

WIMBORNE COMMUNITY THEATRE

CONSTITUTION

1. Name

The name of the group is Wimborne Community Theatre (WCT).

2. Aim

To create performances in sites of local interest that explore the past, present and future of a community through the arts.

3. Objects

- (i) To develop creativity and empower individuals through all aspects of performance.
- (ii) To build self-esteem and self-confidence within the dynamics of working in a friendly, supportive group towards a common goal.
- (iii) To encourage a sense of place and experience the environment in different ways.
- (iv) To work in partnership with professional artists and others to:
 - Put on performances and joint projects
 - Enhance creative skills.

4. Steering Group

The role of the steering group is to support WCT's activities including:

- (i) The running of WCT and its projects
- (ii) Sourcing and raising funds including grant application submissions
- (iii) Reviewing and setting the annual subscription levels
- (iv) Appointing artists and others to support the WCT's work
- (v) Liaising with project partners and other stakeholders
- (vi) Ensuring sure that WCT has appropriate venues/sites where it can meet
- (vii) Proposing projects and reviewing their success
- (viii) Arranging an general meetings for all members of WCT
- (ix) Arranging appropriate insurance cover
- (x) Recommend to the membership any changes to the constitution

Membership

The steering group will consist of up to 8 members of WCT from whom a Chair, Treasurer and Secretary will be appointed officers and 1 place will be specifically reserved for a young representative member. Up to 3 co-optees within or from outside WCT may be appointed by the steering group to provide particular expertise or support.

If a vacancy occurs during the year the steering group may appoint a new member to fill that vacancy up to the next AGM. Should a vacancy arise from within the appointed officers, the steering group will appoint to fill the vacancy up to the next AGM.

Terms of office

While there is no set term of office, the membership of the steering group will be reviewed annually with volunteers being requested from the members of WCT including

existing steering group members. If there are more volunteers than spaces available an election will be held.

Chair

The role of the Chair includes:

- (i) Chairing steering group and other meetings including general meetings
- (ii) The chair will have a casting vote if there is an equality of votes
- (iii) Represent WCT or ensure that where it needs representation and they are not available that a suitably briefed member or other representative is available where possible.

Treasurer

The role of the Treasurer includes:

- (i) Set up WCT's banking and savings accounts, keeping the cheque books safe
- (ii) Take and bank the subscriptions and other income
- (iii) Keep adequate records of transactions and demonstrate openness and transparency
- (iv) Make authorised payments
- (v) Make sure the annual accounts are independently audited
- (vi) Report the income and expenditure to the steering group and the AGM

Secretary

The role of the Secretary includes:

- (i) Produce the agenda for the steering group and general meetings
- (ii) Take notes of the meetings and making them available to the steering group and the members
- (iii) Ensure the records and formal documents of WCT are maintained and updated, as necessary
- (iv) Ensure that any licences, authorities etc necessary are obtained to ensure that WCT does not contravene any legislation or regulations
- (v) Arrange insurance cover for WCT

5. Meetings

The steering group shall meet 4 times a year but more regularly as necessary to support specific projects and other work. Any member of the steering group may request a meeting.

General meetings may be called by the Chair or at least 3 members of the steering group or 5 members of WCT who ask the chair to call a meeting, 14 days notice must be given.

There will be an annual general meeting, its business will include:

- (i) a report on the year's activities from the chair
- (ii) an annual statement of WCT's financial position from the treasurer
- (iii) plans for the coming year(s)
- (iv) membership of the steering group

6. Quorum

There shall be at least 2 members of the steering group at each steering group meeting to be able to take decisions.

At general meetings there must be a minimum of 5 members of the WCT for decisions to be valid.

7. Membership of WCT

Membership is open and not restricted. Members pay a regular subscription. The steering group shall determine the level and mechanisms for payment.

8. Accounts

An income and expenditure account shall be maintained together with records to support any spend.

9. Bank Accounts

Bank or building society accounts shall be set up as necessary. Each account shall be in the name of Wimborne Community Theatre (WCT). Cheques must be signed by two people authorised by the steering group, one of whom must be an officer (Chair, Treasurer or Secretary).

10. Application of income (use of the WCT's money)

The property and funds of WCT must be used only for promoting the Objects and do not belong to the members of WCT.

11. Dissolution (Winding up of WCT)

If the steering group by a simple majority decide at any time that it is necessary or advisable to dissolve WCT, it shall call a general meeting for which meeting not less than 21 clear days' notice (stating the proposed resolution) shall be given. If a two-thirds majority of those present and entitled to vote confirm the proposals, the steering group shall have the power to realise any assets held by or on behalf of WCT. Any assets remaining following the payment of any debts or liabilities shall be given or transferred to some other not for profit or charitable group or groups with aims similar to the aims of WCT.

12. Amendments to the constitution

Amendments to the constitution shall be agreed by the majority of WCT in attendance at the meeting where they are being considered.

Signed:
Chair
Date adopted: