

# South Hams Theatre & Concert Club Constitution

## 1 TITLE

- 1.1 The Club shall be called South Hams Theatre & Concert Club, hereafter to be referred to as 'the Club'.

## 2 OBJECTS

The objects of the Club shall be as follows:

- 2.1 To promote and support the performing arts, in particular theatre, music and dance at a professional and local, amateur level to the South Hams population and their visitors
- 2.2 To provide convenient and safe access to the performing arts
- 2.3 To attend theatres and concert halls within an easy coach journey's distance of the club's Kingsbridge base

## 3 MEMBERSHIP

- 3.1 The Membership year shall run from 1 January to 31 December.
- 3.2 Membership of the Club shall be open to any person aged 18 or over.
- 3.3 Data collected via completion of the membership application form or the booking form shall be recorded in a database and, in accordance with the requirements of the Data Protection Act, this data shall be used solely for purposes relating to Club activity.
- 3.4 Members shall be required to pay their annual subscription by 31 March of the membership year. Failure to do so shall result in suspension of their membership.

## 4 OFFICERS

- 4.1 The Officers of the Club shall be as follows: Chairperson, Secretary, Treasurer.
- 4.2 All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members of the Club.
- 4.3 All Officers shall be elected for a period of one year, but may be re-elected to the same office or to another office the following year.
- 4.4 For the duration of their tenure, the Officers shall be classed as Honorary members.

## 5 MANAGEMENT

- 5.1 The affairs of the Club shall be administered by the Officers of the Club.
- 5.2 The Officers shall meet at agreed intervals and not less than three times per year.
- 5.3 The duties of the Officers shall be as follows:
  - 5.3.1 To control the affairs of the Club on behalf of the Members
  - 5.3.2 To keep accurate accounts of the finances of the Club through the Treasurer
  - 5.3.3 To make decisions on the basis of a simple majority vote and, in the case of equal votes, the Chairperson shall be entitled to an additional casting vote
  - 5.3.4 To keep minutes of the proceedings at meetings of the Officers and any sub-committee, and to ensure that these are stored safely, and that they are available for inspection as required
- 5.4 The Officers may appoint sub-committees for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the Officers, would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Officers.
- 5.5 The Officers may bestow temporary or permanent Honorary membership on a Member as recognition of special contribution to the Club; honorary members and their partner have a nil subscription rate.

- 5.6 The Officers may terminate the membership of any individual, provided that the decision of the Officers (with the exception of (i) the individual concerned if a member of the Officers and (ii) any member of the Officers making or connected with the complaint against the individual) is unanimous both as to the termination and as to there being good reason for it, and provided that the individual concerned shall have the right to be heard by the Officers, accompanied by a friend or relative if desired, before a final decision is made.

## **6 FINANCE**

- 6.1 The accounting year for the Club is the same as the Membership year: 1 January to 31 December.
- 6.2 The Club shall maintain current account facilities for the purposes of banking monies received from members and for paying bills.
- 6.3 Any one of the following Officers shall be authorised to sign Club cheques: Chairperson and Treasurer. The Treasurer shall be authorised to conduct financial transactions for the Club using Internet banking.
- 6.4 The income and property of the Club whencesoever derived shall be applied solely towards promoting the objects of the Club as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any Member except in payment of legitimate expenses incurred on behalf of the Club.
- 6.5 The accounts of the Club shall be available for inspection by Members; and shall be scrutinised by a person who is independent of the Committee before presentation to Members at the Annual General Meeting.

## **7 ANNUAL GENERAL MEETINGS**

- 7.1 The Annual General Meeting of the Club shall be held not later than the end of December each year.
- 7.2 At least 21 clear days written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every member by email or by post to their home address, and by advertisement in the Kingsbridge Gazette.
- 7.3 Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting.
- 7.4 Nomination of candidates for election of Officers can only be made by Members and must be seconded by another Member; these shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date.
- 7.5 The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.
- 7.6 A quorum for a General Meeting shall be 20 Members and two Officers of the Club.
- 7.7 At all General Meetings, the chair shall be taken by the Chairperson or, in their absence, by a deputy appointed by those present at the meeting.
- 7.8 The business of the Annual General Meeting shall be as follows:
- 7.8.1 To confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting
  - 7.8.2 To receive the annual report of the Officers from the Chairperson
  - 7.8.3 To receive the accounts for the year from the Treasurer
  - 7.8.4 To review Club subscription rates and to agree them for the forthcoming year
  - 7.8.5 To elect the Officers
  - 7.8.6 To elect a qualified Independent Examiner
  - 7.8.7 To transact any other business included on the agenda
- 7.9 Decisions made at a General Meeting shall be by a simple majority of votes from those Members attending the meeting together with any proxy votes for those Members unable to attend. Each Member shall be entitled to one vote at General Meetings. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

**8 SPECIAL MEETINGS**

- 8.1 A Special General Meeting may be convened by any two Officers provided 21 days notice is given to all Members.
- 8.2 A Special General meeting may also be requested by Members.
  - 8.2.1 If a minimum of 10% of Members of the Club write to the Secretary, explaining in writing what is to be discussed, the Committee shall respond to the request within 21 days but may elect not to accede to the Members' request.
  - 8.2.2 If 50% of Members request a Special Meeting, the Committee shall be required to accede to their request.

**9 ALTERATIONS TO THE CONSTITUTION**

- 9.1 Any proposed alterations to the Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal.
- 9.2 Any alteration or amendment must be proposed by a Member and seconded by another Member.
- 9.3 Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved.

**10 DISSOLUTION**

- 10.1 If at any General Meeting, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- 10.2 If at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present at the meeting, the Officers shall remain in office for the purpose of realising the assets of the Club and discharging all debts and liabilities of the Club.
- 10.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed among the Members of the Club, but shall be given or transferred to some other voluntary organisation or organisations having objects similar to those of the Club as identified by the Officers and agreed at the Special General Meeting.

**Signed:..... Chair**

**Date:.....**

**Signed:..... Officer of the Club**

**Date:.....**