

CULTER THEATRE CLUB



C/o Culter Village Hall, North Deeside Road, Peterculter, Aberdeen, AB14 OUD

Proposed Constitution as drafted by the members on 25th March 1992, and amended by the Committee on 11 August 1992.

NAME: The Club shall be called CULTER THEATRE CLUB, "CTC".

OBJECTIVES

The objectives on the Club are to foster and promote the maintenance, improvement and development of artistic knowledge, understanding and appreciation among the inhabitants of Peterculter and the surrounding district, hereinafter called the Area of Benefit.

As ancillary to the foregoing objectives, but not otherwise:

- a. to act as a co-ordinating body for individuals and organisation, both Amateur and Professional, and to provide the means of liaison between such individuals and organisation and the appropriate committees of the Local Authority Arts Committee, S.C.D.A. or other similar bodies.
- b. to present, or assist in presenting, public concerts, dramatic performances, recitals of music, dance or spoken word, festivals or other similar events.
- c. to bring to the attention of the residents in the Area of Benefit the work of artists in the fields of theatre and music.

ADMINISTRATION

A Committee who will be empowered to operate the club to achieve the objectives shall administer the affairs of the Club.

The Committee will consist of 12 members, including the Chairperson, Secretary and Treasurer and a maximum of 2 representatives from the Junior Members

The Chairperson, Secretary and Treasurer shall be elected by a majority vote of all members entitled to vote at the annual General Meeting (AGM) each year. And will serve for one year. They may be available for re-election, if they so wish, immediately or in subsequent years. In any case, an individual may not hold the office of Chairperson, who is deemed head of the Club, for more than three consecutive years at one time.

Other Committee members shall be elected by a majority vote at the AGM each year, to serve for a period of one year. Three members standing down each year, by rotation, but may make themselves available for re-election, if they so wish, immediately or in subsequent years.

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The Committee before its commencement must formally approve all projects undertaken by the Club.

An Artistic Co-ordinator/Director must be appointed for all projects and this appointment must be formally approved by the committee before commencement of the project.

Contact points for other outside organisations will be the appointed members of the Committee.

In the event of a Committee members retiring before the completion of their term of office, the Committee have the power to co-opt a member of the Club to fill the vacancy for the unexpired term. If determined to be appropriate by the Committee, the vacancy may be filled by the election of a full member at the AGM.

The foregoing does not preclude the appointment by the Committee, and from the members of the Club, of an assistant Secretary and/or assistant Treasurer if the Committee so determines. Such appointments will not have any additional voting rights on the Committee.

RULES

1. Each Artistic Co-ordinator appointed will agree a budget for their project before its commencement, after discussion with the Committee. If the project is deemed by the Committee to be a "revenue earning project" then rule 3 will apply.
2. Any publicity or publication that refers to or concerns the activities of the Club must be cleared by at least four members of the Committee. The four members must include the Chairperson and the person appointed to publicise any specific project which is to be part of the publicity.
3. Any project designated as a "revenue earning project" will be budgeted to "break Even at a minimum. "Break Even" will be defined as Ticket income ONLY minus all production costs.

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MEMBERSHIP

There will be 4 classes of membership, namely:

ADULT: For those aged between 18 – 60 years and on payment of an annual subscription, the amount of which is to be determined by the membership at the AGM.

JUNIOR: For those aged between 10 – 18 years (or having reached Primary 6 (whichever is the sooner)) and on payment of an annual subscription, the amount of which is to be determined by the membership at the AGM.

CONCESSIONARY: For those aged 60 years and over or the unwaged and on payment of a reduced annual subscription the amount of which is to be determined by the membership at the AGM.

FAMILY MEMBERSHIP: Comprising 1 or 2 adult members and any eligible children between the ages of 10 – 18 years (or having reached Primary 6, whichever is the sooner) and on payment of an annual subscription, the amount of which is to be determined by the membership at the AGM.

SUBSCRIPTIONS

Annual subscriptions become due on 1st February each year and a person will be deemed not to be a member unless the Subscription is paid by 1st March in the same year. If new members join (in August/September) for the Pantomime then those new members must pay the full annual subscription.

VOTING

Members will be entitled to vote at the AGM, or any Extraordinary General Meeting. Decisions being on a majority vote, the Chairperson having the casting vote.

Only Junior members aged 16 (before 1st February) or over will be entitled to vote at AGM or Extraordinary General Meetings. All other Junior members may be present and speak at the AGM or Extraordinary General Meetings.

At Committee meetings each member will have one vote, decisions being made on a majority vote, the Chairperson has the casting vote in all cases. Any Artistic Co-ordinator will only have a vote in Committee on agenda items concerning their project. In the event that the Artistic Co-ordinator is also a member of the committee they will have only one vote. In the event that the Artistic Co-ordinator is also the Chairperson and a vote is tied, then the Chairperson, Artistic Co-ordinators vote will be discounted

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Voting will not be taken at Committee meetings unless there is a quorum of 7 members.

The Artistic Co-ordinate for each project will be an ex-officio member of the Committee for the duration of their project. (Which period shall include the presentation of a final report – including financial results of the project).

The Chairperson or their Committee delegate will be ex-officio members of any other sub-committees or working parties connected with the project, and will have voting rights on each occasion.

FINANCIAL

The financial year of the Club shall end on 31st December each year and the accounts shall be audited by an independent accountant and presented by the Treasurer to the Committee as soon as reasonably practicable, and also at the AGM which shall be held in January of the following year.

The Treasurer should regularly present details of the financial position of the Club to the Committee, preferably at each meeting of that Committee, together with appropriate documentary evidence.

The income and any profit of the Club, whensoever and howsoever derived, shall be applied solely towards the promotion of the objectives detailed above, and no proportion thereof shall be paid as salary or wages, or transferred directly or indirectly to any member of the Club, except as reimbursement of approved and receipted expenses.

Any unauthorised over-spending of budgets and unreceipted claims will not be reimbursed by the Club, unless previously approved by a quorum of seven Committee Members. Any requests for advance payments must be approved by the Committee. Receipts must be produced to cover all advances. Any over-spending of advance payments and unreceipted claims will not be reimbursed by the club.

Although all profits are to be used as above, this does not preclude a capital sum being accrued to ensure that the financial commitment of the Club can be met in the instance of the major failure of a production or similar event. It is essential that the Club makes every effort to be self-supporting under all probable circumstance supplementing it artistic effort with fund raising activities providing these are secondary to the objectives detailed above. Sponsorship from local concerns may be sought if it is deemed appropriate to maintain the self – financing status of the Club. The amount that may be accrued in any capital fund will be determined by the Committee and modified as and when necessary.

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CONSTITUTION

No alteration to this Constitution shall be made except at the AGM or at an Extraordinary General meeting called for that purpose, in either case at least 20 days notice will be given, together with the issue with the proposed changes, to all the members.

A resolution to alter the Constitution shall not effective unless it is carried by at least two thirds of those present entitled to vote.

WINDING UP CLAUSE

If upon winding up or dissolution of the Club there remains, after satisfaction of all its debts and liabilities, any property or funds, these shall not be distributed to members of the Club but held in trust by Culter District Community Association (CDCA) for a period of 5 years to enable the formation of a new club within "the area of benefit". Thereafter, if no new club is formed then all Lighting, Sound equipment and musical instruments will be gifted to CDCA and all other assets may be given to a charitable organisation have similar objectives concerning the Arts.

PRESENTED BY THE COMMITTEE FOR DISCUSSION AT THE EXTRAORDINARY
AGM ON 2000

TYPED UP, INCLUDING ALL RECENT AMENDMENTS BY THE CLUB
SECRETARY ON 2000.