

**HEANOR MUSICAL THEATRE COMPANY**  
**A registered Charity – 702818**

**THE CONSTITUTION**

**1 NAME**

The name of the Company shall be 'Heanor Musical Theatre Company', hereafter referred to as 'the Company'.

**2 OBJECTS**

The objects of the Company are:-

- a) to educate the community in the development of the arts.
  
- b) to broaden an understanding and appreciation of the arts through participation from within the community and wider areas

**3 POWERS**

In addition to any other powers the Management Committee has the following powers in order to further the Objects (but not for any other purpose):-

- a) to give support to charitable organisations as the committee shall determine
  
- b) to promote all aspects of theatrical works and offer opportunities to develop theatrical skills
  
- c) to purchase and acquire the copyright to perform or show any such theatrical works
  
- d) to purchase or otherwise acquire plant, machinery, furniture fixtures, fittings, scenery, and all other such necessary effects
  
- e) to raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription, donation, sponsorship and otherwise, providing that the Company does not undertake any permanent trading activities in raising funds
  
- f) to do other things that will further the development and objects of the Company

**4 MANAGEMENT**

The organisation of the Company shall be administered by a Management Committee of no more than 8 as elected at the Annual General Meeting. A quorum shall consist of two thirds of the Management Committee. A meeting will need two thirds of the Management Committee for it to be quorate.

The Management Committee shall appoint non-Executive posts to support work to be undertaken. Non-Executive roles will not form part of the management committee but will be asked to provide an update for each committee meeting.

An individual committee member may also be appointed in a non-executive post.

**5 OFFICERS**

The Management Officers shall be elected at the Annual General Meeting and shall be as follows-

- The Chairman
- The Vice-Chairman
- The Senior Secretary
- The Treasurer

Non-Executive posts shall be appointed by the Management Committee and shall be as follows-

- Fundraising & Social Secretary
- Publicity & Media Manager

**6 INDIVIDUAL MEMBERS**

No more than 4 individual Members shall be elected annually to serve on the Management Committee.

## **7 POWERS OF THE MANAGEMENT COMMITTEE**

The Committee shall have the power to:-

- a) Arrange the Company's programme for the season
- b) Fill casual vacancies on the Management Committee that might from time to time arise
- c) Carry out the general management of the Company
- d) Annually appoint the Directors, Musical Directors, Choreographers, Production Teams and sub-committees
- e) The Management Committee shall determine the number of performing members and reserves the right to invite individuals to take part in a performance who are not necessarily members of the Company
- f) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chair shall have a second vote. This additional vote is also applicable at an Annual General Meeting or an Extra-Ordinary Meeting / General Meeting
- g) The Management Committee shall be responsible for the review, update and implementation of all the Company's adopted policies and procedures

## **8 BASIC DUTIES OF THE MANAGEMENT TEAM**

The Senior Management Team shall consist of the Chairman, Vice-Chairman, Senior Secretary and Treasurer

Duties of the Chairman shall include -

- a) to preside at meetings of the committee and organisations
- b) to act as spokesperson for the Management Committee, but not commit the Company to anything that has not been approved by the Management Committee
- c) shall be responsible for observing that officials are carrying out duties approved by the Management Committee
- d) to ensure that any complaints, concerns and suggestions from members are investigated

Duties of the Vice-Chairman shall include-

- a) to be available to assist the Chairman in the organisation of the management of the Company as called upon
- b) to fulfill any duties of the Chairman in the event of this official being unavailable

Duties of the Senior Secretary shall include-

- a) to be responsible for all communications sent on behalf of the Management Committee, but not commit the Company in any way without prior approval
- b) to liaise with the Chairman on preparation of the agenda for each meeting and arrange that all committee members are notified of such meetings
- c) to take and keep minutes of all meetings, to collect and disseminate information on all matters affecting organisation

Duties of the Treasurer shall include-

- a) to supervise financial affairs of the Company
- b) to provide reports at all committee meetings and Annual General Meetings, and at such times as may be required
- c) to ensure that proper accounts are kept with regards to all monies received by and paid by the Company
- d) to arrange for these accounts to be inspected annually

A comprehensive list of duties of these officers is kept by the Senior Secretary

## **9 FUNDS**

The financial accounts will be as follows -

No 1 – Current Account - at a Bank or Building Society

No 2 – Deposit Account - at the Management Committee's discretion

Signatories for the Accounts will be at least 2 of either: Treasurer, Senior Secretary, Chairman or Vice-Chairman

## **10 MEMBERSHIP**

The Company shall consist of Performing Members, Non-performing Members, Honorary Members, Youth Members and Patrons.

Membership of the Company shall be open to anyone residing or with business interests in Heanor or surrounding areas (regardless of nationality, sex, disabilities, sexual orientation, race or colour) interested in supporting the Company to achieve its aims, and who:-

- a) are willing to abide by the rules of the Company, including paying any appropriate subscription fee
- b) performing members and youth members are required to pay the full subscription for absences incurred for up to 4 consecutive weeks, but thereafter nil until they return to rehearsals
- c) the Management Committee may terminate the membership of any member for unacceptable and inappropriate behaviour

d) There shall be 5 categories of membership:-

1) Performing Members

Anyone wishing to become a performing member and take part in any performance shall be auditioned by a sub-committee appointed by the Management Committee.

Performing members, aged 18 or over, will be entitled to one vote at an AGM/EGM provided they meet criteria as detailed in PART 13, 14 and 15.

2) Non-performing Members

Anyone wishing to become a non-performing member must be proposed by a current member.

Non-performing members will be entitled to one vote at an AGM/EGM provided they meet criteria as detailed in PART 13, 14 and 15.

Non-performing members will be entitled to benefits detailed below in PART 12

3) Honorary Members

Honorary Members shall be appointed by the Management Committee

They will be recognised in all programmes. They may make a donation if they wish. Honorary Members will be entitled to one vote at an AGM/EGM

4) Youth Members

Youth Members are those who are under the age of 18 years. Youth members will pay the appropriate subscription fee as set at the Annual General Meeting. Youth Members will have no voting rights at any meeting

5) Patrons

Anyone wishing to become a patron may do so providing they have made the minimum donation, as suggested in PART 13

They will be recognised in all programmes. Patrons will have no voting rights at an AGM/EGM

Patrons will be entitled to benefits detailed below in PART 12

e) All members will receive a membership pack consisting of the Constitution plus an abridged version of other adopted policies as deemed appropriate by the Management Committee. In the pack, it will be made clear that full details of the Company's policies and procedures will be available upon request from the Senior Secretary.

## **11 PRESIDENTS**

The Presidents shall be appointed annually by the Management Committee

## **12 PATRONS AND NON-PERFORMING MEMBERS BENEFITS**

Patrons' benefits will be determined by the Management Committee and will be available to Non-performing members and Patrons, provided they meet the criteria detailed in 10(d)

## **13 SUBSCRIPTIONS**

The subscriptions shall be decided upon at each Annual General Meeting, to be paid weekly, and include rehearsal refreshments

Senior subscriptions are £4 per week

Members reaching statutory retirement age, or who are in full time education and aged over 18, will be seen as 'concessions' and, if so desired, may pay a reduced subscription of £3 per week

In addition, a costume fee may be required to be paid by all performing members

Non-performing members will pay an annual fee of £25

Patrons can make a donation of their choice, with a minimum suggestion of £5, to be entitled to Patrons' benefits, detailed in PART 12

## **14 GENERAL MEETINGS**

General meetings shall be at the discretion of the Management Committee. 14 days' notice of a General Meeting shall be given to all members by the Senior Secretary. Those who have paid a minimum of 12 weeks subscriptions in the previous financial year will be eligible to vote. If more than six months has passed in the current financial year, then those who have paid a minimum of 12 weeks subscriptions in the current financial year will be eligible to vote.

## **15 ANNUAL GENERAL MEETINGS**

The Annual General Meeting of the Company shall be held in October. Those who have paid a minimum of 12 weeks subscriptions in the previous financial year will be eligible to vote. All those entitled to vote shall receive a ballot card on entry to the meeting

The Senior Secretary shall give 28 days' notice of the Annual General Meeting to all members, to include an agenda

The business of the AGM shall include:-

- a) President's Welcome
- b) Apologies
- c) Chairman's Remarks
- d) Minutes of the previous A.G.M. and Matters Arising
- e) Senior Secretary's Report
- f) Treasurer's Statement of Accounts
- g) Fundraising & Social Secretary Report
- h) Publicity and Media Manager Report
- i) To receive amendments to the Constitution
- j) To decide on the Annual Subscriptions
- k) To elect the Officers and Individual Members for the forthcoming year
- l) To appoint an auditor for the new financial year
- m) Any Other Business

## **16 QUORUM**

This shall consist of two thirds of the total eligible membership at Annual General Meetings and Extra-Ordinary Meetings

## **17 ELECTIONS**

Nominations for all Officers and Individual Members must be Proposed and Seconded by an existing Performing, Non-Performing or Honorary Member who has paid at least 12 weeks subscriptions in the previous financial year. Nominations must be received before the AGM commences.

## **18 AMENDMENTS TO THE CONSTITUTION**

No alteration or addition to the Constitution shall be made, except by a majority decision.

## **19 EXTRA-ORDINARY MEETINGS**

An Extra-Ordinary Meeting may be called at any time upon receipt in writing of a request by two thirds of the membership or by the Management Committee

Fourteen days' notice of the specific business to be conducted shall be given to all members by the Senior Secretary

## **20 FINANCIAL YEAR**

The financial year of the Company shall run from 1<sup>st</sup> September to 31<sup>st</sup> August

## **21 AFFILIATIONS**

The Company is currently insured through N.O.D.A. for personal and public liability

## **22 DISSOLVING THE COMPANY**

The Company is affiliated to the Charities Commission, the number is 702818, and will abide by the rules of the Commission:-

- a) if the members resolve to dissolve the Company the Management Committee will remain in office and be responsible for winding up the Company's affairs in accordance with the rules of the Charities Commission.
- b) the Management Committee must collect in all the Company's assets and must pay, or make provision for, all liabilities of the Company
- c) the Management Committee must transfer remaining assets to a registered charity of a similar nature with similar objects
- d) under no circumstances shall the net assets of the Company be paid to or distributed among the members of the Company

**ADOPTION OF THE CONSTITUTION**

This Constitution was adopted on 17<sup>th</sup> October 2016

Signed

CHAIRMAN – LUCY YOUNG.....

SENIOR SECRETARY - THOMAS CLAY.....

TREASURER - ALISON WOODRUFF.....

Certified as a true copy of the original