

# The Leadenham Players

## Constitution

### **Introduction**

The Leadenham Players (the Group) has been in existence since 1979 putting on shows for the enjoyment of members and our audiences in the local community.

The informality of our organisation has been and remains one of our strengths, but our success has brought assets and responsibilities that demand some written guidelines that all participants can understand.

This document sets out a framework of rules within which the members have agreed to work. It defines our aims and objectives, how we govern ourselves and our activities to achieve these and what would happen to our assets if the group ever folded.

This constitution supersedes any other constitution previously in place alluding to the Leadenham Players under the supervision of Leadenham Village Hall 2000.

### **Aim**

The aim of the Group is to promote amateur theatre in the local community.

### **Objectives**

To produce at least one performance per year in the Leadenham Village Hall, Main Road, Leadenham LN5 0QB

To encourage and support the development of junior members of the Group

### **Membership**

Anyone in the local community of may join the Group by participating in or assisting with, in any capacity, a production.

Junior members must be 5 years of age or older subject to the parent being an active member of the Group.

New members are invited through the existing membership, advertisements and publicity.

Annual Membership fees for 2023/2024 are:

Full adult member (18 ys+)	£40
Junior member (<18 yrs)	£20
Affiliate member (non-performing)	£20

Membership fees are set by the Group committee and agreed at the annual AGM

### Governance

The Group shall hold an Annual General Meeting in the spring of each year after 31st March, the close of the financial year. The agenda shall always include as a minimum:

- Approval of the minutes of the previous AGM
- Matters arising from the previous AGM
- Election of the Committee
- Discussion and approval of the annual accounts
- Appointment of the Director for the production for the following year
- Review of the Group Policies
- Any other business

### The Group Committee

The Group will have a Committee made up of elected members to lead and manage the running of the The Leadenham Players "The Group" and referred to as the Committee

Position	Term (years)	Responsibilities
Chair	2*	<ul style="list-style-type: none"><li>• Leader of the Leadenham Players with responsibility to the overall direction and success of The Group.</li><li>• To organise and run monthly (or more frequent) committee meetings as required</li><li>• To have the casting vote on the committee in the event of a split vote</li><li>• Create new constitution for The Group</li></ul>
Vice Chair	2*	<ul style="list-style-type: none"><li>• To support and assist the Chair in overall running of The Group and to deputise for the Chair when required.</li></ul>
Treasurer	1	<ul style="list-style-type: none"><li>• To manage The Groups finances in an orderly and transparent manner reporting financial accounts on a monthly basis to the committee</li><li>• Ensure all monies are collected and paid as agreed by the Committee</li><li>• Responsible for the correct insurance cover for The Group and it's members</li></ul>
Secretary	1	<ul style="list-style-type: none"><li>• To manage all correspondence and external dialogue with Leadenham Village Hall 2000</li><li>• To maintain records / minutes of all Committee meetings for the approval at the following meeting</li><li>• To be the administrative point of contact for The Group</li></ul>

Communications	1	<ul style="list-style-type: none"> <li>To be responsible for all communications from The Group on social &amp; traditional media (including show programmes) with regard to the The Group's stage performances.</li> <li>Responsibility for the maintenance and content of The Group website</li> </ul>
Director	1	<ul style="list-style-type: none"> <li>To choose and manage the direction of the production</li> </ul>

*\*the Chair and Vice chair roles are staggered over the 2 year term*

The Committee may have any number of members but as a minimum there shall be a Chairman, Vice Chair, a Secretary, a Treasurer and Communications Lead.

The minimum attendees to form a quorum at Committee meetings is 3.

The Director of the production shall also, normally, be elected on to the committee.

The committee may co-opt other members of the group to join the committee for particular purposes.

### **Safeguarding Policy**

The Group recognises its duty of care under the:

- Children and Young Persons Act 1963,
- Child (Performances) Regulations 1968,
- Protection of Children Act 1999 and,
- Criminal Justice and Court Services Act 2000.

### **The Group Finances**

The Group shall have a bank account, which requires two signatures for the withdrawal of money and the payment of bills.

The two signatories shall normally be the Chairman and the Treasurer but the Chairman may authorise alternative or additional signatories through the bank.

The Treasurer shall prepare a balance sheet and a profit and loss account for each year ending 31st March for audit and subsequently for presentation to and approval by the Annual General Meeting.

### **Insurance**

The Group holds adequate insurance for Public Liability, Property and performances. Insurance to cover abandonment subject to the premiums involved.

### **The Group Policies**

The Group operates within and maintains the following policies:

- **Child Protection & Safeguarding Policy – Appendix 1**
- **Code of Conduct – Appendix 2**

- **Equality and Diversity Policy – Appendix 3**
- **Health & Safety Policy – Appendix 4**
- **Privacy Policy – Appendix 5**

### **Dissolution of the Group**

In the event that the Group dissolves itself or in any other way ceases to exist, all funds and other assets shall be transferred to similar local societies or charities.

### **Amendment of the Constitution**

This constitution may only be amended by a resolution presented to and approved by the Annual General Meeting.

Signed

Jane Thorne  
Committee Chair  
Leadenham Players

Date approved: 26 July 2023