

LLANYMYNECH AMATEUR DRAMATIC SOCIETY

CONSTITUTION

AIMS OF THE SOCIETY

To produce at least 3 plays a year, and foster the performing arts in the Llanymynech community by running workshops and other activities.

COMPOSITION OF THE COMMITTEE

Chairman
Vice-Chairman
Secretary
Treasurer
Publicity Officer
Fund Raising Officer
Two Members

The Producer of the play in production will be co-opted on to the Committee as a full member with full voting rights to maintain the liaison between the Committee and the Production Team.

QUORUM

The Committee will be deemed quorate to sit and take major decisions where five full members are present. For ordinary Committee meetings no quorum is specified.

VILLAGE HALL REPRESENTATIVE

The Committee shall select from amongst its Members a person to represent the Society's interests on the Village Hall Committee.

ELECTION OF COMMITTEE MEMBERS

All positions on the Committee will be re-elected each year at the AGM held in February. The whole membership will be eligible to nominate and be nominated for positions, and to vote in the election for positions.

Nominations for each position, with one seconder, will be received by or at the AGM followed by the election to each position.

MEMBERSHIP

The Membership will comprise all those who participate in the activities of the Society. Membership will be open to anyone from within and around the community.

FINANCIAL CONTROL

Financial control will rest with the Treasurer advised by the Committee. Expenditures up to £50 can be sanctioned directly by the Treasurer. Expenditure of more than £50 will need the support of the Committee. This sum to be reviewed annually at the AGM. All financial transactions on behalf of the Society will be conducted through the Treasurer. Receipts or other proofs of purchase must be obtained by any Member making purchases on behalf of the Society.

In the event of the Society ceasing to function, any cash remaining in any accounts, and the sale of any assets and equipment, must first be used to pay back any debts that are still outstanding. The remainder should be given to the Llanymynech Village Hall fund.

AUDITING OF THE ACCOUNTS

The Committee will seek the services of a qualified person outside the Society to audit the accounts.

PRODUCTION CONTROL AND RESPONSIBILITIES

The Committee will appoint the Producer.

The Producer will be responsible for choosing the play.

The Committee will have the responsibility for approving the production.

The Producer will be responsible for establishing a production team to mount the play, and will be responsible for reporting on progress to the Committee.

The Committee will be responsible for front of house and box office facilities.

COMMITTEE MEETINGS

The Committee will meet monthly throughout the year. A calendar of meetings will be produced to enable members to raise issues at meetings. The meetings will be held on the third Tuesday of each month. Additional meetings will be held as necessary during production. Extraordinary General Meetings may be called in circumstances where:

- i) a Committee Member resigns mid term;
- ii) a minimum ten full members (with good reason) request one to be called.