

BUCKSHAW VILLAGE AMATEUR MUSICAL PERFORMERS



Constitution and Rules

1. NAME, AIMS AND OBJECTIVES

- i) The Society shall be called: Buckshaw – Village Amateur Musical Performers, also known as Buckshaw VAMP
- ii) The Society has been formed for the study, reading and performance, public or otherwise, of plays and similar works, together with allied subjects, and to further constructively in all possible ways the development and interests of Amateur Theatre and the Amateur Dramatic Movement particularly, and to keep alive the Spirit of the Theatre generally.
- iii) We also aim to provide a leisure and social activity, reasonably priced entertainment and opportunities in all aspects of stagecraft to all sectors of the community.
- iv) The Society is a non-profit making organization.

2. MANAGEMENT – OFFICERS AND COMMITTEE

- i) The Society shall be managed by a Committee of elected Officers and Ordinary Committee members drawn from the Society's membership as follows:
 - Chair**
(who will preside and have a casting vote at Committee meetings)
 - Vice-Chair**
 - Secretary**
 - Treasurer**At least six paid-up members, but no more than ten
- ii) A quorum shall consist of **six** Committee members of whom **two** must be Officers.
- iii) The Committee has the power to elect a temporary chair should the elected chair or vice-chair not attend a meeting.
 - iv) The Committee needs to ensure that minutes are kept of each of meeting.
 - v) All Officers and Committee members shall serve for one year until the next Annual General Meeting, but shall be eligible for re-election from year to year.
 - vi) The Committee shall have the power to appoint competent people to undertake all aspects of each production and the Society's affairs.
 - a) These appointees are required to report to the Committee from time to time, but do not carry voting rights, which remain with the elected members.
 - b) The Committee shall have the power to dismiss any of these appointees if proved to be necessary.
 - c) Any member of the committee who fails to meet their roll maybe asked to step down on agreement of the committee, this will be addressed in an email from the Chair of the society
 - d) Any member of the committee wishing to step down from their roll, must notify the Chair by email and should do this no less than 14 days before the AGM
 - viii) The Committee or Members may propose any alterations to the Rules but these must be confirmed at the

Annual General Meeting or Extraordinary Meeting convened for the purpose before they can take effect.

3. ANNUAL GENERAL MEETING MINUTES AND EXTRAORDINARY GENERAL MEETINGS

- i) The Annual General Meeting shall be held each year not later than 30th January to transact the following business:
 - a) To receive and approve the report of last year's activities
 - b) To receive and approve the Treasurer's report, statement of income and expenditure and current balance
 - c) To agree levels of future subscriptions
 - d) To elect Officers and Committee for the ensuing year
 - e) To consider and vote on any resolutions affecting the management, activities and well-being of the Society as submitted in accordance with the Rules of the Society.
- ii) To discuss the next financial year's performances including dates, costing and venues
- iii) Notice of any particular resolution, which any member may wish to raise at the AGM or EGM, shall be given in writing to the Chair at least six days before the meeting
- iv) Notice convening the AGM or EGM shall be given or sent in email to members not less than 14 days before the Meeting
- v) If more than one member is nominated for Office at the AGM, the voting shall be by secret ballot paper

4. SUBSCRIPTIONS AND FINANCE

- i) The level of the Annual Subscriptions shall be agreed at the AGM.
- ii) Membership of the Society shall be deemed to have lapsed if the subscription fee has not been paid within three month of the last AGM.
- iii) Associate Membership is available for those wishing to have a non-performing involvement with the Society.
- iv) The financial year shall end on 31st December each year on which date all Accounts of the Society shall be balanced.
- v) The Committee shall have power to authorise donations of any amount to local charities at any time.
- vi) The Chairman and one other officer will each be authorised to co-sign all cheques on behalf of the Society together.
- vii) Should the group have to close, an EGM must be called to decide the disposal of any assets.

5. VISITORS

- i) Members may introduce visitors at rehearsals and shall be responsible for their behaviour.

6. REGISTER OF MEMBERS

- i) The Secretary shall maintain a Register of members, including addresses and this shall be produced and confirmed at the AGM.
- ii) The membership Sectary shall provide the chair with an up-to-date list of paid up members as soon as the AGM date is set, in order that they may be notified of the meeting in writing.
- iii) Members must notify the membership Secretary of any change of address or alteration of other details in the register.

7. PRODUCTIONS

- i) The Committee shall be responsible for approving the works to be performed, the venues, the dates, the admission charges and the satisfactory presentation by the Society to the public.
- ii) Each and every member of the Society is responsible for his or her part in the production, the quality and the financial success and, if able, should undertake a share in the sale of tickets, publicity, fund-raising and the like.
- iii) All participants in a production must be fully paid up or associate members unless otherwise approved by the Committee.
- iv) Anyone wishing to audition for a production must, if not already a paid member, complete and return a membership form and pay the membership fee by the latest one month after the commencement of rehearsals unless otherwise approved by the Committee.
- v) A register is maintained of all participants for each rehearsal and each show. Contact and emergency contact information should also be available for all cast members at rehearsals and performances.
- vi) Members shall not consume alcohol anywhere at a rehearsal/production venue before or during any rehearsal/performance (i.e. backstage, dressing rooms on stage etc.)

8. MEMBERSHIP

- i) All applications, for membership, shall be approved by the director.
- ii) Membership by persons below the age of sixteen will conform with the requirements of the Child Protection Act.
- iii) Expulsions must be by the decision of the director with agreement of the Chair with valid reasons put forward.
- iv) Any member who misses more than three rehearsals without valid reason may be expelled on agreement of the Director and Chair, this will be conducted through an official email.
- iv) If membership is terminated by expulsion, the subscription paid for the current year may be wholly or partly returned to the expelled member at the discretion of the Committee.
- v) No expelled member may be introduced, by any other member, as a visitor.

9. SOCIAL NETWORKING

- i) All members may befriend Buckshaw VAMP's official facebook profile and Twitter.
- ii) All members over the age of 16 must not engage in social networking friendships with members under 16 whether initiated by the adult or young member.