



# **The Constitution of Bramley Parish Theatre Players**



# Constitution of the Bramley Parish Theatre Players

## adopted at the 2007 A.G.M.

### 1. Name

The Group shall be called **Bramley Parish Theatre Players** and be known by the acronym BPTP.

### 2. Objectives

The objectives of the BPTP are to involve the public in the dramatic and operatic arts, and to further the development of public enjoyment, appreciation and taste in the said arts. BPTP will put on productions that local audiences can afford to attend. BPTP aim to produce shows that both the audience and members will enjoy.

### 3. Powers

In furtherance of these objects but not otherwise the BPTP through its Executive Committee may exercise the following powers:

- a) to promote plays, drama, comedies, operas, operettas and other dramatic and operatic works of educative value;
- b) to purchase acquire and obtain interests in the copyright of or the right to perform or show any such dramatic or operatic works;
- c) to purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings, scenery and all other necessary effects;
- d) to raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise, provided that in raising funds the BPTP shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- e) subject to any consents required by law to sell, lease or dispose of all or any part of the property of the BPTP;
- f) subject to any consents required by law to borrow money and to charge all or any part of the property of the BPTP with repayment of the money so borrowed;
- g) to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or similar charitable purposes and to exchange information and advice with them;
- h) to establish or support any charitable trusts, association or institutions formed for all or any of the objects;
- i) to assist and further such charitable institutions and charitable purposes as the Executive Committee shall from time to time determine;
- j) to appoint and constitute such advisory committees as the Executive Committee may think fit;
- k) to do all such other lawful things as are necessary for the achievement of the objects of the BP

#### **4. Membership**

BPTP shall consist of Members, and may also include as honorary Life Members such other persons as shall have rendered special services to the BPTP. Members may be acting members or support members. A list of all members – Full members and Young people members - will be maintained by a nominated member of the executive committee and will be available at the AGM for consultation. This list will be revised annually, following the pantomime auditions. Former members will be given the opportunity to remain on the membership list but will be removed if they have not requested to do so.

#### **5. Eligibility for Membership**

- 1.) Membership shall be open to all those over the age of 18, having sympathy with the objects of the BPTP and desiring actively to further it and to pay the Show Fee, where applicable, laid down from time to time by the Executive Committee. Every Member shall have one vote.
- 2.) Young person's membership shall be open to anyone under the age of 18, having sympathy with the objects of the BPTP and desiring actively to further it and to pay the Show Fee, where applicable, laid down from time to time by the Executive Committee. Young people shall not have a vote. Young people will elect two representatives for the year. The Executive Committee will consult these representatives and may invite them to meetings or parts of meetings from time to time.

#### **6. Applications for Membership**

Applications for membership shall be made by requesting membership, to any member of the Executive Committee. An audition application form shall be deemed as an application for membership. Membership will be probationary for the first month and then full membership will be accorded or denied by the Executive Committee.

#### **7. Capabilities of Candidates for Membership**

Prior to election all candidates for membership as performers (Acting Members) shall satisfy the Executive Committee as to their histrionic and/or musical ability before they can be considered for Principal roles.

#### **8. Expulsion of Members**

The Executive Committee may by a unanimous vote remove from the list of Members the name of any Member who has persistently neglected the work undertaken by the BPTP or whose conduct it considers likely to endanger the welfare of BPTP. The individual shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made. Any member whose conduct gives such serious concern to the Safeguarding Team as to require informing other safeguarding agencies shall be removed immediately.

## 9. Subscriptions and Fees

The cost of each Show Fee payable to the BPTP shall be determined from time to time by the Executive Committee. In cases of financial difficulty, the Show Fee may be waived or reduced on the advice of the Safeguarding Officer. Membership of BPTP is free.

## 10. Executive Committee

a) The BPTP shall be managed by an Executive Committee elected at the Annual General Meeting consisting of the following Officers, namely: Chairman, Treasurer, Secretary, Safeguarding Officer, and 4 Members. One member of the Executive Committee can hold more than one position (such as Financial Secretary). In that case there needs to be 5 other Members. These Officers and Committee Members shall all be over the age of 18.

b) The Pantomime Director shall be chosen by the committee annually following the annual pantomime and before the Annual General Meeting. The Director is then an ex-officio member of the Executive Committee with full voting rights.

c) A member of the Executive Committee shall cease to hold office if he or she:

- is disqualified from acting as a member of the Executive Committee by virtue of behaviour not deemed fitting and acceptable to the objectives of BPTP
- becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or
- notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect)

d) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

e) The Executive Committee shall co-opt two members under 18 selected by the BPTP members under the age of 18 to represent them on the committee. These representatives shall have no voting rights but will be expected to join in discussions.

## 11. Executive Committee Members not to be personally interested

a) Subject to the provisions of sub-clause (b) of this clause no member of the Executive Committee shall acquire any interest in property belonging to the BPTP [otherwise than as a Trustee for the Charity] or receive remuneration or be interested (otherwise than as a Member of the Executive Committee) in any contract entered into by the Executive Committee.

b) Optional – see footnote2. Any member of the Executive Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or

her firm when instructed by the other members of the Executive Committee to act in a professional capacity on behalf of the BPTP: provided that at no time shall a majority of the members of the Executive Committee benefit under this provision and that a member of the Executive Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his her firm, is under discussion.

## **12. Meetings of Executive Committee**

- a) The Executive Committee shall hold at least two ordinary meetings a year.
- b) A special meeting may be called at any time by the Chairman or by any two members of the Executive Committee upon not less than 4 days' notice being given to the other members of the Executive Committee of the matters to be discussed.
- c) The Chairman shall act as chairman at meetings of the Executive Committee. If the Chairman is absent from any meeting, the members of the Executive Committee shall choose one of their number to be chairman of the meeting before any other business is transacted.
- d) There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or 3 of the Executive Committee, whichever is greater, are present at a meeting.
- e) Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
- f) The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings of meeting of the Executive Committee and any sub-committee.
- g) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- h) The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a subcommittee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.

## **13. Executive Committee's Powers**

The Executive Committee shall have power to decide any questions arising out of these Rules and all other matters connected with the BPTP (other than and except those which can be dealt with only by the BPTP in General Meeting) and make maintain and publish all necessary orders regulations and bye-laws in connection therewith.

## 14. Finance

- a) The funds of the BPTP shall be applied solely in furthering the objects of the BPTP.
- b) The funds of the BPTP, including all members' fees, donations, box office income and bequests, shall be paid into an account operated by the Executive Committee in the name of the BPTP at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.
- c) No member of the BPTP shall receive payment directly or indirectly for services to the BPTP or for other than legitimate expenses incurred in its work.
- d) No expenditure shall be incurred by any member of the BPTP without the knowledge of the Treasurer and/or Secretary and all accounts shall be sanctioned by the Executive Committee.
- e) The BPTP shall give an annual subscription to the National Operatic and Dramatic Association in accordance with the subscription scales published by that Association, and shall abide by the Rules & Bye-Laws of that Association.

## 15. Financial Year

The financial year of the BPTP shall commence on 1<sup>st</sup>. April and an annual profit and loss account and balance sheet shall be prepared within two calendar months after 31<sup>st</sup>. March in each year.

## 16. Annual General Meeting

- a) The Annual General Meeting of the BPTP shall be held in the month of September or as soon as practicable thereafter, when the Report of the Executive Committee and accounts for the past year, duly examined, shall be presented; also the Officers, other members of Executive Committee and an Examiner, for the ensuing year, and the honorary Life Members, if any, elected, and all general business transacted.
- b) Every Annual General Meeting shall be called by the Executive Committee. The Secretary shall give at least 21 days' notice of the Annual General Meeting to all members of the BPTP. All the members of the BPTP shall be entitled to attend and vote at the meeting.
- c) Before any other business is transacted at the first Annual General Meeting the persons present shall appoint a chairman of the meeting. The chairman shall be the chairman of subsequent Annual General Meetings, but if he or she is not present, the persons present shall appoint a chairman of the meeting.
- d) The Executive Committee shall present to each Annual General Meeting the report and accounts of the BPTP for the preceding year.
- e) Nominations for election to the Executive Committee must be made by members of the BPTP in writing and must be in the hands of the Secretary at least 21 days before the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot. Should there be no written nominations, nominations can be accepted at the meeting.

## **17. Retirement of Officers and Executive Committee**

The Executive Committee (including the Officers) and the Examiner shall retire annually but shall be eligible for re-election.

The names of candidates for these positions shall be sent to the Secretary in writing at least 21 days before the Annual General Meeting and if more names are proposed than the number required to fill the vacancies and sufficient are not withdrawn at or before such Meeting, the election shall be by ballot. If all the before-mentioned positions shall not be filled at such Meeting or any casual vacancy shall thereafter occur the same shall be filled by the remaining members of the Executive Committee.

## **18. Special General Meetings**

A Special General Meeting of the BPTP may be called at any time at the discretion of the Executive Committee and shall be called within 21 days after the receipt by the Secretary of a requisition in writing to that effect signed by at least three Members. Every such requisition shall specify the business for which the Meeting is to be convened and no other business shall be transacted at such Meeting.

## **19. Procedure at General Meetings**

The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every General Meeting of the BPTP.

## **20. Quorum at General Meetings**

No business other than the formal adjournment of the Meeting shall be transacted at any General Meeting unless a quorum be present and such quorum shall consist of not less than 5 persons present and entitled to vote.

## **21. Resolution at General Meeting**

Unless otherwise provided by these Rules all resolutions brought forward at a General Meeting shall be decided by a bare majority of the votes properly recorded at such Meeting and in the case of an equality of votes the Chairman shall have a second or casting vote.

## **22. Notice of General Meeting**

A printed notice of every General Meeting accompanied in the case of the Annual General Meeting by the Statement of Accounts for the past year and particulars of nominations for the Executive Committee (including the Officers) and Examiner and of any proposal to elect an honorary Life Member shall be sent to each member at least 14 days prior to the day fixed for such Meeting.

## **23. Selection of Works**

The Executive Committee shall select the works to be produced by the BPTP and shall determine the dates of productions.



## **24. Selection of Cast**

The cast for any production shall be selected by the Executive Committee or by a Selection Sub-Committee appointed by the Executive Committee and consisting of not less than three persons. Auditions are to be carried out in line with BPTP Audition Policy.

## **25. Revision of Cast**

The Executive Committee or its appointed Sub-Committee shall have power to revise the cast from time to time in consultation with the Show Director, if any Acting Member to whom a character has been assigned shall, in its opinion, prove unsuitable for the part.

## **26. Obligations of Acting Members**

Acting Members shall to the best of their ability play the parts assigned to them and obey the directions given at all rehearsals and performances. Acting members are expected to learn the script by the dates given and be able to rehearse their parts without script on stage.

## **27. Control of Rehearsals**

The Musical Director or his/her appointed deputy, shall conduct all music rehearsals and the Director or his/her appointed deputy shall direct all stage rehearsals.

## **28. Attendance at Rehearsals and Performances**

A record of the attendance of Acting Members at rehearsals and performances may be kept by the Director, or his/her nominee. The Executive Committee shall have power to prohibit any Member whose attendance at rehearsals shall have been irregular from taking part in the performance of the work in preparation. Acting Members absenting themselves from three consecutive rehearsals may, at the discretion of the Executive Committee and in consultation with the show director, be deemed to have resigned their parts in the work then in rehearsal. Attendance records will be held securely and destroyed once the production has finished

## **29. Acting Members in excess of Requirements**

If at any time the number of Members rehearsing a production exceed the number of persons required for the representation of the same, preference shall be given to the Members who, by the regularity of their attendance, shall, in the opinion of the Executive Committee, have rendered themselves most efficient.

## **30. Production Money**

All monies due from Members in connection with the production and performance of any work shall be accounted for, and paid to the Treasurer, within 28 days after the conclusion of the final performance.

### **31. Production Account**

Within two calendar months after the final performance of any work produced by the BPTP, the Executive Committee shall prepare or cause to be prepared a full statement of the receipts and expenses of each production and the same shall be open for the inspection of Members at such time and place as the Executive Committee shall decide.

### **32. Recovery of Money due to BPTP**

All monies due and owing to the BPTP, including the Entrance Fees and Subscriptions of Members, shall be recoverable at law in the name of the Secretary.

### **33. Dissolution of BPTP**

If the Executive Committee decides that it is necessary or advisable to dissolve the BPTP it shall call a meeting of all members of the BPTP, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the BPTP. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the BPTP as the members of the BPTP may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account or statement, for the final accounting period of the BPTP will be sent to the recipient for them to hold for seven years in case they are needed.

### **34. Alteration to Rules**

a) No alteration of these Rules shall be made except at a General Meeting nor unless 21 days prior to such a meeting a written notice of the proposed alteration or of one substantially to the like effect shall have been given to the Secretary, who shall give 14 days notice thereof to the members and the resolution embodying such proposed alteration shall be carried by a majority of at least two thirds of the members present and voting at a General Meeting.

### **35. Health and Safety**

The BPTP Health and Safety Policy will be followed by all members of the society. Any members observing unsafe practices, incidents etc. must report this to the Executive Committee for action.

### **36. Safeguarding**

a) The BPTP Safeguarding Policy will be followed by all members of the society. It will be revisited annually for revision as necessary in the light of any revised good practice. All adults, both cast and crew will be given training or re-training annually and this recorded by the Safeguarding Officer. Any concerns about Safeguarding must be passed immediately to the Safeguarding Team who will decide the most appropriate action.

b) Chaperoning of under 18s will be organised using chaperones with an official permit from Leeds City Council. The guidance given by Leeds City Council will be followed to ensure chaperoning and care of younger members is undertaken in a manner which makes them feel safe, secure and valued.

### **37. Equal Opportunities**

The BPTP Equal Opportunities Document will be followed by all members.

### **38. Data Protection**

BPTP accepts the requirements of the May 2018 Data Protection Act. All data collected about our members will be stored securely where we rehearse and perform. It will only be used for the benefit of our members, in order to contact them and inform them about BPTP matters and events such as auditions, rehearsal amendments or schedule changes. These paper documents, along with any attendance record or signing-in sheets, will be shredded annually following the pantomime auditions when new documents will be completed and stored as above.

Mobile contact details will be kept by the Director/Producer of the current show to allow for immediate important information to be circulated. The Safeguarding Team will keep mobile phone numbers of Parents/Carers of under 18 members to allow for quick and easy contact in case of emergency or other concern.

Details of former attendees at our production will be kept by our publicity secretary, with their consent, for the purpose of contacting them about future events and productions.

This policy was accepted in July 2007, revised on 2<sup>nd</sup>. October 2008 and revised in May 2018

The revised policy was ratified at the AGM in September 2018

Signed

Chairman