



CURDRIDGE AMATEUR DRAMA GROUP CONSTITUTION

DEFINED TERMS

- **Member**

A person who has paid the membership fee set out in Annex 3 (Fees).

- **Committee**

The Members of the Group who have been elected to the Committee under the Rules set out in Annex 7 (Nominations, Elections and Voting Procedures).

- **General Meeting**

The Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM)

- **Group**

Collectively, all of the Members

- **Main provisions**

Clauses 1-17 below. These can only be amended by a two-thirds majority of those voting at a quorate General Meeting.

- **Rules**

The rules set out in Annexes 1 to 8. These can only be amended by a majority decision at a General Meeting attended by at least 12 members.

MAIN PROVISIONS

- 1 The name of the Group shall be Curdridge Amateur Drama Group aka CADG.
- 2 The objectives of the Group shall be to promote the dramatic arts and to interest the local community in the appreciation of and participation in the dramatic arts by the performance of plays, and other ancillary activities that further these objectives.
- 3 To further these objectives the committee shall have power to:
 - (a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the objectives of the Group.
 - (b) Associate local authorities, voluntary organisations and the residents of the Curdridge and surrounding area in a common effort to carry out the objectives of the Group.
 - (c) Do all such lawful things as will further the objectives of the Group.
 - (d) The funds of the Group shall be devoted entirely to the stated objectives.
- 4 No payments shall be made by the Group to any Member either directly or indirectly, other than reimbursement of legitimate expenses incurred in carrying out the Group's activities, or for the provision of goods or services to the Group, for which the Group would normally pay, in the normal course of their business.
- 5 In setting the budget for any current production or expense the Committee shall always ensure that sufficient funds are reserved to finance one further production. This is in order to cover the possibility of a total loss caused by matters outside the Group's control.
- 6 Membership of the Group shall be dependent on payment of annual subscription. Annual membership subscription rates are as set out in Annex 3 (Fees).
- 7 The membership year shall commence on the day after the Annual General Meeting.
- 8 The quorum for a General Meeting shall be ten, or one third of the membership, whichever is greater. Proxy votes made in the format set out in the Rules shall count for the purposes of this quorum.
- 9 Only members of the Group may vote at a General Meeting. For these purposes a person shall be considered a member of the Group if they have paid their subscription for the membership year that covers the date of the meeting.
- 10 The Committee may revoke the membership of a Member if they contravene the statement in paragraph 1 of Annex 5, subject to appeal at a General Meeting as set out in the Appeal Rules at Annex 5.
- 11 The general business of the Group will be conducted by the Committee or by other members appointed by the Group.
- 12 The Committee will be composed of between four and ten Members of the Group and will include certain offices as defined in the Committee Rules at Annex 4.

- 13 The Committee will act in accordance with the Committee Rules.
- 14 In the event of a vote of no-confidence against the Committee as a whole, or against an individual member or members of the Committee, being passed by two-thirds majority at a quorate General Meeting, then the Committee or Committee member(s) will resign from that position.
- 15 The Group shall not be dissolved except by resolution of any General Meeting passed by at least two-thirds of the members present and voting at such a meeting.
- 16 In the event of dissolution of the Group, the balance of the funds of the Group shall be used for:
 - o Payment of all debts;
 - o Return of membership subscriptions for the year in question
 - o Any registered charity approved by the AGM
- 17 In the event of dissolution the physical assets of the group (props, lighting equipment, etc.) will be:
 - o Sold as necessary to pay debts;
 - o Offered to other comparable amateur drama groups in the area, on the understanding that they are used for purposes consistent with the objectives of Curdridge Amateur Drama Group.

RULES ANNEXES

Annex 1 – General

- 1) The purposes of all of the activities performed by, or promoted by the Group will be to serve the needs and aspirations of the Members within the objectives set out in the constitution.
- 2) A Member of the Group will only be reimbursed for expenditure incurred in connection with the Group's activities if that expenditure has been authorised by the Committee, or is within the agreed budget for a production and agreed by the director or producer.
- 3) These rules should be read in conjunction with other Guidance that may be produced by the Committee from time to time, but which does not form part of the Constitution.

Annex 2 – Membership

- 1) Membership registration shall be open to any person interested in the objectives of the Group aged 16 years or over*.
- 2) The Committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a final decision is made.

*On occasion, a younger member may be required to join the group for a particular role, all 'temporary' members under 16 years of age MUST be accompanied by a responsible adult/chaperone throughout all rehearsals and performances. Any younger members may also be required to pay a small 'performance fee', which will be specified by the committee prior to the role being offered.

Annex 3 – Fees

- 1) Annual membership fees (subscriptions) are currently £10 per year.
- 2) Everyone who directs, acts in a play or has a backstage role that requires their presence throughout production week must become a Member.
- 3) Annual subscriptions fall due for existing members on the day after the Group's AGM; and for new members immediately on accepting their first role in a production.
- 4) Fully paid up Members will have voting rights at all meetings from the date the subscription is paid up to and including the next AGM.
- 5) Non-payment of annual subscriptions will result in the said Member not being considered for any Committee, Administration or Theatre related post within the Group, including partaking in performances.
- 6) The Committee may on a discretionary basis waive the fee, in whole or in part, for any individual or Member.
- 7) *Patrons*: The Group has existing Patrons who are life members of the Group. They are entitled to receive two free tickets for each production and their names will be included in each programme. On receipt of a sum agreed by the Committee, additional persons who seek to do so may become Patrons. Patrons who are not also Members of the Group have no voting rights at General Meetings.
- 8) *Friends*: Any person who makes a donation to the Group of £20 or more per annum and seeks to become a Friend of the Group may do so. Friends will be entitled to receive a free programme and beverage at each performance they attend. Friends who are not also Members have no voting rights at General Meetings.

Annex 4 – Committee Rules

- 1) A Committee will be elected annually at the Annual General Meeting and will manage the affairs of the Group. Main positions on the Committee (as listed below) can be held by the same person for up to a three year period. If after three years a replacement committee member is not identified, then the existing member can be considered to remain in that position if they wish to do so.
- 2) The Committee shall as a minimum include the following officers:
 - Chair
 - Secretary
 - Treasurer
 - Membership Secretary
- 3) In the event of a vacancy on the Committee, the existing Committee may co-opt another member of the Group to the Committee until the next AGM.
- 4) If the Chair is unable to perform their duties then another member of the Committee will assume the responsibility and rights of the Chair until such a time the Chair is able to return.

- 5) If the Chair becomes permanently unable to carry out their duties then a member of the Committee will assume the role of Chair until the next General Meeting.
- 6) In the event that a Chair is not elected, the Committee will run with a rolling Chair who will be elected at each Committee meeting and who will assume that role until the next meeting.
- 7) Committee meetings will be held a minimum of four times a year and at least seven days' notice of meetings will be given to all members of the Committee.
- 8) The quorum for Committee meetings will be as follows and must include at least the Chair:
 - Where the total number of Committee members is four or five: Three
 - Where the total number of Committee members is six or seven: Four
 - Where the total number of Committee members is eight or nine: Five
 - Where the total number of Committee members is ten: Six

Where the Committee is equally split on a decision, the Chair will have the deciding vote

- 9) All Members of the Group are entitled to ask to attend and speak at a Committee meeting if they have something specific they wish to raise, although they are not entitled to vote. If any Member wishes to attend a Committee meeting they must inform the Secretary in advance. If a sensitive issue is to be discussed, the committee may meet in closed session for part of the meeting.
- 10) Members are not entitled to attend a Committee meeting, or any part of a Committee meeting, convened to discuss a formal complaint made under the Appeals rules.
- 11) The Group may elect a person who is not a Member, but who supports the objectives and activities of the Group, to be Honorary President of the Group. Candidates for Honorary President may be put forward by the Committee at a General Meeting. The appointment shall initially be for a period of five years. The President does not have voting rights.
- 12) Duties of the officers of the Committee shall include (but not necessarily be confined to):

Chair:

- Effectively chairing meetings of the Committee to ensure fair and collective decision making.
- Deputising for any other Committee member if they are unable to carry out their duties, or performing any function for which the Committee is responsible in the event of a resignation of a member of the Committee.
- Providing leadership and ensuring that the Group operates in accordance with the Constitution
- Representing the Group at public events
- Being one of the signatories to the Group's bank account

Secretary

- Taking minutes at Committee meetings and ensuring that discussions are recorded and communicated to the Committee, and that the Minutes are circulated to all Members.
- Sending out notices for Committee meetings and General Meetings
- Producing and circulating regular Newsletters
- Being one of the signatories to the Group's bank account

- Liaising with the Group's venues on bookings and other matters.

Treasurer

- Maintaining the Group's accounts and being the main point of contact with the Group's bank account
- Ensuring all ticket monies are banked
- Ensuring that invoices are paid in a timely fashion
- Preparing floats for productions, collecting and banking money after final performance
- Reimburse Members for expenses incurred
- Ensuring that the Group's public liability insurance is kept up to date
- Ensuring that play copies and licenses are obtained where needed for the Group's productions
- Producing a Statement of Accounts for the preceding 12 months (year-end being 30 April) to present at the AGM.
- Being one of the signatories to the Group's bank account

Membership Secretary

- Collecting subscriptions
- Maintaining an up-to-date membership list including contact details
- Responding to enquiries from potential members

13) The remaining Committee members may have specific responsibilities as circumstances demand. Specific areas of responsibility may be allocated with the agreement of the Committee at a meeting of the Committee.

14) The Committee shall collectively be responsible for ensuring the following functions are fulfilled:

- Efficient, timely and appropriate communication with Members regarding the business of the Group.
- Ensuring the provision of effective publicity to promote the Group's plays and activities in particular by maintaining a website, audience mailing list and appropriate presence on social media; and by ensuring that promotional material (posters, flyers, front of house photos etc.) is arranged and available.
- The provision of appropriate oversight of box office facilities
- Providing appropriate guidance and support to Directors and their production teams on the practical aspects of putting on a production.
- Making arrangements for the proper care and handling of the Group's assets.

15) The Committee shall be responsible to the Group for the appointment of Directors. The Director will be an ex-officio non-voting member of the Committee during the period of his or her production, and will be asked to attend relevant Committee Meetings for the purpose of reporting on the production.

16) A proper record of all transactions and meetings shall be kept.

Annex 5 – Equal Treatment and Appeals

1) The Group is committed to equality of opportunity, and opposes all forms of discrimination against people because of their age, race, religion, culture, disability, ethnic/national origin, gender, sexual orientation, and marital status. Instances of

bullying, harassment, victimization, criminal behaviour or any other persistent inappropriate behaviour will not be tolerated.

- 2) The Chair will ultimately be responsible for ensuring that Group functions (including rehearsals, Committee meetings, and social events) conform to this statement. Directors should conduct rehearsals in accordance with this statement and ensure that their behaviour, and that of all cast and crew, complies with it at all times. The advice of the Committee should be sought if issues arise that cannot be resolved by the Director.
- 3) Anyone wishing to make a complaint (related to equal opportunities or any other issue) should bring the complaint to the Chair, or any other member of the Committee. The Chair is responsible for making sure any complaint is investigated, except if he or she is implicated in which case the applicant may nominate a member of the Group to investigate.
- 4) Adjudication of complaints shall be by the Committee at large (excluding any members of the Committee directly implicated in the complaint). Before taking any action on a complaint the Committee shall inform the person who is the subject of the complaint about the complaint, and give him or her an opportunity to make representations.
- 5) If, after the Committee has revoked a member's membership - which they are entitled to do - the person affected wishes to appeal against that decision, they should notify the Committee (either the Chair or the Secretary), in writing, within 14 days of being informed of the decision.
- 6) If such a notification is received, the matter should initially be discussed at a closed session of the Committee, attended also by the person whose membership has been revoked, and if desired, one other member of the Group chosen by them. Where membership has been revoked as the result of a formal complaint against the affected member, the complainant(s) should also be given the opportunity to attend or make representations.
- 7) At the meeting, the Committee should explain their decision, and take account of any additional information presented. The Committee may request a period of private discussion before delivering their verdict to the person affected. If the Committee stands by the revocation of membership, the final option available to the person affected is to have the matter discussed, and voted on, at a General Meeting of the group (AGM or EGM). The rules for triggering an EGM will be as outlined elsewhere. For any vote on restoring/renewing membership to be valid, the General Meeting must be quorate. At such a meeting, the person affected is, at this point, not a member and will not be entitled to vote.
- 8) Throughout the appeals process, the privacy of any individual Members affected by the circumstances giving rise to the appeal must be respected.

Annex 6 - General Meetings

- 1) The Annual General Meeting shall be held within 15 months of the date of the adoption of this constitution and each year thereafter.
- 2) Notices of the AGM shall be published to all Members by the Secretary at least 21 days before the appointed date. The Notice shall specify the business to be transacted at the meeting.
- 3) The Annual General Meeting will:

- receive the reports of the Chair, Secretary and Membership Secretary
 - receive and approve the Treasurer's report and statement of accounts
- 4) The Annual General Meeting will also request nominations for, and elect a Committee. If any post is contested a secret ballot shall be held according to the procedures set out in Annex 7. The quorum at an AGM for the purposes of electing a Committee shall be five (in order to ensure that the group is not left without a Committee).
 - 5) An Extraordinary General Meeting may be called by the Committee or on receipt by the Secretary of a written (including e-mail) request supported by not less than one third of the Group's total membership. The Secretary shall give all members at least 14 days' notice, in writing or by email, of such a meeting.

Annex 7 - Nominations, Elections and Voting Procedures

- 1) Any Member may stand for election to the Committee. Members standing for election must be proposed by another member of the group.
- 2) Nominations, including the name of the Member standing and the Member proposing, must be received by the Secretary at least 48 hours prior to the commencement of any General Meeting in which an election is to be held or in which a no confidence motion may give rise to an election.
- 3) Where a post is contested, elections shall be carried out in the following manner:

Elections for Chair, Treasurer, and Secretary

- a. Each Member may cast one vote. Members who cannot attend in person may appoint another member to act as a proxy voter who will vote at the meeting on their behalf. In such cases the proxy voter shall bring to the meeting written verification of the request to act as a proxy.
- b. The winner shall be the candidate with the greatest number of votes, as verified by at least two members of the incumbent Committee.
- c. In the case of an equality of votes between the topmost candidates, all other candidates shall drop out and a second election shall take place. If a second election produces an equality of votes between the top placed candidates, a method of chance (e.g. a coin toss or series of coin tosses) shall be used to determine the outcome.


Election for ordinary members (including Membership Secretary)


- a. Each member may cast as many votes as there are vacancies (but is not obliged to use all their votes). Members who cannot attend in person may appoint another member to act as a proxy voter who will vote at the meeting on their behalf. In such cases the proxy voter shall bring to the meeting written verification of the request to act as a proxy.
- b. Voters should state the order of preference for the candidates for whom they are voting. This preference order will only be considered in the event of an equality of votes (see (e), below.)
- c. Votes shall be counted and verified by at least two members of the incumbent Committee.
- d. The candidates with the highest number of votes (regardless of preference order) shall be elected.


- e. In the event of an equality of votes between candidates, such that vacancies cannot be filled because candidates for the remaining vacancies have a tied number of votes, the preference votes for the candidates with an equal number of votes shall be taken into account. The candidate with the most "1" votes shall be elected. If the election cannot be decided on "1" votes, then the next numbers, in order, shall be used to decide.
- f. If the above methods are unable to produce a result, then a method of chance (e.g. a coin toss or series of coin tosses) shall be used to determine the outcome.

Annex 8 - Selecting and casting plays

- 1) The Committee shall organise, at suitable intervals, meetings to select plays to be performed by the Group. All Members must be informed of, and are entitled to attend these meetings.
- 2) Any Member may propose a play for performance by the Group.
- 3) Meetings to choose plays are not General Meetings and proxy votes are not permitted at these meetings. The meeting will be chaired by a member of the Committee who will decide the procedure and voting arrangements for that meeting. The meeting may not be chaired by a person who is also proposing a play.
- 4) The Committee reserves the right to vary the plays selected by vote at play-choosing meetings if necessary; for example to ensure a balanced programme or because a play becomes unavailable for performance after selection.
- 5) Auditions should be held in accordance with the attached Auditions and Casting Guidelines (*Annex 8i*).

Signed:  (Chair) Dated: 29/9/16

Signed:  (Secretary) Dated: 29/9/16

Signed:  (Treasurer) Dated: 29-9-16

AUDITIONS AND CASTING GUIDELINES

*We wish to be an inclusive Group.
Auditions have to be seen as fair to all.
Everyone must be given a chance!*

- The date of a preliminary Play Reading will be advertised in Parish Magazines, our web page and via email to members, mentioning a simple synopsis about characters and plot. After which, the Director will give out audition pieces to all those who are interested in parts.
- Plays should normally be cast following open auditions to which all Members should be invited, and which should be advertised to non-members (unless time constraints make this impractical).
- The dates for auditions will be advertised on the website and via email to the Group.
- It is expected that those who wish to be considered for a part will attend the auditions. A Director can hold more than one evening of auditions.
- Where open auditions are held, non-members and Members should be considered equally for parts. If non-members are cast, they will then need to become Members.
- Directors are free to run the auditions in their own way.
- A member of the Committee (who is not auditioning) should be part of the panel at all auditions, to represent the Group and act as a sounding-board. However, Directors have sole artistic responsibility for casting and crewing a production, and the final decision for casting is with the Director.
- Anyone who auditions will be informed of the casting decisions either by email or phone.
- The principles of inclusivity, fairness and openness preclude a Director approaching any individual to suggest that s/he may have their pick of any role in a production.
- Those who audition should think carefully about the commitment they are making. If holidays coincide with rehearsals, then the director should be advised as soon as possible so that rehearsal schedules can reflect this. Anyone who is likely to be away for a period of time during rehearsal should think seriously about auditioning for a play.
- A rehearsal schedule will be provided to all members of the cast and backstage crew.