

## **Constitution**

### **1) NAME**

The Group shall be named "StageOne Christian Drama Co-operative", and commonly referred to in the shortened form of "StageOne".

### **2) OBJECT**

StageOne is an Ecumenical Drama Cooperative aiming to further the use of drama in a Christian context in the Folkestone area, by providing training in a relaxed and friendly environment and by providing a resource that the churches of Folkestone and surrounding area can use. This shall be done by encouraging and providing opportunity for the promotion of Christian drama in Folkestone, to provide a resource for local churches under the patronage of Churches Together in Folkestone, to which StageOne is an associated organisation, and to provide training in drama skills to enable this to be achieved.

### **3) MEMBERSHIP**

No formal membership to StageOne shall be required, nor shall any annual charge be made for membership. The term 'member' shall be used to refer to those who attend StageOne's Tuesday workshops on a regular or semi-frequent basis, or who are involved in StageOne's productions and who would be regarded by an impartial observer as being a part of StageOne.

Membership shall be open to any person interested in the objects of StageOne. The minimum age of members shall be as stated within the Safeguarding policy.

### **4) SAFEGUARDING**

StageOne shall operate in such a way to ensure that children, young people and vulnerable adults are protected from harm that may arise as a result of StageOne activities. To this end StageOne shall develop and maintain an appropriate Safeguarding policy.

### **5) FINANCIAL YEAR**

The financial year for StageOne shall be the calendar year as from 1st April to 31st March.

### **6) SUBSCRIPTION**

Members pay a weekly subscription, currently £1.50, which covers the basic costs of StageOne including hire of the premises at Sandgate Road Methodist Church, Insurance and basic expenses. The subscription rate will be determined by the Management Committee; changes to the rate should take effect with a new financial year unless the Management Committee has reason to change otherwise. New members will not pay a subscription for their first Tuesday attendance.

## **Constitution**

Those members who are involved in productions, but who have not previously attended StageOne's Tuesday workshops shall make a small payment in respect of the Insurance, which provides cover to such members. This payment shall be such as is determined by the Management Committee.

### **7) COMMITTEE**

a) The affairs of the group shall be directed by a Management Committee consisting of the following Officers:-

- Chairman
- Secretary
- Treasurer
- Publicity Officer
- Safeguarding Officer, and
- Co-treasurer.

Additionally up to two other members of StageOne may be elected onto the Management Committee as 'Members Representatives'. These Members Representatives are not Officers of the Management Committee but shall be accorded voting rights at meetings of the Management Committee.

One individual may be permitted to hold two Officer roles provided they are elected to both roles at an AGM or EGM, and are therefore considered by the wider membership to be capable of holding and undertaking both roles, and there is no conflict of interests. However, under no circumstances can the roles of Treasurer and Co-treasurer be held by the same person. One individual cannot hold more than two Officer roles at any one time. The Management Committee shall consist ordinarily of a minimum of five elected people.

b) Officers of the Management Committee shall ordinarily be elected for a nominal three-year term in their specific role, and shall be reconfirmed at each subsequent AGM.

c) All officers of the Management Committee shall be account holders of the StageOne bank account, unless there are reasons to the contrary. Cheques shall require two signatories to authorise payments. All account holders shall be authorised as account signatories, with the exception that should two account holders live within the same dwelling only one of those two account holders can become an authorised signatory at any one time. If the Treasurer is for any reason unable to become an account holder of the StageOne bank account, they shall stand down as Treasurer. A replacement must be sought and voted onto the committee at either an AGM or an EGM.

d) The Management Committee may, from time to time, fill any Casual vacancy within its body, and in the case of need co-opt other members to assist them.

e) Meetings of the Management Committee shall be called as deemed necessary by the Chairman or Secretary, or on a written motion signed by two of its members. Typically meetings shall be held bi-monthly. Seven days notice shall be given by the Secretary, except in the event of urgent need when a minimum of 24 hours notice shall be given.

## **Constitution**

- f) The quorum for meetings of the Management Committee shall be 50% + 1 of the elected members and must include 2 Officers. The Chairman will take the Chair. In the absence of the Chairman then another Officer shall take the Chair. Minutes of the meetings shall be taken with particular attention to any decisions made, plus any actions arising from the meeting.
- g) Decisions made at meetings of the Management Committee shall be by vote with a simple majority required. The Chair of the meeting shall not vote unless as a casting vote.
- h) No agenda item shall be carried forward for more than three meetings without discussion time being provided, unless exceptional circumstances prevail.
- i) Wider StageOne members shall have the right to attend meetings of the Management committee, but will have no right to vote. If personal or confidential items need to be discussed, then wider StageOne members present shall leave the meeting for such time as is needed.
- j) The Management Committee may from time to time set up sub-committees to consider specific items of business. All such committees will have an appointed Chairman, who shall be responsible for all meetings held by that committee, and for the appointment of a Secretary to take minutes of such meetings. The recommendations/outcomes of any sub-committee meeting are to be passed to the Management Committee for final approval. The Chairman of the Management Committee has the right to attend any meeting of any sub-committee.

### **8) ANNUAL GENERAL MEETINGS**

- a) The Annual General Meeting shall take place within sixteen weeks of the end of the financial year, at a time and place to be determined by the Management Committee.
- b) A minimum of 14 days notice, in writing, shall be sent by the Honorary Secretary to every member of StageOne. This notice shall specify the business to be transacted at the meeting.
- c) The business at these meetings shall ordinarily only include the following:-
- 1) Consideration of a Management Committee report
  - 2) Consideration of the Statement of Accounts for the preceding year
  - 3) Consideration of Members' Reports
  - 4) Election of Officers and Members of the Committee
  - 5) Consideration of changes to the Constitution, and
  - 6) Appointment of an honorary Auditor for the ensuing year.
- d) The quorum for an AGM shall be seven members of StageOne, including 3 members of the Management Committee. Minutes of these meetings shall be taken with particular attention to any decisions made, plus any actions arising from the meeting.
- e) Voting at General Meetings shall be by ballot unless otherwise decided by those members present. A simple majority shall decide any issue other than as laid down in Rule 10 (Changes to the Constitution).

### **9) EXTRAORDINARY GENERAL MEETING**

## **Constitution**

- a) The Management Committee may call an Extraordinary General Meeting of the members of StageOne when a question of urgent importance arises. The Management Committee shall be bound to do so within seven days of the receipt, by the Secretary, of a written request setting out the proposed resolutions and signed by not less than five members.
- b) A minimum of 14 days notice, in writing, shall be sent by the Secretary to every member of StageOne. This notice shall specify the business to be transacted at the meeting; no other business shall be transacted at this meeting.
- c) The quorum shall be the same as rule 8(d). Minutes of these meetings shall be taken with particular attention to any decisions made, plus any actions arising from the meeting.
- d) Voting at such meeting shall be the same as in Rule 8(e).

### **10) CHANGES TO THE CONSTITUTION**

- a) Changes to the constitution (alteration to rules, the removal of rules or the addition of rules) shall only be made following discussion and vote at either an AGM or EGM. The vote must be carried by a two thirds majority of all members present.
- b) Notice of the intention to propose any new rule or alteration shall be given to the Honorary Secretary, in writing, not less than 14-days before the meeting. Such notice is to be communicated to the members along with the notice convening the meeting.
- c) A printed copy of the proposed new Constitution must be provided to the Secretary in advance of the meeting. If approved without further amendment the printed copy is to be signed by two Officers of the Management Committee and, with immediate effect, will become the new Constitution. If further amendments are agreed at the meeting these must be carefully recorded within the minutes, and a new printed copy produced incorporating these changes which shall be signed by two Officers of the Management Committee, which, with immediate effect, will become the new Constitution.

### **10) DISSOLUTION OF THE GROUP**

- a) The decision to dissolve StageOne can only be made following discussion and vote at either an AGM or EGM. The vote must be carried by a two thirds majority of all members present.
  - b) In the event of the Group being dissolved, any funds, monies or assets standing to the credit of StageOne, once any debts have been cleared, shall be disposed of as determined at the meeting whereby the decision to dissolve StageOne is made.
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**Constitution**

Signed: *Roger J. W.*

Role: *Chair*

Date: *05/07/11*

Signed: *Susan Lee*

Role: *Secretary*

Date: *5/7/11*