

# THE LEEDS CHILDREN'S THEATRE CONSTITUTION AND RULES

(As Amended at the AGM, Tues. 12 September 2018, current July 2019)

## **1. NAME**

The name of the Society shall be "The Leeds Children's Theatre" and is hereinafter referred to as the "Children's Theatre".

## **2. AIM**

The aim of the "Children's Theatre" is to provide the best suitable entertainment for children, the players to be either children or adults, or both, as may be necessary to the production.

## **3. MEMBERSHIP**

- a) **Full membership** shall be open to all who attained the age of 16 (sixteen) at their last birthday. Only full members have voting rights at the AGM/EGM.
- b) **Student membership** shall be open to all those in full time education and are aged between 7 & 19 years of age. This level of membership does not provide any entitlement to voting rights at the AGM/EGM.
- c) **Honorary Life Membership** and Vice-Presidencies may be conferred only on the recommendation of the General Committee.
- d) A Member who had been a Full Member for 35 years or more or had made a significant contribution to the benefit of the society could be made **Life Member** on approval of the committee.
- e) All Full and Adult membership shall be subject to the approval of the Executive and the General Committee and Children's Theatre's Child Protection Officer, without exception.
- f) The Executive Committee reserves the right to request that appropriate DBS checks be carried out on any member aged 16 years and over. Failure to comply may result in the withdrawal of membership without refund of any subscription payments made.
- g) **Associate membership** shall be open to any individual who is actively involved with the society on an ad-hoc basis, at a reduced subscription rate that is 50% of the standard annual rate. Associate membership is a limited membership and lasts for a maximum period of 4 (four) months but can be transferred to full membership status upon payment of the remaining subscription fee for that year. Associate members must be approved by the Executive (incl. the Child Protection Officer) and have undertaken an enhanced DBS check which meets the satisfaction of the Society's Child Protection Officer. Associate members will not be entitled to vote although they may attend committee meetings during their 4 (four) months membership period.
- h) All participants in "Children's Theatre" activities shall be members except in

exceptional circumstances, and must be approved by the Child Protection Officer. Any individual meeting this criterion will be designated temporary **Guest Member** status and will pay no subscription fee nor be entitled to any voting rights. Entitlement to all or any other membership benefits will be temporary and at the discretion of the Executive committee.

- i) **Registered Chaperone** membership is only available to those adults who have volunteered to undertake registration with the local authority in order to benefit “Children’s Theatre” by volunteering to chaperone our young members without charge for the society’s benefit. This is an honorary role, and as such there are no subscription fees payable by registered chaperones so long as their registration status is valid. The society will also offer to cover the registration fee every 3 (three) years. Registered Chaperone membership status is designed for individuals who are involved with the society for the sole purpose of chaperoning – they are not entitled to any voting rights unless they become Full Members.
- j) The annual subscription shall be determined at the Annual General Meeting.
- k) The annual subscription shall become due and payable on the first day of September.
- l) Adult membership shall be considered to have ceased if the subscription remains unpaid for more than three months after it is due (1<sup>st</sup> December).
- m) Only full members shall be allowed to hold office and vote in the affairs of the “Children’s Theatre”.

#### **4. MANAGEMENT**

- a) The management of the “Children’s Theatre” shall be vested in the General Committee consisting of the Executive, other Officers and ten members and two student representatives elected by student members, with power to co-opt.
- b) A President may be elected for a period of 3 years, at a General Meeting only on the recommendation of the General Committee and shall become a member of the General Committee for the period specified.
- c) The Executive shall consist of the Chairman, Vice Chairman, Secretary, Treasurer, Child Protection Officer and one other Committee Member appointed by the Committee.
- d) Other Officers shall be the, Membership Secretary, Stage Equipment Officer, Wardrobe Director and Public Relations Officer.
- e) All members of the General Committee and the Executive shall be eligible for re-election at the Annual General Meeting.
- f) At least ten days notice of the Annual General Meeting shall be given in writing, together with an invitation to nominate candidates for the positions of Chairman, Vice-Chairman, Secretary, Treasurer, Child Protection Officer, Stage Equipment Officer, Membership Secretary, Wardrobe Director, Public Relations Officer and ten members of the General Committee.

- g) Nominations, to which the nominee shall consent, signed by the proposer and seconder, shall be in the hands of the Secretary at least two days before the Annual General Meeting.
- h) If there be insufficient nominations then the candidates under section of this Constitution shall be declared elected and nominations for the vacant places shall be accepted from members present at the Annual General Meeting.
- i) Leeds Children's Theatre recognise the need for responsible adults, especially those who work with the children, to be vetted by enhanced DBS checks, and that those checks will be the responsibility of the individual. NODA will manage all enhanced DBS applications on behalf of the society. All adults wishing to become members of the society will be expected to obtain a satisfactory enhanced DBS check.
- j) To hold an adult appointment in a Leeds Children's Theatre a person must have reached the age of 18.

## **5. MEETINGS**

### General Meetings

- a) An Annual General Meeting shall normally be held in July each year.
- b) General Meetings may be held whenever the General Committee think it expedient, or whenever ten members of "Children's Theatre" shall so request in writing to the Secretary stating the business to be discussed. Seven days' notice of a General Meeting shall be given, specifying the business to be transacted.

### Meetings of the General Committee

- c) The General Committee shall normally meet once a month with the exception of the month of August.
- d) A Quorum shall consist of seven General Committee members, which must include at least either two members of the Executive or one member of the Executive and one of the other Officers.

### Generally

- e) Every question, with the exception of alteration to the Constitution, shall be decided by a simple majority of those present and, in the case of equality, the Chairman of the meeting shall have a second or casting vote.
- f) The Chairperson shall normally take the Chair at all meetings or, in his absence, the Vice-Chairman or, if he be not present, the meeting shall elect its own Chairman for that meeting.
- g) Any matter not provided for in this Constitution shall be dealt with as the General Committee thinks fit and its decision shall be final.

## **6. SUB-COMMITTEES**

- a) The General Committee may appoint sub-committees and depute to them any of its powers.
- b) The Chairman, Secretary and Treasurer shall be ex-officio members of all sub-committees.
- c) The Executive shall be a permanent sub-committee of the General Committee, and may act as an Emergency Committee when the situation demands, reporting in full to the General Committee at the earliest opportunity.

## **7. FINANCE**

- a) All profits and effects shall be the property of “Children’s Theatre” and on the termination of the Society, the disposal of these shall be at the discretion of a General Meeting convened for that purpose.
- b) All monies received by the “Children’s Theatre” shall pass through the hands of the Treasurer and accounts shall be prepared by the Treasurer and submitted to the General Committee whenever required by the Executive. Such accounts to be open for inspection by any full member.
- c) The Treasurer shall be authorised to open a banking account in the name of “The Leeds Children’s Theatre”, and lodge monies received therein and pay all demands when authorised to do so by the General Committee or by a General Meeting.
- d) All cheques drawn against the account(s) shall be signed by at least two persons from the Executive authorised by the General Committee, at least one of whom must be the Chairman or Treasurer, save that no two people who are husband and wife nor two people who live together may sign the same cheque notwithstanding that each person may have been authorised by the General Committee to do so, except in exceptional circumstances where permission has been granted by the Chairman.
- e) Donations to charities from the Society’s funds shall only be made with the permission of a General Meeting.
- f) The account(s) shall be reviewed annually by some suitable person approved by the General Committee.’
- g) The Treasurer shall present at the Annual General Meeting an Income and Expenditure Account together with the report of the Independent Examiner.

## **8. AMENDMENT TO THE CONSTITUTION**

- a) No amendment to this Constitution shall have effect unless at least two-thirds of the full members in attendance
- b) No amendment to this Constitution shall have effect unless the vote detailed in paragraph 8(a) above is taken at an Annual General Meeting or at a General Meeting convened for the purpose of taking such a vote.