



ATTLEBOROUGH PLAYERS  
THE LOCAL THEATRE FAMILY

# CONSTITUTION

Last updated: 03.06.2024

Next review: 03.06.2026

## NAME

The Society shall be called **Attleborough Players**.

## CORE OBJECTIVES

The core objectives of the Society shall be:

- To present, within Attleborough or suitable local performance venues, dramatic productions of the highest possible artistic merit to a paying or invited audience.
- To play an active role in the local community of Attleborough through performances and representation at local events and organisations that positively align with the Society's values.
- To promote and encourage all aspects of theatrical arts in an inclusive environment of camaraderie and support within a diverse membership of ages, backgrounds and abilities.
- To educate and enhance the skills of members through both arts-based and transferable skills to boost self-esteem, confidence and positive wellbeing.
- To provide a leisure and social activity that fosters friendship and connection to reduce loneliness and isolation.
- To raise funds by way of a membership fee, donation, ticket sale or sponsorship for societal activities and remain as a non-profit by reinvesting all money raised back into the Society.

## MEMBERSHIP ELIGIBILITY

- Membership shall grant access to audition opportunities for shows and performances, attendance at Rehearsals, coaching by our Production Team, basic show materials (although some materials may incur an extra charge), online resources, access to relevant equipment and costumes and a community of like-minded Members.
- Full Membership shall be open to any permitted adult 18 years and over on the first Rehearsal of the current Production.
- Youth Membership shall be open to any permitted young person 10 years and over on the date of the first Rehearsal of the current Production.
- Affiliate Membership shall be granted by the Management Committee to those in exclusively offstage roles who assist the Society with specific skills but are not required to attend a full rehearsal run and will pay a discounted Membership Fee.
- Youth Members must have signed consent from a parent, carer or guardian.
- The Society cannot discriminate Membership on the grounds of a person's age; disability; family circumstance; gender; political opinion; race, colour, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background, or other distinctions.
- Membership forms are to be released at the beginning of each new show by the Management Committee and must be completed by the Membership each time.
- New Members are permitted to attend two trial Rehearsals before committing to payment.

## **MEMBERSHIP FEES**

- Membership will be granted upon payment of the Membership Fee to the Treasurer.
- Payment of New Membership Fees for Full and Youth Members will be due on the date of the third Rehearsal and must be paid within 30 calendar days of this date.
- Ongoing Memberships paid Annually or through Direct Debit must be paid within 30 calendar days of the Membership renewal date.
- Affiliate Membership Fees must be paid before the first Technical Rehearsal of the Production.
- The Membership Fee will be reviewed and agreed by the Management Committee annually and announced at the AGM.
- Paid-up Membership is a requirement for the Society's insurance provider should a Member wish to make a claim against the Society.
- In the event of hardship, change of circumstances or an inability to pay the Membership Fee, Members can submit their case in writing to the Management Committee who may be able to offer a payment plan or reduced Fee, which will be considered on a case-by-case basis.

## **DISCIPLINARY PROCEDURE**

- Membership is granted at the discretion of the Management Committee who reserve the right, by a majority vote, to remove or reject any Member who has persistently neglected the Society, committed an Infraction or whose conduct endangers the welfare of the Society and Membership.
- Infractions refer to any behaviour or action that goes against the guidance set out in this Constitution, the Code of Conduct or in any written material or verbal instruction given by the Management Committee or active Production Team.
- Minor infractions of the Code of Conduct will result in a verbal warning.
- Major Infractions will result in a written warning to a Member (and their Guardian) which may trigger a Disciplinary Meeting.
- If the Management Committee deem it necessary, a Member may face Expulsion and be asked to leave Attleborough Players without prior written or verbal warning.
- If Membership is terminated by Expulsion, the Membership Fee and/or any further Fees paid will be forfeited and will not be returned.

## **THE MANAGEMENT COMMITTEE**

The Society shall be governed by a Management Committee consisting of:

- Chairperson
- Vice-Chairperson
- Treasurer
- Secretary
- Safeguarding Officer
- Up to 2 Non-Positional Committee Roles that may hold Officer titles.
- The Management Committee is to be elected by the Membership of the Society at the Annual General Meeting.
- All Members of the Management Committee must be 18 years of age or older and be fully paid-up Members while holding office.
- A person may join the Management Committee by being co-opted by a majority decision of the existing Management Committee.

- The basic duties of the Management Committee are to:
  - Meet a minimum of four times per year to manage the affairs of the Society.
  - Discuss and approve all significant proposals brought before the Management Committee and administer or execute any project that may be approved by the Society.
  - Approve the works to be performed, the venues, the dates, the budget, the Production Team and the admission charges.
  - Have authority to sign-off any active Production by the Society one month before opening to the Public.
  - To co-opt onto the Management Committee any Member to fill any vacancy which may occur.
- A member of the Management Committee shall cease to hold office if they:
  - Become incapable of managing their own affairs through illness, injury or psychiatric disorder.
  - Are absent, without the permission of the Management Committee, from three consecutive Management Committee Meetings.
  - Are, by majority vote, asked to step down by the Management Committee due to matters including, but not limited to, lack of commitment, poor conduct, breach of terms or any matter opposing the best interests of the Society.
  - Notify the Management Committee a wish to resign, providing at least three Members of the Management Committee will remain in office when the notice of resignation is to take effect.
- The proceedings of the Management Committee shall not be halted if a Member ceases to hold office, but their replacement should be recruited promptly.
- If the Management Committee consists of three Members or less and the Annual General Meeting is not scheduled within the next two months, an Emergency General Meeting must be called to replenish all vacancies.
- Meetings are required to be minuted and referred to the Management Committee by the Secretary no later than seven days after a meeting has occurred for sign-off and must be stored in a secure location the Management Committee can access.
- No person shall be entitled to act as a member of the Management Committee until after reading and signing the Constitution, Code of Conduct and Management Committee Guidance.
- A Youth Member may also be co-opted as Child Liaison Officer to bridge between Youth Members and the Management Committee, signposting Youth Members to the appropriate adult in the event of any issue. They must be a fully Paid Member and are usually, although not necessarily, 18 years or under.
- In the absence of the Chairperson at any Society Meeting, the Vice-Chairperson is expected to substitute. If this is not possible, those present shall elect a Chair from their number.
- In the absence of the Secretary at any Society Meeting, those present shall elect a minute taker from their number who will submit a record of the meeting to the Secretary.
- All divisions in the Management Committee shall be decided by a simple majority. In the event of an equal division on any decision, the Chairperson shall have the casting vote.
- The Management Committee shall, if deemed necessary, be permitted to fix a maximum number of Members for each Production, without prejudice to current Members.
- The Management Committee shall have the power to decide any questions arising out of these Rules and all other Society matters and may, from time to time, make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this Constitution.
- The Management Committee agree to be as open as possible about the decisions and actions the Society takes but agree to confidentiality on specific discussions of Members.

## **CONFLICT OF INTEREST**

- The Society will, to the best of its ability, ensure that all matters relating to the business of the Society are conducted in a fair manner with decisions made on merit using the best evidence, without discrimination or bias.
- The Society should take decisions solely in terms of the interests of the Membership and not to gain financial or material benefits for itself, its family or its friends.
- If any member of the Management Committee is engaged in a profession who may charge and be paid professional charges for business done by themselves, for example a Solicitor or Accountant, or their firm, it can be agreed by the other Members of the Management Committee for them to act in a professional capacity on behalf of the Society: provided that at no time shall a majority of the Management Committee Membership benefit under this provision and that the Member concerned shall withdraw from any meeting at which their, or their firm's instruction or remuneration is under discussion.
- A Connected Person to those holding power or office in the Society should not be seen to benefit from their relationship. A Connected Person refers to:
  - Known individuals of the Member's Family including first-, second- and third-degree relatives.
  - A Spouse or Civil Partner, any individual with whom the Member resides with or any romantic Relationship that has formed.
  - Any combination of these definitions, for example, the Partner of a Family Member.
- A Member must declare any Connected Persons to the Management Committee if it presents a Conflict of Interest to the Society.
- Connected Persons are unable to vote or assess each other in any Meeting, Audition Panel or Societal Decision.
- Connected Persons are prevented from nominating or seconding each other in any Societal Meeting.
- The roles of Chairperson, Vice-Chairperson and Treasurer cannot be occupied by two or more Connected Persons.
- In the event of any Grievance or Disciplinary Meeting, a Connected Person should withdraw from the Meeting while the individual is being discussed.

## **ANNUAL GENERAL MEETING**

The Society AGM shall be held in the month of May or as soon as practicable thereafter to:

- Receive and approve the report of last year's activities.
- Elect the new Management Committee for the coming year or co-opt Management Committee Members for the ensuing year, where appropriate.
- Receive and approve the Treasurer's report, statement of income and expenditure and current balance.
- Agree levels of future membership.
- Full Members who are 18 and over are expected to attend. Youth Members under the age of 18 may be represented by one parent/carer/guardian per child.
- Notice of any resolution, which any member may wish to raise at the AGM, shall be given in writing to the Secretary at least six days before the meeting.
- Notice convening the AGM shall be given or sent in writing to Members not less than 14 days before the meeting.

- There should be provision for Any Other Business to be discussed at an AGM, even if not notified in advance in writing but no resolution from this should be enacted before the next AGM.
- Unless otherwise provided by these Rules, all resolutions brought forward at a General Meeting shall be decided by the Management Committee voting by a simple majority vote, and in the case of equal division the Chairperson shall have a second or casting vote.
- Any Member can call a Society meeting, if necessary, but there must be a quorum of half the voting Members of the Management Committee present.

## **FINANCIAL CONTROL**

- The funds of the Society shall be applied solely in furthering the objectives of the Society.
- The funds of the Society, including all members' fees, donations, box office income and bequests, shall be paid into an account operated by the Management Committee in the name of the Society at such bank as the Management Committee shall from time to time decide.
- All cheques drawn on the account must be signed by at least two Members of the Management Committee who are not Connected Persons or the claimant.
- Any payments made from the account must be approved by both the Treasurer and one other Member of the Management Committee, who are not Connected Persons or the claimant.
- No Member or Management Committee will receive payment directly or indirectly for their services to the Society.
- No expenditure shall be incurred by any Member of the Society without the authority in writing of the Treasurer and all accounts shall be sanctioned by the Management Committee. Expenditure requests are not guaranteed to be automatically accepted.
- The financial year of the Society shall commence on 1<sup>st</sup> April and an annual profit-and-loss account and balance sheet shall be prepared within two calendar months of this date. Any reporting that is a legal requirement must be completed on time.

## **DISSOLUTION OF SOCIETY**

- In the event of a unanimous vote by the Members to disband the Society, any remaining assets after clearing debts will be given to a local organisation with similar objectives to the Society as seen fit by the Management Committee at the date of dissolution.

This constitution was agreed and adopted by Attleborough Players:

<b>DATE:</b>	<b>NAME:</b>	<b>POSITION IN GROUP</b>	<b>SIGNATURE</b>
		Chairperson	
<b>DATE:</b>	<b>NAME:</b>	<b>POSITION IN GROUP</b>	<b>SIGNATURE</b>
		Vice-Chairperson	
<b>DATE:</b>	<b>NAME:</b>	<b>POSITION IN GROUP</b>	<b>SIGNATURE</b>
		Treasurer	
<b>DATE:</b>	<b>NAME:</b>	<b>POSITION IN GROUP</b>	<b>SIGNATURE</b>
		Secretary	
<b>DATE:</b>	<b>NAME:</b>	<b>POSITION IN GROUP</b>	<b>SIGNATURE</b>
		Safeguarding Officer	
<b>DATE:</b>	<b>NAME:</b>	<b>POSITION IN GROUP</b>	<b>SIGNATURE</b>
		Committee Officer	
<b>DATE:</b>	<b>NAME:</b>	<b>POSITION IN GROUP</b>	<b>SIGNATURE</b>
		Committee Officer	