



## The Wesley Players Drama Group Constitution

### **Article 1: Name**

The organisation shall be called The Wesley Players Drama Group, hereinafter referred to as "the Group". The address of the group will be The Wesley Players, Upminster Methodist Church, Hall Lane, Upminster, Essex. RM14 1AE.

### **Article 2: Purpose of the Group**

The object of the Group is to promote interest and participation in amateur dramatics in and around the London Borough of Havering and Essex.

### **Article 3: Membership**

Membership shall be open to all persons having an interest in the dramatic arts, whether or not they are practitioners thereof. Membership will be granted upon payment of the appropriate subscription, the amount of which shall be determined annually by the committee of the Group at its Annual General Meeting (AGM). The name and address of each current member will be maintained in a register which will be available to all members. Members must act according to a reasonable code of conduct.

### **Article 4: The Committee**

All offices within the Group shall be strictly honorary. Candidates for each position on the committee of the Group must be proposed and seconded by members of the Group at the AGM.

A Chairman (the incumbent Minister of Upminster Methodist Church), Secretary, Treasurer and four other members shall be elected by and from the membership of the Group at the Annual General Meeting, to form a Committee to serve for a twelve month term (1<sup>st</sup> September to the 31<sup>st</sup> August). The four committee members shall fulfill the roles of Artistic Director, Publicity Officer, Musical Director and Social Secretary. Two further Committee members may be elected by members present at the Annual General Meeting or may be co-opted by the Committee during their period of office according to its perceived needs.

### **Duties**

The duties of the Committee shall be to safeguard the interests of members by providing the premises, leadership, finance and by encouraging members to take a full and active part in the running of the Group, by devising methods of achieving the objects of the Group. Below are the main officers of the Group along with their duties and responsibilities

### **Chairman**

- Chair meetings

## **Secretary**

- Manage all licensable activities within the Group and the Church
- Arrange all the performance and rehearsal dates and liaise with other church hall users
- Focal point for all queries regarding the Groups' activities
- Manage the correspondence of the Group and submit an end of year report
- Minute meetings and distribute to membership
- Represent the Group on external committees
- Maintain open and continuous communication with fellow officers and external organisations
- Other duties as required and agreed to

## **Treasurer**

- Maintain accurate accounts of the Groups budget, expenses and receipts
- Prepare and present the end of year accounts and treasurers report
- Maintain the register of members
- Maintain open and continuous communication with fellow officers and external organisations
- Other duties as required and agreed to

## **Article 5: Meetings**

All members shall have equal voting rights at the AGM or Extraordinary General Meetings. In the case of a tied vote the Chairman of the meeting shall exercise a casting vote.

### **Annual General Meeting**

An AGM will be held as soon after the September Production as is practicable. A full review of the Groups' income, expenditure and activities will be undertaken. Committee members' elected/re-elected as required by the Constitution. The date and time of the AGM shall be notified by the Secretary to all members and no less than [fourteen] days notice of the AGM shall be given.

### **Extraordinary General Meetings**

An Extraordinary General Meeting shall be convened:

- by majority decision of the committee; or
- on submission to the committee of a petition signed by not less than [five] members of the Group.

An Extraordinary General Meeting of the Society may be convened to:

- hold an election to fill a vacancy on the committee, should one arise;
- consider a proposal to amend this constitution or any other governing instrument of the Group;
- address any other circumstance not provided for in this constitution.

### **Committee Meetings**

Committee meetings may be called by any committee member to cover any topic that is necessary.

### **Production Meetings**

Production meetings will be called by the Director of each production on a frequency they deem necessary.

*Any voting that takes place at the AGM or meeting requires a majority vote of the members present. Voting may be in the form of a secret ballot or a show of hands.*

## **Article 6: Subscriptions**

Members shall pay an annual subscription of such a sum as shall be determined by the AGM. Subscriptions shall be due on 1st September each year.

## **Article 7: Financial Liability**

The Officers and Committee may pay accounts and incur normal financial liabilities on behalf of the Group. The Committee is entitled to effect policies of insurance as required and pay any premium thereon to cover the liability of the Group. The Officers and Committee are hereby indemnified by the Group against any claim or demand in respect of any liability properly and bona fide incurred on behalf of the Group.

## **Article 8: Funds**

The Treasurer shall maintain a current account, in the name of the Group, with a national clearing bank. Funds in excess of those required for current use shall be invested in a building society or similar interest earning account. All cheques and withdrawals from all accounts operated by the Group shall be authorised by [two] signatures of either the Chairman, Treasurer or Secretary.

## **Article 9: Accounts**

The Treasurer shall maintain accounts of the Group's funds. The accounts shall be available for inspection by the Committee, or member, at any time and shall be examined annually after the end of the Group's financial year and before the AGM. The Treasurer shall present the examined accounts to the members at AGM. The Groups financial year shall be from 1<sup>st</sup> September to 31<sup>st</sup> August.

## **Article 10: Property and Equipment**

The Committee may obtain and hold items of equipment for the benefit of the Group. The Committee shall maintain an inventory of all such equipment owned by the Group.

## **Article 11: Constitution and Rules**

A copy of the Group's Constitution and Rules shall be available to all members on the Groups Website. Amendments to the Constitution and Rules may only be made at an AGM or Extraordinary General Meeting of the members. Proposed amendments shall be notified to all members at least three weeks prior to the Meeting and shall be adopted only upon receiving at least two thirds of the votes cast.

## **Article 12: Dissolution**

The Group may at any time be disbanded on the vote of a majority of the members at an Extraordinary General Meeting. Upon such a decision being made, all property, equipment and funds shall become the Possessions of the Upminster Methodist Church.

## **Article 13: Proper Law**

The Constitution shall be governed and construed in accordance with the laws of England and Wales.

This constitution was ratified on: *date*