



SPROWSTON PARISH PLAYERS

THE CONSTITUTION

1.0 The Name

1.1 The group shall be known as 'Sprowston Parish Players'.

2.0 The Aims

2.1 To entertain members of the public with Pantomimes, Plays and Musical Events, and to encourage members to participate within a happy, friendly and Christian atmosphere.

2.2 To support Sprowston Parochial Church Council and/or other charities with financial donations. Those charities to be supported shall be determined by the Committee.

3.0 Membership

3.1 Membership of the Players shall be open to all who abide by this Constitution.

3.2 Membership is dependent upon payment of the Annual Subscription.

3.3 Participation in any production is open to current members only.

3.4 The Committee is empowered to deal with any members who breach this constitution, as they think appropriate.

3.5 Members participating in rehearsals, productions and other group activities, such as stage building, scenery painting and associated work, do so at their own risk.

3.6 No member shall be under the age of seven.

3.7 Members who bring their non-participating children to rehearsals acknowledge that the children are the member's responsibility and that the Group has no responsibility whatsoever for the children. Such children are not permitted on the stage at any time.

- 3.7 Members who find it necessary to bring their non-participating children to performances must ensure that the children have a responsible adult with them at all times. The children must remain in the dressing room area. Such children are not permitted on the stage or in the auditorium at any time.
- 3.8 Participating children, under the age of eleven, must be accompanied by a responsible adult at all times during rehearsals. Such adults must be nominated by the child's parent/guardian.
- 3.9 Communications to the Members will generally be by email. Paper copies of documents will be made available on request to the Secretary or other sender.

4.0 Location

- 4.1 The Group shall be based at St. Cuthbert's Church.

5.0 Management of the Group

- 5.1 The management of the affairs of the Group shall be invested in the Committee, which shall consist of the Chairman, Treasurer, Secretary, Publicity Officer and three other members.
- 5.2 Current producers/directors shall be co-opted onto the Committee.
- 5.3 Officers and members of the Committee shall be elected at the Annual General Meeting for one year, but will be eligible for re-election. All nominees to be proposed and seconded.
- 5.4 The Committee may co-opt a non-voting member as a Liaison Officer between the Group and Sprowston Parochial Church Council.
- 5.5 The Committee shall meet at least four times a year.
- 5.6 The Committee will organise productions on dates at their discretion. Members are invited to submit Pantomimes, Plays or Musical Events for the Committee's consideration. The Committee shall decide if any such suggestions are suitable (see also Clause 6.0 below).
- 5.7 Performers for all productions will be selected by open auditions.

6.0 Powers of the Committee

- 6.1 To appoint and direct sub-committees, if deemed necessary, who will report back to the Committee.
- 6.2 To appoint producers/directors for all productions.
- 6.3 To authorise all expenditure of the Group.

- 6.4 To adopt, implement and update annually, a Child Protection Policy for the Group; to appoint committee members as the Designated Child Protection Officer and the Alternative Child Protection Officer.
- 6.5 To appoint an independent examiner of the Group's accounts.
- 6.6 To co-opt members to fill any vacancy or for any special purpose.
- 6.7 The Committee shall have the power to decide upon any contingency not provided for in the constitution. These decisions to be notified to the membership at the following Annual General Meeting.
- 6.8 The Committee shall decide on the Group's Bankers. The Treasurer, Chairman and Secretary shall be signatories to Sprowston Parish Players' bank account(s). Two signatures will be required for any payment.
- 6.9 The Committee shall have the power to reimburse the secretary for expenses properly incurred.
- 6.10 The Committee shall carry out risk assessments prior to each and every production and at any other appropriate time.
- 6.11 To adopt, implement and update annually, a Vulnerable Adults Protection Policy for the Group.

7.0 Publicity

- 7.1 No member of the Group shall use the name of the Group or make public statement on its behalf without the prior approval of the Committee.

8.0 Annual Membership

- 8.1 The annual subscription of the group shall be determined at the Annual General Meeting.
- 8.2 Subscriptions become due on the date of the Annual General Meeting.
- 8.3 The Annual General Meeting shall determine a reduced subscription for juniors, junior defined as seven to sixteen years of age.
- 8.4 Membership cards will be issued, indicating the status of membership and the amount paid.
- 8.5 Members shall agree to abide by this Constitution and provide contact details, via a Membership Form.
- 8.6 Junior Members shall agree to abide by this Constitution and provide contact details through a parent/legal carer, via a Junior Membership Form

9.0 Annual General Meeting

- 9.1 The Annual General Meeting shall be held not later than May 31st each year. Thirty days notice of each to be given.
- 9.2 At the Annual General Meeting a financial report and examined accounts shall be presented by the Treasurer, together with a report of the year's activities by the Secretary.
- 9.3 Written notice of intention to move a resolution at the Annual General Meeting must be submitted to the Secretary not later than fourteen days before the Annual General Meeting. The written resolution must bear the names of at least two members.

10.0 Amendments to the Constitution

- 10.1 Amendments can only be made at an Annual General Meeting or a Special General Meeting convened for that purpose. Thirty days notice of any meeting to be given.
- 10.2 The Chairman shall have the power to call a Special General Meeting for any specific purpose. The Chairman may also call a Special General Meeting at the request of the Committee or at the written request of 30% of the membership.
- 10.3 A two-thirds majority shall be required for any amendment to this Constitution.

11.0 Dissolution of the Group

- 11.1 The Group can only be dissolved by a two-thirds majority of the full membership at a Special General Meeting.
- 11.2 On dissolution, all assets would be realised, liabilities would be discharged and the residue donated to Sprowston Parochial Church Council or other charity decided upon by the meeting.

Signed on behalf of the Committee:

Chairman..... Dated.....