



Downham Amateur Dramatic Society

Affiliated to N.O.D.A.

Constitution

(revised April 2019)

1. Name

The Society shall be known as DOWNHAM AMATEUR DRAMATIC SOCIETY (DADS) and will incorporate the youth group, Kids in Downham Dramatic Society (KIDDS) in all its regulations and policies.

2. Aims

The aims of the Society shall be to afford its members the opportunity to explore theatre in all its aspects and by all means, such as:

- The production of plays, musicals and pantomimes for public and private performance
General performance schedule as follows:
At least 3 productions per year
These should be voted by the Committee at least 6 months in advance of reading date/beginning of rehearsals.
- Play readings
- Visits to the theatre, both professional and amateur
- Lectures and demonstrations
- To offer assistance, support and guidance in any way, to persons staging a production on behalf of DADS
- Supporting the affiliate youth group, KIDDS
- By any other means the committee and members shall decide

3. Membership

Membership of the Society shall be open to anyone on the payment of the annual subscription, which is due for payment on the date of the AGM each year, or when

you first join the society. Members undergoing full time education are not liable for the subscription. Only full paying members are eligible to vote at an AGM or stand for office/membership of the committee. The Committee has the capacity to terminate a member's subscription should they fail to comply with the signed code of conduct.

A list of all members will be kept by the Membership Secretary.

Ceasing to be a member

Members may resign at any time in writing to the Membership Secretary.

Any member who has not paid their membership fee for one year will be contacted by the Membership Secretary, 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 subject to the Society's disciplinary procedure.

4. Equal Opportunities

DADS will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexual orientation, disability, religious or political belief, marital status or age.

5. Officers and Committee

The management of the Society shall be elected annually at the Annual General Meeting and shall consist of 6 officers:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Publicity Secretary
- Membership Secretary

In addition, there will be 2 General Committee members (elected at the AGM) who also have voting rights.

In the event of an officer standing down during the year a replacement will be elected at the next General Meeting of members.

Any Committee member not attending a meeting without acceptable apology for three months will be contacted by the Chair and asked to step down from their position.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within 12 months of the previous AGM.

Annual General Meetings are open to all paid members. All members will be notified in writing at least 21 days before the date of the meeting, giving the venue, date and time.

Proposals for consideration, including alterations to the Constitution and nominations for Committee positions shall be received by the Secretary no less than 14 days before the meeting

Alterations to the Constitution of the Society shall be made by majority vote and only on the occasion of AGM or EGM (see item 7)

At the AGM:-

The Committee will present a report of the work of DADS over the year.

Treasurer will present a statement of the Society's financial position as set out in the financial policy

The Officers and Committee for the next year will be elected.

6.2 Extraordinary General Meetings

The Secretary will call an Extraordinary General Meetings (EGM) whenever the Committee considers it necessary or at the request of 10 members when reasonable notice of the request and nature of the proposed business shall be given in writing to the Secretary. All members will be provided with as much prior notice

as possible, but no later than 21 days

All members will be given the venue, date, time and agenda, and notice may be by telephone, email or post.

6.3 Committee Meetings

Committee meetings will be open for any fully paid up member to attend.

The quorum for Committee meetings is 5 (five) 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 of everyone present.

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

8. Finances

The Society's finances shall be operated in accordance with the DADS FINANCE POLICY.

All money raised by or on behalf of D.A.D.S is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or an Extraordinary 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. Policy/Procedure Changes

Policy and procedure changes can be amended/changed by a Committee vote at any time. Changes to the Constitution must be approved by a vote a the AGM

11. Dissolution

The Society may be dissolved by a resolution presented at an EGM or AGM, where this is included in the notice of the meeting. The resolution must have the agreement of two-thirds of the votes and must give instructions for the disposal of any assets remaining after paying any outstanding debts and liabilities. Any remaining net assets shall not be distributed among the members, but will be given to another local drama group or related organisation for the benefit of its members. If this is not possible, the assets can be given to another charitable cause provided that cause is close to the objectives of DADS.

The committee will not be relieved of their responsibilities until they have completed this task and have compiled a final report and statement of accounts.

This constitution was agreed at the Annual General Meeting of the D.A.D.S.:-

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed