



Mortimer Dramatic Society

RULES AND CONSTITUTION OF MORTIMER DRAMATIC SOCIETY

1. **Title:**

This amateur society shall be called:

“Mortimer Dramatic Society”.

2. **Aims**

- Offer varied and open opportunities for members to be involved in creating Theatre.
- Promote learning about Theatre and performance.
- Encourage all members to aim for high standards across all areas of our productions and routine activities.
- Challenge, delight and excite those involved with the group. Participants and spectators alike.
- Engage the local community in spectating or participating in our activities, productions and other routine activities.
- Embrace change and growth in our Theatre practices.
- Ensure the sustainability of the group both financially and encouraging new membership.
- Welcome new members and supporters in a friendly and supportive manner.

3. **Membership**

Shall be open to any adult on payment of the appropriate annual or monthly subscription fee.

Full membership, whether as an Individual, Family or Concession, allows that person to apply for any role in the society, including acting, being on crew or Committee. It also enables them to apply for a bursary, and to have voting rights.

Associate membership is for a person to take part in one production, and lasts for the period of that production only. This form of membership carries no voting rights, no access to bursaries or being on Committee. Minors can join as Associates only when needed for acting in specific productions and while appropriate Chaperone structures are put in place; please refer to the Child Protection Policy for full details.

Volunteer membership similarly lasts for one production, but is further restricted to production roles not including cast and crew, so is for helping with front-of-house and set build, marketing etc.

The rate for all types of subscriptions will be discussed at Committee, then presented and ratified at the AGM, with subscriptions being due at the conclusion of the meeting. Committee reserves the right to refuse membership and to offer discretionary discounted membership by request.

The membership and anyone involved in a production will be bound by all Society policies, which can be found on our website at <https://mortimer-dramatic.org/>.



Mortimer Dramatic Society

4. **Current Year**

Shall be from the conclusion of an Annual General Meeting until the conclusion of the Annual Meeting following.

5. **Financial Year**

Shall be from 1st August – 31st July following. A Financial Statement duly audited shall be presented to the Annual General Meeting. An account in the name of the Society shall be held in a bank agreed by the Committee and that the Treasurer makes payments on behalf of the Society by Bank Transfers. It is also requested that all payments to the Society be also by Bank Transfer if possible.

6. **General Committee and Officers**

The management of the Society shall be vested in an elected Committee of not less than four and not more than nine members. The elected Committee shall be appointed by the Annual General Meeting. Verbal nomination, duly seconded shall be taken from the floor and elections shall be by secret ballot (if required). The Offices of Chair, Secretary and Treasurer will be elected by the committee at the first committee meeting held after the AGM, as well as deciding on a Vice Chair and assistant secretary.

One member of the Society will be selected to be the Society's representative on the Hall Management Committee.

7. Any Officer or member of the General Committee must be a full member of the Society.

8 **Powers of the General Committee**

(a) To carry out the general management of the Society. Ensuring the smooth operation of the Society within the framework of the constitution our aims and any other agreed policies.

(b) To delegate any of its powers to a sub-committee appointed by itself. A member of the General Committee to be a member of the sub-committee.

(c) To co-opt on to the General Committee any members of the Society with full voting powers at meetings of the General Committee provided that the number of such co-opted members does not exceed three at any time and ensuring that the overall number of committee members does not exceed nine.

(d) To ensure the effective running of the society, if any member of the committee is unable to attend three consecutive meetings, without good cause, then they will be asked to stand down as a committee member.



Mortimer Dramatic Society

9. **Quorum**

A quorum for the Annual General Meeting or a Special General Meeting shall be 40% percent of the paid-up membership, including Life Members.

10. A quorum for a General Committee Meeting shall be 60% of that Committee.

11. **Annual General Meeting**

Annual General Meetings shall be held each year within two months of the end of the Financial Year. At the Meeting, the Secretary and Treasurer shall separately present a report, and the Chair will present their own remarks. A financial statement shall be submitted for approval by the membership. Appropriate notice will be given to the membership regarding the date, Agenda etc. of the AGM.

The AGM is an open meeting, meaning that members of the public can attend. However, only full members will be eligible to vote and receive the relevant paperwork. Notification of the meeting will be made on our usual social media channels, website and newsletter.

12. **Extraordinary General Meetings**

Any member wishing to call an EGM must notify the Secretary in writing of their reasons. The Secretary shall then call a meeting of the General Committee which may convene a Special Meeting if necessary. Fourteen days' notice of an EGM must be given to all members and only that business for which the meeting is called may be discussed.

13. **Properties**

The properties belonging to the Society may, at the discretion of the General Committee, be loaned free or at a hire charge determined by the General Committee, to any persons or organisations always on the understanding that damage or loss be made good by the hirer.

14. **Insurance**

The Treasurer shall ensure that adequate Insurances are carried by the Society.

15. **Property Stores**

The General Committee shall ensure that the stores:

- (a) are adequately insured;
- (b) comply with any local bye-laws and regulations;
- (c) are kept in a good a state of repair as possible.

16. **Dissolution of the Society**

This shall be determined at an EGM. If it is decided to dissolve the Society, the meeting will elect a Special Committee of three to hold the assets of the Society.



Mortimer Dramatic Society

17. **Assets of the Society**

In the event of the dissolution of the Society, a Special Committee of three shall hold all assets of the Society. If after a period of not less than two years, no Amateur Dramatic Society has formed in the village of Mortimer, the Special Committee shall have full powers to realise all assets of the Society, and after payment of all debt, to donate the monies to any charity connected with Theatre.

In the event of a new Society being formed in Mortimer, with aims similar to this Society, the Special Committee shall, at its discretion, give all assets to the new Society.

18. To ensure that the constitution is kept current, it will be reviewed each time the Chair of the society is changed. All changes are subject to approval by the membership, who will be advised when any changes are suggested and given the opportunity to provide feedback.