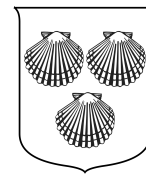




St James' Music & Drama Society

Performing in Bushey & Oxhey since 1958

CONSTITUTION



1. INTRODUCTION

1. The name of the society is St James Music and Drama Society
2. St James Music & Drama Society will run as a voluntary community 'not for profit' group
3. The object(s) of the society are as follows
 - a. To allow people ages 7+ to develop a love from drama and acting
 - b. To allow members a chance to rehearse and perform
 - c. To purchase equipment, materials, costumes for the benefit of performances
 - d. To put on regular shows to paying audiences that celebrate the work of the members
 - e. To allow members to socialise with likeminded people
 - f. To develop a sense of community which focuses on support, inclusivity and respect
 - g. To organise and engage in wider events within the local community
4. The membership of the society will respect and honour the history and values of the society since its formation in 1958 whilst ensuring it develops modern practices for the benefit of future generations.

2. MEMBERSHIP

Membership shall be open to all persons who share the , desiring actively to further it, irrespective of race, colour, ethnic or national origins, gender, sexual orientation, marital status, age, ability, disability, economic status, class, religious or political beliefs, and who shall apply for membership in writing.

1. Any persons over the age of 18 is eligible to be a paying adult member of the society
2. Any persons over the age of 7 is eligible to join our youth group with the permission of a parent/guardian on receipt of a registration form
3. Adult membership fees will be set at a standard rate to be decided per annum to contribute to the general running costs of the society (insurance, NODA membership etc.) payable no later than 31st October each calendar year. Additional show fees will be due on a show by show basis.
4. Youth membership fees will be set at a standard rate to be decided per annum payable at the start of each term. Sibling discount will be made available. Additional show fees will be due on a show by show basis.
5. As standard, the following information should be obtained for all adult members
 - a. Name of member, contact number, an email address, their home address
 - b. Confirmation that they have read and understood the constitution of the society
 - c. Photo consent/permissions
6. As standard the following information should be obtained for all members under 18
 - a. Name of member and date of birth
 - b. Parent contact details/emergency contact details
 - c. Any allergies, illnesses or regular medication taken
 - d. Photo consent/permissions
7. Membership forms shall be distributed in physical copy where possible, where not an online copy will be made available. Members should complete the relevant sections, sign and return with their membership fee. For youth members, parents will be able to complete an online membership form and provide digital

Dated: September 2024

Amended: September 2024 and agreed at the AGM on 29/09/2024

consent for use of media. Membership fees will be collected by card payment as preferred payment.

8. Where someone under the age of 18 wishes to participate in a show without being a member of Saturday morning youth drama, they will be required to pay the youth membership fee plus their show fee.
9. Every member will be expected to treat each other with respect

3. COMMUNICATION WITH MEMBERS

1. The society will communicate with members through the following means
 - a. Email
 - b. WhatApp Group
2. Members can withdraw their consent to be a part of the mailing list or can leave the WhatsApp group should they wish to do so.
3. Newsletters will be sent to the membership at least three times a year promoting future events etc.
4. Communication through the society 'noticeboard' whatsapp group should be limited to notices relating to the society and its members and should ensure conversations are respectful of all within the group.

4. OFFICERS

1. The society will be managed by an honorary committee who will act as custodians for the society.
2. At each AGM, the membership will elect a chairperson, secretary and a treasurer. In the event of the chairperson's absence, the secretary assumes the role of Vice-Chairperson.
3. On election of officers, they will invite members of the wider membership to form a committee of at least five members but no more than eight. They will hold at least four meetings per calendar year. There must be at least 50% of the committee members present for the meeting to be quorate.
4. Officers will act in a voluntary capacity and will make decisions to support the objectives of the society. Meetings will be chaired by the chairperson but in their absence, will be chaired by the secretary. Officers will follow a set agenda which will be sent to committee members.
5. The chairperson can delegate decision making responsibilities to sub committees but these should be attended by a member of the committee.

5. FINANCES

1. The treasurer will take on the role of managing the society finances ensuring that best financial practices are observed.
2. The treasurer and at least two other committee members will act as signatories but this should not exceed four people.

3. The society and the committee will exercise prudent financial constraint to ensure value for money whilst also ensuring a reasonable reserve is kept in case of emergencies such as having to change in venue, storage costs or any major works.
4. Expenditure for productions will be agreed as part of a budget plan with the director and producer. Expenses will be made to any person/s who is responsible for purchasing items for shows, however any individual spend over £100 must be agreed by the treasurer by written communication .
5. Expenses will only be given on the completion of an expense form with receipts attached in physical or digital format.
6. The treasurer will produce a report for each committee meeting detailing the current financial situation, any significant spend as well as future spend.
7. A breakdown of the annual accounts will be made available at the AGM.

6. ANNUAL GENERAL MEETING

1. The AGM will be held in September each year. Where possible this should be held before the launch of the winter show.
2. The secretary will give notice of the AGM no later than 21 days in advance.
3. The role of the AGM should be to
 - a. For the chairperson to present a report of the societies activities
 - b. To receive and consider accounts and the financial position of the society
 - c. To agree the constitution
 - d. When deemed necessary, instructing the Treasurer to have the previous year's statement of income and expenditure audited by a professional accountant who is not a member of the Society
 - e. Dissolving the Society
 - f. Election of Chairperson and Officers
 - g. Appointment Designated Safeguarding Lead
 - h. Confirmation of policies and review dates (*These are using NODA templates*)
 - i. Child Protection Policy
 - ii. GDPR Policy
 - iii. Health & Safety Policy
 - i. All persons wishing to stand for election to the Committee will indicate their willingness or otherwise to stand for one of the nominated roles. Nominations for the committee may be taken from the floor provided that the nominees are present at the AGM or by nomination in writing to the Secretary prior to the meeting. All nominations are to be seconded by a member with voting rights.
4. Any information papers relating to the AGM such as this constitution should be circulated to members prior to the meeting

5. Minutes of the AGM will be circulated to members no later than 21 days after the meeting

7. YOUTH SECTION

1. The Society shall establish and maintain a youth programme for younger members, to be held on Saturday mornings.
2. Term dates for the youth programme will be finalised annually, typically aligning with local school term dates.
3. In cases where participant numbers necessitate, the youth programme will be divided into two sections: juniors and seniors. Separate, consecutive sessions will be scheduled for each group.
4. The fees are set at £40 per youth member, per term. A discount will be offered for siblings. Each new member is entitled to a complimentary induction session.
5. Each session shall be supervised by a minimum of two adult members, with at least one person present who has completed safeguarding training. The designated Safeguarding Officer is Greg Harper, who will oversee the registration and record-keeping of all youth members including the payment of youth fees.
6. Adult members support the youth drama programme on a voluntary basis. The Society shall recognise their commitment at the end of each term with a collective gesture of appreciation, such as a voucher or group meal. The Treasurer and Committee will agree on the amount, based on membership levels. These costs will be covered by the youth membership fees.
7. As part of the youth programme, adult members can arrange trips to the theatre providing sufficient risk assessments have been carried out. As part of the programme the society agree to partially fund the costs of transport and tickets which will be agreed by the Treasurer and the Committee in advance.

8. AMENDMENTS

1. Amendments will be discussed and agreed by the committee ahead of the AGM
2. Amendments to this constitution must be presented at the AGM and approved by the membership
3. A copy of this will be signed by the respective individuals and distributed to members with the minutes

Agreed and passed at the AGM