

The Constitution of the Settlement Players
(Amended July 2010)

1. NAME The dramatic group of The Letchworth Adult Educational Settlement shall be known as “The Settlement Players” hereinafter called “The Players”.
2. AIMS The aims of the Players are:
 - (i) To enable members to develop their knowledge of drama.
 - (ii) To demonstrate this through the medium of live theatre.
3. MEMBERS A person shall become a member for the current year on payment of the determined subscription to the Committee. All members of the Players must also be member of The Settlement.
4. SUBSCRIPTIONS The Players’ annual subscription shall be determined by the Annual General Meeting and shall be additional to their subscription as members of The Settlement. All subscriptions shall be due on September 30th.
5. GENERAL COMMITTEE
 - (i) Composition The General Committee shall consist of the Officers of the Group, (Chairman, Vice-Chairman, Secretary and Treasurer) and four other members. These Officers and Committee members shall be elected at the Annual General Meeting from members of the Players.
 - (ii) Resignation If a member of the Committee resigns prior to an A.G.M. the Committee shall have the power to appoint any member of the Players as a replacement.
 - (iii) Function The affairs of the Players shall be managed by the General Committee, in particular they shall appoint:
 - (a) The Producers, Stage Manager keeper of the wardrobe and any other Official as they deem fit.
 - (b) The Secretary(s) of the Theatre Club.Such appointed person(s) may be invited to committee meetings at the discretion of the Committee.
 - (iv) Meetings The General Committee shall meet no less than three times a year.
 - (v) Notice Normally at least 7 days notice of meeting shall be given to each members of the committee.
 - (vi) Voting Only members of the Committee as described in (i) and (ii) above are entitled to vote at Committee meetings. The Chairman shall have a second and casting vote.
 - (vii) Quorum The Quorum for a Committee Meeting shall be four committee members and shall include at least one Officer and one ordinary member.
 - (viii) Sub Committees The General Committee shall have the power to set up sub committees. Such sub committees shall report to the General Committee. Any executive decision based upon findings or recommendations of any such sub committee shall be made by the General Committee.
6. FINANCE AND PROPERTY
 - (a) All money received on behalf of the Players shall be kept in safe custody by the Treasurer.
 - (b) All cheques drawn on the Players shall be signed by the Treasurer plus one other Officer.
 - (c) All properties, stage equipment etc. which have been or may be

acquired by the Players shall be considered to be the property of The Settlement Players.

7. ANNUAL GENERAL MEETING

- (i) Business The business of the Annual General Meeting shall be to:-
- a) Receive and approve appropriate reports by the Officers on the activities of the past year.
 - b) Receive and approve the audited accounts of the Players to the end of the Financial Year on June 30th.
 - c) Elect the Officers and members of the General Committee. Nominations for Officers and Committee members shall be proposed and seconded by two members of the Players with the consent of the nominee.
 - d) Appoint a duly qualified auditor for the new Financial Year.
 - e) Transact any other business on the Agenda.
- (ii) Notice At least 14 days notice shall be given in writing to each member of the Players.
- (iii) Voting Only members of the Players are entitled to vote at the Annual General Meeting. The Chairman shall have a second and casting vote.

8. AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution shall only be made at the Annual General Meeting or an Extraordinary General Meeting. Notice of proposed amendments shall be given in writing to the secretary at least 28 days before the meeting and details of such proposals shall be given in the notice convening the Meeting. A proposal to amend the Constitution shall only be carried if passed by at least two thirds of Members present at the Meeting.

9. EXTRAORDINARY GENERAL MEETING

The General Committee shall have the power to call an Extraordinary General Meeting and shall be bound to do so within 21 days on receiving notice in writing signed by not less than 10 members.

- (i) Business – The business transacted must appear on the Agenda and no other business may be discussed.
- (ii) Notice – At least 14 days notice shall be given in writing to each member of the Players.
- (iii) Voting – as for the A.G.M.

10. THEATRE CLUB

- Any person shall be entitled to become a member of The Settlement Players' Theatre Club on payment of a subscription determined by the General Committee.
- Membership of the Theatre Club shall entitle members to such privileges as shall be determined by the General Committee.
- Subscriptions shall be collected by the Secretary(s) of the Theatre Club and handed to the Treasurer for safe keeping.

11. DISSOLUTION

The Settlement Players may only be dissolved by a special resolution passed at an Annual General Meeting. Such a resolution must be passed by 75 per cent of the members present or not. In the absence of any resolution to the contrary the whole of any assets of The Players shall become the property of The Letchworth Adult Educational Settlement.