

REVISED CONSTITUTION OF CARNOUSTIE THEATRE CLUB
ADOPTED 11th JUNE 2013

1. TITLE

The Club shall be known as "The Carnoustie Theatre Club" (hereinafter called "The Club").

2. OBJECTIVES

The purpose of the Club shall be to promote & encourage the study, practice & knowledge of drama in Carnoustie & the surrounding district & other educational cultural purposes connected herewith.

3. POLICY

i) In order to achieve the objectives as stated in paragraph 2 the Club will:-

- a) Organise, manage, promote & produce theatrical productions.
- b) Promote Dibble Tree Theatre as a centre for drama within the community.
- c) Do all other acts as are incidental to the attainment of the objectives.

ii) Implementation:-

- a) Any person wishing to produce a particular production should submit same to the Committee for consideration.
- b) The final choice of production rests with the Committee.
- c/1) A minimum of seven days notice to be given to all members of reading/casting of a production.
- c/2) The cast of a play shall be chosen by the Producer following an open audition, and having regard to the artistic needs of the production. In cases of disagreement, the matter will be referred to the full Committee.
- c/3) Cast of a production other than a play shall be chosen by an auditioning panel consisting of a Producer, Musical Director(s), Choreographer(s), Panto Manager & two Committee members. (If 2 of the forgoing are committee members, then this will suffice)
- d) Applications for Panto Production Team will be invited in the December Sightline & production team appointed by the Committee in January.
- e) Presentation to Committee of production team, Panto design work including a full music numbers list, as per requirements outlined within the Panto Operations Manual.

4. MEMBERSHIP & SUBSCRIPTION

Any person may apply for membership. The Committee have the power to accept or reject applications for membership. In the event of any member allowing his/her subscription to lapse after 30th September of that year, he/she shall cease to be a member & therefore cannot participate in Club productions.

Members under the age of 18 have no voting rights.

Honorary members shall have no voting rights & shall pay a fixed sum which is agreed at the Annual General Meeting (AGM).

The Committee shall maintain a register of members.

The annual subscription shall be a sum fixed by two thirds of the voting members present at the AGM and is due from that date.

Millennium Membership.

This is a special category of membership which entitles the holder to 1000 years free membership of the club.

The criteria for the award are:-

- a) Candidates must have at least 25 years of normal membership of the club.
- b) Candidates should have displayed outstanding service to the club in its many functions, but in particular should have made a significant contribution to:-

The development of younger members

Development of all members in the various aspects of theatre (acting, producing, stage management, sound and lighting, props, costumes and set design/construction.

The general development of the club within the local and national communities

The general development of the field of amateur dramatics at local and national level. Membership does not prevent holders from continuing to play an active role in the club and holders will retain their entitlement to service on club and SCDA committees.

5. COMMITTEE - FUNCTION

- a) The Committee shall be responsible for the administration, management & control of the affairs & property of the Club.
- b) The Committee shall consist of elected members as detailed in paragraph 6 below.
- c) The Committee shall be appointed by the voting members of the Club at the AGM.
- d) The Committee shall establish such sub-committees for such purposes & on such terms & conditions as they shall deem necessary.
- e) To ensure that the club is run within the guidelines of its own child protection policy.
- f) All minutes of Committee meetings will be held in a form to enable ready access by any member of the club, either electronically or through hard copy.
- g) A description of the key responsibilities of each Committee office bearer will be held in a form to enable ready access by any member of the Club, either electronically or through hard copy.

6. COMMITTEE - MEMBERS

The following shall be elected at the AGM for a period of one year & shall be eligible for re-election on retiral.

1. President
2. Vice President
3. Treasurer
4. Membership Secretary
5. Secretary
6. Minute Secretary
7. Two Youth Representatives (no voting rights within the Committee)

Plus four others, whose tasks will be decided by the current needs of the club.

The Committee may co-opt any member for committee duties and/or replace any retiring/resigning member for the remainder of his/her term.

The producer(s) & stage manager(s) of a current production may be co-opted onto the Committee.

The tasks of the committee are to run the club under the standing orders which are variable each year depending on the needs of the club.

The Club President will normally hold office for no more than two annual terms, if re-elected. All Committee members will normally hold office for no more than five annual terms, if re-elected, unless in exceptional circumstances as agreed at the AGM.

A quorum for the purposes of decision making at Committee meetings shall be defined as two thirds of elected Committee members.

7. HONORARY PRESIDENT

The members of the Club may from time to time at an AGM appoint any person to be Honorary President of the club, & may regulate the terms and conditions of such appointment.

8. INDEPENDENT EXAMINER

An Independent Examiner shall be appointed by the members of the Club at the AGM and he/she/it shall be responsible for the independent examination of the Accounts and shall report to the AGM.

9. MEETINGS OF THE CLUB

The Club shall hold an AGM each year at such time and place as the Committee determine.

A Special Meeting of the Club shall be called by the Secretary on the written request of one third of the voting members, or on the unanimous written request of a majority of the Committee.

Seven clear days notice in writing shall be given by the Secretary for all meetings of the Club; the

notice shall state the reason for calling the meeting & in the case of a Special meeting, the terms & resolutions to be put before the Club shall be annexed to such notice.

One third of the voting members of the Club, or such greater number as the Club at an AGM may determine shall form a quorum.

10. AGM

The business of the AGM shall include the election of the Committee, the appointment of an Independent Examiner and the consideration of an annual report which shall be prepared by the Treasurer, of the accounts of the Club.

The agenda shall be circulated to all members of the Club via the most recent mailing of "Sightline".

The members will be given a copy of the accounts at the AGM

Any member may have a motion placed on the agenda by submitting it to the secretary not less than 30 days before the AGM. The date of the AGM will be announced in the penultimate Sightline of that term.

The President may, at his/her discretion, accept motions from the floor at the AGM

FINANCE

The funds of the club shall be applied solely towards the promotion of the objectives of the club as stated in paragraph 2 hereof.

The Treasurer shall prepare & present independently examined accounts of the club to the AGM

No member of the Committee shall receive any remuneration or other financial benefit from the club or its activities other than reimbursement of expenses properly incurred by him/her on behalf of the club. Each voting member of the club of 18 years & over shall be deemed liable to equal shares for any debts incurred by the club.

In order to facilitate the management of money matters, before any expenditure is incurred, the producer, stage manager and FOH Manager must give the treasurer an estimate of money required for any one production in order to get his/her approval. If more money is required after acceptance of estimate the granting of this will be at the discretion of the treasurer. In cases of a disagreement, the matter will be referred to the Committee.

11. CHANGES TO THE CONSTITUTION

No change to this constitution except by a resolution approved at an AGM or Special Meeting of the club by two-thirds of those members present and voting at such meeting, provided always that due notice of the proposed resolution shall have been given to all members.

All members shall have access to the constitution

12. CONSIDERATION OF MATTERS OF CONCERN

In circumstances of receipt of a concern raised by any Club member, this shall be referred to the full Committee for consideration, and any subsequent action as required. Any such concern will normally be submitted to the Committee in writing, although may be accepted verbally as determined by the Committee reflecting the circumstances of the concern raised.

13. DISSOLUTION

The club may at any time be dissolved by a resolution passed by two-thirds of those members present and voting at an AGM or Special Meeting of the club consistent with the terms of section 10.

All remaining assets of the club at the date of dissolution shall be donated to a body having objects similar to those of the club.

Club rules and regulations to be reviewed as need arises.

