER
SOCIAL SECRETARY
PUBLICITY AND PUBLIC RELATIONS REPRESENTATIVE
STORES, SCENERY & PROPERTIES MANAGER

**JUNIOR/TEEN BATS REPRESENTATIVE
OFFICERS WITHOUT PORTFOLIO**

6. ELECTION OF OFFICERS

- a) **The Management Committee shall be elected annually at the Annual General Meeting by those fully paid up members of the Society eligible to vote and present at the meeting and those members must have been members for at least the preceding three months.**
- b) **All candidates for election must be proposed and seconded by members of the Society. Each candidate must be asked if he or she is willing to stand for election before the start of the AGM and must be made aware of the Constitution before the election commences.**
- c) **A candidate shall be elected by a simple majority. No Child Member or Associate Member shall be eligible to vote or to be nominated.**
- d) **The FOUR EXECUTIVE OFFICERS MUST BE ELECTED AND THE POSTS FILLED. The remaining Officers shall be elected if at all possible.**
- e) **No person may fill more than one executive post. However, an executive officer may also be elected to a non-executive officer post and one person may occupy more than one non-executive officer post. If, after all efforts have been made to fill the non-executive officer posts, the Management Committee does not comprise 10 members then ordinary committee members may be elected without portfolio to raise the committee size to 10 persons.**
- f) **All officers elected shall remain in post for a minimum of twelve months.**
- g) **If any officer cannot carry on his committee post for this period and has to resign, the post will be temporarily filled by an election by the committee on the same terms as AGM elections. If the post does not need to be filled immediately, it can be left vacant until the next AGM. However, if an executive officer resigns, then the remaining Committee Members will at the next Committee Meeting vote by majority a temporary replacement pending the next Annual General Meeting.**
- h) **If any committee member misses three consecutive meetings without a satisfactory explanation, he or she will be considered to have resigned.**

7. MEETINGS

a) General

- i. All resolutions to be moved at a general meeting shall be sent to the secretary 14 days before the meeting.
- ii. All new rules and amendments to the constitution must be sent to members at least 10 days before a general meeting and must be accepted by two thirds of the voting members of the Society who attend that general meeting, before they can be accepted into the Society's rules.
- iii. The quorum for any general meeting shall be 20% of the paid-up membership eligible to vote.
- iv. If there are insufficient members present at a general meeting to form a quorum, the meeting shall be closed without any business taking place and a further meeting shall be arranged at a later date.
- v. All members shall be given at least 10 days notice of the new date for the meeting. If after two such postponements, there are still insufficient members to form a quorum, the Committee shall be at liberty to dissolve the Society in accordance with SECTION 10 of the Constitution.
- vi. In the case of such action being necessary, a meeting called for this purpose and under these circumstances only shall require only a two-thirds majority vote by those present and eligible to vote regardless of whether or not a quorum has been formed

b) An Annual General Meeting shall be held as near as possible after the last day of November each year. All paid-up members of the Society shall be notified of its time and venue. The meeting shall be also open to non-members but they will take no part in the elections and will only be allowed to speak at the discretion of the chairman.

- i. The new committee shall be elected at this meeting and the new chairman shall take the chair the moment he or she has been elected, although the outgoing chairman will be permitted to stay on the rostrum to advise the new chairman.
- ii. The statement of accounts of the Society for the year ended 30th September shall be presented at the AGM. At the AGM an honorary auditor will be appointed by the management committee to verify the accounts for the following year.

c) An Extraordinary General Meeting can be called by the management committee by giving members 10 days notice of the date, venue and business of the meeting.

Such a meeting may also be called by the secretary on receipt of a request from 10 voting members of the Society.

d) Committee meetings

- i. Committee Meetings shall be held regularly on a day and at a venue agreed on by the committee members.**
 - ii. A minimum of 6 meetings shall be held annually and prompt and regular attendance is required.**
 - iii. An emergency committee meeting shall be called by the secretary on receipt of a request from three or more committee members at any time, provided always that all available executive members shall be notified of such meetings and the business thereof.**
 - iv. The quorum for any committee meeting shall be 4 members, at least two of whom shall be an executive officer.**
 - v. Any motion on which a vote is to be taken at a Committee meeting must be proposed and seconded. The motion will be carried by a simple majority vote and, in the event of a tied vote, the chairman shall have the casting vote.**
 - vi. Business discussed in committee meetings shall be considered as private and should not be discussed outside the meeting, but any member has the right of access to the minutes of any meeting.**
 - vii. Members can attend committee meetings to bring forward a point for discussion by asking any committee member. They will be informed of the venue of the next meeting and the time at which they should attend. They will only be present during discussion of their particular item.**
 - viii. Sub committees shall be encouraged but the chairman of any sub committee shall be a full committee member if at all possible.**
- e) At both general and committee meetings any voting member who has a personal or business interest in an item under discussion must declare such an interest before making any statement or voting on the subject.**

8. FINANCES

- a) The Society shall operate as not-for-profit. All money raised by the Society shall be spent solely on the aims and objectives described in the constitution.**
- b) A bank account shall be maintained on behalf of the Society at a bank agreed by the Committee. Each payment from the account shall require two signatories.**

- c) **Records of transactions shall be maintained by the Treasurer. The Society's accounts shall be audited annually.**
- d) **No member of the Society shall receive any payment for his or her services on or off the stage, but expenses incurred by members in the business of the Society shall be paid subject to the full approval of the Management Committee.**
- e) **Receipts covering expenditure should be submitted when claiming these expenses. Any professional advice or services shall be dealt with in the same way as any other expense incurred in the running of the Society or a production.**

9. PRODUCTIONS

- a) **Any production staged by the Society will first be agreed by the Committee, by a simple majority vote if necessary. This approval will include selection of the PRODUCER and DIRECTOR and PRODUCTION. All other members of the production team shall be chosen by the producer. From the day the Committee passes a production the producer shall have complete charge of the production and the Committee shall not intervene in any matter except in extreme circumstances or at the request of the producer. All major productions shall be cast by auditions and the auditions shall be carried out by the producer or by person or persons designated by him/her to do so. The final casting of the production shall be carried out by the producer and his/her decision will be final.**
- b) **The producer of the proposed production shall, in consultation with the treasurer, fix a budget for the production and all financial affairs concerning the proposed production shall be discussed and passed by the committee prior to the commencement of rehearsals or to any costs being incurred.**
- c) **Regular feedback on progress against plan will be given to the Committee by the Producer**

10. DISSOLUTION OF THE SOCIETY

- a) **If the Committee by a simple majority decide at any time that on the grounds of expense or otherwise, it is necessary or advisable to dissolve the Society, it shall call a meeting of all members of the Society who have the power to vote, of which meeting not less than 21 days notice (stating the terms of the Resolution to be proposed) shall be given.**

- b) **If such a decision be confirmed by a two-thirds majority of those present and voting at such a meeting, after all liabilities have been met, the remaining funds and assets shall be disposed of to a charity or society nominated by the final Management Committee of the Society.**

11. BEHAVIOUR

- a) **Members of the Society are requested that any disagreement be handled in a sensitive manner and, in extreme cases, be brought to a committee meeting.**
- b) **Members are at all times asked to promote the name of the Society and to further its wellbeing with the Public in any way they can.**
- c) **All members are free to take part or assist with other theatrical events, provided that their other commitment would not adversely affect their commitment to Brantham Amateur Theatrical Society. Notice of such an intention would be appreciated.**
- d) **Should the Committee determine that a member be expelled, then that member has a right of appeal to the Committee Chairperson who does not vote on expulsion.**
- e) **Should it be necessary for the Committee to expel any member, for whatever reason, then that member will forego any membership fees for that year.**

Constitution revised 28 January 2019 FINAL