



The St James Players Constitution

Article 1: Name

The organisation shall be called The St James Players, hereinafter referred to as "the Group".

Article 2: Purpose of the Group

The object of the Group is to promote interest and participation in amateur dramatics in and around the local area.

Article 3: Aims and Objectives of the Group

Aims

- To support St James Church when possible by attendance at events and financially.
- To ensure our activities are to the benefit of the local community and encourage new members to join from both the Parish and the local community.
- To provide high quality performing arts opportunities for all.

Objectives

- To produce at least two productions a year.
- Seeking out new and innovative performing arts opportunities. Ensuring that all activities are set at the appropriate level for the participants. Giving audiences the opportunity to experience new, innovative and traditional performance practices.
- To serve the local communities by remaining aware of local issues and community needs. Foster partnerships and develop relationships with organisations and educational bodies which can support the Group

Article 4: 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 that will be available to all members. Members must act according to a reasonable code of conduct.

The Society shall consist of Full, Junior and Associate members as defined below and such other classes of membership as the Society in general meeting shall from time to time determine.

- a. A full member shall be anyone aged 18 and over and shall have full rights as laid out hereto.
- b. A junior member shall be anyone aged 16 – 18 years of age before the AGM on the current year.
- c. An associate member is defined as a volunteer during a performance / rehearsal and does not hold any voting rights at any general meeting.

Article 5: 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, with the exception of the President (the incumbent Minister of St James Church).

A Chairperson, Vice Chair, Secretary, Treasurer and 2 Child Protection Officers shall be elected by and from the membership of the Group at the Annual General Meeting, to form a Committee to serve for a minimum twelve month term. 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.

Child Protection Officers may serve for a period of 3 years without re-election or until their current DBS check has expired.

Any member of the committee may be removed from position by a vote of no confidence held at an Extra Ordinary General Meeting.

The committee may make decisions on matters previously assigned to them by the group without further consultation with the group.

Duties

The duties of the Committee shall be to safeguard the interests of members by providing the premises, leadership, and 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.

President

- Act as independent vote in the event of a tied vote or dispute and be the groups' direct representative to the church.

Chairperson

- Chair meetings.
- Submit an end of year report.

Vice-Chair

- Chair regular meetings in the absence of the Chairperson.

Secretary

- Manage all licensable activities within the Group.
- 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 if required.
- 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.

Child Protection Officer

- Acts as the first point of contact for anyone in the Club who has a concern about a child or vulnerable adult and about poor practice or possible abuse by anyone working with them.
- Ensures that the committee and members are kept informed of new information and initiatives concerning children and their welfare;
- Ensures that the agreed child protection policy is up to date and available for inspection at all times.
- Ensures that completed parental or carers consent forms/membership forms are held for each child, and that they are kept up to date;
- That all routines concerning child protection and good practice are regularly reviewed at committee and other meetings;
- That all incidents, allegations are recorded and receive immediate swift and appropriate attention

Article 6: Meetings

Subscribed members shall have voting rights at the AGM or Extraordinary General Meetings, In the case of a tied vote the President shall exercise a casting vote. In the absence of the President then the Chair or Vice Chair will have the casting vote.

Quorum at General Meetings

No business other than the formal adjournment of the Meeting shall be transacted at any General Meeting unless a quorum be present and such quorum shall consist of not less than 50% of voting members.

Annual General Meeting

An AGM will be held as soon after the mid-year 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 Secretary shall notify all members the date and time of the AGM. 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.
- Discuss a vote of no confidence in a committee member.
- 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.

Article 7: 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 to be paid at the first pantomime rehearsal.

Article 8: 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 9: 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 may 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 Chairperson, Vice Chair, Treasurer or Secretary. If two members of the committee are related then only one may be a signatory on the bank accounts to provide protection to both the group and the individuals.

The funds of the Society shall be applied in furthering the objects of the Society and may be used to donate to the church and other charities.

The funds of the Society, including all members' fees, donations, box office income and bequests, shall be paid into the current account. No member of the Society shall receive payment directly or indirectly for services to the Society for other than legitimate expenses incurred in its work.

Article 10: Production Monies

All monies due from or to Members in connection with the production and performance of any work shall be accounted for, and paid to / from the Treasurer, within 7 days after the conclusion of the final performance.

Article 11: 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 1st March to 28th February.

A copy of the accounts will be passed to the Parochial Church Council.

Article 12: 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 13: Child Protection Policy

St James Players recognises its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, The Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000. The group's Child Protection policy is set out in detail at Annex A to this constitution. The Directors and Producers of productions involving children are encouraged to submit to DBS checks at the expense of the group.

Article 14: Constitution and Rules

A copy of the Group's Constitution and Rules shall be available to all members. 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 15: Rehearsals of St James Players

- Cast members shall, to the best of their ability, play the part assigned to them, whether principal or chorus, and obey lawful directions given to them at all rehearsals and performances.
- The Musical Director shall conduct and control all music rehearsals, the Choreographer shall conduct and control all dance rehearsals and the Producer/Director shall control all stage rehearsals. Performances will be under the conduct and control of the Stage Manager and/ or Technical Director working under the direction of the Producer/Director.
- A record of attendance of all Members at rehearsals and performances shall be taken and held by the Secretary.

Article 16: Dissolution

The Group may at any time be disbanded on the vote of a two-thirds majority of the members at an Extraordinary General Meeting. Upon such a decision being made, the Committee shall have power to realise any assets held by or on behalf of the Society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to St James Church.

Article 17: Proper Law

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

THIS CONSTITUTION WAS VOTED AND RATIFIED ON FRIDAY 14th JULY 2017