

# **Sundial Theatre Company – Constitution**

## **1. Name**

The name of the group shall be **Sundial Theatre Company**

## **2. Aims**

The aims of Sundial Theatre Company will be:

- To stage amateur theatre productions that will be of interest to audiences in and around Cambourne
- To create social events and activities which will be of interest to people in Cambourne and surrounding areas who are interested in theatre
- To create fundraising events as necessary to facilitate these aims

## **3. Membership**

Membership is open to anyone who:

- lives in Cambourne or the surrounding area; and
- supports the aims of Sundial Theatre Company

Membership will begin as soon as the membership form and first subscription payment has been received.

There will be a membership fee, the frequency and amount which will be proposed by the committee at the beginning of each calendar year and endorsed at the Annual General Meeting (AGM). This will be payable by all members and will be payable four weeks from submission of the membership form.

A list of all members will be kept by the membership secretary.

### **Ceasing to be a member**

Members may resign at any time by emailing the secretary.

Any member who has not paid their membership fee once the due date has passed will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

#### **4. Equal Opportunities**

Sundial Theatre Company will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

#### **5. Officers and committee**

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The committee will consist of at least three Key Officers:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for keeping records of members
- Treasurer who shall be responsible for maintaining accounts

In the event of a Key Officer standing down during the year, if possible, a temporary replacement will be chosen by the committee to fulfil the role until the next AGM, at which point a vote will be held to elect an officer.

Any committee member not attending three subsequent meetings without apology will be contacted by the committee and asked if they wish to resign.

Other roles involved in running the group will make up the management team which will operate alongside the committee in an advisory/supporting role. Management team roles may be created or changed by the committee as required to facilitate the efficient running of the group.

#### **6. Meetings**

##### **6.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of Sundial Theatre Company over the year.
- The Committee will present the accounts of Sundial Theatre Company for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

## **6.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice will be by email.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

## **6.3 Committee Meetings**

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

## **7. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## **8. Finances**

An account will be maintained on behalf of the Company at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer) and at least two of whom will witness each payment from the group's bank account. The signatories must not be related nor members of the same household.

- For cheque payments 2 signatories will sign the cheque
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments) the signatories may make payments of up to £100 without prior agreement, but must record the payment within 24 hours, in writing to the Treasurer and provide receipts where possible. Where the treasurer makes a payment of up to £100, they will notify one of the other signatories via email within 24 hours. The treasurer is responsible for keeping a record of the date and amount of this notification and purpose of the payment.
- Payments or withdrawals over £100 must be agreed in advance in writing, by at least two signatories and the treasurer must be notified in writing of the reason for the payment or withdrawal. The treasurer is responsible for keeping a record of the date and amount of this notification and purpose of the payment.
- All cash takings, donations etc will be counted as soon as possible in the presence of two signatories (or if not possible, two members of the management team) and the total amount collected will be communicated to the treasurer in writing within 24 hours. The person who communicates this information to the treasurer will be responsible for the safe transferral of the cash takings or donations to the company bank account.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each committee meeting.

## 9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## 10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.


This constitution was agreed on:-

Date 15 / 02 / 2019

Name and position in group SIMON HAGAN, CHAIR

Signed 

Name and position in group ANN STEPHENSON, TREASURER

Signed 

Name and position in group MARCUS PITCHFORTH, SECRETARY

Signed 