

# YSCP CONSTITUTION

*This Constitution was first adopted at our AGM on 30 September 2002. Paragraph 4 was amended at our AGM on 30 September 2013. The whole document was revised and adopted in this form at our AGM on 26 September 2023.*

## TITLE

1. This amateur theatre group set up in 1919 shall continue to be known as “York Settlement Community Players” (“YSCP”).

## OBJECTIVES

2. The main objective of YSCP shall be to present public dramatic performances to the highest standard it can achieve.
  - 2.1. YSCP shall also pursue any other activities directed towards its main objective, such as play readings and drama workshops.
  - 2.2. YSCP may also from time to time mount purely social events for the benefit of its members.

## MEMBERSHIP

3. Membership shall be open to all on payment of an annual subscription. The subscription amount shall be proposed by the Committee subject to approval by the membership at the Annual General Meeting, with concessions for younger members, the unwaged etc. also to be decided at the AGM.
  - 3.1. Members aged 16 years and over shall have one vote at all General Meetings.
  - 3.2. Membership shall run from January to December, with annual subscriptions becoming due on 1<sup>st</sup> January. Any persons whose subscriptions remain unpaid on 1<sup>st</sup> March shall be deemed no longer members.
  - 3.3. In the event of a new member joining after casting of the first production of the year, the subscription payable for the remaining part-year may be reduced or waived at the discretion of the Committee.
  - 3.4. Every effort shall be made to ensure that membership records are kept accurate, up-to-date and only used for the benefit of the Society, in accordance with the Data Protection Act 2018. This shall be the responsibility of the Membership Secretary.

## OFFICERS AND COMMITTEE

4. The management of YSCP shall be in the hands of a Committee of members.
  - 4.1. There shall be up to ten Committee members, which shall normally be made up of officers specifically elected by the Society as follows:
    - 4.1.1. Chair
    - 4.1.2. Secretary

## YSCP Constitution

### 4.1.3. Treasurer

### 4.1.4. Membership Secretary

and up to six other Members with or without a specific role.

- 4.2. Under exceptional circumstances, the Committee shall be permitted to function without a full complement of officers, provided all efforts are made to rectify the situation.
- 4.3. The Committee shall be able to nominate an individual for the honorary post of President for a maximum period of three years, subject to the approval of members at an Annual General Meeting. A President shall not be required to pay an annual subscription but in all other respects will be a full member but will not be a member of the Committee.
- 4.4. The Committee shall be able to nominate an individual for an honorary membership for any period of time (including life) subject to the approval of members at an Annual General Meeting. An honorary member shall not be required to pay an annual subscription but in all other respects will be a full member.
- 4.5. All Committee members shall retire annually, but shall be eligible for re-election if they so choose, by ballot or show of hands at the Annual General Meeting.
- 4.6. The Committee shall hold meetings at least every three months and more frequently as necessary. The quorum for a meeting shall be half the current number of Committee members. If necessary, meetings can be held online at the discretion of the Chair.
- 4.7. Committee decisions shall normally be by simple majority vote. There shall be no casting vote, 'simple majority' being taken to mean *more* than 50% of Committee members present and voting. This is apart from exclusion of members from the Committee or the Society. (Refer to items 4.8.4. and 11.)
- 4.8. The Committee shall have powers and responsibilities as follows:
  - 4.8.1. The main responsibility of the Committee in any year shall be to plan and organise the programme of events for 6 to 18 months ahead.
  - 4.8.2. The Committee shall also carry out the day-to-day management of YSCP in all things, directly or indirectly, in furtherance of YSCP's objectives.
  - 4.8.3. It shall have the power to delegate any of its powers to sub-committees appointed by itself. Non-committee members can be appointed to a sub-committee provided at least one Committee member is also appointed.
  - 4.8.4. It shall have the power to remove from Committee membership any Committee members felt by at least 75% of the full Committee (excluding the member in question) in a formal vote to be neglecting their responsibilities.
  - 4.8.5. In the 12 months following each AGM, the Committee may co-opt up to three members. To continue as Committee members, co-opted members must stand for election at the next AGM.

## YSCP Constitution

- 4.8.6. The Committee may invite anyone to attend a Committee meeting in a non-voting capacity.

## ACCOUNTS

5. All subscriptions and other monies received shall be credited to the Society's bank account.
  - 5.1. The funds of the Society shall be devoted solely to the stated objectives and no payment, either directly or indirectly, shall be made to any member for services to the Society other than reimbursement of legitimate expenses.
  - 5.2. No member may make any purchase or enter into any contract on behalf of the Society without prior permission of the Committee.
  - 5.3. The Society's financial year shall run to the end of July. Accounts should normally be prepared at the year-end in time for consideration at the Annual General Meeting in September.
  - 5.4. The Committee shall have the power to appoint an Independent Examiner of its annual accounts if it decides this is appropriate for any reason.

## ANNUAL GENERAL MEETING

6. The Annual General Meeting shall be held between 1<sup>st</sup> and 30<sup>th</sup> September each year. If necessary, the AGM can be held online at the discretion of the Committee.
7. The AGM shall transact the following business:
  - 7.1.1. Receive the Secretary's report on the year's activities, and the Treasurer's statement of accounts for the year.
  - 7.1.2. Elect the Officers and Committee for the ensuing year.
  - 7.1.3. Decide the membership subscription for the following year.
  - 7.1.4. Consider any other business.
  - 7.2. The Committee shall give notice of the AGM at least fourteen clear days before the appointed date. Notice shall be mailed or emailed to every member, who shall have the right to examine the books and accounts.
  - 7.3. Five members shall form a quorum at the Annual General Meeting.
  - 7.4. Decisions at an AGM shall normally be by simple majority vote (i.e. more than 50% of members present and voting, with no casting vote) except for termination of the Society, which shall require a vote of at least 75% of the members present and voting.

## EXTRAORDINARY GENERAL MEETING

8. An Extraordinary General Meeting may be convened at any time at the request of the Committee, or at the written request of not less than five members. If necessary, EGMs can be held online at the discretion of the Committee.

## YSCP Constitution

- 8.1. The Chair must hold such a meeting within twenty-eight days of receipt of the written request.
- 8.2. Notice of the meeting shall be mailed or emailed to all members not less than fourteen days before the appointed date.
- 8.3. Ten members shall form a quorum for an EGM.
- 8.4. Decisions at an EGM shall normally be by simple majority vote (i.e. more than 50% of members present and voting, with no casting vote) except for termination of the Society, which shall require a vote of at least 75% of the members present and voting.

## AMENDMENTS TO THE CONSTITUTION

9. The Chair must be notified in writing at least fourteen clear days prior to a General Meeting. Any proposals shall be notified to members not less than seven days before the meeting. To change this Constitution a vote of at least 75% of the members present and voting is required.

## COMPLAINTS

10. Any complaint or grievance shall be sent in writing to the Chair, who shall bring it to the notice of the Committee not later than the next Committee meeting.

## EXCLUSION

11. The Committee shall have the right to exclude from the Society any member who behaves in a way as to bring the Society into disrepute. Such a decision must be reached by a vote of at least 75% of the Committee members present and voting.
  - 11.1. Any member at risk of exclusion shall have the right to make representation, or to appear in person with one supporter, before the full Committee.
  - 11.2. No subscription or part subscription shall be repayable in the event of exclusion.

## CONSTITUTION AND RULES

12. Electronic copies of this Constitution shall be available from the Secretary on request, and shall also be posted on the Society's web site (if any).

## DISSOLUTION OF THE SOCIETY

13. Termination of the Society shall only be by resolution either at an Annual General Meeting or an Extraordinary General Meeting convened for that purpose, and passed by not less than three quarters of the members present and voting.
  - 12.1. In the event of dissolution, the balance of funds of the Society, after payment of all debts, shall be given to other local not-for profit dramatic groups or charities nominated by the Committee consistent with the Society's objectives.