



Phoenix Theatre Group Constitution

v2, adopted on the 18th March 2018

1.0 Name

The name of the organisation shall be "Phoenix Theatre Group".

2.0 Objectives

The objects of the Group shall be:

- 2.1 To provide an opportunity for anyone, irrespective of experience or training to take part in live performance and have some fun at the same time.
- 2.2 To give as many young people as possible the opportunity to experience the thrill of live production.
- 2.3 To produce value for money, high quality entertainment in the Evesham area.
- 2.4 To provide a choice for the theatre-goers of Evesham.

3.0 Powers

In furtherance of said objectives **but not otherwise, the Group through its Management Committee** shall have the power to:

- 3.1 Raise and manage funds, hold a bank account in the Group's name and allocate funding in accordance with the said objectives.
- 3.2 Enter into contracts and agreements.
- 3.3 Produce and distribute publicity material.
- 3.4 Purchase of equipment and resources, **including sell, lease or dispose of all or any part of the property of the Group.**
- 3.5 Hire out to third parties any resource that the organisation holds.
- 3.6 **To purchase, acquire and obtain interests in the copyright of or the right to perform or show any such dramatic works.**
- 3.7 Do any other such lawful thing as shall further the said objectives.

4.0 Management

4.1 The organisation shall be managed by the Management Committee **elected at the Annual General meeting** comprising a Chairperson, a Treasurer, a Secretary and a Membership Secretary and four others. Additional members may be co-opted **onto the Management Committee** by the **current** Management Committee.

4.2 Membership of the Management Committee shall be open to all interested individuals above the age of 18, **who are a current member of the Group** (i.e. adult members).

4.3 The position of Chairperson shall only be open to those who have served a minimum of two consecutive years on the Management Committee.

4.4 The office of Chairperson shall be for an initial period of two years. After this time the Chairperson may be re-elected for a further period of two years.

4.5 The functions and duties of the Management Committee shall be to carry out the policies of the organisation as expressed through the general meetings and to conduct the business of the organisation between meetings. The Management Committee shall report its proceedings fully and in writing to the Annual General Meeting.

4.6 No member of the Management Committee shall acquire any interest in property belonging to the Group or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by the Management Committee.

4.7 The Management Committee, other than the Chairperson, shall retire annually but shall be eligible for re-election at the AGM.

5.0 Meetings

5.1 Meetings of the Management Committee ~~and the members~~ shall take place at least ten times a year.

5.2 The quorum at Management Committee meetings shall be six members.

5.3 Only paid-up members of the organisation who are over the age of 18 shall be eligible to vote.

5.4 Decisions shall be taken by a simple majority of those eligible to vote. The Chairperson shall have the casting vote.

6.0 Annual General Meeting

6.1 An Annual General Meeting shall be held each calendar year with 14 days' notice given in writing to all members.

6.2 The business of the Annual General Meeting shall include:

6.2.1 Consideration and agreement of the minutes of the previous Annual General Meeting.

6.2.2 Receipt of the Chairperson's annual report.

6.2.3 Receipt of the Treasurer's annual report.

6.2.4 Election of members to the Management Committee

6.2.5 Consideration of motions for which due notice has been given

6.2.6 Any other relevant business

6.3 The quorum at Annual General Meetings shall be six members.

6.4 Decisions shall be taken by a simple majority of those eligible to vote. The Chairperson shall have the casting vote.

6.5 The Secretary or other person specifically appointed by the Management Committee shall keep full records of proceedings.

7.0 Special General Meeting

7.1 Special General Meetings may be called on the written demand of two members of the Management Committee or the Chairperson. Such a meeting shall be held within 28 days of the Secretary's receipt of the demand.

8.0 Finance

8.1 The income of the organisation shall be obtained from ticket sales and admission charges and by means of any other lawful fundraising activities as the Management Committee may deem acceptable or necessary.

8.2 All the income and monies raise by or on behalf of the organisation shall be applied to the furtherance of the said objectives.

8.2.1 Members of the Management Committee shall be reimbursed for personal expenses incurred in the furtherance of stated objectives. The Management Committee reserves the right to withhold these expenses if proof of expenditure/receipts is not produced. No member shall make personal gain from any profits made by the organisation.

8.3 The Treasurer shall be responsible for the management of funds, along with other delegated Management Committee members, wherever appropriate.

8.4 An account shall be opened with such financial institution(s) as the Management Committee decides.

8.5 Signatories to the account shall be the Treasurer and one or **two other member/s** of the Management Committee (usually the Chairperson). All cheques must be signed by two signatories.

8.6 The Treasurer shall keep a proper account of the finances of the group and report to the Annual General Meeting.

8.7 The financial year of the organisation shall commence on 01 March.

9.0 Membership

9.1 The organisation shall consist of members, corporate members, vice presidents and may also include honorary Life members gifted to persons who have rendered special services to the organisation.

9.2 Membership shall be open to all those over the age of 11 years' having sympathy with the objects of the organisation and desiring activity to further it and to pay the annual subscription laid down by the Management Committee. Every adult member over the age of 18 years, shall have one vote

9.3 Applications for membership shall be made in writing, signed by the applicant or the applicants parent or guardian, if under 18 years of age.

9.4 The Management Committee may, by a unanimous vote, decline or terminate membership from any member whose conduct it considers likely to endanger the welfare of the organisation, or bring the organisation into disrepute. The individual shall have the right to be heard by the Management Committee, accompanied by a representative, before a final decision is made.

9.5 The annual subscription as suggested by the Management Committee, shall be ratified by members at the AGM. Ticket fees and other applicable fees, shall be determined from time to time by the Management Committee.

9.6 Subscription fees shall become due on 1 March annually and be paid to the Treasurer before attending the first rehearsal.

9.7 The Management Committee shall have power by majority to suspend any member whose subscription remains unpaid at the commencement of show rehearsals.

9.8 Attendance at rehearsals: Should a member miss three rehearsals for any one production, the Director/s reserve the right to ask them to leave the production.

9.9 The organisation maintains a Safeguarding Policy, a copy of which is available of the Phoenix Theatre Group website.

9.10 The organisation maintains a Code of Conduct, a copy of which is available of the Phoenix Theatre Group website.

10.0 Dissolution

10.1 The organisation may be dissolved by a two-thirds majority at a Special General Meeting called by the Management Committee for which at least 14 days' notice must be given in writing. If a quorum is not reached then a further Special General Meeting shall be called within one month. If the second meeting is not quorate the organisation may be dissolved by two-thirds of those present and voting.

10.2 After the satisfaction of all proper debts and liabilities, the Management Committee shall decide on the transfer of any remaining assets to such other organisation(s) or project(s) with similar objectives similar to the said objectives (above).

11.0 Amendments to the Constitution

11.1 Any amendments to the approved constitution shall require a two-thirds majority of the members present and voting at a properly constituted General Open Meeting.

12.0 Signatures

12.1 This constitution was adopted as the constitution of the Phoenix Theatre Group at the Annual General Meeting held on 18 March 2018.