



Constitution and Rules

Reviewed - 14th October 2018

Contents

1. Title of the Society
2. Aims and Objectives of the Society
3. Officers of the Society
4. Committee of the Society
5. Duties of the Committee
6. Membership of the Society
7. Visitors to the Society
8. Voting of Committee members
9. Meetings of the Society
10. Finance
11. Dissolution of the Society
12. Member supporting Constitution

1. Title of the Society

The Society shall be called Stage Theatre Society; the name of the society can only be changed with all members of the committee in agreement, and for very good reason.

2. Aims and objectives of the society

Aims and objectives of the society shape the way we operate and are very important to us. The aims and objectives of the society will be but not limited to:-

- To improve quality of life for all members of the society.
- To increase performing and technical abilities of its members.
- FOR EVERYONE TO HAVE FUN
- To encourage discipline and learning in the activities we carry out.
- To have a balance of social and learning activities in the society.
- For all of our members to succeed in what they do with us at all times.
- To always encourage the best in our members.
- To progress with the show according to the rehearsal programme.
- To teach and offer new talents to our members.
- To make people want to be part of our society.
- To enable our members to bond socially with others.
- To always encourage commitment to the show from all members of the society.
- To distribute all show betterments to charitable organisations, or to be used to subsidise the next production if needed.
- To always keep within the proposed budgets for our shows.
- To increase community involvement and spirit within the society.
- To be able to fill our auditoriums with lively audiences.
- To have the audience always wanting more.
- To demonstrate to our audiences a different culture.

3. Officers of the society

The officers of the society shall consist of parents and friends of STS and will include the following:

Chairperson, Vice-Chairperson, Treasurer and Secretary

No member may be elected to office in their absence unless under exceptional circumstances given in writing and accepted by the members present.

As original founders, Richard Hillier and Daniel More will always remain in charge of the society and how it operates.

4. Governing Body of the society

The Society shall be managed by a Governing Body of not more than ten members which will include the Chairperson, Vice-Chairperson, Secretary and Treasurer, the remainder shall be elected to office from parents and friends of STS willing to give dedication to the society. Each member elected will serve a term of office for four years.

The Governing Body shall have the power to fill any vacancy that may occur during this time.

The retiring members of the Governing Body shall be eligible for re-election.

The Governing Body shall meet twice annually. Such meetings will have agendas according to the current shows and state of play of the society.

The Governing Body will be responsible for adopting and implementing new policies, codes of conduct, health and safety and duty of care, responsibilities and rules that effect the organisation and management of society affairs.

The Governing Body may form such sub-committees for definite purposes and may delegate the necessary powers for their proper functioning.

Sub Committees:

Sub committees of not less than 3 members can be formed for the planning, organising and running of the Society's social activities.

5. Duties of the Governing Body

The Secretary shall be responsible for the Minutes, and general documents of the Society, will conduct all correspondence of the Governing Body and shall attend all such meetings as agreed by the Governing Body, keeping records of their proceedings.

All minutes shall be signed by the Chairman as a correct record of the proceedings of the Society. The Secretary shall also be responsible for the administration of DBS checks of all committee members where necessary, to ensure all are checked in accordance with the law.

The Treasurer shall keep true accounts of monies received and expended by the Society, prepare income and expenditure budget sheets for shows, and present such reports required by the Society at the Governing Body meetings.

All monies shall be paid to the Treasurer except such amounts agreed by the Society Governing Body – including tea society monies, which are to be kept separate from the society.

6. Membership of the society

Membership shall be open to all and the society will treat everyone equally, irrespective of gender, disability, race, ethnic origin, creed, religious belief, social status and sexual orientation. The society shall be committed to everyone having the right to enjoy their time at the society in an environment free from threat of intimidation, harassment and abuse.

All society members will be given an opportunity to oppose discriminatory behavior and promote equality of opportunity, should the need arise. The society will deal with any incidence of discriminatory behavior seriously.

Governing Body Members - NO SUBSCRIPTIONS REQUIRED, ALTHOUGH
DONATIONS ACCEPTED

Volunteers - NO SUBSCRIPTIONS REQUIRED, ALTHOUGH
DONATIONS ACCEPTED

CAST MEMBERS - SUBSCRIPTION REQUIRED TO BE PART OF A SHOW

Membership to the society will be open to everyone, however cast members will be auditioned for a part in the society's activities. All cast members will be required to pay a subscription based on the production that they are performing, which is set before the production by the Governing Body .

However, no potential member shall be refused the right to participate based on ability to pay and cases of financial hardship shall be assessed confidentially on a case-by case basis.

All members of the society are to fill out and sign all necessary documents contained in the society 'welcome pack' before they are allowed to perform on stage under our name.

All members will be subject to the regulations of the constitution and by joining the society will be deemed to accept these regulations and codes of conduct that the society has adopted. All new members will be given access to a simplified copy of the Society's Constitution and Rules.

7. Visitors to the society

Visitors of the society include but are not limited to audiences at our performances.

Persons attending special society social functions are also deemed as visitors.

There shall not be sales of intoxicating liquor to or for consumption by a person under the age of eighteen at any time member or visitor.

Any member or other person admitted to the society functions who is guilty in the opinion of the majority of the members of the Governing Body present (or a single member if only he is present) of conduct which is disorderly, unlawful, indecent or drunkenness may be expelled by the society.

Such expulsion shall be reported at the next meeting and confirmed or otherwise by the Governing Body.

8. Voting of the Governing Body

Voting shall take place on an ongoing basis by eligible Governing Body members and attendees of the Governing Body meetings, by a ballot or show of hands, a declaration by the Chairperson that the motion has been carried or lost, with the number of votes recorded for or against the motion. In the case of equality of votes, the Chairperson of the meeting shall be entitled to a casting vote.

9. Meetings of the Society

The Governing Body of the society shall hold meetings twice annually to transact the following:

- To read and if approved, to confirm the minutes of the last meeting
- To receive and if approved, to adopt a statement of the Society's accounts as at 1st June.
- To consider and if approved, sanction any duly made alterations of the constitution for the society – on an annual basis.
- To elect the Officers of the Governing Body in the event of retirement.
- To deal with any special matter which the Governing Body may desire to bring and to receive suggestions from members for consideration by the Governing Body.

In the event of a Governing Body member not attending two consecutive meetings without an accepted reason by the body, The Governing Body shall be entitled to expel that member from the body.

A special General Meeting may be called at any time by not less than 3 members, and must be convened by seven to fourteen days from the receipt of the requisition in writing specifying the object of the Meeting for any of the following purposes:

- To consider and if approved, sanction any duly made alteration of the Rules
- To deal with any special matter, which the Governing Body may desire, including the expulsion of a member.
- To receive the resignation of a Governing Body member or to remove any members thereof from office, and to fill the vacancy thereby.
- To deal with any special matter which the members requiring the meeting may desire to place before the Society.

At Governing Body meetings 60% shall form a quorum, at General Meetings 60% shall form a quorum. All members may attend General Meetings, but only those entitled to vote shall be counted as part of the necessary quorum.

Meetings shall also be held at regular intervals to assess the progress of the shows and other society activities.

10. Finance of the society

All society monies will be banked in an account held in the name of the society. The society's Treasurer will be responsible for the finances of the society. A small amount of petty cash may be held also.

Two signatories are required on all cheques, this is to be the signature of the two co-founders.

The financial year of the society will end on 31st May. A statement of annual accounts that have been independently examined as required by the Charity Commission will be presented by the Treasurer at the Governing Body meeting following the end of financial year.

This independent examination must be carried out by someone who does not have dealings with the society.

Cheques drawn against society funds are the responsibility of the Treasurer via the society Bank account.

11. Dissolution of the society

(1) If the members resolve to dissolve the Charity the Trustees will remain in office as Charity Trustees and be responsible for winding up the affairs of the Charity in accordance with this clause.

(2) The Trustees must collect in all the assets of the Charity and must pay or make provision for all the liabilities of the Charity.

(3) The Trustees must apply any remaining property or money: (a) directly for the Objects; (b) by transfer to any Charity or charities for purposes the same as or similar to the Charity; (c) in such other manner as the Charity Commission for England and Wales ("the Commission") may approve in writing in advance.

(4) The members may pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Trustees are to apply the remaining property or assets of the Charity and the Trustees must comply with the resolution if it is consistent with paragraphs (a)–(c) inclusive in sub-clause (3) above.

(5) In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a Charity).

(6) The Trustees must notify the Commission promptly that the Charity has been dissolved. If the Trustees are obliged to send the Charity's accounts to the Commission for the accounting period, which ended before its dissolution, they must send the Commission the Charity's Final accounts.

12. Member supporting constitution

The constitution will have a simplified partner which is accessible via our website.

Declaration of STS constitution and rules

Stage Theatre Society hereby adopts and accepts this constitution as a current operating guide regulating the actions of members and Governing Body.

Date of revision and acceptance: 14th April 2018