



THE CONSTITUTION OF THE NORTH NORFOLK PLAYERS

1. Name.

1.1 The name of the group shall be the North Norfolk Players herein referred to as “The Association”.

2. Objects.

2.1 To encourage interest in the arts by the performance of live dramatic productions for the entertainment of the public in North Norfolk.

2.2 To promote and publicise fully licensed productions for public performances.

2.3 To raise funds and receive contributions from any person, or persons, company or charitable body by way of subscriptions and donations.

3. Membership.

3.1 Membership is open to any persons over the age of 18 (eighteen) years without regard to gender, race, nationality, disability, sexual preference, religion or belief.

3.2 Persons under the age of 18 (eighteen) years may be invited to become members at the discretion of the Management Committee and upon payment of the annual subscription. The Management Committee will undertake to ensure all necessary policies and safeguards are in place.

3.3 Full members shall pay an annual subscription as determined by the Management Committee which shall be due at the Annual General Meeting, and upon payment members shall be entitled to vote at any general meetings of The Association.

3.4 From time to time the Management Committee of The Association may appoint Life Members who shall continue such membership without payment of subscription. Life Members shall be entitled to attend all general meetings of The Association and be entitled to vote or stand for election to the Management Committee.

3.5 The Management Committee may invite persons to become Patrons of The Association and on payment of an annual donation, due at the AGM, such Patrons will acquire the following rights and privileges:

- To receive notice of, to attend, but not vote at, the AGM.
- To receive advance notice of future productions.
- To receive a free programme for any production they attend.
- To have their names printed in programmes offered for sale at public performances.

4. Termination of membership.

4.1 Membership may be terminated:

- By resignation of a member.
- By lapse in payment of the annual subscription within four months of the AGM.
- By resolution of the Management Committee, proper notice having been given in writing to the member concerned of the intention to terminate their membership.

5. Management committee.

5.1 The Management Committee of the Association shall comprise the following:

- Chairman elected at the AGM.
- Honorary Secretary elected at the AGM.
- Honorary Treasurer elected at the AGM.
- Five fully paid-up members of The Association elected at the AGM.

5.2.1 The Management Committee will meet on a regular basis, at a time decided by the Management Committee, or at special meetings called by the Chairman in order to transact the business of The Association.

5.2.2 A quorum of the Management Committee shall consist of five members of the committee.

5.3.1 The Management Committee shall safeguard the interests of The Association's members by providing adequate premises, leadership, finance and encouragement to take an active part in the activities of The Association in order to achieve its objectives.

5.3.2 The Management Committee shall have the overall responsibility for planning, promoting and coordinating all the activities of The Association, but may allocate and authorize responsibility to other persons as required in the interests of The Association.

5.3.3 The Management Committee may obtain and hold items of equipment for the benefit of The Association and shall maintain an inventory of all such equipment owned by The Association.

5.4.1 The Management Committee may invite to a Management Committee meeting any other person or persons as deemed necessary in order to transact the business of The Association, with the opportunity to co-opt this person or persons for an agreed period of time.

5.4.2 In addition to the standing members, the Management Committee should co-opt the Director and Stage Manager of the next production to a Management Committee meeting.

5.5.1 The Chairman of The Association shall be elected at the AGM and shall be entitled to serve in office for a period of three years after which they may retire or offer themselves for a further period of office.

5.5.2 The Chairman shall not serve more than two consecutive periods of office.

5.5.3 The Chairman shall have a casting vote in the event of an equal vote in a Management Committee meeting.

5.6.1 The Secretary and Treasurer shall upon election at the AGM serve The Association indefinitely until retirement.

5.6.2 In the event that the office of Secretary or Treasurer's retirement does not coincide with an AGM the Management Committee may co-opt a replacement officer from the existing membership who must offer themselves for election together with any other nominations at the next AGM.

5.7.1 The five elected members of The Association shall retire at the following AGM but shall be entitled to stand for re-election.

5.7.2 There shall be elected at the first Management Committee meeting following the AGM a Vice Chairman from one of the five elected members.

5.7.3 Any full member may be co-opted to the Management Committee to fill any vacancies that arise until the next AGM.

6. Annual General Meeting.

6.1 The AGM shall be held in the months of January or February in each year on a date and at a time appointed by the Management Committee for the following purposes:

- To receive and approve the minutes of the last AGM.
- To receive and approve a statement of accounts of The Association for the previous financial year.
- To receive a report from the Management Committee in respect of the previous year's activities.
- To elect officers and Management Committee members for the current year.
- To discuss and vote on any other business where not less than twenty-one days' notice has been given to all members.

7. Other meetings.

7.1.1 Special general meetings may be convened by the Management Committee and must be convened by the Management Committee at the written request of five fully paid-up members.

7.1.2 The five fully paid-up members may themselves convene a special meeting if the Management committee fails to comply with their written request within one month.

7.1.3 Notice in writing of all special general meetings must be given to all fully paid-up members.

7.2.1 At any meeting full members shall be entitled to one vote and a simple majority of members attending and entitled to vote is required for all business. In the case of a tied vote the Chairman of the meeting shall exercise a casting vote.

7.2.2 A quorum for all general meetings shall be nine members.

8. Finance.

8.1 The financial year shall be from 1st January until the following 31st December.

8.2.1 The Treasurer shall keep proper records and accounts of The Association's

financial activities and present annual accounts (comprising a balance sheet, profit and loss account and cash in hand) to members at the AGM for their approval.

8.2.2 The Treasurer shall ensure the correct insurance policies are in place and premiums are paid in accordance with the policies.

8.3 Any expenditure of The Association shall be discussed, agreed and authorized by the Management Committee who may delegate authority for any such expenditure to the Treasurer, Director, Producer or any other member as may be required.

8.4 The Association will not at any time obtain credit from any source.

9. Constitution and alterations.

9.1 This constitution may only be altered by resolution passed by a majority vote at an AGM provided that not less than 21 days' notice has been given to all members of the proposed amendments.

9.2 A copy of The Association's constitution shall be available to all members on The Association's website or upon request.

10. Grievance.

10.1.1 Any member who has a grievance against The Association has the right to bring the grievance in writing to the Management Committee.

10.1.2 The Management Committee will respond to any grievance, in writing, within one month.

10.1.3 The Association will endeavour to resolve the situation by implementing action that is fair, reasonable and appropriate to the grievance under the terms of the constitution.

10.1.4 The decision of the Management Committee in all matters will be final.

11. Cessation.

11.1 In the event of The Association ceasing to achieve its objectives throughout any financial year, The Association shall be deemed to be in the process of cessation on the expiry of one further financial year. If no effort has been made to revive The Association it shall be deemed to be no longer operating and any remaining funds, equipment or costumes shall be donated to a charity or similar group as nominated by not fewer than three members of the Management Committee.

This constitution was adopted on: 30 January 2020