

# Wickham Bishops Drama Club

## Constitution and Rules

Modified: September 2015

### 1. Name

- ❖ The Club shall be called the 'Wickham Bishops Drama Club', which may be abbreviated to 'WBDC'.

### 2. Objectives

- ❖ The objectives of the Club shall be to stage entertainments, and to promote other associated activities, such as play readings, which the Committee may deem appropriate for a drama club.

### 3. Venue

- ❖ The normal venue for the Club's activities shall be the Wickham Bishops Village Hall.

### 4. Affiliation

- ❖ The Club is affiliated to the Beacon Hill Sports Association (BHSA) which is a registered charity (no. 232995)
- ❖ The Club may be affiliated to any appropriate Drama Group, Theatre Guild or similar organisation, as agreed by the Committee.

### 5. Composition

- ❖ The Club shall consist of: -
  - The Committee.
  - Honorary Membership.
  - Adult Membership.
  - Junior Membership.

### 6. Committee

- ❖ The management of the Club shall be vested in a Committee to be elected at the Annual General Meeting and shall consist of: -
  - The Officers – namely: -
    - President
    - Chairman
    - Vice-Chairman
    - Honorary Secretary
    - Honorary Treasurer
  - Plus
    - Four ordinary members.
- ❖ The Committee shall have the power to co-opt onto the Committee all, any or none of the following: -
  - the Director of the current production
  - the Stage Manager of the current production
  - the Producer(Business Manager) of the current production
  - any other member the Committee may deem appropriate
- ❖ However: -
- ❖ The Committee shall not at any time consist of more than twelve persons.
- ❖ All members of the Committee, including co-opted members, shall step down at the Annual General Meeting and shall be eligible for re-election, except that no person shall be elected to the office of Chairman for more than 3 consecutive years.

### 7. Committee Procedures

- ❖ Meetings of the Committee shall be held as the Chairman may determine, or at the request of at least four Committee members.
- ❖ Notice of Committee meetings shall be given to all Committee members, specifying date, time and venue of each meeting.
- ❖ Five members personally present shall constitute a quorum.
- ❖ Voting shall be by show of hands.
- ❖ In the event of a tied vote, the Chairman shall have the casting vote.
- ❖ An Ad Hoc committee meeting may be called should circumstances dictate a quick decision.
  - An Ad Hoc Committee should consist of at least five Committee members (though not all need be physically present)
  - An Ad Hoc Committee may not alter a Full Committee decision.
  - Should the Ad Hoc Committee fail to agree, a majority decision will be accepted.
  - An Ad Hoc Committee shall be authorised to commit to expenditure of £100.
  - Any decision made by an Ad Hoc Committee meeting must be documented in the minutes of the next Full Committee meeting.

## 8. Committee Responsibilities

- ❖ The Committee is responsible for the general management of the Club except for those matters specifically reserved for the Annual Meeting. In particular, but not exclusively, the Committee must address the following: -
  - *Finance* – The Committee shall have complete control over all financial matters concerning the Club. The Committee shall ensure that a proper and accurate system of accounts is maintained for the Club's activities.
  - *Insurance* – the Committee shall be responsible for ensuring that adequate insurance is taken out to cover all aspects of the Club, Club property and Club members (whilst performing Club activities).
  - *Property* – The care of all property belonging to the Club shall be vested in the Committee.
  - *Hiring out of Club property* – The Committee may sanction the hiring out of Club property e.g. costumes, lighting and scenery. An appropriate fee should be charged to the hirer and hiring records maintained.
  - *Minutes* – The Committee shall ensure that accurate minutes are taken and maintained for all Committee and General meetings.
  - *Productions* – The Committee shall appoint a Producer for each production, and two other Club members who, together with the Producer will form a casting committee. The Committee shall ensure that all paid up members of the Club are notified in writing of the 'reading' start date and audition date prior to each production.
  - *B.H.S.A.* – The Committee shall appoint one of its members, *or any Club member the Committee deems qualified*, to represent the Club on the Management Committee of the Beacon Hill Sports Association.
  - *Sub-Committees* – The Committee may appoint such sub-committees as may from time to time be necessary.

## 9. Committee Members' Responsibilities

- ❖ All members of the Committee shall discharge their responsibilities with due diligence.
- ❖ Committee members should use their best endeavours to attend all Committee meetings.
- ❖ Failure by a Committee member to attend three consecutive meetings, or five meetings during any one year, should be discussed by the Committee at the next meeting.
- ❖ If deemed appropriate, the defaulting Committee member should be asked to step down, and a suitable member of the Club co-opted onto the Committee as a replacement.

## 10. Honorary Membership

- ❖ Honorary membership shall be awarded at the discretion of the Committee in recognition of outstanding service to the Club.
- ❖ Honorary members will not be required to pay the Annual Subscription Fee.

## 11. Adult Membership

- ❖ Membership shall be open to anyone interested in drama. The Club will not discriminate against current or prospective members on the basis of colour, race, religion, nationality, gender or disability.

## 12. Members' Responsibilities

- ❖ If chosen for a role in any production, members should make every effort to attend all rehearsals.
- ❖ If unable to attend a rehearsal, members must notify the Producer in advance.
- ❖ Failure to attend 3 rehearsals without prior notification may result in the member losing the role.
- ❖ Unless other arrangements have been agreed with the Wardrobe Mistress, all articles of costume must be left at the hall following the last performance of a production.
- ❖ All members, whether performer, back stage or front of house should be prepared to assist in tidying up the hall following a performance or social event.
- ❖ Since a large proportion of the money the Club invests in Stage and Club equipment is raised through the Club's social events, members are encouraged to support these social events and to invite friends and family to attend.

## 13. Junior Membership

- ❖ The Club may form and operate – or assist in forming and operating – a group for juniors interested in Drama activities. The group, otherwise known as the 'Junior Workshop', may define a set of rules as may be deemed appropriate. Such a set of rules shall be ratified by the Committee. The Junior Group membership shall be limited to a maximum of forty members.

## 14. Finances

- ❖ The Treasurer shall maintain the accounts for the Club and shall present a current financial statement at every Committee Meeting.
- ❖ The Club's financial year shall end on the 31<sup>st</sup> July each year.
- ❖ The Treasurer shall ensure that the year's accounts are audited and shall present a report at the Annual General Meeting.
- ❖ The Committee shall nominate three Committee members to the Club's bankers as signatories.
- ❖ Cheques drawn on the Club's funds shall require the signatures of any two of the three signatories.

## 15. Subscriptions

- ❖ A Club Joining Fee may be levied on entry into the Club.
- ❖ The Annual Subscription Fee will fall due on the 1<sup>st</sup> September each year, and should be paid not later than 31<sup>st</sup> October each year.
- ❖ After this date, a surcharge of 25% will be added to the membership fee for that year.
- ❖ Any change to the current Joining Fee or Annual Subscription Fee must be ratified at a General Meeting.
- ❖ *It is vital for insurance purposes that all those involved in the Club's activities are fully paid up members.*

## 16. Annual General Meetings

- ❖ An Annual General Meeting shall be held every year.
- ❖ The meeting shall be held within three months of the end of the Club's financial year. (31<sup>st</sup> July)
- ❖ The meeting should consider the following matters: -
  - Adoption of the previous meeting's minutes.
  - Chairman's report of the Club's activities.
  - The Club's audited accounts for the year ending 31<sup>st</sup> July preceding the meeting.
  - The Treasurer's report on those accounts.
  - Election of officers and Committee members.
  - Appointment of Auditors.
  - A maximum of two other subjects deemed appropriate by the Committee, and included in the meeting notification.
  - Any resulting changes to the Constitution & Rules
- ❖ Notification of an Annual General Meeting must include Nomination Forms for those wishing to stand for the Committee.
- ❖ The Nomination Form must: -
  - indicate the position applied for
  - be proposed and seconded by two Club members
  - be signed and dated by the person wishing to stand
  - be delivered to the Honorary Secretary at least seven days prior to the meeting.
- ❖ Annual General Meetings shall be organised and conducted as specified under the 'General Meetings' section.

## 17. Extraordinary General Meetings

- ❖ An Extraordinary General Meeting may be requested on application in writing to the Honorary Secretary.
- ❖ The application should be supported by no fewer than twelve Club members and should detail the purpose of the meeting.
- ❖ The Committee must act upon any valid request.
- ❖ The Committee should allow at least fourteen days to clarify the details of the application, to arrange time, date and venue, and to prepare a Notification of a General Meeting.
- ❖ Extraordinary General Meetings shall be organised and conducted as specified under the 'General meetings' section.

## 18. General Meetings

- ❖ Notification of every General Meeting should be delivered to all current Club members, at least twenty one days before the Meeting date.
- ❖ The Notification shall contain the time, date and venue of the General Meeting, and the business to be conducted.
- ❖ Only that business stated in the Notification may be addressed at the meeting.
- ❖ No other business may be considered.
- ❖ Fifteen members personally present shall constitute a quorum for General Meetings.
- ❖ The President shall be entitled to take the chair at General Meetings. Should the President be unwilling or unable to take the chair, this duty will devolve to the Chairman, and then to the Vice-Chairman. In the event that all three are unavailable, any Committee member elected by those present may take the chair.
- ❖ All those who received valid Notification are eligible to vote.
- ❖ Voting for the election of Committee members and officers shall be by secret ballot.
- ❖ All other voting shall be by show of hands.
- ❖ In the event of a tied vote, the Chairman shall have the casting vote.

## 19. Dissolution

- ❖ The Club may be dissolved at any time by a resolution passed by a majority of two-thirds of those present at a General Meeting.
- ❖ The General Meeting (annual or extraordinary) must conform to the rules laid out in Rule 18 of this Constitution, in particular:-
  - Notification to all members of the time, date and venue of the meeting,
  - Notification to all members of the business to be discussed,
  - The appropriate lead time between notification and the meeting.
- ❖ The resolution may call for the disposal of some or all of the assets held by, or in the name of the Club so that all debts and liabilities may be satisfied.
- ❖ Any assets and property remaining shall not be paid to or distributed among the members of the Club – but shall be disposed of in one, or a combination of, the following ways:-
  - Donated to another Drama Club.
  - Donated to an appropriate Registered Charity.
  - Held in trust by the BHSA (or similar body) until such time as a new Drama Club is formed in Wickham Bishops.
- ❖ If no decision is reached at the General Meeting as to the exact disposal of the remaining assets, the final decisions will rest with the Committee. However, all decisions must still conform to the conditions stated above.

## 20. Constitution and Rules

- ❖ The Committee shall be responsible for addressing any arising situation that is **not** addressed within the Constitution.  
However: -
- ❖ The Constitution and Rules documented herein may not, and cannot, be altered in any manner whatsoever, except by the consent of two thirds of members present at a General Meeting of the Club, for which the proper notice shall be given, specifying in detail the proposed alterations.