

CONSTITUTION



1. AIMS

1.1. Sudbury Dramatic Society, hereinafter called SDS, aims to educate and benefit the community by means of the production of dramatic entertainments. This purpose shall include, but is not limited to: investment in goods, equipment, machinery, software, premises, marketing materials and expert support required to enable and facilitate the putting on of dramatic productions.

1.2. Unless to do so would conflict with the capacity or future capability to deliver these aims, SDS will support The Quay at Sudbury and its charitable purposes.

2. COMMITTEE

2.1. The committee shall be responsible for ensuring that SDS carries out its business with appropriate probity and with due regard for the aims stated above. In addition to any specific roles detailed below, the committee shall have the control of the finances of SDS and such administrative powers as may be necessary to achieve the aims of SDS in accordance with these rules.

2.2. The committee shall consist of a maximum of nine elected members, three of whom shall be executive officers with the positions of chairman, secretary and treasurer. All nine elected members shall be elected by ballot at an annual general meeting (AGM).

2.3. The secretary shall inform members of SDS not less than 14 days prior to the AGM that nominations for the committee are required. Nominations for the committee shall be signed by the candidate and seconded by another member of SDS. Nominations shall be received by the secretary not less than 48 hours prior to the AGM. Only candidates who are current paid or life members of SDS shall be eligible for nomination.

2.4.Committee members shall hold office until the following AGM when they will retire, but shall be eligible for re-election.

2.5.A quorum shall be formed by a minimum of five elected committee members.

2.6.The committee shall have the power to appoint ex-officio members as it sees fit for roles such as publicity officer, play co-ordinator, costume department liaison, etc. Alternatively, these duties may be carried out by existing elected committee members, in which case they will continue to enjoy full voting rights.

2.7.In the case of a casual vacancy occurring due to the resignation or otherwise of an elected committee member, the committee shall be able to appoint a replacement from the membership of SDS. Any member so chosen shall retire at the next AGM, but shall be eligible as a candidate for re-election.

2.8.The committee shall meet at least ten times annually. Committee members should be informed of such meeting at least one week prior to the meeting.

2.9.The committee may appoint sub-committees as it sees fit. The terms of reference and membership of all sub-committees shall be defined by the committee. All sub-committees shall have a minimum of one elected committee member serving on it.

2.10.The committee shall, as and when appropriate under the constitution of the Quay at Sudbury, provide input as a preferred user to the Quay Board.

2.11.The SDS committee shall liaise with and negotiate with the Quay coordinator on behalf of the Quay Board with reference to contracting for usage of space and other facilities at the Quay, in support of the aims of SDS.

2.12.The committee shall ensure that all members of SDS shall adhere to all the rules and regulations laid down by the SDS committee.

2.13.The SDS committee shall have the power to sell, lease, mortgage or pledge any SDS property for the purpose of raising or borrowing money for the benefit of SDS.

2.14.The SDS committee shall have the sole power to bind SDS financially.

2.15. The SDS committee shall hold money with power to invest the same, and shall have freedom of choice of investment.

3. GENERAL MEETINGS OF THE SOCIETY

- 3.1. The annual general meeting (AGM) shall be held within 12 weeks of the SDS financial year-end, which shall be 30th April. A Treasurers report shall be presented at the AGM. At least 14 days notice in writing or electronic mail of such meeting shall be given to all members of SDS. The agenda shall be determined by the serving committee.
- 3.2. By a resolution of the committee or at the request in writing or by electronic mail of not less than twenty members of SDS, the chairman of SDS shall within twenty-one days of such resolution or request call an extraordinary general meeting (EGM). Business at such a meeting shall be restricted to items on the agenda. At least fourteen days notice in writing or by electronic mail of such a meeting shall be given to all voting members of SDS.
- 3.3. A quorum at any AGM or EGM shall consist of not less than twelve persons present who are entitled to vote.
- 3.4. In the event of a quorum not being present, no other business save the formal adjournment of the meeting shall be transacted.
- 3.5. Unless otherwise provided by these rules all resolutions brought forward at a general meeting shall be decided by a bare majority of the vote properly recorded at such a meeting. In the event of an equality of votes the chair shall have a second or casting vote.

4. FINANCE AND ACCOUNTS

- 4.1. The funds of SDS shall be applied solely for the purpose of furthering its aims, as described in paragraph 1.
- 4.2. An Independent Examination of accounts shall be conducted annually by a suitably qualified accountant independent of the society and appointed by the committee. The resultant report shall be presented at committee on receipt and to the next general meeting of the Society.

5. PROGRAMME AND CASTING

- 5.1. The committee shall oversee a process for the selection of productions and directors to form a future programme and shall ensure directors are appropriately experienced or supported.

5.2.The committee, under the guidance of the treasurer, shall agree a production budget for each production and shall work with the director to ensure budgetary control is maintained.

5.3.All auditions will be open to all members of the Society and non members wishing to participate and willing to join the Society if cast.

5.4.Casting decisions should be made through a casting committee, led by the director with a minimum of two other SDS members, at least one of whom should be a member of the SDS committee. The stage manager may also be included at the discretion of the director. The casting committee will recommend who should be cast, subject to ratification by the SDS committee.

6. MEMBERSHIP AND SUBSCRIPTION

6.1.Membership of SDS shall be open and available to all applicants, subject to ratification by the SDS committee.

6.2.Life membership may be proposed and seconded by two current members and may be conferred by resolution at the AGM in recognition of exceptional service to the Society. Nominations for life membership shall be received by the committee not less than 48 hours prior to the AGM.

6.3.Membership of SDS is mandatory for any person involved in a production of the Society. Any exemption to this rule must have the prior approval of the committee.

6.4.All members except life members shall be required to pay such annual membership subscription as may from time to time be decided upon by the committee.

6.5.All paid or life members of SDS shall be entitled to vote at the society's AGM or any EGM.

6.6.The committee reserves the right to terminate or suspend the membership of any person who by their action brings the Society into disrepute, or who persistently ignores the rules of the Society to the detriment of the Society.

7. ALTERATION TO RULES

7.1.The rules of SDS may only be altered at an AGM or EGM of SDS.

7.2.Written notification of the proposed alteration(s) to the rules, or one substantially similar, shall have been given to the chair of SDS at least twenty-one days prior to such a meeting.

7.3.The chair shall ensure that members of SDS are adequately informed of the proposal(s) to alter the rules at least fourteen days prior to such a meeting. Any alteration of such proposal(s) shall be submitted to the chair at least four days prior to the meeting.

8. ARBITRATION

In cases of any unresolved dispute, the committee shall act as body of arbitration, whose final decision shall be binding.

9. RULES

A current copy of these rules must be accessible to all members via the SDS online presence. At written request of a member or prospective member, paper copies will be provided.

10.DISSOLUTION

10.1.SDS may only be dissolved by consent of two thirds of the members present and voting at a special meeting convened solely for that purpose, for which at least fourteen days notice must be given to all voting members of SDS.

10.2.Any balance of funds in hand shall, subject to payment of outstanding liabilities, be transferred to an institution or institutions having objects similar to the Society at the discretion of such special meeting or as directed by relevant external authorities.