



TREGONY CLOCKHOUSE PLAYERS

CONSTITUTION 2018/19



1 NAME

The name of the Society shall be Tregony Clockhouse Players (hereinafter referred to as 'The Group'.)

2 OBJECTS

The Objects of The Group shall be the:

- (a) study, reading and performance of pantomimes etc.
- (b) encouragement of acting, directing, general production and theatrical skills within the Group and local community.

3 MEMBERSHIP

(a) Membership shall be open to such persons as desire to pursue the Objects of the Group, subject to a maximum number of primary school aged children to be determined each year. The exact number will be set for each pantomime depending upon the space and supervision available for the children's chorus.

(b) Subject to Rule 3(c) a person shall be deemed to be enrolled as a member provided the appropriate subscription has been paid.

(c) The Group shall bar from enrolment or recommend the suspension of any member whose conduct they consider detrimental to the best interests of the Group, provided always that a majority of the attendant members at a Committee Meeting, called for the purpose of considering such a matter, shall vote in favour of the barring or suspension. The Chairperson will have the casting vote if necessary.

(d) Members not having paid their subscriptions within four months of the Annual General Meeting or within one month of joining the Group shall no longer be considered a member of the group.

4 SUBSCRIPTIONS

The Annual Subscription shall be decided at the Annual General Meeting by a majority vote.

5 OFFICERS

The Officers of The Group shall be:

- Chairperson
- Vice-Chairperson
- Secretary/Secretaries
- Treasurer
- Publicity / Marketing Officer
- Village Hall Representative
- Children's Liaison Officer

6 COMMITTEE

(a) The management of the Group shall be vested in a Committee consisting of the Officers.

(b) Members aged over 18 years shall be eligible to become Officers only after a period one years' membership of The Group.

(c) The Elected Members of the Committee shall retire annually but will be eligible for re-election at the Annual General Meeting.

(d) Five members shall form a quorum at a committee meeting with the Chairperson having a casting vote.

(e) General meetings shall be held as frequently as required

7 POWERS OF THE COMMITTEE

The Committee shall have the power to:

(a) Carry out the ordinary business of running The Group.

(b) If, otherwise than in the course of ordinary business, the Committee desire to deal with the assets of The Group, the consent of the Members shall be required and obtained by calling an Extraordinary General Meeting.

(c) Draw up such procedural practices for the conduct of ordinary business of the Group as they deem necessary.

(d) Carry out such other duties as may be remitted to them from Members of The Group.

(e) Co-opt as necessary.

The Committee is required to:

- (f) Put in place suitable indemnity insurance on behalf of the Members of The Group.
- (g) Ensure all relevant insurances are in place for members, contractors and the general public.
- (h) Ensure that the physical assets of the Group are stored safely and maintained in good order at all times.
- (i) To consider all requests from other organisations to borrow such assets.
- (j) To maintain confidentiality.

8 ACCOUNTS

The financial transactions of The Group shall be properly recorded and be open for inspection by the Members.

A Bank Account shall be opened in the name of The Group and operated upon only by such Officers as The Group shall direct.

The Accounts of The Group shall be made up each year for presentation at the Annual General Meeting.

9 ANNUAL GENERAL MEETING

The Annual General Meeting shall be held in May.

Seven clear days' notice of the Annual General Meeting shall be given in writing and/or by electronic communication to every Member of the Group. Only existing Members of the Group shall be entitled to vote at the Annual General Meeting.

The Meeting shall be called by the Secretary, and Notices calling the meeting shall state the business to be transacted at the meeting which will include:

- a) To receive the Treasurer's Report and Accounts for the year. Accounts to be open to inspection by The Group members.
- b) Accept the resignation of the outgoing Committee.
- c) Elect and co-opt Committee members for the forthcoming year.

10 EXTRAORDINARY GENERAL MEETINGS

Extraordinary General Meetings of The Group shall be convened:

(a) By the Committee

(b) On the signed submission to the Secretary of not less than five members of The Group.

Fourteen clear days' notice, specifying the nature of the business to be transacted, shall be given to every member in writing and/or electronic communication.

11 ALTERATIONS TO THE CONSTITUTION

This Constitution shall only be altered by resolutions passed at an Annual General Meeting of The Group. Notice, in writing and/or electronic communication, of the motion must be submitted to the Secretary at least twenty-eight days before the Annual General Meeting.

Seven clear days' notice of the motion shall be given in writing or/and electronic communication to every member.

12 TERMINATION OF THE GROUP

The Group shall not be disbanded except by resolution of an Extraordinary General Meeting convened for that purpose. In such an event, any surplus assets, after payment of all just debts and expenses, will be placed in a Trust Fund known as '*The Clockhouse Players Trust Fund*'

The physical assets of the Group will be disposed of, by consensus of the members present at the Extraordinary Meeting.

The meeting will appoint no less than three Trustees, from members eligible to be members of the Committee to administer the Fund.

This bursary will be used to give donations to causes or charities deemed appropriate by the Trustees.

If after the disposal of assets, there is a deficit, it will be the responsibility of The Group to fundraise to clear this deficit.

Signed: *Sara Long (Chairperson)*

Date: *16th May 2018*