

# **The Fisher Youth Theatre Group**

## **CONSTITUTION**

*(Agreed September 2004)*

### **Administration**

In furtherance of these objectives, the youth theatre group will be managed and run by a committee made up of officers elected from parents of members of the group and any other person interested in supporting the group who has knowledge and or skills, which may be of benefit to the group.

### **Objectives**

To provide young people regardless of their ethnic or social background, between the age of eight and eighteen years, living in Bungay and within a ten mile radius of the town centre with an opportunity to develop their knowledge, understanding and experience of acting in the theatre and on the screen.

### **Powers**

In order to carry out its objects the Trustee board will have the following powers  
The Trustees will be elected each year at the time of the annual general meeting, which should be held each year during the month of September or as near to this date as possible. There will be a minimum number of five committee members to be quorate.

Members of the committee will carry out their duties on a voluntary and unpaid basis only. Any person/s employed by the group shall not be permitted to be a committee member. However, with the approval of the committee, individual members may be reimbursed for any out of pocket expenses incurred on the group's behalf.

The committee will have the authority to co-opt and or appoint such persons as it deems necessary for it to achieve its objectives and to make appropriate remuneration to such persons as is necessary.

The committee reserves the right to cancel or refuse membership to the group. Should this situation arise, a written explanation shall be given. A grievance procedure forms part of our conduct policy and this will be given to each member on joining the group. A copy is kept with other policy documents of the group and held by the chairman on record. *(see behaviour policy appendix)*

### **Finance**

The committee will operate bank accounts in the name of the group. All cheques will require the signature of two approved and non-related members of the committee.

The committee will commission the acquisition of such goods and services as are necessary for the group to achieve its objectives and to make appropriate payment in respect of these acquisitions. Decisions will be presented to and made by the committee. All decisions will be made by majority vote. In the event of a tied vote, the chair shall have a casting vote. All such acquisitions will only be paid for by cheque from the group's bank account.

Sub-committees will be appointed as and when appropriate.

In the event of the group being dissolved all monies owned by the group will be distributed to other charities within Bungay and the surrounding area

The committee will seek to raise funds by participating in other local fund raising events and will invite and receive on behalf of the group contributions from businesses charities and any other legitimate sources.

The committee will keep an accurate and up to date record of its income and expenditure and will present each year, at the time of the AGM, an independently audited set of accounts for the year.

The committee will be responsible for the opening and running of a current account and a savings account. A petty cash account will be opened and run by the treasurer. The cheques of the group will be signed by two appointed members of the committee.

### **The trustee board / committee shall elect from its number**

The officers of the group who will comprise

*President*

*Chair*

*Minutes and Records Secretary*

*Publicity and Website officer*

*Members and Correspondence Secretary*

*Fund raising officer*

*Child protection and Health and Safety Officer*

*Treasurer*

*Membership Representative*

*Drama and Education Officer*

### **Meeting and Proceedings of the Trustee board/ Committee**

There will be a minimum number of five committee members to be quorate.

### **Specify number of meeting per years**

There will be 9 monthly meetings per year plus occasional meetings as performances by the group demand.

### **Any special meeting**

There will be a minimum number of five committee members to be quorat

### **Changes to constitution**

The constitution can only be changed at an annual General Meeting or at an Extraordinary General Meeting and only when there is a quorum of members present.

### **Day to day operating procedures**

The group will operate on a non-profit making basis and will seek to become a charity as soon as is appropriate All monies either earned or given to the group will only be used by the group to achieve its aims/objectives.

The committee will seek to raise funds by participating in other local fund raising events and will invite and receive on behalf of the group contributions from businesses charities and any other legitimate sources.

The committee will keep an accurate and up to date record of its income and expenditure and will present each year, at the time of the AGM, an independently audited set of accounts for the year.

The decisions to raise money and expend money can only be made by a majority of committee members present at a properly constituted meeting and only when at least five members are present

The committee will keep an accurate and approved record of all of its meetings. Minutes of these meetings will be disseminated to all committee members.

The committee will ensure the safety and well being of all its members when they are engaged in workshops, rehearsals, or any other activity organised by the committee.

The committee will ensure that it only utilises the services of drama instructors and teachers, musical, stage and technical directors and any other personnel who might reasonably come into close or regular contact with any of our members, who are prepared to submit themselves to appropriate police and any other checking procedure.

The committee will also ensure that appropriate public liability insurance cover protects members at all times together with adequate first aid facilities.

We will ensure the accurate maintenance of all records/correspondence in connection with these important areas of our operation.