



## *Faringdon Dramatic Society*

### **CONSTITUTION**

#### **1. Name**

- I. The Society shall be known as 'Faringdon Dramatic Society', herein after known as 'the Society'.

#### **2. Objectives**

- I. To promote an interest in drama for its members and to provide an entertainment for the general public.

#### **3. Membership**

- I. Any person of 18 years and over resident in or around the Faringdon area is eligible to join the Society subject to the completion of a membership form and payment of annual subscription.
- II. Any young person of 10 -18 years involved in a production must be registered with the Society. A subscription is not payable, but a small contribution towards the cost of the production and insurance cover may be requested.
- III. The Committee has the discretion to appoint Honorary Members.
- IV. Where the Society deems it necessary to Co-opt any personnel to undertake specific tasks, those people will be considered to be full members, and will therefore be covered by insurance for the period of their involvement.

#### **4. Subscriptions**

- I. The Annual Subscription shall be payable by all members.
- II. The subscription rate shall be determined from time to time by resolution by majority vote at the Society's Annual General Meeting.
- III. The subscription is payable within 30 days of the date of the Annual General Meeting.
- IV. New members will be asked to pay a proportionate payment of the subscription for the remainder of the year.

#### **5. Finance**

- I. An up-to-date financial report, accompanied by a written statement, shall be presented to the Executive Committee at each Committee meeting, and to the Society Members at the Annual General Meeting.
- II. Any monies expended or received after February in any one year shall be included in the accounts for the following financial year. The financial year shall run from March 1<sup>st</sup> to February 28/29<sup>th</sup> of each year.
- III. There shall be an annual independent audit of the accounts prior to each Annual General Meeting.

#### **6. Eligibility to Vote**

- I. Only paid-up members shall be entitled to vote at the Society's Annual General Meeting, Special General Meetings and Executive Committee Meetings.

#### **7. Executive Committee**

- I. An Executive Committee shall be formed from paid-up members and elected by a majority vote at the Society's Annual General Meeting.
- II. The Executive Committee shall comprise the following: Chairman/Vice Chairman; Secretary;



- Membership Secretary; Treasurer; plus sufficient full members to make up to a minimum of 8. Further co-opted members selected by the Executive Committee may be added to this number.
- III. Officers would be expected to hold office for a minimum of one year and shall be eligible for re-election at the end of their term of office.

## **8. Powers of Executive Committee**

The Executive Committee shall:

- I. Co-opt members to the Committee for the purposes of fulfilling the objectives of the Society;
- II. Have the power to co-opt a member to stand in for, or be a temporary replacement for, any executive member who is no longer able to fulfil the role to which they were elected;
- III. Be able to hire, buy or otherwise obtain equipment, costumes and the like on behalf of the Society without reference to the members of the Society for the furtherance of fulfilling the objectives of the Society;
- IV. Act on the Society's behalf in respect to any matters that may occur from time to time;
- V. Ensure that the Societies Health & Safety Policy is implemented throughout the Societies activities;
- VI. Ensure that the Child Protection Policy is implemented throughout the Societies activities and ensure that a member of the Society is nominated as Child Protection Officer.

## **9. Productions**

- I. It is the aim of the Society to produce three productions per year consisting of two plays and one pantomime.
- II. Plays and pantomimes may be suggested by a member of the Society, but suitability for production will be at the sole discretion of the Executive Committee.
- III. The Executive Committee will appoint the Director of each production, who will be co-opted on to the Committee, and will allocate responsibilities as necessary. Where the Director is not a member of the Society, he/she will not be co-opted on to the Committee, but will instead be invited to attend the relevant part of each Committee meeting, and then asked to leave.

## **10. Annual General Meetings**

Annual General Meetings shall:

- I. be held once a year in the month of May;
- II. be held to elect the officers of the Society and to review the events of the Society over the past year;
- III. consider and vote on proposals to alter this Constitution;
- IV. consider any other business.

## **11. Special General Meetings**

- I. Special General Meetings may be called by members at any reasonable time subject to the Secretary receiving such a request in writing from five or more members.
- II. Special General Meetings may be called at the discretion of the Executive Committee or the Chairman, but in any instance of a Special or other meeting being called, the Secretary shall inform those members concerned as soon as possible.

## **12. Voting**

- I. All proposals arising at any meeting shall be decided by a simple majority of those present and entitled to vote. Each member has only one vote, but members not present may appoint a proxy in writing. In the case of a tied vote, the Chairperson shall have the casting vote.

## **13. Quorum**

- I. One third of the Committee members shall form a quorum at meetings of the Executive Committee. Twenty or one third of the members, whichever is the less, shall form a quorum at Special General Meetings and Annual General Meetings of the Society.

## **14. Duties of Society Officials**

- I. These will be found in an appendix and do not form part of this Constitution.



## 15. Constitution

- I. Any proposal to alter this Constitution must be delivered in writing to the Secretary and not less than 28 days before the date of the meeting at which it is first to be considered. An alteration will require the approval of both:
- II. A simple majority of members of the Executive Committee present and voting at an Executive Committee Meeting
- IV. A two-thirds majority of members present and voting at the Society's Annual General Meeting or Special General Meeting.
- V. Any such amendment shall be given as a proposal in writing to members prior to the Society's Annual General Meeting.

Signed ..... (Chairman)

Signed ..... (Secretary)

FDS/Constitution/KW/22/05/06

