

THE CONSTITUTION - GODALMING THEATRE GROUP

The Society will be known as Godalming Theatre Group (hereinafter called GTG).

GTG is a registered Charity No.1131714

OBJECTIVES

- To encourage members to take an active interest in live theatre through participation in theatrical productions.
- To encourage the wider community to take an active interest in live theatre through visits to and involvement with GTG theatrical productions.
- To promote, maintain, improve and advance education in particular through the encouragement of the arts, including productions relating to the arts of drama, comedies and musicals.

MEMBERSHIP

Membership will be open to all who are willing to participate in and support GTG's activities. It is a requirement that anybody wishing to perform in any of GTG's productions should be a paid up member of the group.

There are two levels of membership Full and Temporary.

The Full membership subscription will be levied on each Full member. This will become due on or after 1st July each year (in line with the financial year) and can be paid annually or monthly by standing order.

Temporary membership is for the duration of the production process from the first rehearsal to the final show and becomes due on the first day of rehearsals.

The amount of subscription will be fixed at the discretion of the Committee, which also has the power to adjust the amount of subscription for a certain person or groups of persons in some circumstances.

Any person wishing to terminate their membership should do so in writing to the Chair; no refund of membership subscription will be issued.

The Committee of the GTG will have the power to terminate the membership of any person where this action is considered desirable in the interests of the GTG.

ORGANISATION

The GTG will be administered by an elected Committee. Committee members are elected for terms of three years (see below re extensions). The elections shall be held at GTG's Annual General Meeting (AGM). Only Full members may vote, and only Full members may stand for election.

The Committee will comprise the following officers and members:

- Chair (officer)
- Secretary (officer)
- Treasurer (officer)

- Up to seven other committee members

Each year, the Committee will nominate a Vice Chair for the group in order to Chair committee meetings in the absence of the Chair.

Charity trustees

Five of the officers and committee members must be registered with the Charities Commission, with one named as Chair and the other four as Trustees. All Trustees must be eligible in accordance with the Charity Commission rules¹.

The Secretary is responsible for ensuring all the requirements of the Charities Commission are met, including ensuring the Trustee names, the GTG's contact details and the constitution is updated when amended.

The Treasurer is responsible for ensuring the accounts are filed with the Charities Commission in accordance with the required annual schedule.

Committee Composition

Nominations for changes to the above officer or committee member positions must be submitted to the current Chair at least seven days before the AGM.

To ensure the quality of GTG's leadership, it is important to maintain a strong range of expertise on the Committee. In order to balance the operational, legal, financial and arts-related skills required to thrive, an annual Committee skills audit will be undertaken which will inform consideration of future committee members and officers.

The Chair will canvas for new committee members as needed in the weeks leading up to the AGM. Prospective committee members will undertake the above skills audit, allowing the committee to decide preferred candidates to be taken forward to the AGM for election. Consideration will be taken into account to ensure a diverse committee membership.

Only those persons duly elected at the AGM will:

- a) occupy one of the above-mentioned positions
- b) be empowered to vote at a Committee meeting, with the casting vote held by the Chair (Vice Chair in absence of the Chair)

Committee members must remain full members to remain on the committee. New committee members who are not already full members of the group are required to become full members within three months of joining the committee.

The Committee will also appoint production teams when appropriate, who will work in conjunction with the Committee.

An officer or committee member may serve for up to three consecutive terms of three years before standing down – and then one year must pass before they may stand again. However, it

¹ <https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>

is at the discretion of the committee to waive those conditions if, in their opinion, exceptional circumstances require it².

In the event of an officer or member standing down during the year, or a vacancy existing, a replacement may be co-opted and will be formally elected at the next Annual General Meeting.

The Secretary will maintain a record of officers and committee members, detailing the date when the terms of office commence. This will be reviewed at each Annual General Meeting of members.

Committee officers and members will not be remunerated for their work on the committee, although reasonable expenses, as agreed by the Chair and Treasurer, will be reimbursed upon request.

MEETINGS

Annual General Meetings

The AGM of the GTG will take place each year on an agreed date at the beginning of the GTG's theatrical season - which will normally start in September.

The AGM must be held within fifteen months of the previous AGM.

All Members, Friends and Patrons will be notified by email at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for officers or committee members must be made to the Secretary no later than seven days before the meeting. If nominations are not received, those members who wish to remain on the committee or as officers will be re-elected by a show of hands among paid up full members at the meeting.

Where there is more than one person nominated for an **officer** position, the election shall be by secret ballot by paid-up among Full Members present at the meeting and by email as directed in the AGM information. Email ballots must be received before the start of the AGM allowing the decision to be approved at the AGM itself. NB. paid-up is defined as a person who has paid the full membership fee at the end of the current year, set by the Committee at the last meeting of each financial year.

At the AGM:

- The minutes of the previous year's AGM will be presented and approved.
- The committee, via the chair, will present a report of the work of GTG over the year.
- The committee will present the accounts of GTG for the previous year.
- The officers and new committee members, or those who wish to commence a new term of three years, for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

² These are likely to include a situation where it is deemed that too many of the officers or committee members would leave the committee at the same time or the officer or committee member has a role which it is not possible to assign to another (e.g. treasurer)

Before any business can be concluded it is necessary to have a quorum of persons present. A quorum shall be thirty percent of the paid-up membership. This figure will be calculated in readiness of the AGM.

Committee Meetings

The committee will meet monthly or as and when the business of the GTG so dictates. A quorum for committee meetings shall be five persons, including at least one officer.

Any committee member not attending a meeting without apology for three months will be contacted by the Secretary and asked if they wish to resign.

The committee meetings will be open to any full member of GTG wishing to attend, who may speak but not vote.

FINANCE

A Treasurer will be elected at the AGM who will be responsible for maintaining GTG's accounts in accordance with standard accounting practice. The Treasurer will submit a financial statement at each Committee meeting as necessary. The Treasurer will present the accounts for the previous financial year for approval at the AGM. These accounts shall be subject to annual audit; the auditors to be appointed by the AGM. The Treasurer will be responsible for bringing to the Committee's attention any actual or potential tax liability. It will be the Committee's decision, subject to the necessary advice, as to what action should be taken.

The financial year will commence on the 1st July and conclude on 30th June.

Any surplus of income over expenditure shall, under no circumstances, be distributed to members, patrons or any other party.

FRIENDS/PATRONS

GTG will operate a scheme whereby Friends/Patrons will make a donation, as set by the committee, to GTG and in return receive regular communications and other benefits including priority bookings for shows. Any amount donated above the minimum shall be at the Friend's/Patron's discretion.

Friends/Patrons have no voting rights at the AGM.

AFFILIATIONS

The GTG will seek affiliation to any other group or organisations that may assist in the furtherance of its activities.

GTG POLICIES

All GTG policies can be viewed on the GTG website <https://www.gtguk.com/gtg-policies>

GDPR

GTG complies with the terms of the Data Protection Act 1998 and has an effective data governance programme in place.

EQUAL OPPORTUNITIES

GTG will not discriminate on the grounds of sex, gender reassignment, pregnancy, race (including colour, nationality, ethnic or national origin), sexual orientation, disability, religious or belief, marital status or age.

DISSOLUTION

In the event of dissolution of GTG for any reason, any balance of funds remaining in hand after the realisation of assets and payment of debts shall not be distributed among the members of GTG but shall be donated to one or more registered charities or other deserving theatrical causes.

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