



CONSTITUTION

1 Title

The name of the Club shall be "Huntingdon Drama Club".

2 Objects

The objects of the Club shall be to:

- a) promote the appreciation of drama
- b) hold play readings
- c) perform plays and improve facilities for their production

3 Membership

Membership of the Club shall be open to anyone who is in agreement with the objects and accepts the rules as set out in this constitution.

Application for membership shall be accepted or rejected by the committee.

On payment of the subscription current at the time [see 5], members shall be eligible to participate in and be notified of Club activities. They shall also be eligible to take part in all other aspects of General meetings called to decide upon business relevant to the Club. These include:

- a) proposing or seconding and/or contributing to discussions on items of business
- b) proposing or seconding other members for office or committee positions
- c) seeking election themselves and
- d) voting at those meetings

Members are expected to behave in ways that are not offensive, defamatory, insulting, or discriminatory to others. Serious breaches may result in exclusion or expulsion from the Club and its activities.

4 Finances

- a) The funds shall be devoted to the Club's objectives.
- b) The Club's financial year shall end on 31st December and the accounts, reviewed by an appropriate non-committee member or appropriate non-Club member, presented to the next Annual General Meeting.
- c) All money belonging to the Club and not invested shall be paid into a separate account or accounts in the name of the Club at a bank to be named by the committee although the Treasurer can hold a cash float reasonable to support the day-to-day business of the Club. If not paid in by the Treasurer it is the duty of the member so doing to supply the Treasurer with relevant details and receipts.
- d) Cheques on the Club accounts must be signed by two authorised members of the committee neither of who can be the recipient of the cheque.
- e) Reimbursements may be paid for expenses properly incurred on the Club's behalf and claimed with appropriate receipts etc.

5 Subscriptions

Membership rates shall be decided at the Annual General Meeting.

Initial subscriptions for members are payable from the day that their application is accepted by the committee. Further subscriptions will be payable on an annual cycle based on Annual General Meetings.

6 Committee

- a) The business of the Club shall be managed by a committee which shall consist of not fewer than seven members including three officers [Chair, Secretary and Treasurer]. All of the committee shall be elected annually at the Annual General Meeting.
- b) If required to further the interests of the Club and its efficient business the committee may consider electing a Vice-Chair, from the committee, at its first meeting after the Annual General Meeting.
- c) The committee shall meet not less than four times a year.
- d) The quorum is four committee members including an officer.
- e) Each meeting shall be chaired by the Club Chair or, in the absence of the Club Chair, by a committee member selected from those present.
- f) Minutes of committee meetings shall be taken and available to ordinary members. Where a vote is taken on any matter the result of the vote shall be recorded although not identify which way any individual committee member voted. The Chair [or in the absence of the Club Chair, whoever is chairing the meeting] shall have a casting vote.
- g) The committee shall have the power to co-opt a member of the Club onto the committee until the next Annual General Meeting.
- h) Vacancies may be filled as required during the year.
- i) The committee shall have the power to appoint sub-committees in furtherance of a particular Club objective.

7 General Meetings

7.1 The Annual General Meeting

The Annual General Meeting shall be held in February of each year.

The business of the Annual General Meeting shall be to:

- a) receive and approve reports on the past year's activities from the Chair and/or other officers
- b) receive and accept the audited accounts of the Club
- c) elect the Officers, committee and Auditor
- d) transact any other business on the Agenda.

7.1.1 Notification

The Club Secretary shall announce the date and location of the Annual General Meeting by the newsletter and, in the same notification, seek items of business, including nominations, no less than four weeks before the Annual General Meeting. The Agenda shall be published as a newsletter no less than one week before the Annual General Meeting.

7.1.2 Nominations

Nomination for Officer or committee membership shall be proposed and seconded by two members of the Club [see **Error! Reference source not found.**] provided that the nominee consents.

7.1.3 Quorum

The quorum shall consist of four committee members including one officer plus one-quarter of the remaining membership.

7.1.4 Voting

Voting at Annual General Meetings shall be by ballot of members attending. Where unable to attend, members can express their voting intentions on agenda items in writing to the Club Chair, with reasons if appropriate. Although not having the status of a 'postal vote', this information shall be made available to the Annual General Meeting to inform the discussions etc of those present.

7.1.5 Casting Vote

The Chair [or, in the absence of the Chair, whoever is presiding over the Annual General Meeting] shall have the casting vote.

7.2 Extraordinary General Meeting

Extraordinary General Meetings may be called to discuss and decide upon a single issue that cannot otherwise be addressed.

Extraordinary General Meetings are to be called by the committee who are bound so to do when receiving a request in writing signed by not less than 20% of the membership.

7.2.1 Notification

The Agenda shall be published as a newsletter no less than one week before the Annual General Meeting which will be held within twenty one days of any written request from the membership under 7.2.

7.2.2 Quorum

The quorum shall consist of four committee members including one officer plus one-quarter of the remaining membership.

7.2.3 Voting

Voting at Extraordinary General Meetings shall be by ballot of members attending. Where unable to attend, members can express their voting intentions on agenda items in writing to the Club Chair, with reasons if appropriate. Although not having the status of a 'postal vote', this information shall be made available to the Extraordinary General Meeting to inform the discussions etc of those present.

7.2.4 Casting Vote

The Chair [or, in the absence of the Chair, whoever is presiding over the Extraordinary General Meeting] shall have the casting vote.

8 Productions

The Committee shall be responsible to the Club for all productions.

8.1 Choice of production

The committee shall invite suggestions for productions via the Newsletter either as a 'general suggestion' or as a definite 'bid' by an individual seeking to direct a particular production. Should there be a number of 'general suggestions' or definite 'bids' at any one time then the committee is to make a selection based upon all factors which they consider relevant such as [but not exclusively] timescale, casting, costs, location and the 'appropriateness' of the suggestion to the aims of the Club. Where a definite 'bid' is made by either a member or a non-member who has not previously directed with the Club, the committee may ask for evidence of that individual's previous experience. In any case, where a choice has to be made, the committee may ask for the possible candidates to make short presentations about their bids to aid discussion.

8.2 Roles of Director and Committee

Once chosen, the Director shall be co-opted onto the committee for any items of business pertinent to that production. The Committee will endeavour to allow the Director complete freedom but retains the right to act in the interests of the Club should issues be raised that may affect the production and/or the standing of the Club. The Committee will provide support for all aspects of 'production' and may appoint other individuals with specific responsibilities to further the production.

8.3 Auditions

Once a production has been chosen, the Committee shall set and publish audition notices through the newsletter and whatever other media they feel appropriate. It shall be the aim of the committee to cast from open auditions.

9 Dissolution

If, at any Annual General Meeting or Extraordinary General Meeting, a special resolution to wind up the affairs of the Club shall have been duly proposed and passed, so much of the assets of the Club shall be realised as may be required to discharge all liabilities, and any remaining assets shall be distributed as decided at the meeting. No such special resolution shall be passed unless carried by 75% of the members present.

10 Alteration of rules

No amendment or alteration to the constitution shall be made except at the Annual General Meeting by a two-thirds majority of those present. The committee is empowered to make emergency by-laws which must be submitted to the next Annual General Meeting.

Members, other than committee members, who wish to propose an amendment to the constitution of the Club should give notice in writing to the Secretary together with particulars of the proposed amendment within 14 days of the meeting.

This constitution was formally adopted at the Annual General Meeting held on *19 February 2014*.

Chair:

John Morgan

Secretary:

Rebecca Hutchison.