



**the lovelace theatre group**

Formerly

**Hucknall Community Theatre Group**

(name changed 2001)

Formerly

**Hucknall Dramatic Society**

(name changed 1996)

## **Constitution**

As passed at the Annual General Meeting

1970

Amended in

1971, 1972, 1974, 1975, 1977, 1996, 2000, 2001 and 2015

# **THE CONSTITUTION**

## **1. Title**

The name of the society shall be The Lovelace Theatre Group.

## **2. Aim**

The aim of the society shall be to encourage a further interest in the theatre in Hucknall and the surrounding area through drama, theatre visits, workshops, visiting speakers and social functions.

## **3. Membership**

Membership of the Society shall be open to any member of the community from the age of 9 1/2 for Juniors and 16 for adults. Cooptions may be allowed at certain times and in certain circumstances with the consent of the Committee.

## **4. Subscriptions**

- a) Subscriptions must be paid upon application for membership.
- b) Anyone joining the Society after the Spring production shall have their subscription carried forward and this will remain valid for the following season.
- c) Subscriptions for existing members shall be due at the A.G.M and must be paid by the end of August. After this date those who have not renewed their subscriptions shall cease to be deemed as members.
- d) Only members are allowed to take part in productions, other than in circumstances sanctioned by the committee.

## **5. Officers**

- a) The officers of the Society shall be:

President

Vice President

Treasurer

Secretary

Stage Director

Publicity Officer

These Officers shall form the Committee of the Society. Excepting the President they shall all be elected annually, at the A.G.M.

- b) The President shall remain in office for one year, or up to two years if the Previous President has retired prior to the termination of his/her office.
- c) the Vice-President shall become President when the term of the President in office expires.
- d) The Treasurer shall be responsible for such sums of money which will, from time to time, pass through his/her hands. The funds of the Society shall be kept in an account at a suitable Bank or other such repository as the Committee shall think fit. All withdrawals from the account shall be Signed by any two of the following:

President, Treasurer, and any one of three committee members, one of whom must be the Treasurer (except where the committee member or President is related to the Treasurer when the related officer is not empowered to sign.

#### **6. Auditor**

One Auditor, who may be a member of the Society, but not a committee member, shall be appointed at the A.G.M to audit the accounts of the Society.

#### **7. The Committee**

- a) The Committee shall consist of the Officers of the Society, and ONE other member. It shall be elected by secret ballot.
- b) It shall meet at least once each month unless the date falls at the time of a production.
- c) Any person proposed and seconded for a Committee position shall not automatically be elected if unopposed but must be elected by a majority decision of those members present at the meeting.
- d) The quorum for each meeting shall be four, which shall include the President, or Vice-President who shall take the chair.
- e) the Committee shall have the power to appoint such subcommittees as may be deemed necessary.
- f) the Committee shall control the affairs of the Society on behalf of the members.

#### **8. General Meetings**

- a) General Meetings, when the business of the Society shall formerly be discussed, shall be held at least three times a year. One such meeting must be held immediately after each production at which the production shall be discussed.
- b) the dates and venues of such meetings shall be determined by the committee.
- c) The quorum at the General Meeting shall be one quarter of the membership.
- d) Every member shall receive two weeks notice of each General Meeting.
- e) The Treasurer shall be present at the first General Meeting after each production a full audited income and expenditure account.

#### **9. Annual General Meeting**

- a) the Annual General Meeting of the Society shall be held during June or July when the Annual Report and Financial Statement shall be present for adoption.
- b) each member shall receive at least two weeks notice of the meeting.
- c) notice for all motions for inclusion in the agenda must reach the Secretary two weeks before the A.G.M.
- d) only members are allowed to take part in productions, other than in circumstances sanctioned by the committee.

#### **10. Extra-Ordinary General Meeting**

- a) an Extra-ordinary General Meeting shall be called at the sent to the Secretary specifying the business to be discussed.

- b) notice of the meeting together with the Agenda shall be sent to members with fourteen days of receipt of the request written request of at least five members. Such request must be at least seven days prior to the meeting.
- c) only items specified on the Agenda may be discussed.

### **11. Productions**

- a) The committee shall decide the dates, number and type of all productions.
- b) i) The Committee shall appoint the producers for all productions
  - ii) The Committee shall choose a selection of plays from which the producers may choose.
  - iii) The producer may choose a play of their own choice.
- c) i) The producer will appoint a Production Committee from members, and it shall consist of at least the following:
  - Stage Manager
  - Publicity Officer
  - House Manager
  - Business Manager
  - Wardrobe
  - ii) The Production Committee shall meet at least three times during each production.
  - iii) The Production Committee shall decide and conduct all business concerned with its production, subject to ratification by the Committee of the Society.
  - iv) The Production Committee shall have the power to co-opt.
  - v) The Production Committee shall be minuted.

### **12. Order of Debate**

- a) All discussions shall be conducted through the chair.
- b) The ruling of the Chairperson on all points of order and procedure shall be final.
- c) Each proposal must be seconded before being discussed.
- d) Voting shall normally be by a show of hands. The Chairperson will have the casting vote. At the request of at least two members the voting will be by ballot.

### **13. Constitution**

- a) Each member shall, on joining the Society, receive a copy of the Constitution.
- b) Membership of the Society shall imply acceptance of the conditions of the Constitution.
- c) The Committee reserves the right to expel any member for conduct contrary to the wellbeing of the Society.
- d) Any alterations to the Constitution may only be affected at the Annual General Meeting, or at an extra-ordinary General Meeting specially called for that purpose.

### **14. Insurance**

Adequate insurance cover shall be provided to cover Public Liability, Accident to Members, Fire and Theft and the Assets of the Society. A copy of the policy wording shall be made available for inspection.

**15. Dissolution**

In the event of the Society being dissolved all Assets and money belonging to the Society shall be given to the John Godber Centre or any other Registered Charity as the Committee may think fit.