



CONSTITUTION effective from 11.01.2022

The aim of the constitution is to define the rules and governing principles that the membership wishes to be used in the management of the BVP, and upheld by the Management Committee.

1. **NAME**

The Group shall be called "BURDOCK VALLEY PLAYERS" (BVP).

2. **AIMS & OBJECTIVES OF BVP**

a. To provide the community with an opportunity to participate in, and benefit from, a social group based within a theatrical environment.

b. To provide quality public performances of plays, musical plays, and other forms of dramatic and musical entertainment.

c. To help foster and develop amateur dramatics in the community.

3. **MANAGEMENT COMMITTEE**

a. The Committee is to comprise a Chairman, Treasurer, Secretary, (referred to as "Officers") and a minimum of 3 other voting members. All Officers are to be from different households/families.

b. The committee is to appoint a "Village Hall Representative" who must be prepared to attend Management Committee meetings.

c. A quorum shall consist of at least three voting members of whom at least one must be an Officer.

d. Decisions shall be by majority vote, with the Chairman having an additional casting vote in case of a tied vote.

e. The committee is elected at the Annual General Meeting for the following 12 months. If a vacancy occurs during the year this may be filled at the committee's discretion.

f. When a committee has been elected they will decide at their first meeting which of them undertakes the roles of Officers. The outgoing Chairman will continue to chair the AGM to conclusion.

g. To be a member of the Management Committee:

(1) The individual must have been a member of BVP for at least 6 months.

(2) Be prepared to take on any committee role.

h. The Secretary is to ask for volunteers at least two weeks before the AGM and offers received at least one week before the AGM. This is to include offers to remain on the committee. Late nominations may be accepted by the Chairman. Individuals may only put their own name forward, and are to be presented to the membership for election at the AGM and selected by a show of hands. If there are more than 10 volunteers:

(1) At the AGM members are to be given a voting slip listing all volunteers.

(2) By secret ballot members may vote for up to ten nominations.

(3) The Chairman selects two members to count votes and report the results.

(4) The 10 individuals with the highest number of votes will form the committee. In the event of a tie there will be a second, and if necessary, a third, ballot covering those with equal votes.

4. **RESPONSIBILITIES OF**

THE MANAGEMENT COMMITTEE

a. To uphold the Constitution of BVP, arbitrate on all matters of discipline on the basis of what is best for BVP, and take whatever action is deemed necessary to ensure the good name of BVP is not brought into disrepute

b. To manage all finances including agreeing a budget for productions and authorising all expenditure, except where they have delegated authority to a Production sub-committee for expenditure against an agreed budget. This delegation will not include the purchase of capital assets. The Committee is to ensure that at all times the BVP have sufficient funds to be able to pay its liabilities.

c. Co-ordinate the selection of productions and producers.

d. Ensure a Production Sub-Committee is formed for each production and provide guidance to that sub-committee and be sure they hold at least one meeting.



- e. Maintain written records and deal with all correspondence.
- f. Arrange the AGM and any EGMs as required.
- g. Arrange social, training activities, fund raising events and after show functions, as required.
- h. Make best efforts to keep membership informed of activities and key decisions.
- i. Liaise with the Village Hall, including bookings.
- j. Management of all capital assets and the wardrobe owned by BVP.
- k. Setting membership fees.
- l. Applying for grants as appropriate.
- m. To plan productions 12 months in advance.
- n. to review suite of policies* on an annual basis to ensure they remain appropriate; to publish on the BVP website, the policies and names of the Management Committee, Designated Safeguarding Officer, Deputy Safeguarding Officer, and Children's Coordinator:
*Safeguarding Children and Vulnerable Adults Policy
*Equal Opportunities and Diversity Policy
*Health & Safety Policy
*Data Protection Policy

5. **PRODUCTION SUB-COMMITTEE**

- a. The sub-committee will be formed once it has been decided what productions will be produced and over what dates.
- b. The composition of the committee is at the discretion of its chairman, who will be appointed by the Management Committee. It will usually

comprise of at least the director, producer, front of house, stage manager, musical director, and set designer.

6a. **RESPONSIBILITIES OF THE PRODUCTION SUB-COMMITTEE**

- a. All aspects of a production once the production and director have been selected. In particular:
 - (1) Rehearsal schedule (hall bookings to be arranged through the Secretary).
 - (2) Set, stage and props design and production.
 - (3) Costume design and production
 - (4) Specify hall seating arrangements

6b. **MANAGEMENT COMMITTEE PRODUCTION RESPONSIBILITIES**

- (1) Over seeing a budget for the production.
- (2) Advertising and promoting the event.
- (3) Production and sale of programmes and tickets.
- (4) Management of catering bar, and raffles at performances.
- (5) Obtaining necessary licenses and permits.

7. **OTHER SUB-COMMITTEES**

Additional sub-committees to meet specific needs may be created and closed at the discretion of the Management Committee.

8. **MEMBERSHIP**

- a. Membership is open to all upon payment of the membership subscription, and this entitles members of 16 years and older to vote at AGMs and EGMs. The membership fee for each year is to be set by the Management Committee. The fee is to come into effect on the first day of January each year and is to be paid within 30 days or setup as a standing order payment paid in full over 12 months A sliding scale, decided by the Management Committee, will be used for new members joining partway through the year.
- b. If a non-member is invited to participate in a performance they will become a non-voting honorary member of BVP for the period of the production.

- c. Members under 16 years of age may enter the discussion at BVP meetings but may not vote.
- d. All members must complete the membership form annually to ensure data held is correct

9. **ANNUAL GENERAL MEETING**

- a. An Annual General Meeting (AGM) shall be held in January each year.
- b. The date of the AGM must be notified, and minutes of the previous AGM be available to members, at least four weeks in advance.
- c. The standing agenda for the AGM will be:
 - (1) Apologies for Absence.
 - (2) Approve minutes of the previous meeting and matters arising.
 - (3) Chairman's report
 - (4) Treasurer's report



(5) Changes to Constitution and Policies

(6) Future productions

(7) Any other business

(8) Election of the committee and Safeguarding roles

d. Should any member wish to have a specific item discussed under "Any Other Business" they are to notify the Secretary in writing at least two weeks before the AGM. The Secretary is to make best efforts to notify all members of the item to be discussed prior to the AGM.

e. A quorum at the AGM shall consist of at least twelve voting members of which at least one must be an Officer.

10. **EXTRAORDINARY GENERAL MEETING (EGM)**

a. An EGM may be called:

(1) By the Management Committee

(2) By a written request signed by at least twelve voting members.

b. Notice of an EGM, and the reason for it, must be given to all members of BVP not less than one week prior to the meeting.

c. The agenda will be restricted to the specific reason the meeting was called.

d. The outcome of the EGM must be made available to all members within one month and the minutes agreed at the next AGM.

e. A quorum at an EGM shall consist of at least twelve voting members of whom at least one must be an Officer.

11. **FINANCE**

a. The financial year for BVP shall be from 1 Jan to 31 Dec annually.

b. The Treasurer shall maintain auditable accounts of the group finances.

c. All expenditure must be in the best interests of BVP.

d. No member shall receive payment, or payment in kind, either directly or indirectly for services to BVP except in repayment of legitimate expenses.

e. The Treasurer is to use a bank/building society account in the name of BVP and require a minimum of two signatures on cheques. There are to be at least three authorised signatories, all of whom must be on the Management Committee with no more than one signatory from a single family or household.

f. The Management Committee may routinely authorise the purchase of gifts of a minor financial value, to cover events such as sending flowers to ill members. The purchase of "thank you" and "well done" presents to individuals from BVP funds may only be authorised in exceptional circumstances.

g. Profits from a production may be utilised to subsidise a post-production party with the agreement of the Management Committee.

h. No funds may be expended without the agreement of the Management Committee and any decisions to spend over £200 on an item, or group of items, must be recorded in the minutes. The agreement of a budget for a production

authorises the Production Committee to spend within the agreed limits.

12. **CASTING PRODUCTIONS**

a. The director is responsible for selecting the cast for a performance.

b. The director, in conjunction with the Management Committee, shall decide on how the cast will be selected.

c. Should it not be possible to find a suitable individual within BVP to fill a particular role then the director may request that a non-member be selected. This must be approved by the management committee and the rules under "membership" applied.

13. **CHANGES TO THE CONSTITUTION**

a. The Constitution may only be amended by majority vote at an AGM or EGM.

b. Written suggested amendments may be submitted to the Management Committee at any time. The Management Committee is to review the proposal and, unless it is withdrawn by the proposer, circulate to all members, with its recommendations, prior to the meeting where it will be discussed.

c. Where a proposed change is of a minor nature the Management Committee may elect to conduct a postal/e-mail vote.

14. **DISSOLUTION**

a. If the Management Committee decides that the BVP is to be dissolved it is to put that proposal to the AGM or an EGM.

b. If the members agree that the BVP is to be dissolved then a special sub-committee is to be



formed to propose the disposal of the BVP capital assets. Its recommendations require endorsement by the majority of the remaining members.

c. The first priority for the disposal of assets, including cash, is to be the clearance of outstanding debts.

d. No past or present member of BVP, or their families, may make any material gain from the disposal of BVP assets.

End