

CONSTITUTION OF THE FARNHAM COMMUNITY PLAY STEERING COMMITTEE

DRAFT

This constitution was first proposed on 21st January 2010 and is as yet not been adopted

1. Policy, Aims and Objectives

1. *The Name of the Management organisation is THE FARNHAM COMMUNITY PLAY STEERING COMMITTEE*
2. *The name of the Project is set up to undertake shall is called THE FARNHAM COMMUNITY PLAY. The object for which the organisation is set up is to promote, manage and maintain THE FARNHAM COMMUNITY PLAY*
3. *The organisation office is: (Address of Chair or Secretary)*
4. *The aims and objectives of which are as follows:*
 - A project which not only advocates an 'inclusive community' - anyone can participate - but seeks to draw in as broad a cultural cross section of as many people as possible.
 - A project that encourages and practices equal right of access and participation by all sections of society.
 - Encourages consultation with and participation of youth as equal citizens in all levels and areas of management, decision-making and practice.
 - The project aims not only to developing participation in all arts activities but encouraging new audience to experience contemporary work of high quality.
 - There should be community ownership through participation, problem solving, decision-making and creative thinking in all areas of the process.
 - The play should be a culmination of a purposeful arts and community development programme over a minimum time period of eighteen months or its equivalent.
 - Guidance and commitment from an experienced team of community arts and theatre practitioners including a full time residency period. The community play theatre practitioners facilitate evoke and encourage rather than dictate.
 - A play especially written for and with the support of the community by a 'quality' writer through a process in which the community becomes better informed of itself. Through research, soundings (contemporary observations) the play becomes an expression which is directly related to the differing voices of the community.

- The play, whilst capable of being politically and morally tough, offering the community very real and hard challenges, should equally become an honest, shared act of celebration.
- The performance should incorporate a style which includes a role for the audience within the performance so they feel they have participated rather than observed.
- The process should assume that individual creativity, if not already evident, is latent and only waiting to be released. The process should enable people, in an atmosphere of safety and supportiveness to reach their fullest potential so they are surprised by what they achieve.
- The contributing goal is to raise the quality of the arts in the area and make all aspects of the project available to the largest and widest representation of people possible and thus create a work of art in terms of a community.

2. Rules and Procedures of Meetings

MEMBERS

1. The organisation is established for the purposes expressed in its rules and constitution
2. The number of members with which the organisation proposes to operate is 8-15
3. All members must subscribe to these Rules and Constitution
No person shall be admitted unless prepared to assist to the best of their ability in the advancement of the main objectives of the Organisation.
4. A member shall cease to become a member of the organisation:
 - a) Upon their giving notice in writing that they resign their membership
 - b) Upon a majority (two thirds) of the other members giving them notice requiring resignation
 - c) If the individual upon dying, becoming of unsound mind, or bankrupt, convicted of fraud or other dishonesty
 - d) Upon the organisation winding up resolution.

REGISTERS, RECORDS & ACCOUNTS

5. The Members shall keep and maintain the following records, registers and accounts to kept by the Chairperson of the Organisation
 - a) A register of members
 - b) A registers of volunteers and participants
 - c) Accounts
 - d) Minutes of meetings
6. All registers, accounts are available for inspection. Registers of addresses of volunteers may remain protected

ANNUAL GENERAL MEETINGS

7. The members of the Steering Committee shall meet at regular intervals of not less than once every three months. All General Meetings are generally open, unless called in camera at the behest of members for specific reason. An Annual General Meeting (AGM) should be called within every twelve month period and be well publicised at least twenty one days before

PROCEEDINGS AT GENERAL STEERING COMMITTEE MEETINGS

8. No business shall be transacted at any general meeting unless a quorum of members is present. Six members present in person or by proxy shall be a quorum.
9. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be dissolved until such a time and place as the members may determine. Following due process of notice if the adjourned meeting is recalled without a quorum, those present shall be a quorum.
10. The Chair or Co Chair, if any, of the Steering Committee shall preside at every General Meeting if not present a Chair for that meeting shall be adopted and the choice noted in minutes. If no member is willing to act as Chair the meeting must be adjourned to such time and place where a chairperson is available
11. The Chair may with the consent of any meeting at which a quorum is present adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at the adjourned meeting.
12. At a General Meeting a resolution put to the vote of a meeting shall be decided by a show of hands unless a poll is demanded by the chair or at least two other member present in person or by proxy .The result of the vote should be shown carried or lost in the book of minutes of the proceedings as conclusive proof of the number or proportion of votes recorded in favour or against such resolution.
13. In the case of an equality of votes the Chairperson of that meeting shall be entitled to a second casting vote.
14. Any member, upon request can ask for their name to be registered as in favour or against the result of the said vote. Save as aforesaid the vote for and against are simply registered by the number of votes for and against.

VOTES OF MEMBERS

15. Every member shall have one vote.
16. Paid Individuals, who are not a part of the community but commissioned to fulfill a function, including advisors, have no voting rights or power.
17. A proxy is appointed either in writing or direct contact through the Chair of the meeting at which a poll vote is taken. No one member can be proxy for any more than one other person.
18. The Chair is disallowed from being a proxy though can vote by proxy himself or herself.

OFFICERS OF THE STEERING COMMITTEE

19. Unless otherwise determined by a general Meeting the number on the Steering Committee can be no less than six and no more than fifteen. These officers all subscribe to the rules and constitution.
20. The Officers shall have the power at any time to appoint any person to be an Officer, to fill a casual vacancy or as an addition to the existing Officers so long as the numbers don't exceed the number fixed. Any such Officer appointed shall only hold office until the next AGM where they shall be eligible for re-election
21. No officer of the steering committee shall be given income or property belonging to the organisation during its lifetime.

POWERS & DUTIES OF OFFICERS

22. The business of the organisation shall be managed by the Officers on behalf of and for the members of the Community Play Steering Committee.
23. All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for moneys paid to the organisation, shall be signed, drawn, accepted, endorsed, or otherwise executed, as the case may be, in such a manner as the Officers shall from time to time by resolution determine.
24. The Officers shall cause minutes to be made of all appointments of officers, made by them, of the names of all present at each meetings, of all apologies of those not present who have given notice of their absence, and of all resolutions, transactions, proceedings. All preceding minutes should be duly read and signed by the Chair as correct as a record of further proof of the facts therein stated.
25. Minutes should have a column of action in which and against which the officer deemed responsible for the said action is named together with expected deadline for the action to be completed if not by the following meeting which in general practice should be the case.
26. Should the number of Officers by resignation or other circumstance fall below the required minimum a General Meeting must be called to elect numbers required to continue the duties.

DISQUALIFICATION OF OFFICERS

27. The post of Officer shall be vacated in the Officer
28. Has a receiving order made against them or makes arrangements or composition with their creditors generally or:
29. Becomes prohibited by reason of any order made under Section 188 of the Companies Act or
30. Becomes of unsound mind
31. Or resigns their post by notice in writing to the Organisation
32. Or is removed by a vote of the Organisation because of misconduct
33. Becomes directly or indirectly interested in any contract with the organisation
34. The organisation winds up its operations by resolution.

AUDIT & ACCOUNTS

35. The organisation shall appoint a Treasurer to keep accounts of all incomes and expenditure and the said officer will make a report at every meeting.
36. Auditors shall be appointed for final accounts of the project or where the project exceeds eighteen months an annual audit will be necessary.

EXTRAORDINARY GENERAL MEETING

37. An Extraordinary General Meeting of the organisation may be called at any time at the discretion of the Steering Committee and must be called within 21 days after the receipt by the Secretary of a written request to that effect signed by at least six members. Every request shall specify the business for which the meeting is to be convened and no other matters shall be discussed at that meeting.

DISILLUSIONMENT OF THE ORGANISATION

38. The organisation shall be dissolved only by resolution passed by a majority of at least two-thirds of the members present and voting in person at an Extraordinary General Meeting called for the purpose of considering such dissolution. In the event of dissolution, any balance of cash remaining in hand after the realisation of assets and payment of debts shall not be distributed among the members but shall be applied for such charitable purposes similar to those of the organisation or be paid, distributed or transferred to such charitable institutions or institution having objects similar to the objects of the organisation as the Steering Committee which the consent of the meeting shall determine.