



Auchtermuchty Theatre Group Constitution

Version: 2.3.

Version	Remarks	Date Published	Author
1.0	Initial Constitution	<i>Unknown</i>	<i>Unknown</i>
1.1	Amendments (Unrecorded amendments)	10/02/22	Drew McCanney
2.0	<p>Rehaul of constitution, new wording and added sections. Sections have been re-numbered to include new additions.</p> <p>Edits and additions: Management (Edited)</p> <p>Department Roles (Section added)</p> <p>Retirement of Officers and Committee (Edited)</p> <p>Notice of General Meeting (Edited)</p> <p>Director (Section moved and edited) New title: Director / Producer / Event Lead</p> <p>Selection of Word (Edited) New title: Selection of Productions</p> <p>Selection of Cast (Edited)</p> <p>Selection of Events (Section added)</p> <p>Production Money (Edited) New Title: Production and Event Money</p> <p>Production Account (Edited) New Title: Production and Event Account</p> <p>Recovering Money Due to the Group (Edited)</p> <p>Meeting of the Committee (Edited)</p> <p>Sections "a. Recovering Money Due" and "b. Committee's Powers" are labelled this way to ensure the integrity of numbers stated in section 26 as modification of this section is not able to be done without approval of the charitable authority.</p>	No formal publication	David Philson (Committee Member)
2.1	<p>Name of Author of Version 1.1 updated to Drew McCanney</p> <p>Retirement of Officers and Committee (Edited) New layout with individual sections a – e (New Section) e.</p>	No formal publication	David Philson (Committee Member)
2.2	<p>Subscription (edited)</p> <p>Financial Year (edited) Changed wording to end of financial year instead of previous start of financial year. Changed wording to Balance sheet prepared prior to AGM</p> <p>Annual General Meeting (edited)</p>	No formal publication	David Philson (Committee Member)

	<p>New Layout with individual sections a & b Edited date of AGM to be within 6 months of end of financial year.</p> <p>Notice of General Meeting (Moved to 11.b)</p> <p>Quorum at Committee Meeting (section added)</p> <p>Quorum at General Meeting (New Title) New title: Quorum at Annual General Meeting</p> <p>Resolution at General Meeting (New Title) New title: Resolution at Annual General Meeting</p>		
2.3	Mistake corrections prior to AGM	TBD	David Philson (Committee Member)

Constitution

1. Title

The Group shall be called the "Auchtermuchty Theatre Group"

2. Objects

The Object of the Group is to educate the public in the dramatic and operatic arts; to further the appreciation and taste in those arts; to assist and further such similar charitable institutions and similar charitable purposes as the Committee shall from time to time determine; and in furtherance of this Object the Group shall have the following powers:

- a. To promote theatrical works by obtaining the rights to perform such works
- b. To purchase plant, machinery, furniture, fixings, scenery in pursuit of the above; and
- c. To raise funds in pursuit of these Objects.
- d. To do all such other things as shall further the Objects of the group.

3. Constitution

The group shall consist of Members and may also include life members, persons such as shall have rendered special services to the group.

4. Management

The group shall be managed by a Committee consisting of the Office Bearers (stated below) and additional members:

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary
- d. Treasurer

5. Department Roles

Committee Members and Office Bearers may take on further duties in department roles. These may include:

- a. Safeguarding Officer
- b. Head of Social Media and Marketing
- c. Social Media and Marketing Administrator(s)
- d. Head of Scenic and Wardrobe
- e. Head of Sound / Audio Visual
- f. Head of Lighting

6. Membership

Membership shall be open to all those having sympathy with the Objects of the Group and desiring actively to further it and to pay the annual subscription prescribed by the Rules.

7. Subscription

The annual subscription charge shall be at the discretion of the Committee and must be paid within 2 months of joining or renewal date.

8. Life Members

Life Members may, on the nomination and recommendation of the Committee only, be elected on such terms as the Members of the Group at an Annual General Meeting may decide.

9. Finance

The funds of the Group shall be applied solely to the stated Objects of the Group. No Member of the Group shall receive payment directly or indirectly for services to the Group other than legitimate expenses incurred in its work.

10. Financial Year

The financial year of the Group shall end on the 31st January and an annual profit and loss account, and balance sheet shall be prepared prior to the AGM

11. Annual General Meeting

- a. The Annual General Meeting of the Group shall be held in within six months of the end of the financial year, when the report of the Committee and the accounts for the past year, duly independently examined, shall be presented; the Officers and other Committee Members and any Life Members shall be elected, and all general business transacted.
- b. Notice of every General Meeting shall be publicised at least 14 days prior to the day fixed for such meeting. This notice shall be made via an email to the members and my additionally have any publication the committee sees appropriate.

12. Extraordinary General Meeting

An Extraordinary General Meeting of the Group may be called at any time at the discretion of the Committee and shall be called within 21 days after the receipt by the Secretary of a requisition in writing to that effect signed by at least 10 Members. Every such requisition shall specify the business for which the Meeting is to be convened and no other business shall be transacted at such meeting.

13. Quorum at Annual General Meeting

No business other than the formal adjournment of the Meeting shall be transacted at any General Meeting unless a Quorum be present and such Quorum shall consist of not less than 10 persons present and entitled to vote.

14. Resolution at Annual General Meeting

Unless otherwise provided by these Rules all resolutions brought forward at a General Meeting shall be decided by a bare majority of the votes properly recorded at such Meeting and in the case of an equality of the votes the Chairperson shall have a second or casting vote.

15. Retirement of Officers and Committee

- a. All Committee roles shall be retired annually during the General Meeting. The current members may choose to continue their role and submit themselves for re-election.
- b. If more names are proposed than the number required to fill the Office Bearer vacancies, the election shall be by ballot.
- c. If all the afore-mentioned positions shall not be filled at such Meeting or any casual vacancy shall therefore occur the role(s) shall be filled by the remaining Members of the Committee.
- d. If no committee members can take on the vacant role(s) a Extraordinary General Meeting will be arranged in order to recruit a suitable member(s) to fill the role(s).
- e. Once all committee roles have been filled, members wishing to join the committee as a non-committee role member can put themselves up for election by ballot. This ballot will be decided via a majority vote from the elected current standing members.

16. Appointment of Sub-Committee

The Committee shall have power to appoint Sub-Committees, to delegate to such Sub-Committee all or any of its powers and shall continue to hold office until the conclusion of the next Annual General Meeting.

17. Appointment of Department Roles

The Committee shall appoint the persons responsible for each of the departments mentioned in section 5 all or any of its powers and shall continue to hold office until the conclusion of the next Annual General Meeting. These members must be a current committee member. If any member wishes to retire from the above

department role, they may do so by addressing this to the committee. The committee has the power to remove a member in a department role and would do so as per the standard voting process, Laid out in this constitution.

18. Director / Producer / Event Lead

The Committee shall appoint the Director, Producer or Event Lead for each production or event that the Group undertakes.

19. Selection of Productions

The Director and Producer will propose their production to the Committee, this will be voted on by the remaining committee members.

20. Selection of Cast

The cast of a production will be decided by the Casting Committee in accordance with the Audition and Casting Guidelines.

21. Selection of Events

Any member can propose an event idea to the committee, and this will be decided by the committee members. The committee will appoint a person to manage the event, this person does not have to be a committee member but must be able to report to the committee with regular updates.

22. Production and Event Money

All Money due to and from Members in connection with a production or event, shall be accounted for, and paid to or by the Treasurer within 21 days after the conclusion of the final performance. A receipt and/or invoice is required to be sent to the Treasurer before any money is paid to members.

Money taken in from a Production or Event must be kept secure and given to the Treasurer at the earliest convenience, but must be within 21 days after the conclusion of the Production or Event (Final Performance for Production and Closing of Event)

a. Production and Event Account

(Labeled "a." to keep number integrity of section 25 and 26 in accordance with section 26)

Within three calendar months of the final performance of a production or the closing of an event produced by the Group, the Treasurer shall prepare a full statement of the cashflow of the Production or Event. This will be reported at a committee meeting.

b. Recovering Money Due to the Group

(Labeled "b." to keep number integrity of section 25 and 26 in accordance with section 26)

All Moneys due and owing to the Group including subscriptions of Members, shall be recoverable by law.

23. Meeting of the Committee

All meetings of the Committee shall be called by the Secretary. All committee members are eligible to vote in matters unless stated otherwise in this constitution. The majority vote will resolve any matter. Failing any such resolution, in the cause of an equality of votes, the chairperson will have the second or casting vote. All proceedings during a meeting will be noted and given to the Secretary at the earliest convenience for this to be recorded and sent to Committee members.

a. Committee's Powers

(Labeled "a." to keep number integrity of section 25 and 26 in accordance with section 26)

The Committee shall have power to decide any question arising out of the Constitution and all other matters connected with the Group, other than and except those which can only be dealt with by the Society in General Meeting, and make and maintain and publish all necessary orders, regulations, and byelaws in connection therewith.

24. Quorum at Committee Meeting

No business other than the formal adjournment of the Meeting shall be transacted at any General Meeting unless a Quorum be present and such Quorum shall consist of not less than 4 persons present and entitled to vote.

25. Dissolution of the Auchtermuchty Theatre Group

The Group shall only be dissolved by resolution passed by a majority of at least five sixths of the Members present and voting at a Special General Meeting called for the purpose of considering such dissolution. In the event of dissolution any balance of cash remaining in hand after realisation of assets and payment of debts shall not be distributed among the Members of the Group, but shall be applied for such charitable purpose similar to those of the Group or to be paid distributing or transferred to such charitable institutions or institutions having objects similar to the Objects of the Group as the Committee with the consent of the Meeting shall determine.

26. Alteration of Rules*

No alteration to these Rules shall be made except at a General Meeting nor unless 21 days prior to such Meeting a written notice of the proposed alteration or of one substantially to the like effect shall have been given to the Secretary who shall give 14 days' notice thereof to the Members and the resolution embodying such proposed alteration shall be carried by a majority of at least two thirds of the votes recorded thereon at the Meeting. No alteration may be made to Rules 2, 25 and 26 without the approval of the authority having charitable jurisdiction from time to time.

27. Notes

*This statement indicates that Rules 2, 25, and 26 cannot be changed or modified without the permission of the authority responsible for overseeing charitable matters. Any alterations to these rules require approval from the relevant charitable authority. This provision ensures that any changes made to these rules are in line with the charitable objectives and regulations governing the organization or entity in question. Sections "a. Recovering Money Due" and "b. Committee's Powers" are labelled this way to ensure the integrity of numbers stated in section 26 as modification of this section is not able to be done without approval of the charitable authority.