

St Margaret's Players Constitutional Rules

1. This Society shall be known as 'The St Margaret's Players'.

2. Mission Statement

- (a) The aim of the Players shall be the production of a range of amateur theatrical performances of the highest possible standard, including a balanced programme of up to four productions a year.
- (b) The contributions and strengths of all members are valued and recognised.

3. Membership

- (a) There shall be five types of membership:

Acting All those willing to be considered for any role on stage and to take a pro-active role in off-stage activities when required.

Non Acting (including backstage and technical assistance).

Primary Age range 11 and under; **Junior** Age range 11.-16 years and **Patron of the Society**.

- (b) The **Annual Subscription** shall be determined at the Annual General Meeting (AGM).
- (c) Subscriptions shall be due on enrollment and thereafter annually on 1st January. Membership shall continue from 1st January unto 1st March, by which date Membership will automatically cease if the subscription remains unpaid.
- (d) A joining Fee of £5 is payable for all new members and any former members who allow their subscription to lapse.
- (e) Life Membership: Awarded at the discretion of the Committee. Given to long standing members who have shown outstanding service to The Players.

4. Management

- (a) The affairs of the Society shall be managed by the following Officers: Chairman, Treasurer and Secretary, who together with up to **nine** Committee Members shall be elected annually at the AGM.
- (b) The Officers and elected Members shall be known as the Committee, with designated and agreed roles and responsibilities.
- (c) Election of Committee Members
 - (i) The membership shall nominate suitable persons for Committee membership.
 - (ii) New members will be elected to the Committee at the AGM.
 - (iii) Each candidate must be proposed and seconded as part of the selection process.

(iv) If there are more candidates for election to the committee than available posts after members are proposed and seconded then the following process should be followed. Similarly if there are a multiple applicants for an officer position then the same process should be used.

(1) All candidates should stand and present a short verbal statement to explain the qualities that they will bring to the committee.

(2) All members present, including existing committee members and officers will vote by means of a secret written ballot for the members they want on the committee. The ballot paper will be numbered with the number of posts required to be filled and the members will write the names of candidates they wish to be admitted to the posts next to the numbers. Each name on the ballot will count as a vote for that member.

(3) The ballot will be counted by an officer and the candidates with the most votes will be admitted to the posts on the committee.

(v) Committee members will have specific responsibilities to oversee, in addition to discussing and deliberating agenda priorities.

(vi) Agenda items shall be determined by the Chairperson or Committee Members. Items for consideration must be put forward in advance of a Committee Meeting.

(vii) Minutes of meetings are to be published and distributed to Committee Members, with sufficient time for Committee Members to prepare for future discussion.

(d) Communications - Information from committee members should be directed to the secretary in the first instance, who will distribute the message to the rest of the committee, unless the member requests the message only be sent to specific committee members, in which case the member's request will be followed.

(i) No final Committee decisions shall be reached without the agreement of a majority of committee members, in the case of an even number of members on the committee the chairperson shall have deciding vote.

(ii) The AGM shall be held as soon as is practicable at the end of the financial year. A minimum of 30 days notice of the date of the AGM will be given to the membership.

(iii) Extraordinary General Meetings (EGM) may be called by the Committee or by written request signed by five members.

(iv) All complaints or suggestions must be made in writing to the Chairman or Secretary.

(v) Changes to the constitution can only be made by majority vote at either an AGM or EGM. The intended changes must be communicated to members at least 14 days prior to the meeting at which they will be voted upon.

(vi) Records of all correspondence, Minutes of Meetings and lists of Membership, including contact details shall be kept by the Secretary.

(vii) If Committee Membership is unexpectedly reduced, this may be increased by co-opting from current membership.

(e) In the event of the resignation of an officer during the year one of the two following actions will happen:

(i) If the officer is willing to continue to serve until a replacement is organised, then an EGM will be called for the membership to vote on a replacement for the position. A minimum of 30 days notice of the EGM will be given. The existing officer will stay in place until the EGM.

(ii) If the officer is unable to continue in post, then the committee will meet at the earliest opportunity to elect a committee member to serve in that post as an interim officer until an EGM is held. An EGM will be called at the earliest opportunity for the membership to formally elect a replacement officer. A minimum of 30 days notice will be given for the EGM.

5. Finance

(a) All financial matters shall be the responsibility of the Treasurer.

(b) The Treasurer shall keep proper receipts and accounts, producing these when required. An Annual Balance Sheet shall be distributed to all members at the AGM.

(c) The financial year shall close on 31st December each year.

(d) The Society's accounts shall be reviewed annually by an individual who shall be appointed at the AGM.

(e) The funds shall be deposited with a bank or saving's account in the name of the Society, two signatures being required for withdrawal.

(f) Three members of the Committee, one of whom shall be the Treasurer, shall be vested with the power of signatory.

(g) A Profit and Loss Account shall be presented to the Committee after each production or function.

(h) The Treasurer is responsible for collecting and recording subscriptions. A record shall be kept of subscriptions paid.

(i) A budgetary forecast is a prerequisite of any Director undertaking a production. Any deviation from the forecast must be notified to the Committee for approval, especially when additional funds are required.

6. Production

(a) The Director/Producer of any production shall attend a Committee Meeting before starting rehearsals, and at subsequent meetings, to inform about progress made and whether any additional support is required.

(b) The Society shall bear the cost of any production expenditure.

(c) The Director will publish and distribute a rehearsal programme to all cast members.

(d) Before accepting a part in any production, members must undertake to attend scheduled and non-scheduled rehearsals regularly and punctually. Infringement of this rule is

governed by 6(h). Non-attendance through reasonable cause must be notified to the Director/Producer.

- (e) All members, particularly those involved in a production, have a responsibility in the preparation, setting and striking of that production.
- (f) All members have a responsibility to publicise productions and encourage attendance.
- (g) All speaking or acting parts shall be confined to acting members. The assistance of non members, (musicians, speciality acts, etc.) being recruited as required.
- (h) The Director/Producer shall have the right to change or exclude any player proving unsuitable during rehearsals.
- (i) The membership to be informed about future productions with a clear indication of dates for auditions and performances. There will not be further auditions beyond those specified unless it has not been possible to provide the full cast required.

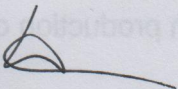
7. Dissolving the Society

In the event of the society being dissolved, the Committee will call and Extraordinary General Meeting to wind up the affairs of the Society, in agreement with the current membership.

8. The Committee shall have the power to decide on any matter not dealt with in the foregoing rules.

9. Membership of St Margaret's Players implies acceptance of these rules, and any other policies agreed by the Committee and hence published to the members.

Signed



Secretary/Chairman