



THE FESTIVAL PLAYERS, CAMBRIDGE

CONSTITUTION (1989/2013)

The name of the group shall be THE FESTIVAL PLAYERS, CAMBRIDGE.

The object of the Group shall be to advance the education of the public in the arts and, in particular, the arts of music and drama.

Membership

- a. Ordinary Members: Any person aged 14 or over shall be entitled to apply for Membership, provided he/she elects to pay the Annual Subscription laid down. Election to membership shall be by simple majority vote at any meeting of the Committee, and the Committee shall have full power to refuse or discontinue membership. Persons under the age of 14 may be invited by the Committee to join the Group for the duration of a Show without payment of Subscriptions. The name and address of each Member must be recorded.
- b. Patrons: Any person shall be entitled to become a Patron provided he/she elects to pay the current Annual Subscription for Patrons, as established by the Annual General Meeting (AGM) from time to time. Each Patron shall receive full information of Group activities and one complimentary ticket per year for the Show of their choice performed by the Group.
- c. Honorary Members: Up to 5 Honorary Members, who shall not be liable to pay any subscription but shall be entitled to all the privileges of Membership, may be elected for up to 1 year by Committee in meeting.
- d. Life Members: Honorary Life Members may be proposed by unanimous nomination and recommendation of the Committee, for election at the next AGM upon such terms as the Members may decide at that AGM.
- e. President and Vice-President(s): The President and Vice-President(s) shall be invited to hold office annually by the Committee.
- f. Termination of Membership: A person shall cease to be a member:
 - i. by non-payment of subscription within 3 months of date of AGM; or

- ii. by notice from the Committee of expulsion, provided such notice gives reason(s) in writing , and provided that the member shall have the right to be heard before such notice is given; or
- iii. by resignation on giving notice in writing to the Secretary.

Committee and Officers

- a. The Management of the Group shall be vested in a Committee of Members which shall be known as the "Committee". The Committee shall consist of: Chairman, Treasurer, Secretary, Business Manager, Social Secretary, Publicity Manager, Sponsorship Manager, and three Members. The Officers and Members comprising such Committee shall be elected at each AGM, from nominations received in writing before that AGM. All such nominations must have a Proposer, a Secunder, and the prior agreement of the nominee. Where the number of nominees exceeds the number of relevant vacancies then election shall be by ballot. In the event of insufficient nominations being received in advance, then nominations may be made at the AGM.
- b. The Officers and Committee shall serve until the next AGM, and all Officers and Committee members shall be eligible for re-election.

Duties of the Committee

- a. To plan the programme for each year, and present such programme to the AGM.
- b. For each show:
 - i. To appoint a Producer, approve the Musical Director proposed by the Producer, and approve a Production Team;
 - ii. The Producer and Musical Director shall be ex-officio Committee Members and be entitled to attend all Committee Meetings for the duration of that show.
- c. To budget activities within the resources of the Group;
- d. To organise and administer the affairs of the Group.
- e. To raise funds and invite and receive contributions from any person provided that no permanent form of trading shall be undertaken by the Group.
- f. To appoint Member(s) as necessary to serve on the Committee, to replace committee members who have resigned, or to bring the Committee up to full complement.
- g. To co-opt persons for special requirements for a certain period, as committee members.
- h. To recommend subscription rates to the AGM.

- i. To elect the President and Vice-President(s).
- j. To organise and administer any social events.

Subscriptions

The Annual Subscriptions and Patrons' Subscriptions shall be at rates determined by the AGM. The Group year shall run from AGM to AGM.

Meetings

Annual General Meeting

The Annual General Meeting shall be held each year within two calendar months of 30th September. Its purpose shall include:

- a. Rendering to the Group a report of the year's activities, by Chairman and Secretary.
- b. Presenting an audited balance of accounts by the Treasurer. These accounts must be audited by a person independent of the Committee. This person may, or may not be, a Member of the Group.
- c. Any item decided on by the Committee, or any item notice of which has been given to the Secretary in writing at least 30 days before the AGM with the support of at least 2 members.
- d. Election of Officers.
- e. Election of Business Manager, Social Secretary, Publicity Manager, Sponsorship Manager, and 3 Committee Members.

Minutes of the AGM shall be taken by the retiring Secretary. Notice of any AGM must be sent to all Members at least 2 weeks before the AGM.

No business other than the formal adjournment of the meeting shall be transacted at any General Meeting unless a quorum is present and such quorum shall consist of not less than twelve persons of one tenth of current membership, whichever is greater, present and entitled to vote.

Extraordinary General Meeting

Any member of the Group may call an Extraordinary General Meeting by application in writing to the Secretary, providing such application has the support of at least 6 Members of the Group. Any Member may place an item on the Agenda by notice in writing to the Secretary at least 2 weeks before the General meeting, provided it has the support of at least 2 Members. Notice of an Extraordinary General Meeting must be sent at least 1 week before the Meeting.

Committee Meetings

- a. These shall be held by the Committee as often as shall be deemed necessary by the Officers or at the request of at least 2 Members of the Committee. There shall, however, be a minimum of 1 Committee Meeting per quarter. At every Meeting, the Minutes of the previous Meeting shall be read, as will a report of the finances of the Group.
- b. A quorum shall represent not less than 4 Committee Members or one third whichever is greater including the Chairman, who shall have the casting vote in any motion voted upon. In the absence of the Chairman at any Committee meeting, the Committee members present at that meeting shall elect an Acting Chairman from among those present. Such Acting Chairman shall have the full powers of the Chairman for that Committee meeting.
- c. The Agenda of these meetings shall be compiled by the Secretary. The Agenda need not be published in advance and any Committee Member may include items for the Agenda. Any Group Member may see the Minutes of any Committee Meeting if a request is made in writing to the Secretary.

Special General Meeting

If at a General Meeting of the Group, a resolution is passed by a majority of Members that the Group is dissolved, a Special General Meeting shall be called at a date not earlier than 2 weeks and not later than 4 weeks after the General Meeting. If at such Special General Meeting not less than half of the total Members are present, and the resolution to dissolve the Group is passed by a two-thirds majority, the Group shall be disbanded. At the same meeting a decision must be reached on the disposal of finances and other assets, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among members of the Group, but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all the objects of the Group as the Group may determine and in so far as effect cannot be given to this provision then to some other charitable purpose.

Changes in the Constitution

The Constitution may be changed if a resolution is passed at the AGM. By a majority of two-thirds Members present provided that no alteration shall be made to:

“The object of the Group “

OR

The procedure for a Special General Meeting

OR

The procedure for Changes in the Constitution

without the prior approval in writing of the Charity Commissioners, and no alteration shall be made which would have the effect of causing the Group to cease to be a charity in law. The proposed change, together with the names of Proposer and Secunder, must be received by the Secretary in writing not later than 30 days before the AGM. The proposed change will be notified to Members not later than 14 days before the AGM.

Non-Attendance

A record shall be kept of the attendance of acting members at rehearsals. If the attendances of any such members shall have been irregular without good cause, then the Committee acting at the request of the Producer shall have the power to exclude such member from taking part in performances of that production. Acting members who are absent from three or more consecutive rehearsals may be deemed by the Committee (at its entire discretion) to have resigned from that production.