

COLCHESTER THEATRE GROUP

CONSTITUTION

1. NAME:

The Group shall be called the Colchester Theatre Group

2. OBJECTS:

(a) To involve and encourage the membership of the Group ("the Members") in the mounting of amateur theatre productions for an audience of the Members and the general public. To organise other events associated with amateur dramatics intended to be of interest to and/or to educate the Members. To organise events purely for the social enjoyment of the Members.

(b) The funds of the Group shall be devoted solely to the stated objects and no payment either directly or indirectly shall be made to any Member or non-Member for services to the Group other than as follows:-

(i) For legitimate expenses incurred in its work and,

(ii) Solely in the case of non-Members, for a talk/workshop given to Members. Any fee paid for such services will require the prior approval of the Committee.

(c) In the event of dissolution of the Group the balance of the funds of the Group, after payment of all the debts, shall be devoted to charitable objects similar to those of the Group or to other charitable purposes approved by the Commissioners of Customs and Excise. The Committee will present the Members with a choice of three Arts-linked charities and those Members attending an EGM will vote on this choice. The charity with the majority of votes will receive the balance of the Group's funds.

3. OFFICERS:

The Officers of the Group shall consist of a Chairman/woman, Treasurer and Secretary.

Chairmanship/Chairwomanship shall be limited to a period of 2 years with a minimum break of one year

4. MANAGEMENT:

The affairs of the Group shall be managed by a committee elected at the Annual General Meeting consisting of the Chairman/woman, Treasurer and Secretary together with a maximum of 7 but no less than 4 other Committee Members ("the Committee") who shall use their reasonable endeavours to meet not less frequently than once a month. The three Officers shall have power to vote in the Committee, the Chairman/woman's vote shall be the casting one. The Committee shall retire annually but, shall be eligible for re-election at the Annual General Meeting. The Committee shall have power to elect such sub-committees as may be considered necessary and to fill a vacancy in the Committee during the year, and to call Extraordinary General Meetings. At all meetings of the Committee 5 shall form a quorum.

5. MEMBERSHIP:

Anyone shall be able to become a Member of the Group (other than someone who has been expelled from the Group by the Committee The ability of someone who has been expelled to rejoin the Group will be subject to the approval of the Committee). Applications for Membership shall be made in writing to the Secretary together with the appropriate annual subscription fee. Each Member shall remain a Member of the Group whilst their annual subscription fee is up-to-date. Anyone acting in an amateur theatre production mounted by the Group (other than if such actor has been brought in by the Committee to avoid a casting problem) shall be required to be or to become a fully paid-up Member of the Group prior to the start of rehearsals for the production concerned. The Committee shall have the power to expel from the Group any Member whose Membership is, in the opinion of the Committee, prejudicial to the interests of the Group, at such notice and upon such terms as it may decide.

6. SUBSCRIPTIONS:

The subscriptions shall be such sum as shall be decided at an Annual General Meeting and shall be due on 1st March annually. Any Member not having paid by 1st April shall be notified by the Treasurer and if such subscriptions remain unpaid four weeks after such notification he or she shall cease to be a Member of the Group. Any change in the subscription sum shall be decided upon by the Members at the Annual General Meeting.

7. FINANCE:

The financial year shall commence on 1st Jan and end on 30th Dec each year. The Treasurer shall keep books showing all sums received and paid by him/her and shall submit such books ("the Annual Accounts") at each Annual General Meeting or to the Committee when called upon to do so by them. He/she shall collect all subscriptions and other monies due to the Group. The Treasurer shall draw cheques for money due by the Group such cheques to be countersigned by one other Officer. In an emergency reasonable expenditure may be authorised by 3 Committee Members in agreement. Any such emergency transactions shall be reported to the Committee at its next meeting.

8. CONTROL OF PRODUCTION:

(a) Any Member or invited non-Member wishing to direct a production can do so with the approval of the Committee. The Committee shall decide which works to stage and their proposed venue. Their decision shall be made known to the Members via the Newsletter and/or website.

(b) The Committee will allocate one of its number to each production to act as a 'champion'. The Champion will monitor closely the progress of the production and report to the Committee on such progress and will act as the go-between between the production and the Committee and be the first point-of-call with regard to problem-solving.

9. ANNUAL GENERAL MEETING:

At the Annual General Meeting ("AGM") 25% of the Group's Members shall form a quorum. The AGM shall be held in the month of February. The ordinary business to be transacted shall be:

- (a) To receive the reports of the Chairman/woman and Treasurer.
- (b) To adopt the Annual Accounts.
- (c) To elect the Officers and other Committee members for the coming year
- (d) To transact such other business as the Committee shall decide.

Notice of any other business to be transacted, of proposed alterations to the rules and nominations of Officers and Committee shall be sent to the Secretary not later than 14 days before the meeting of which he/she shall give 21 days notice. The Secretary will give 21 days notice of the AGM to the Members. Notice of any other business to be transacted, including but not limited to proposed alterations to the rules and nominations of Officers and Committee, shall be sent to the Secretary no later than 14 days before the date of the AGM.

Notice of the AGM containing a full agenda of the business to be transacted together with the Annual Accounts for the current year shall be sent to every Member 7 days before the date of the meeting. The Officers and other Committee members shall be elected by ballot. Other matters shall be voted by show of hands. In all cases a motion shall be carried by simple majority of those Members present and voting.

10. EMERGENCY GENERAL MEETING:

At an Emergency General Meeting ("EGM") 25% of the Group's Members shall form a quorum. EGMs may be called:

- (a) When in the opinion of the Committee they may be necessary or
- (b) On receipt by the Secretary of a signed request by not fewer than 5 Members of the Group stating precisely the business to be transacted. The Secretary shall call such meeting within 14 days and shall give all Members at least 7 days notice of the same, stating the object of the meeting. No other business shall be transacted other than that for which the meeting is convened.

11. CHARITABLE DONATIONS:

The Committee may from time-to-time make charitable donations from Group Funds as it deems appropriate but such donations must have a relevance to the Objects of the Group. No Member of the Committee or their immediate family will at the time of any such donation be a member and/or employee of the charity receiving such donation.

12. SAVING CLAUSES:

No alterations shall be made in any of these Rules except at a General Meeting, but the Committee shall have power to deal with any matter not provided for therein.

Rules of the Colchester Theatre Group made at the inaugural Meeting 1952, with amendments made on 16th Jan 1965, 2nd Feb 1981, 5th Feb 1986, 12th Feb 1990 and 4th February 2007.