



# THE B.C. THEATRE CLUB

## THE CONSTITUTION OF THE B.C. THEATRE CLUB

### 1. NAME:

The name of the organizations shall be 'The Brentwood Catholic Theatre Club, hereinafter referred to as "the Club"

### 2. AIMS:

To promote, encourage and organise amateur drama through the annual Brentwood Catholic Drama Festival herein referred to as "the Festival"

### 3. MEMBERSHIP:

- a) The Drama Groups or Companies entering for the Festival shall be deemed to be members of the club for the duration of the festival upon payment of a festival entry fee.
- b) Membership is open to all regardless of creed, race, colour or religion.
- c) Once the festival is over, the groups or company's membership shall cease.

### 4. MEETINGS:

- a) An Annual General Meeting (A.G.M.) shall be held one month after the end of the Festival.
- b) Each of the participating member groups will be invited to attend and permitted to send one representative to the AGM.
- c) At the A.G.M. the accounts for the previous year shall be submitted for approval, and the Committee and Officers for the following year shall be elected.
- d) Committee Meetings shall be held as required, at times and places to be determined by the Committee, but not more than 3 months apart.
- e) Notice of all Committee Meetings shall be given in writing or emailed to the committee not less than nine days and not more than twenty-one days prior to the meeting.
- f) Those present at a meeting shall have one vote, but in cases of equality of voting, the Chairman shall have a second or casting vote.

### 5. COMMITTEE AND OFFICERS:

- a) There shall be elected at the Annual General Meeting, a Chairman, Honorary Secretary and Honorary Treasurer (the "Officers") and a Committee.
- b) Members may be elected to the Committee at an A.G.M., to fill specific posts thereon. In addition to those named above the positions shall include: Stage Manager, Stage Director, Front of House and Publicity.
- c) All Officers and Committee members shall be entitled to be present and vote at all meetings of the Committee.
- d) The Committee shall hold office for one year, and, unless the members of the Club at a Committee Meeting have decided otherwise, all members of the Committee shall be eligible for re-election.
- e) Nominations for Officers and membership of the Committee shall be received by the Secretary prior to the vote being taken to the attainment of the above.

### 6. PROCEEDINGS, POWERS AND DUTIES OF THE COMMITTEE:

- a) The Committee shall have the power to co-opt for a specific purpose any person to fill a temporary office, which must be ratified at the next Committee Meeting.
- b) The Committee may regulate their own procedure and shall consist of a quorum, to include a Chairman or elected chairman, and three members. Voting by the Committee shall be carried out as in Committee meetings.



- c) The Committee shall manage the property, proceedings and affairs of the Club, and exercise all powers of the Club which are not required to be exercised by the group in Committee Meetings (Subject to any regulations made from time to time in a Committee Meeting.)
- d) The Committee shall consist of the members of the club; all the members shall be entitled to attend and vote at all meetings of the Committee.
- e) The Committee shall meet at times and places determined by its officers, giving not less than nine and not more than twenty-one days' notice.
- f) If the Secretary shall receive notice in writing, endorsed by three members of the club, a meeting of the Committee shall be called forthwith, giving not less than nine and not more than twenty-one days' notice thereof.
- g) Where circumstances dictate, Committee meetings may be called at shorter notice, provided that all relevant parties are notified in reasonable time.
- h) The Committee shall not take any action that is not in accordance with the general policy of the Club.

## **7. SUBSCRIPTIONS AND FINANCE:**

- a) Membership will be paid as a one off entry fee 3 months before the start of the Festival.
- b) The entry fee shall be determined by the Committee and shall require the agreement of a simple majority of the members present at an A.G.M.
- c) The Club shall also have the power to raise money by means of donations, legacies, grants from statutory bodies and authorities, loans and other sources.
- d) All monies received shall be devoted to any or all of the aims of the Club, as set forth in this Constitution. No portion of monies received may be paid or transferred directly or indirectly to any member of the club by way of profit, except in the furtherance of the club's aims.
- e) The financial year of the group shall end on 30<sup>th</sup> of September each year.
- f) At the end of the financial year, the accounts shall be prepared and audited, and presented to the committee at the A.G.M. A person nominated by the Treasurer and ratified by the Committee shall undertake the Audit.
- g) The Treasurer shall be responsible for keeping proper accounts, and for all the monies received or payable by the Club.
- h) The Treasurer shall be empowered by the group to pay from Club funds any affiliation fees to bodies to which the Club belongs.
- i) Members of the Committee shall be empowered to incur agreed expenses on behalf of the Club and providing it has been agreed, shall be entitled to reimbursement in full.
- j) The Chairman, Secretary and Treasurer shall be authorized to operate a Current Banking Account for this purpose, and shall notify the Committee of any action taken under this ruling.
- k) All financial transactions other than those mentioned in i) above must be ratified by the Committee.
- l) All cheques drawn on the Club's account must have two signatures. These are the Treasurer and/or the Secretary and/or another mandated person, usually the Chairman.

## **8 STANDING ORDERS:**

### Orders of Conduct of Business at Meetings of the Group

- a) The business at meetings shall proceed in the following order, except that:
  - i. The Chairman may, at his discretion, bring forward any business at any stage.
  - ii. Any item of business may, on cause shown, and with the consent of the meeting, be taken out of order.
  - iii. Minutes of Previous Meeting
  - iv. Notification of business to be taken up at the end of the meeting, of which no other notice has been given (Any Other Business)
  - v. Questions of which notice has been given to be put and answered.
  - vi. Deputations, if any, received.
  - vii. Reports of Committee (e.g., HAC, Drama Sub-committee)



- viii. Election business (e.g., Temporary Officers, and Officers at an
  - ix. Business adjourned from previous meeting.
  - x. New business
  - xi. Any Other Business
- b) Ruling of Chairman
- i. The Chairman of the meeting shall decide all questions of order, relevance and competence arising at all meetings and their ruling shall be final and not open to discussion.
- c) Chairman's Power of Adjournment
- i. The Chairman of the meeting shall be entitled, in the event of disorder arising at any meeting, to adjourn the meeting to a time they then or afterwards fix.
- d) Count Out
- i. If the Chairman is not satisfied that a third of the committee is present, they may terminate the meeting to a date they may then or afterwards fix.
- e) Obstructive and Offensive Conduct
- i. Any member guilty of the above may be suspended for the remainder of the meeting, if a motion to that effect is proposed and seconded, and supported by at least three-quarters of the members present.
- f) Seconding
- i. Motions and Amendments not seconded shall not be discussed.
- g) Minutes
- i. The minutes of any meeting shall give a brief but accurate record of the proceedings. All motions and amendments put in a meeting shall be recorded in full, with the names of the proposer and seconder.

## 9. DISSOLUTION

The club may at any time be dissolved by a resolution passed by a two-thirds majority of all committee members, at a meeting called specifically for the purpose, and of which twenty-one clear days' notice shall be given to members. Such a resolution may also give instructions for the disposal of any assets held by or in the name of the club, provided that if any property remains after the satisfaction of all debts and liabilities, such property may not be paid to or distributed among the members of the committee but shall be given to or transferred to such other institutions as have aims similar to some or all of the aims of the club, as the club may determine. (With the approval of an independent body, e.g. The Charity Commissioners, Havering Arts Council, Havering Borough Council.)

## 11. ALTERATIONS TO THE CONSTITUTION

Alterations to the Constitution shall receive the assent of not less than two thirds of the members present at an A.G.M. Notice of any resolution to alter the Constitution must be received at least twenty-one days before the meeting at which the resolution is to be considered.

**The Club has adopted this Constitution on \_\_\_\_\_**

**Chairman:**

**Secretary:**