

# WROOT AMATEUR PLAYERS

## CONSTITUTION

### **Executive Committee:**

- The Society shall be managed by an Executive Committee elected at the Annual General Meeting consisting of the following Officers: Chair, Vice Chair, Secretary, Treasurer, Business Manager, and a minimum of 2 other elected members. No Officials or Committee may be elected en-bloc.
- A member of the Executive Committee shall cease to hold office if he or she:
  - a. (is disqualified from acting as a member of the Executive Committee by virtue of section 72 of the Charities Act 1993 or any statutory re-enactment or modification of that provision);
  - b. becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
  - c. is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or
  - d. notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).
- The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- No person shall be entitled to act as a member of the Executive Committee whether on a first or subsequent entry into office until after giving a declaration of acceptance and of willingness to act in the trusts of the Society.

### **Meetings of Executive Committee**

- The Executive Committee shall hold at least two ordinary meetings a year.
- A special meeting may be called at any time by the Chairman or by any two members of the Executive Committee upon not less than 4 days' notice being given to the other members of the Executive Committee of the matters to be discussed.
- The Chairman shall act as chairman at meetings of the Executive Committee. If the Chairman is absent from any meeting, the Vice Chair of the Executive Committee shall assume the role before any other business is transacted.
- There shall be a quorum when at least 4 of the numbers of members of the Executive Committee are present at a meeting.
- Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.

- The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings of meeting of the Executive Committee and any sub-committee.
- The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- The Executive Committee shall have the power to prohibit any member whose attendance at rehearsals has been so irregular that it is detrimental to the production, or whose conduct gives such cause for concern that it disrupts the wellbeing of the other members.
- Members absenting themselves without apology or explanation from 3 consecutive rehearsals may at the discretion of the Executive Committee be deemed to have resigned their part in the work in rehearsal.

### **Production Team**

The Executive committee shall oversee the appointment of a Production Team set up to deliver the production of any planned performance. This committee will consist of the following officers:

- Producer plus an Assistant Producer
- Sound Engineer plus an Assistant Sound Engineer
- Choreographer plus an Assistant Choreographer
- Stage Manager and Lighting Technician plus an Assistant Stage Manager and Lighting Technician
- Wardrobe Mistress plus an Assistant Wardrobe Mistress
- Set Designer/ Properties Construction Mistress/Master
- Set Constructer
- Makeup & hair plus Assistant Makeup & hair
- Prompt
- Stage Hands
- Front of House Supervisor
- Children's supervisor
- And any other officer required to stage the production.

### **Finance**

- The funds of the Society shall be applied solely in furthering the objects of the society.
- The funds of the Society, including all donations, box office income and bequests, shall be paid into an account operated by the Executive Committee in the name of the Society at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the executive Committee.
- No member of the society shall receive payment directly or indirectly for services to the Society or for other than legitimate expenses incurred in its work.
- No expenditure shall be incurred by any member of the Society without the authority of the Treasurer and/or Secretary and all accounts shall be sanctioned by the Executive Committee.

- The financial year of the Society shall commence on 1<sup>st</sup> March each year and accounts shall be prepared and audited within 1 calendar month from the end of the preceding year.

### **Children**

- Children who wish to take part in the activities of the Society are to be made particularly welcome and their safety treated as a priority. They must be in year five at school on the first night of the performance.
- Parental consent will be sought prior to any child being invited to rehearsals or workshops, or where any video footage or photographs are to be taken.
- Completion of a pro forma will be required from the child's parent giving full details of the child and its requirements. Parents will be required to be prepared to take full responsibility for their offspring if so requested.
- No child shall be left alone at any one time with any one adult unless that adult has been criminally vetted. The executive committee will ensure that there are sufficient members with this qualification.
- All children will be restricted to a maximum of 3 hours in performance.

### **Aims of the Society**

- To provide entertainment for residents of the local community, increasing involvement from people within the community thus improving their interpersonal skills.
- To afford opportunities to people living in an isolated community to participate in the performing arts, musical interpretation, performance production and media interests.
- To encourage the participation of the children of the community in local productions thus improving their life skills.

### **Dissolution of the Society**

- In the event of the dissolution of the Society the balance of any monies left with the Society shall be made over to the Village Hall Trust which is an organisation set up to provide facilities for the benefit of the community of Wroot.
- The Society shall only be dissolved by a resolution passed by a majority of at least 5/6<sup>th</sup> of the members present and voting at a special general meeting called for the purpose of considering such a resolution.

### **Constitution**

A copy of the constitution shall be issued to each joining member and re-issued to all members following any amendment