

PEACEHAVEN PLAYERS

Theatre Group 

This is the June 2019 version of the Constitution.

1. **Name**

The Organisation shall be known as Peacehaven Players hereinafter referred to as the Players.
2. **Object**
 - 2.1 The object of the organisation shall be to provide recreation and entertainment for the benefit of the community, especially Peacehaven, Telscombe Cliffs and the surrounding areas.
3. **Affiliation**
 - 3.1 The Players shall be affiliated to the National Operatic and Dramatic Association (NODA).
- 4.0 **Membership**
 - 4.1 Membership of the Players is open to any person over the age of 16, who is interested in the object of the Players. The Players shall consist of acting and non-acting members all of whom agree to pay an annual subscription in accordance with the constitution and whose names shall be recorded in a register by the Membership Secretary.
 - 4.2 **New Members**

The acceptance of new members into the Players shall rest entirely with the committee.
The renewal of membership rests entirely with the committee.
 - 4.3 **Withdrawal of Membership**

Any member who has brought, or is likely to bring, the Players into disrepute, discord or conflict with the constitution, shall be dealt with in accordance with the Players' Code of Conduct.
 - 4.4 **Resignation**

Any member may resign by giving to the Hon. Secretary notice in writing to that effect.
- 5.0 **Management Committee**
 - 5.1 **Committee Members**
 - 5.1.1 All members of the committee must be members of the Players. The aim of the committee is to represent the members of the Players, to ensure the smooth running and application of the Players constitution, on behalf of its members in order to establish the object of the constitution as stated under item 2 of the constitution.
 - 5.1.2 All Committee members will hold office until the next Annual General Meeting.
 - 5.2 **The Committee**

The committee will consist of not more than 9 members:

Chairperson [non-voting]	Honorary Secretary
Treasurer	Sales and Marketing Manager
Publicity	Technical Manager
Members Liaison/Membership & Patron Secretary	Social Secretary
Member without portfolio	
 - 5.3 **Committee Meetings**

The committee shall meet at regular intervals as agreed by the committee. The Hon. Secretary may call a meeting of the committee at any time and shall do so at the request of any two members of the committee stating the purpose for which the meeting is required. A quorum of the committee shall consist of 4 of its members.
 - 5.4 **Committee Meetings Agenda**

All meetings of the committee will have an agenda and items within that agenda that are items of proposal will need to be seconded and then voted upon. The result of voting will always be minuted as follows:
AGREED or NOT AGREED.
Any member of the Committee may call for a recorded vote in which the number of votes For, Against and in Abstention shall be minuted.
How members vote shall not be minuted unless a member requests that their name be recorded as voting in a particular way.
 - 5.5 **Committee's Voting Rights**

Chairperson: Votes only when the committee is hung.
Other Committee members: All other committee members have full voting rights.

5.6 **Minutes of Committee Meetings**

The secretary, or other nominated person, will minute any meeting held by the committee and the approved minutes will be made available for the perusal of the members by way of the notice board and distribution by email. This to include notes on all adhoc meetings.

5.7 **Resignation of a Committee Member**

5.7.1 Any member of the committee may resign from the committee. The resignation will be made in writing to the Hon. Secretary and will be placed as an item on the agenda for the next committee meeting. A committee meeting may be called because of the resignation. If at the committee meeting the resignation is accepted, the resignation will apply from that moment. If a committee member submits their resignation at a committee meeting it shall be dealt with as any other business at that meeting.

5.7.2 **Sub-Committees**

Sub Committees may be formed and controlled as necessary by the Committee and dissolved when the task is completed. Sub-committees shall include at least one committee member who will act as Chairperson and will be responsible for reporting to the Committee all recommendations for approval.

6. **Casual Committee Member Vacancies**

The committee may, following a majority vote within a committee meeting, appoint another member, who had indicated their willingness to serve on the committee, to fill any vacancy which may occur on the committee during the Players year. Any member so elected to the committee will be required to stand for election by the full membership at the first opportunity, either at an Annual General Meeting or at an Extraordinary General Meeting, whichever is the soonest. These vacancies will be known as Casual Vacancies.

7. **Dismissal of a Committee Member**

The committee may dismiss a committee member for not carrying out their duties in a satisfactory manner as specified within their Duties of Office or who has brought or is likely to bring the Players into disrepute, discord or conflict with the constitution. The matter shall be dealt with in accordance with the Players' Code of Conduct.

8. **Annual General Meeting**

8.1 An Annual General Meeting shall be held on or before the 30th June each year.

Only fully paid up members may attend an Annual General Meeting with the exception of an invited Independent Adjudicator.

8.3 45% of membership shall constitute a quorum.

8.4 A minimum 28 days' notice of an Annual General Meeting will be given by the Hon. Secretary to all members; this will usually be by way of an email (individual letter to members without email addresses) and notice on the noticeboard.

8.5 Amendments to the Constitution and Items for the Agenda

8.5.1 Any members with an item for the agenda must notify the Hon. Secretary with written details of the subject to be discussed within 14 days' notice of such an Annual General Meeting.

8.5.2 Amendments to the Constitution must be submitted in writing to the Hon. Secretary in the form of a resolution. The resolution must be proposed and seconded. This resolution must be received by the Hon. Secretary no later than 14 days before the Annual General Meeting

8.5.3 For a resolution to be carried, it must be accepted by no less than two thirds of the members attending the Annual General Meeting.

9.0 **Retirement and Elections of Committee Members**

9.1 All posts to be open to all members. Elections to be held at the Annual General Meeting, when the outgoing committee will stand down. The outgoing committee shall advise the members whether they are prepared to stand for re-election for a further year, no less than six weeks prior to the Annual General Meeting. Any Committee member wishing to re-stand for election must complete and sign a nomination form.

9.2 For any unfilled vacancies a member of the players may be seconded by the committee as stated in item 6.

9.3 Any member can stand for election to the Committee. Each nomination shall require a Proposer, a Secunder and the acceptance signature of the nominee. Signed nominations to be received by the Hon. Secretary, no less than five weeks before the Annual General Meeting.

- 9.4 A list of proposed members and the position for which they have been nominated together with a voting slip and a copy of the minutes for the previous Annual General Meeting shall be sent to the members with the twenty-eight day notice for the Annual General Meeting. There are no restrictions on how many posts a member can be proposed for, but they may only take up one post.
- 9.5 In the event that only one nomination is received for any post by the close of nominations, each such unopposed candidate shall be deemed elected without the need for a ballot.

10. Extraordinary General Meeting

- 10.1 An Extraordinary General Meeting is a special meeting called to discuss a specific item too important to be left until an Annual General Meeting. An Extraordinary General meeting may be called at any time in one of the following ways:
- 10.1.1 By the committee who may, using the same rules, as an Annual General Meeting, call an Extraordinary General Meeting.
By the members giving written notice to the Hon. Secretary. The notice shall be received in writing signed by 40% of the membership of the Players stating the purpose for which the meeting is required.
- 10.2 Rules for an Annual General Meeting will be applied to an Extraordinary General Meeting. (See constitution item number 8).

11. Finance

- 11.1 The funds for the Players shall be for the stated object of the Players.
(See constitution item number 2)
- 11.2 Financial Status: The Players are a non-profit making organisation.
- 11.3 Subscriptions:
Annual Subscription
The members' annual subscription shall be agreed at the Annual General Meeting. The subscription is non-returnable.
The annual subscription must be paid by 20th September of each year or within two weeks of a member joining the Players. Members joining for the Summer show must pay half the agreed fee.

Membership	Fee level	Duration	Voting Rights
Adult	Full	Ends each July.	Yes
Student**	50%	New fee period starts from August.	Yes***
Junior (U16)	50%		No

**In full time college education.
***Student members may not stand for committee.

Committee Members must be Adult members

Show Fee

The show fee for each production shall be determined by the Committee and may vary from show to show. Fees once paid are non-returnable.
Student and junior members performing shall be entitled to a 50 % reduction in the Show Fee.
The show fee is paid as a weekly fee, starting from the date of the first rehearsal until the show fee has been paid in full. The Committee are required to set the amount of the weekly fee. Members may pay more than the weekly fee but may not fall into arrears. Show fees must be paid in full no later than two weeks before the first performance.
An audition fee of £10.00 is levied on any member who auditions for a part. This will form part of the show fee payment.
If a member has a financial problem then the Committee will seek to find a solution by negotiation with the individual

The patrons' annual subscription shall be agreed at the Annual General Meeting. Patrons shall be entitled to 2 free tickets to each show and will be invited to see each show "in rehearsal" and to any Players' social events.

11.4 **Accounts:**

- 11.4.1 The financial year shall run from the 1st day of January to 31st December each year.
- 11.4.2. Accounts will be prepared on behalf of the Players by the Treasurer. The Treasurer will supply for the perusal of all members the following types of accounts.
 - 11.4.2.1 End of year accounts to be presented at the Annual General Meeting as part of the Treasurers report
 - 11.4.2.2 End of Show Financial reports will be placed on the member's notice board.
- 11.4.3 No member of the Players shall receive payment for services except for authorised out of pocket expenses.
- 11.4.4 Any financial payment to non-members in any capacity is to be agreed by the committee prior to appointment.
- 11.4.5 The Committee is to appoint an Independent Professionally Qualified person to inspect/audit the end of year accounts of the Players. The inspection/audit to be completed no later than the end of February each year.
- 11.4.6 The use of money from the Players Fund to purchase tickets in bulk, such as to take advantage of Theatre Discounts, on behalf of the members shall be permitted. Such expenditure shall first be approved by the committee. Members repayments must be honoured and will be non-refundable.

12 **Productions:**

12.1 Future Productions:

- 12.1.1 Members shall be asked via the notice board for their ideas for future productions.

12.2.1 **Appointment of Director/Musical Director**

The committee shall appoint the Director/Musical Director for each production. Before a Director can be considered, they must have been an Assistant Director with Peacehaven Players or the proposed person can provide evidence of previous directorial experience. This evidence will be considered by the Committee before a decision is made.

- 12.2.2 The Director should be encouraged to nominate an Assistant Director and Choreographer subject to the approval of the Committee.

12.3 **Cast:**

- 12.3.1 Any person auditioning must be a paid up member of the Players.
- 12.3.2 The committee, after taking everything into consideration, will appoint the auditioning panel which will include [as a minimum] one committee member, the appointed director and one independent person.
- 12.3.3 A new member cannot be considered for a named part in a scripted show until they have completed one show as an acting/chorus member. A new member is anyone who has not had a continual paid up membership.
- 12.3.4 Under exceptional circumstances the Committee may ask the membership if they will agree to overrule section 12.3.3, however this will only apply to one show at a time and must take place prior to auditions.
- 12.3.5 The Director may ask the Committee to overrule Section 12.3.3 if at first auditions, named parts are not filled.
- 12.3.6 Any member who wishes to take part in a production may be asked to audition.

12.4 **Rehearsals:**

- 12.4.1 No person shall be admitted to any rehearsal unless he or she is a member of the Players or otherwise connected with the production or has received permission from the Director or Committee as a casual visitor, and they will be asked to sign a visitor's book.
- 12.4.2 A record of attendance shall be kept by the Membership Secretary. The Director, with agreement of the committee, may suspend any acting member in the event of poor attendance.

13 **Dissolution of the Players.**

- 13.1 A financial credit limit in the Players current account of £300.00 is to be set, should the credit/finances fall below this set amount then no further productions are to take place until such times as there are sufficient funds/credit in the Players current account to do so.
- 13.2 In the event that the committee are unable to ensure sufficient funds to continue rehearsals or productions then the committee may call an Extraordinary General Meeting of the members to consider the dissolution of the Players.
- 13.3 In the event of dissolution any balance of cash remaining after payment of debts should be paid to Peacehaven Town Council for use in their Grants to Organisations account.

14. **Alteration to the Constitution.**
Any alteration to the constitution shall be considered under the guidance of either an AGM or EGM and the rules referring to such will apply.
15. **Rules Binding On Members.**
A copy of these rules shall be supplied to every member. No member shall be absolved from the effects of these rules on the plea of not having received a copy of them.
16. **Presidents/Vice Presidents**
The title `President' may be bestowed upon a public figure, selected by the committee. This will be with the express agreement of the person selected. The purpose of such a selection will be to provide the Players with a figurehead who has sufficient status with the community to promote the good name or heighten the local community's awareness of the Players.
A Vice President or Vice-Presidents may be appointed in the same fashion for the same purpose as the President.
The elected committee will review the persons holding the position of President/Vice-President on a regular basis to ensure that the persons holding the role continue to fulfil their function.

The role of President or Vice-President is a non-executive role and persons holding those positions will have no right to attend any committee meetings and have no voting rights.