



ATTLEBOROUGH PLAYERS
THE LOCAL THEATRE FAMILY

CONSTITUTION

Last updated: 06.05.2026

Next review: 06.05.2028

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 may grant access to audition opportunities, rehearsals, Production Team support, Society resources, 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 aged 10 years or over on the date of the first rehearsal of the active Production. A young person turning 10 years of age during the rehearsal period, but before the Technical Rehearsal, may be granted Membership on a case-by-case basis at the discretion of the Management Committee.
- 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 shall be issued by the Secretary at the beginning of each new Production and must be completed by all Members.
- New Members are permitted to attend two trial Rehearsals before committing to payment.

- Participation in Society activities or Productions may be subject to the signing and acceptance of relevant Society policies, agreements or guidance documents as determined by the Management Committee.
- Any Member wishing to formally withdraw their Membership from the Society may do so in writing to the Secretary.

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 annually by the Management Committee and announced at the AGM. Any applicable Show Fees will be determined ahead of each Production.
- Some Productions may require an additional Show Fee to help cover production costs. Members paying an annual Subscription are still required to pay any applicable Show Fee.
- 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.
- Paid-up Membership is a requirement for the Society's insurance provider should a Member wish to make a claim against the Society.
- Membership shall lapse at the end of the washdown for the active Production unless renewed for a subsequent Production or through an active annual Subscription.
- All fees are non-refundable.

DISCIPLINARY PROCEDURE

- Membership is granted at the discretion of the Management Committee who reserve the right, by majority vote, to refuse, suspend, remove or reject any applicant or Member who has persistently neglected the Society, committed an Infraction or whose conduct endangers the welfare of the Society or its 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 deems it necessary, a Member may be suspended temporarily or permanently from Attleborough Players, even without prior written or verbal warning.
- During any period of Suspension, the Member shall forfeit their right to participate in Society activities and vote at Society Meetings. Any Membership Fee or further Fees paid shall be forfeited and non-refundable in the event of permanent suspension.
- Any individual whose Membership application has been refused or whose Membership has been terminated may request reconsideration by the Management Committee after a period of three years, however any decision made by the Management Committee shall remain final.

THE MANAGEMENT COMMITTEE

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

- Chairperson
 - Vice-Chairperson
 - Treasurer
 - Secretary
 - Safeguarding & Wellbeing Officer
 - Press & Publicity Officer
 - Community & Fundraising Officer
 - Inventory & Resources Officer
- 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 minimum of three Members of the Management Committee shall also act as Charity Trustees in accordance with Charity Commission requirements, as determined by a majority vote of the Management Committee.
 - A Management Committee Meeting refers to any formally convened meeting of the elected Management Committee.
 - A person may join the Management Committee by being co-opted by a majority decision of the Management Committee until the next AGM, where they may stand for formal election.
 - The basic duties of the Management Committee are to:
 - Hold at least four Management Committee Meetings annually to manage the affairs of the Society.
 - Consider and approve significant proposals and projects brought before the Management Committee.
 - Approve the works to be performed, the venues, the dates, the budget and the admission charges.
 - Appoint the Production Team responsible for the day-to-day management and running of the active Production.
 - Clear the active Production for public performance no later than one month before the opening performance.
 - Co-opt any Member onto the Management Committee to fill a vacancy.
 - 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 Trustees will remain in office when the notice of resignation is to take effect.
 - Any Member of the Management Committee facing removal shall be informed of the reasons and given the opportunity to respond before a final decision is made.
 - Management Committee Meetings may take place in person, online or through a hybrid format where deemed appropriate by the Chairperson.

- Urgent decisions may be made electronically between Management Committee Meetings provided the decision and outcome are formally recorded by the Secretary.
- A quorum for a Management Committee Meeting shall be no fewer than half of the voting Members of the Management Committee.
- The proceedings of the Management Committee shall continue despite any vacancy arising, however vacancies should be filled 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 Extraordinary 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.
- Any Member of the Management Committee with a declared Conflict of Interest must abstain from any discussion or vote relating to that matter.
- No person shall be entitled to act as a Member of the Management Committee until they have read and signed the Constitution, Code of Conduct and any relevant Management Committee agreements or guidance documents.
- 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 and welcoming new Members. They must be a fully paid-up 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 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 agrees to operate transparently in the best interests of the Society while maintaining appropriate confidentiality regarding specific Members or sensitive matters.

PRODUCTIONS

- The Production Team shall be responsible for the safe and effective running of the active Production and may implement reasonable operational, rehearsal, backstage and safeguarding procedures consistent with this Constitution and Society policies.
- Members appointed to a Production Team must read and sign any relevant Production Team agreements, guidance documents or policies before undertaking their role.
- The Management Committee reserve the right to amend, replace or restructure the Production Team where deemed necessary.
- The Management Committee and Production Team reserve the right to restrict or remove a Member's involvement in a Production where conduct, attendance, safeguarding, welfare, safety or operational concerns make this necessary in the best interests of the Society or Production.
- Auditions and casting decisions must be conducted fairly, consistently and without bias using clear criteria determined by the Production Team. Auditionees should be assessed using a structured scoring or evaluation process to support transparency and informed casting decisions.

- Casting and audition decisions made by the Production Team shall normally be considered final, provided the process has been conducted fairly, transparently and in accordance with Society policies and procedures. The Management Committee reserve the right to intervene where there are concerns relating to fairness, safeguarding, conduct, conflicts of interest or procedural issues.
- The Management Committee reserve the right to postpone, suspend or cancel any Production where significant concerns relating to safety, safeguarding, licensing, finance or operational readiness exist.
- The Management Committee may, where deemed necessary, set a maximum number of Members for any Production in the interests of safety, safeguarding, licensing, venue capacity or operational practicality.
- The number of Youth Members permitted to take part in any Production may be limited based on the availability of appropriately licensed chaperones, safeguarding requirements, venue restrictions or legal supervision ratios.

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 fairly, transparently and without discrimination, bias or favouritism.
- The Society shall take decisions solely in the interests of the Membership and not for the financial or material benefit of individual Members, their families, friends or Connected Persons.
- A Connected Person to those holding power or office in the Society, or in a Production Team 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 or any romantic Relationship that has formed.
 - Any combination of these definitions, for example, the Partner of a Family Member.
- Members of the Management Committee must declare any actual or perceived Conflict of Interest as soon as reasonably practicable.
- A Member must declare any Connected Persons to the Management Committee if it presents a Conflict of Interest to the Society.
- Connected Persons must not oversee, influence, assess, vote upon or determine matters directly involving each other, including auditions, grievances, disciplinary matters, safeguarding concerns, financial decisions or any other Societal Decision.
- Any declared Conflict of Interest and any resulting abstention from discussion or voting must be recorded in the meeting minutes.
- In the event of any Grievance or Disciplinary Meeting, a Connected Person should withdraw from the Meeting while the individual is being discussed.
- The roles of Chairperson, Vice-Chairperson and Treasurer cannot be occupied by two or more Connected Persons.
- Failure to declare a known Conflict of Interest may be considered a breach of this Constitution or the Code of Conduct.

GENERAL MEETINGS

- A General Meeting refers to any formally convened meeting of the Membership including an Annual General Meeting or Extraordinary General Meeting.
- The Annual General Meeting 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 and Affiliate Members who are 18 years of age or over and have paid a Membership Fee within six months of the date of the General Meeting shall be entitled to attend and vote.
- Youth Members under the age of 18 are not entitled to vote directly but may attend and each be represented by one parent, carer or guardian aged 18 or over at any General Meeting. An adult may only represent one Youth Member for voting purposes.
- The Annual General Meeting should, where reasonably possible, take place in person.
- Members unable to attend a General Meeting in person may appoint another eligible voting Member as their proxy by notifying the Secretary in writing prior to the Meeting.
- In the event of multiple eligible Members standing for the same Management Committee position, each candidate should be given the opportunity to deliver a speech of no longer than one minute outlining why they believe they are suited to the role and how they would support the Society.
- Members may stand for election to the Management Committee remotely by attending the AGM through an approved live video link or by submitting a written statement or pre-recorded video speech of no longer than one minute to the Secretary in advance of the AGM. A proxy may also be nominated to present the statement on the candidate's behalf.
- 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.
- Provision shall be made for Any Other Business to be discussed at an AGM, however no binding resolution may be voted upon unless proper notice has been given in accordance with this Constitution.
- An Extraordinary General Meeting may be requested in writing to the Secretary by no fewer than 10 eligible voting Members, clearly stating the reason for the request and the business to be discussed.
- Only the business detailed within the notice convening the Extraordinary General Meeting may be discussed or voted upon at that Meeting.
- The quorum for any Annual General Meeting or Extraordinary General Meeting to take place shall be 10 voting Members or 25% of eligible voting Members, whichever is lower.
- Any General Meeting of the Society must also have at least half of the voting Members of the Management Committee present to conduct official Society business.
- Unless otherwise provided by these Rules, all resolutions brought forward at a General Meeting shall be decided by a simple majority vote of those present and eligible to vote and, in the case of equal division, the Chairperson shall have a second or casting vote.

FINANCIAL CONTROL

- The funds of the Society shall be applied solely in furthering the objectives of the Society and shall be paid into a registered bank account operated by the Management Committee in the name of the Society.
- Any property, equipment, costumes, set or materials purchased on behalf of the Society shall remain the property of the Society unless otherwise agreed by the Management Committee.
- Any payment made from Society accounts must be approved by the Treasurer and authorised by at least one other Member of the Management Committee who is not a Connected Person or the claimant, where account permissions allow.
- No Member or Management Committee Member shall receive financial gain from the Society except for authorised reimbursement of legitimate expenses or approved professional services in accordance with this Constitution.
- No Member of the Society may commit to expenditure on behalf of the Society without prior written approval from the Treasurer and all accounts must be sanctioned by the Management Committee. Expenditure requests are not guaranteed to be automatically accepted.
- The Management Committee may approve production budgets and delegate agreed expenditure limits to designated Members of the Production Team, which can be withdrawn at any time where deemed necessary.
- All expenditure claims require proof of purchase, for example, a receipt, and must be received by the Treasurer no later than the final show of the active Production to qualify for acceptance.
- Any suspected financial misconduct or misuse of Society funds must be reported to the Management Committee and investigated appropriately.
- The financial year of the Society shall commence on 1st 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.

BUSINESS AND EXTERNAL RELATIONSHIPS

- Contracts, hire agreements and formal commitments entered into on behalf of the Society must be approved by the Management Committee and signed by authorised representatives as determined by the Management Committee.
- Members must not market, sell or solicit personal business services, products or financial arrangements through Society activities without prior approval from the Management Committee.
- Any approved services provided by a Member or Connected Person must be invoiced through their business or trading entity and managed through the Society in accordance with this Constitution. Members must not request or accept direct payment from another Member unless expressly authorised by the Management Committee.
- Where the Society proposes to engage the professional services of a Member or Connected Person, a minimum of three quotations should, where reasonably practicable, be obtained and considered by the Management Committee before any agreement is approved.
- The Society shall not be held responsible for any dispute, loss, damage, quality issue or dissatisfaction arising from goods or services provided by a third-party supplier or Member business approved by the Management Committee. Any agreement for such goods or services remains between the supplier and the purchaser unless otherwise agreed in writing by the Society.

- Any business, dispute, negotiation or decision between the Society and an external organisation in which a Member of the Society also holds a position of responsibility or trusteeship must, where reasonably practicable, be handled by Members independent of both parties.
- Any business, booking, dispute or negotiation between the Society and Connaught Hall should, where reasonably practicable, be handled by individuals who do not hold positions of responsibility within both organisations.
- Copies of all significant contracts, hire agreements and formal arrangements entered into on behalf of the Society must be retained within the Society records.
- Where significant disputes arise between the Society and an external organisation, the Management Committee may seek independent mediation where deemed appropriate.

CONSTITUTIONAL GOVERNANCE

- The Management Committee may adopt supporting policies and procedures where necessary, provided they remain consistent with this Constitution, and shall make these reasonably accessible to Members.
- In the event of any conflict between this Constitution and any supporting policy, agreement or guidance document, this Constitution shall take precedence.
- Any amendment to this Constitution shall require a two-thirds majority vote of those present and eligible to vote at the General Meeting.
- Any amendment to this Constitution must be formally recorded by the Secretary, including the date of approval and details of the changes made, and retained within the Society's official records.
- The Society may only be dissolved following a unanimous vote of eligible voting Members present at a properly convened General Meeting called for that purpose.
- Following the settlement of any debts and liabilities, any remaining assets shall be given to a local organisation with similar objectives to the Society, as determined by the Management Committee at the date of dissolution.

This constitution was agreed and adopted by Attleborough Players:

DATE:	NAME:	POSITION IN GROUP	SIGNATURE
		Chairperson	
DATE:	NAME:	POSITION IN GROUP	SIGNATURE
		Vice-Chairperson	
DATE:	NAME:	POSITION IN GROUP	SIGNATURE
		Treasurer	
DATE:	NAME:	POSITION IN GROUP	SIGNATURE
		Secretary	
DATE:	NAME:	POSITION IN GROUP	SIGNATURE
		Safeguarding & Wellbeing Officer	
DATE:	NAME:	POSITION IN GROUP	SIGNATURE
		Press & Publicity Officer	
DATE:	NAME:	POSITION IN GROUP	SIGNATURE
		Community & Fundraising Officer	
DATE:	NAME:	POSITION IN GROUP	SIGNATURE
		Inventory & Resources Officer	