

THE CONSTITUTION OF THE IVER HEATH DRAMA CLUB

As of Wed 11th Sept 2013

The following is a new constitution for the Iver Heath Drama Club *and its members, here after known as the 'club', and is based upon the original constitution and its amendments. This new edition was established to better protect and perform the club in its current status and in an ever evolving modern world. The phrasing 'should' has been used to indicate the best legal method however this not a full requirement whereas those phrased 'must' or 'will' have to be carried out as per the constitution and not in the style of. A 'member' is anyone involved with the club; this includes full, junior, associate and honouree members. The Constitution can be amended at any time but must be ratified by the Club at an AGM.*

THE CLUB

The Club is a *non profit making organisation which is run for the benefit of its patrons, its members and the surrounding community. The club is run on a voluntary basis and survives entirely upon their efforts. It was established in October 1948 and it is proud of its community connections.*

THE AIMS OF THE CLUB

It is the aim of the club that each year a summer show and a pantomime will be performed. *These performances should be made available to the community of Iver Heath as a whole and should be aimed to make a reasonable enough profit to ensure the survival of the club for a reasonable time period or until the next production.*

The club must also make a commitment to educate and entertain its members and the community. *This should be achieved on a moral and responsible basis. In essence the club holds as much of a social responsibility as much as a dramatic educational one. Providing a safe fun social environment to further all the members should be the cornerstone of the club. Amateur Dramatics is the catalyst that will enable us to do this.*

The club will always be open to members of all genders, races, *religions, ages and abilities.*

THE COMMITTEE

A committee is ideally an elected group of representatives who administer the moral and social, financial and dramatic responsibilities of the club. The election of a committee and/or its members should take place each year at an Annual General Meeting, which will be open to all members of the public.

In the event of the loss of any officer, through death, resignation or injury, the committee can appoint an interim officer to hold the position until the next AGM. Should a committee member be forcefully removed from post, for serious misconduct or criminal activities, the committee must hold an EGM to establish the events and replace the officer.

Each member of the Committee must report to the Chairperson and/or secretary their intention whether to remain in or leave their post prior to the Annual General Meeting.

The committee *should* comprise of a;

President

Chairperson - Officer

Treasurer - Officer

Secretary - Officer

Publicity & Media - Officer

Adult Member Representatives(s)

Junior Member Representative(s)

THE COMMITTEE MEETINGS

A committee should meet quarterly and at least four committee members must be present, one of whom must be an officer. All committee meetings must be minuted and a copy of this must be presented to each committee member. All members must be notified of all relevant changes. A written agenda must be produced by the Secretary at each meeting, this should be in a written form but in extraordinary circumstances, for instance a stress or serious incident or professional workload, this can be presented orally. Any change to the committee and its makeup must be a top priority at the top of the agenda. Ideally then each member should present a short speech or presentation reflecting their work, targets and the feelings, ideas and will of the people they represent. An open discussion should follow with an aim to establish a clear to-do list for completion

ANNUAL GENERAL MEETINGS

This meeting will be held annually in July with at least 4 weeks' notice to members and the public. Changes to this constitution can be approved by the committee but must be ratified at an AGM. Where necessary due to productions or events in or out of the club's control, the AGM may be deferred until after the Summer.

EXTRAORDINARY GENERAL MEETINGS

These can be called by the committee at any time and must be held within 28 days of the announcement..

MEMBERS

All members are expected to abide by the constitution *and Code of Conduct of the club and uphold its honour.*

A full member is a member that will pay a nominated membership fee and takes a level of proactive role within the group. This role can be at any level on or off stage. A junior member, a member who is under the age of eighteen, has the same rights and responsibilities as a full member.

An associate member is either a parent/carer of a junior member or a member of the local community who wishes to support the club.

An honouree lifetime member is a person who, once approved by the committee, has a full free lifetime membership to the club which includes free admission to all performances.

HEALTH AND SAFETY

Officers of the club will share the role of Health and Safety Officer who must liaise with local Police, Council and authorities, such as the Criminal Record Bureau, so the club can try to comply with current legislation.

At this moment in time the Club charges this officer(s) with carrying out Risk Assessments for generic rehearsals and for each production and also charges the officer with further investigation into CRBs, First Aid and Health and Safety legislation to find out what is required for our voluntary run community group.

The club will also appoint; a Fire Warden, whose responsibility is the safe evacuation of the locale and notifying the relevant authorities, and First Aid officer, who must hold relevant qualifications, for each production. Both of these positions will be issued with an appropriate high visibility jacket. For health and safety laws regarding the building and the locale the Club recognise the Village Hall Committee and refer to them.

The Emergency Assembly point for the Village Hall is at the rear of the Car Park next to the entrance to the scout hut.

All accidents or injuries must be reported within the Accident Book.

MEMBERSHIP FEES, BEST PRACTICE & BEHAVIOUR

The cost of membership is detailed along with *an information relevant to behaviour and discipline in the Code of Conduct.*

DISSOLUTION

In the extreme circumstance that the only viable option is to close the club the remaining funds *must be donated to a registered UK charity of the committees choosing.*