



**the lovelace theatre group**

Formerly

**Hucknall Community Theatre Group**

(name changed 2001)

Formerly

**Hucknall Dramatic Society**

(name changed 1996)

## **Constitution**

As passed at the Annual General Meeting

1970

Amended in

1971, 1972, 1974, 1975, 1977, 1996, 2000, 2001, 2015 and 2018

# **THE CONSTITUTION**

## **1. Title**

The name of the society shall be The Lovelace Theatre Group.

## **2. Aim**

The aim of the society shall be to encourage a further interest in the theatre in Hucknall and the surrounding area through drama, theatre visits, workshops, visiting speakers and social functions.

## **3. Membership**

Membership of the Society shall be open to any member of the community from the age of 18. Associate membership of the adult group is available to 16 and 17 year olds. Junior membership is open to 9 ½ to 16 year olds.

## **4. Subscriptions**

- a) Subscriptions must be paid upon application for membership.
- b) Anyone joining the Society after the Spring production shall have their subscription carried forward and this will remain valid for the following season.
- c) Subscriptions for existing members shall be due at the A.G.M. After this date those who have not renewed their subscriptions shall cease to be deemed as members.
- d) Only paid up members and associate members are allowed to take part in productions, other than in circumstances sanctioned by the committee.

## **5. Officers**

- a) The officers of the Society shall be:

President

Vice President

Treasurer

Secretary

Stage Director

Publicity Officer

These Officers shall form the Committee of the Society. Excepting the President they shall all be elected annually, at the A.G.M. All officers must be paid up members of the group and be 18 or over at the time of election.

- b) The President shall remain in office for one year, or up to two years if the Previous President has retired prior to the termination of his/her office.

- c) the Vice-President shall become President when the term of the President in office expires.

- d) The Treasurer shall be responsible for such sums of money which will, from time to time, pass through his/her hands. The funds of the Society shall be kept in an account at a suitable Bank or other such repository as the Committee shall think fit. All withdrawals from the account shall be signed by any two members of the committee or a nominated standin.

## **6. Auditor**

One Auditor, who may be a member of the Society, but not a committee member, shall be appointed at the A.G.M to audit the accounts of the Society.

## **7. The Committee**

- a) The Committee shall consist of the Officers of the Society, and ONE other member. It shall be elected by secret ballot.
- b) It shall meet at least once each month unless the date falls at the time of a production.
- c) Any person proposed and seconded for a Committee position shall not automatically be elected if unopposed but must be elected by a majority decision of those members present at the meeting.
- d) The quorum for each meeting shall be four, which shall include the President, or Vice-President who shall take the chair.
- e) the Committee shall have the power to appoint such subcommittees as may be deemed necessary.
- f) the Committee shall control the affairs of the Society on behalf of the members.

## **8. General Meetings**

- a) General Meetings, when the business of the Society shall formally be discussed, shall be held at least three times a year. One such meeting must be held immediately after each production at which the production shall be discussed.
- b) the dates and venues of such meetings shall be determined by the committee.
- c) The quorum at the General Meeting shall consist of 10 adult members.
- d) Every member shall receive two weeks notice of each General Meeting.
- e) The Treasurer shall be present at the first General Meeting after each production a full audited income and expenditure account.

## **9. Annual General Meeting**

- a) the Annual General Meeting of the Society shall be held during August or September when the Annual Report and Financial Statement shall be present for adoption.
- b) each member shall receive at least four weeks notice of the meeting.
- c) notice for all motions for inclusion in the agenda must reach the Secretary two weeks before the A.G.M.

## **10. Extra-Ordinary General Meeting**

- a) an Extra-ordinary General Meeting shall be called at the request of a member. This should be sent in writing to the secretary.
- b) notice of the meeting together with the Agenda shall be sent to members with fourteen days of receipt of the request written request of at least five members. Such request must be at least seven days prior to the meeting.
- c) only items specified on the Agenda may be discussed.

## **11. Productions**

- a) The committee shall approve the dates, number and type of all productions.
- b) The Committee shall appoint the producers for all productions
- c) i) The producer will appoint a Production Committee from members.
  - ii) The Production Committee shall meet at least three times during each production.
  - iii) The Production Committee shall decide and conduct all business concerned with its production, subject to ratification by the Committee of the Society.

## **12. Order of Debate**

- a) All discussions shall be conducted through the chair.
- b) The ruling of the Chairperson on all points of order and procedure shall be final.
- c) Each proposal must be seconded before being discussed.
- d) Voting shall normally be by secret ballot of adult members. The Chairperson will have the casting vote.

## **13. Constitution**

- a) Each member shall, on request, receive a copy of the Constitution. The constitution will be made available for all to read on the group's website.
- b) Membership of the Society shall imply acceptance of the conditions of the Constitution.
- c) The Committee reserves the right to expel any member for conduct contrary to the wellbeing of the Society.
- d) Any alterations to the Constitution may only be affected at the Annual General Meeting, or at an extra-ordinary General Meeting specially called for that purpose.

## **14. Insurance**

Adequate insurance cover shall be provided to cover Public Liability, Accident to Members, Fire and Theft and the Assets of the Society. A copy of the policy wording shall be made available for inspection.

## **15. Dissolution**

In the event of the Society being dissolved all Assets and money belonging to the Society shall be given to the John Godber Centre or any other Registered Charity as the Committee may think fit.