

EGERTON PLAYERS

CONSTITUTION 2012

1. Name and Objectives

The name of the Society shall be Egerton Players. Egerton Players exists to foster amateur dramatic productions by its members, and to offer a broad range of other relevant social activities.

2. Membership

Egerton Players is open to all. Membership comprises Adult Members, Associate Members and Junior Members (those who are 18 or under and are in full time education). All Adult and Junior Members are required to pay an annual membership fee which the Committee will review at the Annual General Meeting. Only Adult Members have voting rights.

(Definition Clause: Associate Members are defined as those who are not paid-up Members, but who, at the request of Egerton Players and with the agreement of the Committee, participate in or assist in any capacity with any production or other activity.)

3. Officers and Committee

Egerton Players' Committee shall be made up of no more than nine members, who will be:

Chairman

Secretary

Treasurer

and up to, but not exceeding, six Ordinary Committee Members.

4. Duty of Officers and Committee

The Chairman shall:

be responsible for the constitutional running of the Society;
have overall responsibility for the administration and co-ordination of the Society;
give a report on the year's activities at the AGM;
chair the AGM and any other relevant meetings, and shall have a casting vote;
delegate the chairing of a meeting to another Committee Member if he/she is unavailable or deems it proper to do so.

It is not permitted whilst Chairman, to be either a Director or a Producer of a major production.

The Secretary shall:

keep a full Membership List;
notify all members in writing of Annual General and Extraordinary General meetings, giving the required notice as laid down in the Constitution;
take Minutes of all meetings;
delegate the taking of Minutes of a meeting to another Committee Member if he/she is not available;
ensure that a file of all correspondence is kept for the current and previous five years.

The Treasurer shall:

keep a record of, and oversee, all financial transactions of Egerton Players;
submit a Financial Report at the AGM to all those present, detailing all income and expenditure during the previous year;
ensure that all Officers or any other Committee Member as deemed necessary are signatories for the bank account;
ensure that all normal expenditure related to Egerton Players' activities in excess of £100 be left to the discretion of the Committee. General expenditure not in excess of £100 is to be approved by the Chairman and Treasurer.

Should Egerton Players cease to function, an Extraordinary General Meeting shall be called and a decision reached by the voting Adult Members as to the distribution of any funds.

For the purposes of accounting, the Financial Year End shall be the 31st December.

The role of the Committee shall be:

to manage all aspects of Egerton Players' administration and finance;
to be involved in, and agree upon, the choice of productions.

5. Election of Officers and Committee

The Chairman, Secretary, Treasurer and Ordinary Committee Members are to be elected at the AGM.

If the need arises, the Committee may fill any vacancy in their number and have the power to co-opt any Member. Co-opted Committee Members shall not have voting rights at Committee Meetings.

The entire Committee shall retire annually, but may seek re-election at the AGM, along with any other nominees. Should the total number of those wishing to stand exceed nine, a ballot will be taken. No Officer or Ordinary Committee Member may serve for more than five years continuously and one year must elapse before re-election is sought. Officers must be elected individually by the Members attending the AGM, but the Ordinary Committee Members may be elected *en bloc*.

6. Annual General Meeting

The Annual General Meeting shall be held in February each year in order to receive reports and accounts, review subscriptions and discuss possible forthcoming events.

Twenty-one days written notice of the date of the AGM shall be given to all Members. Notice will include the names of all Officers and Committee Members seeking re-election, together with nominations received prior to the notice and an invitation for any further nominations. Any two Adult Members may nominate an Adult Member as Chairman, Secretary, Treasurer or Ordinary Member of the Committee, having previously obtained his/her consent. Nominations must be received by the Secretary at least three days before the AGM.

Ten voting Adult Members will form a quorum for the AGM.

7. Extraordinary General Meetings

The Committee must call an Extraordinary General Meeting on receiving a letter of requisition signed by at least eight Adult Members (not Associate Members), or if the Committee votes in favour of convening an EGM. The purpose of such a meeting must be clearly stated and no other business transacted. At least fourteen day's notice must be given. Ten voting Adult Members form a quorum for an EGM.

8. Committee Meetings

The Committee will hold regular meetings (at least four per year) to administer Egerton Players' activities. Only Committee Members may vote at these meetings.

9. Child Protection Policy *

Egerton Players recognizes its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000, and will update its duty of care in line with any Act or Regulations in force. The Committee will designate a nominated Committee Member (or Adult Member or Associate Member) to advise on, and be attentive to, child protection issues.

10. Declaration

Egerton Players Committee and all its Members shall abide by the Constitution and any rules laid down herein, and to any regulations, policies or systems as decided upon by the Committee.

11. Constitution

The Constitution shall not be altered or repealed and no new clause added, save at a General Meeting. All proposed amendments to the Constitution shall be circulated to the membership with the notice convening the General Meeting.

** A copy of this policy is available online at www.egertonplayers.com/policyIndex.php*

As agreed at the AGM 27th February 2012