STEYNING DRAMA CLUB

CONSTITUTION

Adopted on the day of 2018

1. The name of the group (hereinafter referred to as the Group) is: STEYNING DRAMA CLUB
2. The objects of the Group are to put on a variety of theatrical, musical and similar performances for the benefit of the local community.
3. (i)Membership of the Group shall be open to any person over the age of 18 years interested in furthering the objects of the Group and who has paid the subscription laid down from time to time by the management committee. (ii)There shall be at least 10 members of the Group and every member shall have one vote at general meetings. (iii)The Management Committee may by unanimous vote and for good reason terminate the membership of any individual provided that the individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.
4. The Group will be managed by a Management Committee which shall consist of the chairman, treasurer, secretary and 5 members elected at the AGM. Additional members may be co-opted to fill vacancies on the committee. At least 2 officers and a quarter of the committee must be present for decisions to be made at management meetings.
5. The Group shall hold an Annual General Meeting.
6. The existing officers shall stand down at the AGM. They may offer to stand for re-election individually or collectively.
7. The AGM shall be publicised to all members giving at least seven days notice. At least two officers and a quarter of the members of the committee must be present for decisions to be made.
8. No nomination for officers or members of the committee shall be made without the prior agreement of the nominee. Where more than one person is nominated for an officer or more than five committee members a secret ballot shall be taken and a majority decision accepted.
9. If an officer resigns other than at an AGM the management committee may nominate a member to take on the role until the next AGM.
10. (i)The Management committee shall have power to open and administer current and deposit bank or building society accounts in the name of the Group and to delegate two or more of its members the power to sign cheques. (ii) The financial year of the Group shall begin on the 1st April and end on the 31st March of each year. The accounts shall be independently examined by a suitably qualified person before presentation to the AGM. (iii) The Management committee shall ensure that true accounts of all income and expenditure are kept and these accounts shall be made available to the independent examiner as and when required. It is the responsibility of the Treasurer to present independently examined accounts to the committee.
11. (i)Policy decisions and constitutional changes may be made only at the AGM or at an EGM called for the purpose. Proposals for constitutional changes must be published to all members seven days prior to the AGM/EGM. (ii) Each policy decision or constitutional changes shall be debated until the Chairman calls for a vote. A vote will be taken and a majority decision accepted.
12. Committee meetings shall be held at least quarterly. Detailed minutes will be made available for agreement or otherwise at the following committee meeting.
13. Voting at committee meetings shall be by a show of hands of those present. The majority decision shall be accepted but in the event of a tie the Chairman will have a casting vote.
14. All monies raised by or on behalf of the group shall be applied to further the objectives of the group but the committee may determine that from time to time surplus monies be given to registered charity/charities. However, a majority decision of the committee must be made before any donation is made.
15. All decisions to spend money will be taken at committee meetings. The three officers will be signatories to cheques drawn on behalf of the group. Each cheque must be signed by two of these officers.
16. If the management committee decides that it is necessary or advisable to dissolve the group it shall call a meeting of the members giving at least 14 days notice. If the proposal is confirmed by a majority of those present and voting, the committee shall have the power to realise any material assets held by or on behalf of the group. Any surplus money held by the group after all debts and liabilities are settled shall be given to a charity or charities agreed at a meeting of the committee. However, a majority decision of the committee must be made before any donation is made.
17. This constitution shall take effect immediately following the AGM/EGM at which it is agreed. And will replace any earlier constitution of the group. It shall be signed by all three officers of the group.

Signed ...................................................... Chairman

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