



Rules & Constitution

Date Of Issue: April 2009

Title

1. The group shall be known as The Landseer Players.
2. This title is reserved solely for The Landseer Players as a whole and shall not be used by any member or group of members without the authority of the Executive Committee.

Aims & Objects

3. The aim of The Landseer Players is to encourage, promote and educate the local community in amateur dramatics by producing & performing suitable material.

Conditions Of Membership

4. It is a condition of membership that all membership subscriptions and production fees shall be paid promptly at such levels & intervals as may be proposed by the Executive Committee & agreed at an Annual General Meeting or an Extraordinary General Meeting. Failure to pay any subscriptions may result in members being disqualified from taking part in any Landseer Players activities and all membership fees must be paid in full by 30th November. All productions will incur a production fee.
5. All prospective members will be required to fill in a membership application form. The acceptance by The Landseer Players of a new member does not necessarily guarantee that member will be given an acting part. Applicants for new membership wishing to be considered for performing parts may be requested to attend an audition. Auditions for new members will be conducted by the Director or person(s) nominated by the Director.

Executive Committee

6. The business of The Landseer Players shall be managed by an Executive Committee, which shall be elected at the Annual General Meeting. All Executive Committee members will be required to submit Child Protection documentation. The Executive Committee shall consist of :-

Chairman

Secretary

Treasurer

Plus 6 Other Members

7. The Executive Committee will have the powers to co-opt additional members to meet any special need that may arise. They may also appoint, from among the groups' membership, any posts that may be required by any local or national legislation.
8. The Chairman of the Executive Committee will have a second or casting vote in the event of a tie by those present & voting.
9. The Executive Committee shall appoint from amongst their number a Vice-Chairman who shall, at all times, act in the absence of the chairman. The Executive Committee shall also appoint a Membership Secretary from among the membership.
10. Not less than 5 members shall form a quorum to carry on the business at a meeting of the Executive Committee.

Duties Of The Executive Committee

11. The Executive Committee shall be responsible for all the day to day activities of The Landseer Players including invitations to Directors, the selection of productions, the setting of budgets, arranging suitable insurances, buying or hiring of equipment, confirming membership applications & producing any rules necessary for the well-being of The Landseer Players.
12. The Executive Committee may suspend or expel any member if they deem such action desirable in the interests of The Landseer Players, subject to the right of appeal, by the member concerned, to arbitration, as recommended by the National Operatic And Dramatic Association.
13. Members of The Landseer Players involved in a production are required to give full commitment to rehearsals, when called, as well as to performances. During rehearsals, members are expected to give co-operation, concentration & attention to the Production Team. Members failing to comply with these requirements or failing to attend rehearsals without a valid reason, may result in the Executive Committee prohibiting a member from taking part in a production.
14. The Executive Committee will be responsible for forming Production Committee(s) for each production undertaken by The Landseer Players. These committees may consist of the Director, Producer, Musical Director, Choreographer, Technical Director, Lighting Director, Stage Manager, Wardrobe Manager, Treasurer, Publicity / Tickets Manager, Front Of House Manager, with powers to co-opt as necessary.
15. The Executive Committee will be responsible for setting up sub-committees as may be required (i.e. publicity, fund raising, social activities etc.) These sub-committees to have the power to act in their own right, but will remain responsible to the Executive Committee & will be expected to keep within any budget or brief set. A quorum for sub-committees shall be set at one member over half the total membership of such sub-committee.
16. All sub-committees should appoint a chairman from within their number, this chairman to have a second or casting vote in the event of a tie by those present & voting.

Casting

17. The Director of each production for The Landseer Players will have complete control of casting, which, at the Directors' discretion, may be by selection or audition to suit any requirements.



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Election Of The Executive Committee

18. Only fully paid up members of The Landseer Players, aged 18 and above, will be eligible for membership of the Executive Committee.
19. The election of the Executive Committee will take place at the Annual General Meeting of members.
20. The Executive Committee will be elected as defined in paragraph 6 of this constitution & will hold office for a period of 3 years. Executive Committee members will retire by rotation but will be eligible for re-election if they indicate their willingness to serve again.
21. A member of the Executive Committee is required to give 28 days notice prior to an Annual General Meeting or Extraordinary General Meeting of his or her intention to resign or not seek re-election.
22. A nominee must be in full agreement of being proposed for election to the Executive Committee. Nominations for election to the Executive Committee must have a proposer & seconder & voting will be by a show of hands. In the event of more than 1 nomination being received, a secret ballot will decide. A proposer and seconder must be fully paid up members of The Landseer Players and aged 16 and above.
23. All nominations for membership of the Executive Committee must be received by the Secretary not less than 7 days before an Annual General Meeting or Extraordinary General Meeting.

Annual General Meeting

24. The Annual General Meeting of The Landseer Players will be held on a date to be decided by the Executive Committee. This meeting will normally be during the month of April. Notification of the date & place of the meeting to be given to all members at least 28 days in advance.
25. Only fully paid up members, aged 16 and above, will be entitled to vote at an Annual General Meeting. A quorum for an Annual General Meeting shall be set at one member over a third of the total membership of The Landseer Players at the time.
26. The full accounts of the funds of The Landseer Players will be presented each year to the Annual General Meeting.

Amendments To The Constitution

27. This Constitution can only be altered or amended at a general meeting of members of The Landseer Players.
28. Any proposed alteration or amendment must be notified to all members not less than 28 days prior to the date of such general meeting.
29. An amendment is considered to have been carried if it received a two-thirds majority of votes by members present & voting.

Extraordinary General Meeting

30. An Extraordinary Meeting of The Landseer Players can be called by the Executive Committee under the same arrangements as those for an Annual General Meeting.
31. The Executive Committee is required to call an Extraordinary General Meeting of members if requested to do so by a minimum of 10 fully paid up members.
32. Members must receive not less than 7 days' notice of the date of an Extraordinary General Meeting & the purpose of such meeting should be notified at this stage.
33. Only the business for which the meeting was called may be undertaken at an Extraordinary General Meeting.

Ceasing Of Activities

34. In the event of The Landseer Players ceasing its activities, all funds remaining after the discharge of all debts shall not be paid to or distributed among the members, but shall be placed in the hands of trustees to be appointed by a general meeting convened for the purpose of deciding on such a cessation & of which 7 days' notice shall have been given to the members. If, after a period of 7 years, there has been no renewal of activity, the trustees should apply the accumulated funds to such other charitable institutions as may be fitting with regard to the stated aims & objects as laid out in paragraph 3 of this Constitution.