

WEST CHILTINGTON DRAMATIC SOCIETY

STATUTES

NAME

1. The Society shall be called "West Chiltoning Dramatic Society" referred to hereinafter as "the Society".

OBJECTS

2. The objects of the Society shall be to further the appreciation and encouragement of dramatic art by:
 - (i) the public presentation of plays performed by local amateurs
 - (ii) the arrangement of play readings and the encouragement of participation therein of patrons and members of the Society
 - (iii) such other activities as may be considered appropriate by the Committee and/or the Annual General Meeting of members and patrons of the Society

ADDRESS

3. The address of the Society shall be the private address of the Secretary of the Society unless otherwise decided by the Committee.

MEMBERSHIP

4. Membership of the Society shall be open to such interested persons who shall apply to the Committee or a member thereof orally or in writing and the Committee shall be empowered to accept applications for membership or to reject any application for membership without having to explain its reason.

FORMS OF PARTICIPATION

5. There shall be four forms of participation in the Society and its activities:
 - (i) Full Member - namely a member who resides in the West Chiltoning area or neighbouring territories
 - (ii) Junior Member - namely a member under 18 years old and who is not regularly employed
 - (iii) Patron - namely a person who wishes to associate himself/herself with the aims or objects of the Society without necessarily undertaking any active responsibility in the activities of the Society
 - (iv) the Committee may elect Honorary Members at its discretion and shall also have power to co-opt persons for any special purpose and for a limited period without payment of a subscription.

EXPENSES

6. No member or patron shall receive payment either directly or indirectly for his or her

service other than the repayment of legitimate expenses incurred in the work of the Society.

PROOF OF MEMBERSHIP

7. A valid membership card shall constitute proof of membership and at any time be required to be produced to gain free admission to the Society's play readings and to exercise the right to vote at General Meetings of the Society.

RIGHTS OF MEMBERS AND PATRONS

8. All members and patrons shall have the following rights:
 - (i) to receive a copy of the present Statutes
 - (ii) to attend the functions of the Society and to participate in its activities
 - (iii) to receive copies of all notices and communications regarding the Society's activities as may be issued by the Committee
 - (iv) to attend the General Meetings of the Society and to exercise the right of vote therein
 - (v) with the exception of patrons, to stand for nomination and election as Officers of the Society and membership of the Committee
 - (vi) to apply to the Committee for access to the records of the Society

LAPSE OF MEMBERSHIP

9. Membership shall be considered lapsed for any member or patron who:
 - (i) resigns from the Society
 - (ii) fails to pay the subscription within three months of the date when it becomes due
 - (iii) is excluded from the Society by the Committee; although the Committee shall not be required to explain its decision the person thus excluded shall have the right of appeal to the next Annual General Meeting and a reversal of the Committee's decision shall require a two-thirds majority vote of the members present and voting at the Annual General Meeting

SUBSCRIPTIONS

10. The annual subscription payable by members and patrons shall be determined by the Annual General Meeting of the Society and any change in subscription rates shall require the prior authorisation of the Annual General Meeting.
A junior member shall pay fifty per cent of the membership subscription.
11. Payment of the annual subscription shall entitle a member to participate in the Society's activities between 1 January and 31 December and the annual subscription shall fall due on 1 January.
12. Non-members may be admitted to the Society's activities but may be required to pay a nominal fee the amount of which shall be determined by the Committee in respect of each activity.

ORGANS

13. The affairs of the Society shall be regulated by the following organs:
- (i) the Annual General Meeting, and
 - (ii) the Committee.

THE ANNUAL GENERAL MEETING

14. The Annual General Meeting shall be the sovereign organ of the Society and shall be composed of members and patrons of the Society.
The Society shall hold at least one Annual General Meeting each year and the Annual General Meeting shall take place no later than 30th April in each year on a date fixed by the Committee.

SPECIAL GENERAL MEETINGS

15. The Society may hold other general meetings known as Special General Meetings in anyone of the following circumstances:
- (i) when so decided by the Annual General Meeting;
 - (ii) when so decided by the Committee on its own initiative;
 - (iii) when so requested to the Committee in writing by not less than one-third of the valid members of the Society.
16. All General Meetings shall be convened by the Committee which must give members at least fourteen days notice of such a meeting in writing.
This notice shall indicate the business of the meeting and the election of any Officer or Committee member shall also be indicated in the notice (and nominations invited), as shall the text of any amendments to these Statutes.
17. The Chairman of the Society, or in his/her absence the Vice-chairman, shall preside over all General Meetings except during the election of Officers and Committee members when a Polling Officer elected by the members from among their number shall preside.
The Polling Officer may not be an Officer or Committee member or a nominee for election to any office or to a seat on the Committee.
18. In the absence of the Chairman and the Vice-chairman the members present shall elect a chairman of the meeting.

QUORUM

19. A Quorum at any General Meeting shall be one-quarter of the number (at the date of the Meeting) of paid-up members eligible to attend and vote, with the exception of a General Meeting specially convened to consider the dissolution of the Society (Article 39).

FUNCTIONS

20. The principal functions of the Annual General Meeting shall be:
- (i) to consider the adoption of the minutes of the last Annual General Meeting and the last Special General Meeting (if any) held during the preceding year
 - (ii) to consider the report of the outgoing Committee for the preceding year
 - (iii) to consider the adoption of the report of the Treasurer and the audited statement of

- the Society's accounts for the preceding year
- (iv) to elect ,after due consideration of the nominations received in accordance with Article 16, the Officers of the Society and other members of the Committee for the following year, subject to Article 24 (ii)
 - (v) to elect an auditor for the following year
 - (vi) to consider any other business including sponsored resolutions.

VOTING

- 21. Decisions of the General Meeting shall be taken by a simple majority of the members voting, with the exception of a reversal of the Committee's exclusion of a member (Article 9(iii)), amending the Statutes (Article 38) or the dissolution of the Society (Article 39), all of which require a two-thirds majority of the members present and voting.
All voting shall take place by show of hands unless otherwise requested by not less than five members present at the meeting. The Chairman shall be entitled at all times to seek a decision by ballot vote.
- 22. The Polling Officer shall announce the result of the voting in the elections at General Meetings and shall pass the record of the voting to the Secretary of the Committee immediately after the meeting.

THE COMMITTEE

- 23. The Committee shall consist of four officers of the Society (Chairman, Vice-chairman, Secretary, Treasurer) and not less than four and not more than seven other members.
- 24. The four Officers of the Society and the other members of the Committee shall be elected by the Annual General Meeting from among candidates nominated in accordance with the provisions of Article 16.
Should insufficient nominations be received at the Annual General Meeting the Committee shall be empowered to fill any vacancy other than that of Chairman or Vice-chairman.
- 25. The Committee shall be empowered to co-opt for specific periods or special duties not more than two additional members such co-opted members being entitled to participate in the Committee's decisions but not being entitled to vote.
- 26. Retiring Officers and other members of the Committee shall be eligible for nomination and re-election.
- 27. A quorum at any Committee meeting shall comprise five elected members including at least two officers.
- 28. The principle duties of the Committee shall be:
 - (i) to carry out the work of the Society and to administer its assets in accordance with the objects of the Society as defined in Article 2 of these Statutes; in particular the Committee shall be responsible for the approval of plays to be produced or read and the appointment of producers and organisers of plays and play readings and social functions held under the auspices of the Society
 - (ii) to furnish to the Annual General Meeting an annual report, including a financial report by the Treasurer, on the work of the Society, and an audited statement of the Society's accounts

- (iii) to implement the decisions taken at Annual and special General meetings
 - (iv) to appoint from among its members or the members of the Society such sub-committees as the Committee may deem necessary and to consider the report of any such sub-committee and to decide appropriate action thereon
 - (v) to consider and approve, or otherwise, applications for membership of the Society.
29. Decisions of the Committee shall be taken by simple majority.

OFFICERS AND COMMITTEE MEMBERS

30. The Officers of the Society shall be:
- (i) the Chairman, who shall preside over General and Committee meetings and shall be entitled to a single vote. He/she shall ensure that the policy and decisions of the General Meetings and the Committee are carried out and shall guide and co-ordinate the work of the Committee and its sub-committees. He/she shall be an ex-officio member of all subcommittees. He/she is to authorise and/or issue public statements on behalf of the Society subject to the prior approval of the Committee
 - (ii) the Vice-chairman, who shall, in the absence of the Chairman, assume the functions and responsibilities of the Chairman
 - (iii) the Secretary, who shall conduct correspondence on behalf of the Society and shall arrange the distribution of documents for General Meetings, draft and dispatch the agenda for General and Committee meetings (in consultation with the Chairman) and shall record the minutes of all meetings
 - (iv) the Treasurer, who shall maintain the books of the Society, receive payments, discharge bills and manage the bank and other accounts. He/she shall be responsible for preparing the annual statement of accounts and submitting this to the elected auditor at least six weeks before the Annual General Meeting
 - (v) the other members of the Committee shall be those prescribed in Article 23 and whose duties and responsibilities shall be those prescribed to them by the Committee.

SUB-COMMITTEES

31. Each sub-committee appointed in accordance with Article 28 (iv) shall lay down its own rules of procedure.

FINANCIAL PROVISIONS

32. The financial policy of the Society shall be to seek to ensure:
- (i) the maintenance of sufficient cash assets to finance the yearly programme of productions, play readings and other foreseeable activities
 - (ii) that the programme of productions for any given season is self-supporting
33. The financial year of the Society shall run from 1 January to 31 December.
34. The Treasurer shall supply the Committee, upon request, with an up-to-date statement of the Society's current financial situation at any time during the financial year.
35. Any losses incurred by the Society in anyone year shall be the responsibility of the Committee elected for that year who shall be entitled to be indemnified out of the assets of the society.

36. The Committee shall be empowered to decide what part, if any, of the cash assets of the Society shall be donated to charity and, if so, to which.

INTERPRETATION OF STATUTES

37. Any difficulty arising out of the interpretation of these Statutes shall be submitted to the Committee for decision. If the difficulty then persists it shall be submitted to the next General Meeting for clarification or, in accordance with Article 38, for amendment of the relevant Article or Articles as the General Meeting shall decide.

AMENDMENT OF STATUTES

38. These Statutes may be amended only by decision of a two-thirds majority of the members present at a duly constituted General Meeting of the Society.

DISSOLUTION OF THE SOCIETY

39. The Society may be dissolved only by a decision of a two-thirds majority vote of the members present at a General Meeting of the Society specially convened for the purpose. A quorum at such a meeting shall be one-third of the number, at the date of the meeting, of paid-up members eligible to attend. If this quorum is not attained a further meeting shall be called to take place within twenty-one days, at which a decision may be taken by a simple majority irrespective of the number of members present.