

SHAFTESBURY ARTS CENTRE MUSIC AND DRAMA GROUP CONSTITUTION

1. TITLE

The organisation shall be called SHAFTESBURY ARTS CENTRE MUSIC AND DRAMA GROUP (herein after known as "the Group").

2. AIMS and OBJECTIVES.

The aims and objectives of the Group shall be to further the areas of music and drama on behalf of Shaftesbury Arts Centre (the "Centre") by the production of a balanced annual programme incorporating people of all ages, backgrounds and abilities from the Centre's membership.

3. SUBSCRIPTION and FINANCES.

Membership of the Group is automatically granted to anyone who is an active member of The Centre (appropriate annual subscription fee paid)

An individual's membership to the Group may cease in the event (a) an individual is no longer a member of the Centre, (b) an individual resigns, (c) an individual breaches or is considered in breach of the Centre's policies.

The Group's finances are arranged within the Centre's accounts.

From time to time, the Group may organise productions to further their Aims and Objectives. All income generated from productions shall be credited to the Centre's accounts. All expenses for productions shall be budgeted and approved by the Centre's Treasurer prior to being recovered from the Centre's funds. For the avoidance of doubt, save for exceptional pre-approved out-of-pocket expenses, there shall be no payment for services rendered by someone belonging to the Group ("Member"). In accordance with the Centre's constitution no funds will be held by the Group.

4. MANAGEMENT.

The Group shall be managed by a group of ten (10) to fifteen (15) Members (the "Committee"), which shall comprise of a Chairman, Vice-Chairman, Secretary and a Liaison to the Directors ("Officers") and at least six (6) but no more than eleven (11) other Centre Members.

New members to the Committee shall be elected each year at the AGM by the Group.

Members of the Committee may serve for a maximum of three (3) years. After three (3) years, the member must stand down for a minimum period of twelve (12) months. The Officers shall be elected by the Committee.

The Committee shall be responsible for running and managing the Group in accordance with its Constitution. All initiatives shall be voted on by the Committee. Only initiatives supported by the majority of the Committee shall be implemented. In the event of a tied vote the Chairman shall have the casting vote.

The Committee shall meet at least once (1) during the first week of every month on a day to be agreed by the Committee. Minutes shall be kept of all meetings and circulated to all Committee members and Trustees of the Centre approximately two (2) weeks before the next meeting is due to take place. These shall also be displayed in the Centre on the Music and Drama Notice Board

The quorum for Committee Meetings shall be five.

5. CO-OPTION

From time to time, the Committee shall have the right to nominate other members of the Centre to provide support in an advisory capacity (herein referred to as "Co-option"). The purpose of Co-option shall be to supplement the skills of the Committee in relation to specific topics, including but not limited to advice on legislative changes, local programmes and creative initiatives.

For the avoidance of doubt, members co-opted on to the Committee shall not have any voting rights and must not have served on the Committee within the preceding twelve (12) months.

6. ANNUAL GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS.

The Group shall meet at least once (1) per year ("Annual General Meeting, AGM,") to discuss the Group's progress. Any member of the Centre may request to add an item to the agenda ("Resolution") by submitting details of the topic in writing to the Secretary no later than twenty-eight (28) days before the AGM.

The agenda shall be published on the Centre's website and displayed at the Centre at least twenty-one (21) days before the AGM.

An Extraordinary General Meeting may be called by the Committee at any time upon written request to the Secretary by three or more members ("EGM"). The Committee shall give the Members a minimum of seven (7) days notice in writing (either email or posted) with details of the Resolutions to be discussed. For the avoidance of doubt, the written notice shall also be accompanied by notices on the Centre's website and in the Centre.

The quorum for AGMs and EGMs shall be fifteen Members.

NOTE: In the event of unforeseen circumstances the Group's AGM will be held at the earliest possible opportunity.

7. PRODUCTIONS.

Members may organise and participate in shows ("Productions"). Any Member may submit a Production concept to the Committee who shall review and ensure that it is coherent with the planned programme. The Committee shall ultimately be responsible to the Centre's Trustees. At the beginning of the Production Year (i.e. September) a proposed Schedule for the coming year will be submitted to the Trustees of the Centre.

The Committee shall monitor the progress of each Production and offer the director support as appropriate and necessary. A member of the Committee shall be appointed to act as liaison officer for that Production.

The Committee will ensure the director of the production and Production team are given copies of the Production Guidelines included at Annex 1 at the beginning of the Production process. The Committee may at its sole discretion amend the Production Guidelines as and when required and attach to the Constitution.

All productions will be open to all members of the Centre and will be cast by auditions.

The Director of a production will be responsible to the Committee which will have overall control of any Production, such control to be exercised reasonably and responsibly.

The Director of a Production will:

- Function within the remit of the Production Guidelines.
- Have ultimate responsibility for the casting of a production and produce a comprehensive cast list to be published on the Music and Drama Notice Board.

- Produce a draft Production budget to be agreed by the Committee and the Centre's Treasurer as soon as is practicable but not later than four (4) months before the commencement of the performances.
- Will submit details of a Production Team to the Committee before the commencement of rehearsals and accordingly publish a list on the Music and Drama Notice Board.
- Be responsible with the Production Team for specific problems relating to the Production in the first instance and then subsequently to the Committee and ultimately to the Centre's Trustees if deemed necessary.

8. AMENDMENT

Notwithstanding changes to Annex 1, this Constitution may not be amended or rescinded without the express approval of the majority of Members at an AGM or EGM.

The Centre's Trustees must approve the Constitution of the Group and any subsequent alterations of it.