

**BARNS GREEN PLAYERS
CONSTITUTION AND TERMS OF REFERENCE
2017**

1. Name of Organisation

- Barns Green Players.

2. Purpose

The object of the group shall be to encourage and provide opportunity for the enjoyment of Dramatic Arts.

3. Membership

Membership shall be open to any person interested in the objects of the Group. Provided that the Management Committee shall have the power to restrict the entry of new members and the continuation of membership as they may consider necessary or desirable from time to time in the interests of the Group.

4. Financial Year

The financial year of the group shall be the calendar year as from 1st June to 31st May.

5. Annual Subscription

1. The 'Membership year' will run from the point a member pays the membership fee for 12 months.
2. The Annual Subscription for the Group will be that which is proposed by the Management Committee and agreed at AGM.
3. This Subscription will be payable on a rolling year basis.
4. Non-payment will result in the said member not being considered for any Committee, Administrative or involvement in any performance.
5. Students and those under the age of 16 will pay a reduced membership rate as agreed at the AGM.

6. Management Committee

Barns Green Players management committee

- (1) The affairs of the Barns Green Players (BGP) shall be directed by a Management Committee consisting of the following Officers:-

Members

Committee Officers

- Chairperson
- Vice Chair
- Honorary Secretary
- Honorary Treasurer

Vice chairman will be chosen by the management committee at the first meeting after the AGM.

The Management Committee should normally comprise six voting members, and the committee officers.

The Chairpersons term is a maximum of four years.

(2) Co-opted Members

The committee has the power to co-opt members to the management committee when required:-

- (a) From Barns Green Players – Junior Group
- (b) Members with Special Skills
- (c) Where Special Projects need more support
- (d) Current Directors

7. Terms of Reference of the BGP Management Committee

- (1) The signatories of Group cheques will be any two from the four officers of the Group, with the exception that only one member of any household can become an authorised signatory in any one financial year. In addition the Officers shall have the right to appoint by majority vote one additional signatory in any one financial year from the ordinary committee members to facilitate ease of access to signatories where not all of the Officers can become signatories.
- (2) No item of business shall be carried forward more than three meetings without a vote being taken unless exceptional circumstances prevail.
- (3) The Management Committee may from time to time set up Sub committees to consider specific items of business. All such committees will have an appointed Chairman who will be responsible for arranging and control of all meetings held by that committee and for the appointment of a Secretary to take minutes of such meetings.
- (4) Ensure that the premises equipment are kept in a safe, good, clean and tidy condition.
- (5) Quorum for the committee shall be five members
- (6) The Management Committee will meet approximately once a month
- (7) Officers of the Committee shall be elected annually. Postal votes for the election of Officers will be accepted from fully paid up members, by the Hon. Secretary.
- (8) Appoint a Treasurer and ensure that proper accounts are maintained as required for audit proposes. Accounts must be submitted annually for audit.
- (9) Arrange appropriate insurance cover for contents and equipment owned by the Committee, third party claims against the Committee and public liability insurance.
- (10) Anyone wishing to hire or borrow any item of the group's property must seek permission from a committee officer.
- (11) A member absent for three consecutive meetings, without sending prior apologies to the Committee, is deemed to have resigned — unless there are exceptional circumstances (as determined by the Committee).
- (12) In the absence of the Chairman or Vice-Chairman, those voting members present must appoint a Chairman for the meeting.
- (13) Matters are to be determined by majority vote with the Chairman of the meeting to have a second or casting vote in the event of equal votes having been cast.
- (14) There must be a formal agenda for each meeting setting out the business to be discussed, and minutes of the proceedings agreed with the chairman for circulation as soon as possible afterwards (albeit that they require ratification at the following meeting).

8. Annual General Meetings

- a)** The Annual General Meeting shall take place within sixteen weeks of the end of the financial year at a time and place to be determined by the Management Committee.
- b)** A minimum of 14 days notice shall be sent by the Honorary Secretary to every member of the Group. This notice shall specify the business to be transacted at the meeting.
- c)** The business at these meetings shall include the following:- 1. Consideration of the Committee Report. 2. Consideration of the Statement of Accounts for the preceding year. 3. Consideration of the Offices Reports. 4. Election of Officers and Members of the Management Committee. 5. Appointment of an honorary Auditor for the ensuing year.
- d)** Ten members of the Group, including 3 Management Committee members, shall form a quorum at such meetings and minutes shall be recorded.
- e)** Voting at general meetings shall be by ballot unless otherwise decided by those members present and a simple majority shall decide any issue other than as laid down in Rule 10 (Alteration of Rules)
- f)** Nominations for Officers shall be made in writing to the Hon. Secretary at least seven days before the AGM. Anyone nominated must have signified their willingness to stand for election. Each nomination must be seconded.

9. Urgent Matters

Urgent action on matters within the remit of the Committee which arise between meetings may be authorised by the Chairman and, if not available, the Vice-Chairman; such action to be reported to the next meeting.

10. Alteration of rules

No Rule of the Group shall be repealed or altered and no new Rule made unless voted by a majority of the members at the A.G.M. Notice of the intention to propose any new rule or alteration shall be given to the Honorary Secretary, in writing, not later than the end of the financial year. Such notice to be communicated to the members along with the notice convening the meeting. An EGM may be called if agreed by a quorum of the committee

11. Dissolution of the Group

In the event of the Group being dissolved, any funds, monies or assets standing to the credit of the Group shall be disposed of as the Management Committee may determine to a local amateur drama group. Subject to the approval of the group members at an A.G.M. Voting to be by a simple majority.

12. Pecuniary Interests

- (1) No member of the Committee may take or hold any interest in any property held or used for the purpose of the Club, or receive any remuneration for his/her services or be involved in the supply of work or goods at the cost of the Club.
- (2) A member is deemed to have a pecuniary interest in a matter if financial advantage or disadvantage to him/her or their spouse or close family may result from a decision on that matter. Any member with such an interest must declare it when necessary and take no part in the discussion or voting on the matter is question.

Updated – 20th June 2017 – S Gale