

Drama 13

Constitution.

1. Title:

The name of the group will be 'Drama 13'.

2. Objects:

The objects of the group shall be the performance of dramatic activities of all types both for private and public entertainment, and the general instruction of its members in the art of theatre.

3. The Group:

3.1 For normal purposes the group will base its activities at Kings Heath and Moseley Baptist Church, High Street. Kings Heath. B14 7JZ.

3.2 The group will usually meet weekly on Tuesdays.

3.3 The group through its management committee shall have the following powers:

3.3.1 To promote plays, drama, comedies and other works of dramatic value.

3.3.2 To purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings, scenery and all other necessary effects.

3.3.3 To raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions, donations and otherwise.

3.3.4 To do all such other things as shall further the objects of the group.

1. Constitution:

The group shall consist of acting and non-acting members and patrons, and may also include as life members such other persons as shall have rendered special services to the group.

2. Management:

5.1 The group shall be managed by a committee consisting of the following: Chairman, Secretary, Treasurer, and Six Ordinary Members.

5.2 The Director of a current production should be co-opted onto the committee for the period of preparation and follow up of their production.

- 5.3 The Secretary shall keep a register of the various categories of membership, minutes of official meetings and the necessary records of the group's affairs.
- 5.4 The Treasurer shall keep the books of account and shall present to the Annual General Meeting an income and expenditure account and balance sheet closed at the end of February. These accounts shall be counter-checked by an independent person.
- 5.5 Five members including at least one office shall form a quorum
- 5.6 The committee shall have the power to appoint sub-committees, to delegate to such sub-committees all or any of its power. and shall continue to hold office until the conclusion of the AGM at which its successors are elected. Any subcommittee shall include one officer.
- 5.7 The committee shall have the power to co-opt others onto the committee. Co-opted members shall have a vote at committee.
- 5.8 The Chairman shall have a second and casting vote.
- 5.9 The committee shall have power to decide any questions arising out of these rules and all other matters connected with the group (other than and except those which can only be dealt with by the group in general meeting) and make and maintain and publish all necessary orders, regulations and bye-laws in connection therewith.
- 5.10 The officers of the group may take such actions and decisions in line with the policies of the group if it is not practicable to bring the matter to the committee. providing that a report is made to the first available committee meeting and minuted.

6. Membership:

- 6.1 Membership shall be open to all those having sympathy with the objects of the group and desiring actively to further it and to pay the annual subscription prescribed by the rules.
- 6.2 Provision is made for the acceptance, as temporary members, of visiting producers. actors etc. helping with a single and specific group activity. A temporary subscription calculated to the proportion of the years activities involved normally will be paid for insurance purposes.
- 6.3 Life members may only be elected on the recommendation of the committee.

7. Subscriptions:

- 7.1 The annual subscription fee shall be determined at the AGM at the advice of the committee.

7.2 A temporary subscription will be paid by those members who join part way through the year.

7.3 The temporary subscriptions are due to the Treasurer after one month and all subsequent annual subscriptions shall become due at the end of August in each year and shall be paid to the Treasurer not later than 31st October in that year.

6. Finance:

8.1 The funds of the group shall be applied solely to the stated objects of the group.

8.2 No member of the group shall receive payment directly or indirectly for services to the group or for other than legitimate expenses incurred in its work

8.3 All monies due from members in connection with the production and performance of any work, shall be accounted for, and paid to the Treasurer within 14 days after the conclusion of the final performance.

8.4 An interim statement of the receipts and expenses of the work will be provided within 1 month after production, if required. A full statement will be produced within a quarter.

9. Annual General Meeting:

9.1 The AGM of the group shall be held in the month of April, when a report from the Chair on the work of the committee and the accounts by the Treasurer for the past year shall be presented. The officers and other members of committee, and life members, if any, should be elected and all general business transacted.

9.2 Notice of at least 14 days shall be required for the holding of an AGM such notice being given in writing to each member, stating the agenda for the meeting.

9.3 The outgoing Chairman will be responsible for the business of the AGM.

9.4 No business other than the formal adjournment of the meeting shall be transacted at the annual general meeting unless a quorum be present and a quorum shall consist of not less than 10 persons (including one officer) present and entitled to vote.

9.5 The committee including the officers shall retire annually but shall be eligible for re-election provided they have attended at least half the committee meetings. The names of candidates for election shall be given in writing, at least 7 days before the AGM. Officers will be elected before ordinary members. If there are more nominations remaining than places, election will be by secret ballot.

9.6 Voting on matters other than the election of the committee shall be by a majority show of hands with the Chairman or acting Chairman having a

second and casting vote.

9.7 All members wishing to vote at the AGM must attend.

9. Extraordinary General Meeting:

10.1 An EGM of the group may be called at any time at the discretion of the committee or it shall be called within 21 days after receipt by the Secretary of a requisition in writing to that effect signed by at least 10 paid up members. Every notice or requisition shall specify the business for which the meeting is to be convened and no other business shall be transacted at such a meeting.

10.2 No other business other than the formal adjournment of the meeting shall be transacted at the EGM unless a quorum be present and a quorum shall consist of not less than 10 persons (including one officer) present and entitled to vote.

10.3 All members wishing to vote at the EGM must attend.

General:

11.1 The loan and charge for the use of the group's own equipment shall be at the discretion of the committee.

11.2 The use of items of the group's equipment must at all times be supervised by either an appropriate member of the committee or such an ordinary member as shall be given permission by the committee.

11.3 The committee shall approve and support any works produced by the group.

11. Dissolution of group:

The group shall only be dissolved by a resolution passed by a majority at an Extraordinary General Meeting whose quorum may be two thirds of the membership or ten members whichever is the lesser. In the event of dissolution any assets and monies may be distributed to non-profit making organisations who have similar aims to the group but not so as to benefit any member personally by cash or kind.

12. Alteration to rules:

No alteration of these rules shall be made except at an extraordinary general meeting nor unless 21 days prior to such meeting and the resolution embodying such proposed alteration shall be carried by a majority of at least two thirds of the votes recorded thereon at the meeting.