

## THE NEW QUORNDON SHAKESPEARE COMPANY

### CONSTITUTION (updated March 2021)

#### 1. NAME

The name of the club shall be The New Quorndon Shakespeare Company hereafter referred to as the NQSC.

#### 2. MEMBERSHIP

- 2.1 Membership of the NQSC is open to all on payment of a nominal subscription fee set annually by the Committee.
- 2.2 Membership subscriptions are payable at any time in the Company's financial year (1st July to 30th June).
- 2.3 Directors are responsible for ensuring that the cast and crew of each production pay a Production Fee set by the Committee, and are Members of the Company.
- 2.4 Front-of-House staff, caterers, costume makers, set designers and constructors are not required to pay the Production Fee but should be Members, except for casual help approved by directors and recorded by the Company if public indemnity and insurance cover is required.

#### 3. MANAGEMENT COMMITTEE

- 3.1 The business of the NQSC shall be managed by a Committee consisting of at least 5 and no more than 11 members.
- 3.2 The Committee shall be elected annually at the AGM.
- 3.3 The Officers of the Committee shall be-
  - (a) Chair
  - (b) Secretary
  - (c) Treasurer
- 3.4 The Officers of the Committee (Chair, Secretary, Treasurer) shall be proposed, seconded and elected at the AGM.
- 3.5 The Committee may co-opt, without voting rights, up to three additional members with special skills.

#### 4. DUTIES OF COMMITTEE MEMBERS

- 4.1 The Chair shall:-
  - (a) be responsible for the constitutional running of the NQSC
  - (b) chair all general meetings and Committee meetings but may delegate this responsibility to another Committee member
  - (c) present a report on the year's activities to the AGM.
- 4.2 The Secretary shall:
  - (a) keep a full list of members names and addresses
  - (b) keep a written record of all meetings held which shall be available to all members of the NQSC
  - (c) be responsible for correspondence
  - (d) hold the inventory of equipment owned by the NQSC
- 4.3 The Treasurer shall:-
  - (a) keep a record of and oversee all financial transactions of the NQSC
  - (b) present regular financial reports to the Committee
  - (c) prepare a budget and annual accounts for each year ending 30<sup>th</sup> June

- (d) present the books and financial records for the annual audit
- (e) present a report on the NQSC finances to the AGM
- (f) propose the rate of the annual membership subscription
- (g) keep a full record of membership subscriptions paid

## 5. FINANCE

- 5.1 The NQSC will operate a bank account under the name The New Quorndon Shakespeare Company. There will be four signatories and a minimum of two signatures will be required for all account transactions.
- 5.2 The NQSC will complete an annual budget detailing the year's income and expenditure and predicted income and expenditure for the following year.
- 5.3 The annual accounts shall be independently audited.

## 6. MEETINGS

- 6.1 The Committee will meet regularly, at least four times each year, to administer the NQSC's activities. Any member of the NQSC is entitled to attend any Committee meeting, unless the Committee has agreed a closed meeting. Only Committee members may vote at these meetings.
- 6.2 The quorum at Committee meetings will be 50% or three Committee members, whichever is the greater.
- 6.3 The NQSC will hold an Annual General Meeting (AGM) within six months of the end of the financial year.
- 6.4 Members will be given 21 days written notice of the AGM together with the nomination paper for elections to the Committee.
- 6.5 The business of the AGM will be to:-
  - elect the Officers and Committee from nominations received
  - receive and approve the accounts and Treasurer's report for the previous financial year
  - approve any changes in members' annual subscriptions
  - receive the Chair's report on the activities of the NQSC for the previous year
  - appoint the auditor for the current year
- 6.6 An Extraordinary General Meeting (EGM) must be held if requested by at least 20% of the membership
- 6.7 The notice for an EGM shall be the same as for the AGM
- 6.8 The quorum at all General Meetings including the AGM will be 25% of the membership or 20 members, whichever is the smaller.
- 6.9 Only members may vote at an AGM or EGM.

## 7. CONSTITUTION

- 7.1 Any amendment to the Constitution shall be made by the members at the AGM or at a special EGM convened for the purpose.
- 7.2 Details of any proposed amendment shall be circulated to members within the notice for the meeting.

8. ASSETS

- 8.1 In the event that the NQSC discontinues, the Management Committee will be responsible for ensuring that any money held in account by the NQSC goes to clear any outstanding debts.
- 8.2 Thereafter the Management Committee will consult with local Arts Agencies to ensure that any remaining money and resources will be donated to a similar venture or to charity.