

Little Waltham Drama Group Constitution

Name

The name of the Group shall be “Little Waltham Drama Group”

Object of the Group

To further an interest in drama for its members and general public, especially by presenting stage productions, principally at the Memorial hall, Little Waltham.

Membership – General

Membership shall be open to anyone over 16 years old who wishes to apply and who pays the relevant subscription.

Membership Benefits

Participation in productions. (Full Members only)

Full voting rights at General Meetings. (Full Members only)

Eligibility to hold office on Committees (Full Member only)

Assisting in the overall running of productions and functions.

Covered by insurance.

Note: Digital images of Members involved in LWDOG activities may be used on social media.

Membership Types

Full Members

16 years old and above.

On joining shall be eligible for all benefits of membership.

Associate Members

A member of the public who will assist in the overall running of productions and functions and will be covered by insurance.

Subscriptions

Each Full Member shall pay an annual subscription to the Group. The relevant subscription rate will be determined by members at each Annual General Meeting.

The subscription shall cover the year from 1st October to 30 September and is due on 1st October.

Full Members who join after 1st October will pay the full subscription no later than one month after joining.

Associate Members are not required to pay the annual subscription.

Cancellation of Membership

Should any member appear to be acting against the aims of the Group or in the running of it, then their membership may be cancelled by the Committee. The chairman will inform the member that the matter will be discussed at a Committee meeting.

Election of Officers

The Officers of the Group shall comprise a Chairperson, Secretary, and Treasurer and shall be elected at each Annual General Meeting from eligible members present. Each candidate for Office should have a proposer and seconder from eligible members present.

Election of Committee

The Committee shall consist of a minimum of six members up to a maximum of nine members. The Officers of the Group will automatically be elected to the Committee and shall be included in the relevant numbers. The remaining Committee shall be elected at each Annual General Meeting from eligible members present. The election shall be decided by majority vote of eligible members present.

Committee Meetings

The Committee shall meet at agreed times and date for a minimum of six times a year whilst in Office. Meetings will not be open to other Group members except by invitation of the Committee. The Committee shall be responsible for the general running of the Group as well as deciding on any productions the group may perform. Any member producing or proposing to produce any work may be required to report to the Committee at any time the Committee decides.

The Committee shall be responsible to the members and shall ensure that the Constitution is adhered to. The Committee shall also be accountable to the members in relation to the fiscal responsibilities of the Group, in that present and future spending is realistic and justifiable.

General Meetings

The Annual General Meeting shall be held each year during the month of September. A quorum of one-third of eligible members must be present.

An Extraordinary General Meeting must be held if at least five eligible members give notice to the Secretary. Such a meeting must be held between fourteen and twenty-eight days after such notice has been given.

The General Meetings shall be held in a suitable place for the occasion and shall commence at 8:00 pm.

During General Meeting votes the Chairperson shall not take part except in the event of a tie, whereby s/he shall be accorded a casting vote to decide the matter.

Changes to the Constitution

The Constitution can only be changed at a General Meeting by three-quarters of eligible members present.

Group Finances

All monies shall be banked in a Building Society Share Account in the name of the Group and/or a Bank Current Account as nominated by the Committee. Any withdrawals made by cheque shall be authorized by signature of the Treasurer and countersigned by one of three nominated Committee members.

The three signatories shall have full on-line access to the accounts.

All costs incurred by members in relation to the running and objectives of the Group shall be charged to the Group, provided that the expenditure is authorized by the Committee. All items paid for by the Group shall be the property of the Group.

The Treasurer will present the current financial position to the Committee at each Committee meeting.

The Treasurer shall be responsible for preparing Income and Expenditure Accounts as well as a Balance Sheet as at 30th June each year. These shall be ready for the Annual General Meeting and independently audited by appointment of the Committee. These accounts shall be in a form that is acceptable to members.

Winding Up

If at an Annual General Meeting a quorum is not present then the Secretary shall call an Extraordinary General Meeting between two and twelve weeks later. If at this meeting a quorum cannot be found, the Group may be dissolved at the discretion of those attending on a majority vote of eligible members present.

In the event of the Group being dissolved all monies and property of the Group shall, after payment of all outstanding debts, be shared equally between all eligible members of that or the previous financial year. All eligible members are responsible for the debts of the Group and if at dissolution debts exceed funds, the balance shall be divided between eligible members of that or the previous financial year.

Constitution as ratified by Annual General Meeting Thursday 7th September 2023