

## **CONSTITUTION**

### **Rules of the Society**

#### **1 NAME**

The name of the Society shall be “BURTON AMATEUR STAGE ENTERTAINERS” (BASE).

#### **2 AIMS**

The aims of the Society shall be to present pantomime and light entertainment to the public mainly in the Burton upon Trent area.

#### **3 MEMBERSHIP**

1. Membership shall consist of the following classes:
  - 1.1 Honorary Life President
    - The Management Committee shall invite to the position of Honorary Life President a person who has given noteworthy service to theatre locally. Such position shall be held for life unless previously resigned
  - 1.2 Honorary Life Patron
    - The Management Committee shall invite to the position of Honorary Life Patron a person who has given noteworthy service to the Society.
    - Such position shall be held for life unless previously resigned
  - 1.3 Patron
    - The fee for a Patron shall be recommended by the Management Committee and approved by the Annual General Meeting
  - 1.4 Member
    - This level of membership shall be required for those wishing to perform in shows
    - There shall be a full rate fee for a Member and a concessionary rate fee for any Member either in full-time education or aged sixty years and over at the beginning of the membership year
    - Both fees for a Member shall be recommended by the Management Committee and approved by the Annual General Meeting
    - There shall be a minimum age for a Member set and recorded by the Management Committee
    - The Management Committee shall have the power to waive the fee for any Member but that Member shall not be eligible to vote
2. Membership of the Society shall be subject to approval by the Management Committee and the Management Committee shall have power to suspend or terminate the membership of any member acting contrary to the interests of the Society; such a member shall have right of appeal to the next Annual General Meeting
3. The Membership Year of the Society shall be from 1 June to 31 May following
4. The Membership Fee shall be payable within one calendar month of the beginning of the Membership Year

## 4 MANAGEMENT COMMITTEE

1. In order to handle the day-to-day running of the Society the Management Committee shall be elected at the Annual General Meeting
2. The Management Committee shall comprise:
  - Chair
  - Vice-Chair
  - Treasurer
  - Secretary (incl Recruitment)
  - Minutes Secretary
  - Publicity Secretary
  - Tickets & Patrons Secretary
  - Social Secretary
  - Safeguarding and Welfare Officer
  - Three Ordinary Committee Members
3. Only fully paid-up Members of the Society as described in Section 3 item 1.4 shall be eligible to serve on the Management Committee
4. Its members shall retire at the Annual General Meeting following but shall be eligible for re-election
5. Should the Chair resign mid-term then the Vice-Chair shall take the position of Chair. Should any other Member resign mid-term then Management Committee shall make an appointment to the vacant position
6. The Management Committee shall have power to
  - Appoint a Production Committee to put on the Pantomime or Show and co-opt this Committee with voting rights on matters specific to the Pantomime or Show onto the Management Committee
  - Co-opt members without voting rights onto the Management Committee
  - Form sub-committees for specific purposes

## 5 PRODUCTION COMMITTEE

1. In order to present a Pantomime or Show a Production Committee shall be appointed by the Management Committee (working with the Director) and it shall comprise the following members:
  - Director
  - Producer
  - Choreographer
  - Wardrobe Manager
  - Stage Manager
  - Co-opted Members
2. Its members shall retire on completion of the business of the Pantomime or Show

## 6 MEETINGS OF THE SOCIETY

1. Annual General Meeting
  - The Annual General Meeting of the Society shall be held in each year (being not more than fourteen months after the holding of the preceding Annual General Meeting)
  - The meeting shall be held for the purpose of election of the Management Committee

and for the proposal of motions concerning the administration of the Society. Such motions shall be proposed by the Management Committee or by the Chair upon written request of at least fifteen Members. A Caretaker Chair shall supervise the election of the Chair

- In the event of a vote for the Chair being tied, members of the outgoing Management Committee (with the exception of the Chair) who are present at the AGM shall hold the casting vote
  - In the event of a second tie – the outgoing Chair shall have the casting vote
  - At least twenty-one days notice of the meeting shall be given to those eligible to attend and such notice will include the Agenda
  - Only fully paid-up Members of the Society as described in Section 3 Item 1.4 who are in attendance shall be eligible to vote
2. Extraordinary General Meeting
- An Extraordinary General Meeting may be called by the Management Committee or by the Chair upon written request of at least fifteen Members and shall be held within four weeks of request
  - The meeting shall be held for the purpose of proposing a single item of business
  - At least twenty-one days notice of the meeting shall be given to those eligible to attend and such notice will include the Agenda containing the single item of business
  - Only fully paid-up Members of the Society as described in Section 3 Item 1.4 who are in attendance shall be eligible to vote
3. Management Committee
- Meetings of the Management Committee shall be held once a month during the Committee's term of office

## 7 QUORUM

1. The Quorum for an Annual General Meeting shall be fifteen Members
2. The Quorum for an Extraordinary General Meeting shall be fifteen Members
3. The Quorum for a Meeting of the Management Committee shall be four Members

## 8 VOTING

1. Unless explicitly stated otherwise in this Constitution motions at meetings shall be decided by simple majority voting
2. The Chair shall not vote except in the event of a tie

## 9 FINANCE

1. The funds of the Society shall be utilised for the aims of the Society. These funds shall not be used for distribution to Members of the Society except as re-imbusement of reasonable expenses
2. The Management Committee shall be responsible for handling funds of the Society and accounting for these at the Annual General Meeting
3. Any banking account shall be in the name of the Society and withdrawals from such an account shall be authorised by no fewer than two signatories as specified by the Management Committee. Normally the signatories shall be the Chair and the Treasurer but they shall neither be related nor reside at the same address
4. In the event of the Society being declared Dissolved any remaining surplus funds shall be

donated to a recognised charity and/or to another local Amateur Society which promotes dramatic performances and entertainment

5. The Financial Year for the annual accounts of the Society shall be from 1 May to 30 April following

## **10 AMENDMENT TO THE CONSTITUTION**

A motion of Amendment to the Constitution shall be proposed either at the Annual General Meeting or at an Extraordinary General Meeting. For the motion to be carried it shall be supported by more than two-thirds of the voting Members present.

## **11 DISSOLUTION**

A motion of Dissolution of the Society shall be proposed at an Extraordinary General Meeting. For the motion to be carried it shall be supported by more than two-thirds of the voting Members present.