

**Loughton Amateur Dramatic Society  
(Founded January 1924)**



**Constitution and Rules**

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| Title                      | 1 | The Society shall be called “The Loughton Amateur Dramatic Society”  |
| Objects                    | 2 | <p>The object of the Society is to educate the public in the dramatic and operatic arts; to further the development of public appreciation and taste in the said arts (to assist and further such charitable purposes and charitable institutions as the Committee shall from time to time determine); and in furtherance of this object but not otherwise, the Society through its management committee shall have the following powers:</p> <ul style="list-style-type: none"><li>a To promote plays, drama, comedies, operas, operettas and other dramatic and operatic works of educative value.</li><li>b To purchase, acquire and obtain interests in the copyright of or the right to perform or show any such dramatic or operatic works.</li><li>c To purchase or otherwise acquire plant, machinery, furniture, fixtures, scenery and all other necessary effects.</li><li>d To raise funds and invite and receive contributions from person or persons whatsoever by way of subscriptions, donations and otherwise; provided that the Society shall not undertake any permanent trading activities in raising funds.</li><li>e To do all such other things as shall further the objects of the Society.</li></ul> |
| Membership Eligibility     | 3 | Membership shall be open to all those having sympathy with the objects of the Society and desiring actively to further it and pay the annual subscription prescribed by the Rules. Members must be at least 18 years of age.   |
| Application                | 4 | Applications may be received by post, phone, e-mail or in person. These should be addressed to the Chairman or Secretary and/or referred to the Chairman. The Chairman will then correspond with the applicant and decide on the next step.  |
| Capabilities of candidates | 5 | The Chairman will ascertain the applicant’s suitability in the first instance. The Chairman will check that applicants are at least 18, live reasonably locally and whether they have any experience in performance or backstage. Applicants will then be invited to attend a new member meeting or read through prior to consideration for membership.  |



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| Joining the society        | 6  | Once a potential member has shown their aptitude for performing and/or backstage work, they will be assigned a role in a forthcoming production. They will then be sent a membership form at the first suitable opportunity. This will typically be at the start of the following season. However, if a potential new member is involved in the October show, for instance, after that season's membership letters have been sent out, they will be invited to pay a sub for that season.   |
| Actors under the age of 18 | 7  | It may be necessary for a production to include actors under the age of 18. In such instances, the Society will operate according to its current Child Protection Policy.   |
| Expulsion of members       | 8a | The society reserves the right to suspend, expel or remove their name from the list of members, any member in accordance with the procedures under 8b or 8c below.  |
|                            | b  | Any member of the Society, who, in the opinion of the Committee confirmed by an Extraordinary General Meeting of the Society, shall be guilty by their actions of misusing the privileges of the Society or of otherwise bringing the Society into contempt or disrepute, may be suspended or expelled from the Society. Prior to the EGM, the Chairman will write to the member informing them of the potential suspension/expulsion and giving them an opportunity to respond. Such response will be taken into consideration at the EGM. In the event of expulsion, the member will be given a refund of that season's subscription. |
|                            | c  | The Committee may, by a unanimous vote, remove from the list of members the name of any full member who has persistently neglected the work undertaken by the Society and the name of any member whose conduct they consider likely to endanger the welfare of the Society. Prior to such a removal, the Chairman will write to the member and inform them of the reasons for the potential removal, giving them an opportunity to respond. Such response will be taken into consideration by the Committee. In the event of a permanent removal, the member will be given a refund of that season's subscription.                      |
| Categories of Membership   |    |   |
| Full membership            | 9a | Minimum age 18 years. The annual subscription shall be as decided by the Society at a General Meeting. They shall have full voting rights and will be eligible for casting.   |
| Honorary membership        | b  | Such persons to be elected at an Annual General Meeting – they not being in active participation in the Society's affairs   |



- but whom, by reason of past services or distinction in a particular sphere, it is desirable to have associated with the Society. They shall enjoy full voting rights.
- Season Ticket membership      c      Such members shall pay an annual Season Ticket fee, decided at a General meeting, which will entitle them to one ticket for each production during the year and to priority booking for this. It is the intention that the fee shall be equal to three times the highest ticket price for the forthcoming season.
- Officers and Committee      10      The officers of the Society shall consist of a Chairman, Secretary, Treasurer, Artistic Director, Ticket Secretary, Publicity Officer and Wardrobe Officer.
- 11      The management of the Society shall be vested in a General Committee consisting of the officers of the Society and three members, all to be elected at the Annual General Meeting.
- 12      Up to four further members shall be elected by the Annual General Meeting to combine with the Artistic Director and two members of the General Committee solely for the purpose of selecting and casting the plays to be performed and assist, where required, with the appointment of a director for each
- 13      Any person other than the officers, having served three consecutive years as a Committee or Sub-committee member, shall not be eligible for nomination for the following year.
- 14      The General Committee shall have full power to conduct all affairs of the Society.
- 15      Not less than four members of a Committee shall constitute a quorum.
- 16      The director, if not already a member of the Play Selection and Casting Sub-committee, shall be invited to attend the particular meeting of that sub-committee held for the purpose of casting the play for which he or she is responsible.
- Annual General Meeting      17      The Annual General Meeting, of which all members shall receive not less than 14 days' notice in writing, shall be held not later than the 31<sup>st</sup> day of August each year, to receive from the Treasurer a Statement of Accounts, duly audited; to elect the Officers, General Committee, Selection and Casting Sub-committee, as provided by rules 9 to 12, and an independent examiner of accounts for the ensuing year and to transact any other business. A quorum to be not less than 15 members entitled to vote.



- 18 The election of Officers and Committee will be made from nominations to be submitted in writing to the Secretary not less than 7 days prior to the date of the Annual General Meeting and only in the event of such nominations being insufficient will further nominations be invited from the meeting.
- 19 Resolutions for submission to the Annual General Meeting, duly seconded, shall be submitted in writing to the Secretary not later than 30<sup>th</sup> day of June of each year and resolutions put forward after that date shall not be accepted.
- Extraordinary General Meeting 20 An Extraordinary General Meeting shall be called by the Secretary at any time if requested to do so, in writing, by any three officers of the Society, by the General Committee or by one third of the members, and a notice stating the purpose of such a meeting shall be sent to all members of the Society. A quorum will be as for the Annual General Meeting.
- Resolution at General or Extraordinary General Meeting 21 Unless otherwise provided by these rules, all resolutions brought forward at a General or Extraordinary General Meeting shall be decided by a bare majority of votes properly recorded at such meeting, and in the case of an equality of votes the Chairman shall have a second or casting vote.
- Finance 22 The financial year of the Society shall commence on 1<sup>st</sup> July and an annual profit and loss account and balance sheet shall be prepared within two calendar months after 30<sup>th</sup> June in each year.
- 23 The funds of the Society shall be applied to the objects stated in rule 2, and its members shall not receive payment either directly or indirectly for their services or for other than legitimate expenses incurred in its work.
- Data Protection 24 The obtaining, retention and management of information about members and Season Ticket members held by the various officers, committee members and others in the society will be governed by the Data Protection Act and the procedures laid out in the Society's current Data Protection Policy.
- Dissolution of the Society 25 The Society shall only be dissolved by resolution passed by a majority of at least five-sixths of the members present and voting at a Special 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 payments of debts, shall not be distributed among the members of the Society but shall be applied for such



charitable purposes similar to those of the Society or be paid, distributed or transferred to such charitable institutions or institution having objects similar to the objects of the Society as the Committee, with the consent of the meeting, shall determine.

- Alteration to Rules
- 26a No alteration of these rules shall be made except at a General Meeting, nor unless 21 days prior to such meeting a written notice of the proposed alteration or of one substantially to the like effect, shall have been given to the Secretary, who shall give 14 days' notice thereof to the members and the resolution embodying such proposed alteration shall be carried by a majority of at least two-thirds of the votes recorded thereon at the meeting.
  - b No alteration may be made to Rules 2, 25 and 26 without the approval of the Charity Commissioners for England and Wales or other authority having charitable jurisdiction from time to time.
  - 27 These Rules and Constitution supersede all other Rules and Constitution published at any prior date.

April, 2013