

# THE RUSSETT PLAYERS

## Constitution

1. The society shall be called The Russett Players.
2. The aim of the society shall be to present theatrical entertainments to the benefit the community and the society.
3. There shall be a committee consisting of a chairperson, a secretary, a treasurer and two or more committee members. They shall be elected at the Annual General Meeting. In the event of there being insufficient nominations, one person may, with the agreement of the meeting, hold more than one position on the committee.
4. For a committee of seven members or more a quorum for a meeting shall be five committee members or officers. For a committee of less than seven members a quorum shall be 50% of the committee membership.
5. If, during their year of office, a member of the committee has to relinquish his or her position on the committee, the rest of the committee may co-opt one of their number or any other member of the society, as a replacement.
6. The committee may co-opt any person onto the committee as they feel necessary.
7. A suitable bank account shall be set up for The Russett Players and a minimum of two signatures of designated committee members/officers shall be required for any amount of money paid out of that bank account.
8. The accounts of The Russett Players shall be examined and verified by an independent person a minimum of every two years, and the treasurer shall be excluded from the decision-making process of who is selected to examine the books. This shall be a member of the society or any other person, designated by the committee, excluding the treasurer.
9. The annual subscriptions shall become due as of the inaugural meeting of The Russett Players and thereafter at the end of the Annual General Meeting. Only fully paid up members shall be eligible to attend and vote at the A.G.M.
10. The Annual General Meeting shall be held during September or October.
11. A non-refundable show fee shall be charged to each member of the Society who participates in a production. The purpose of the show fee is to cover necessary costs required to put on a production as well as to secure the members commitment to the production. The show fee shall be decided prior to each and every show and shall be sued solely towards the production costs of that show. Refunds can be authorized by the committee in exceptional circumstances e.g. illness.
12. These rules of the society may be amended at the A.G.M by agreement of the majority of the members at the A.G.M.
13. The decision to terminate the society and the disposal of assets shall be made by a majority vote of fully paid up members of the society.

**A proposed change to the Constitution was discussed and accepted at the Annual General Meeting held on 28<sup>th</sup> October 2014. It was added to Clause 6.**

6(a) Directors of any production for The Russett Players shall, if not already a committee member, be automatically co-opted onto the Committee for the duration\* of their production. The Director would bring a proposed budget and details of their production to the initial committee meeting after their appointment as Director. This would be discussed in depth by the Director and the Committee and the Director would have voting rights over their production.

The Director would not have voting rights over any other business of the Committee. Communication between the Director and the Committee would open at all times.

\*Duration to mean: From the first committee meeting after appointment as a director until the committee meeting that the profit/loss statement of accounts, post production, as 'signed off'.

**A proposed change to the Constitution was discussed at the December committee meeting held on the 15<sup>th</sup> December 2020 due to the extreme circumstances of the CV-19 Pandemic. It was added to Clause 3.**

3(a) The Society is made entirely of volunteers and as such all committee members will act in the best interests of the society promoting a positive atmosphere without intimidation or harassment of any kind.

**Due to the extreme circumstances of the CV-19 Pandemic, A proposed change to the Constitution was discussed at the December committee meeting held on the 15<sup>th</sup> December 2020. This was due to the extreme circumstances of the CV-19 Pandemic and that the matter related to the AGM. It added to Clause 10.**

10(a) One month in advance of the Annual General Meeting the minutes from the prior year's meeting will be distributed to all paid members of the society and all paid members will be invited to attend the AGM.

Existing committee members and officers will notify the secretary within one week of the distribution of the AGM invitation if they are willing to stand again for another term. Similarly, members will be asked to notify the secretary/committee should they wish to stand for a position within a week of the AGM invitation and the secretary will notify the membership should there be more than one application for the same officer position.

Where there is more than one individual seeking election to an officer position, then at the AGM both/all individuals should state why they should be elected and request a proposer and seconder from the members in attendance. Once the proposer and seconders are agreed for all candidates, the attending members of the society at the AGM will be asked to vote on the contested position.

If an individual seeking election cannot obtain a proposer and seconder from the members in attendance, then they should withdraw.

If at AGM all positions are unchallenged, then the society membership in attendance can agree the re-election of officers on mass.

**A proposed change to the Constitution was discussed at the December committee meeting held on the 15<sup>th</sup> December 2020 due to the extreme circumstances of the CV-19 Pandemic. It was added to Clause 12.**

12(a) The rules of the society are a guide for all society members and whilst they do not cover every circumstance which may arise, they should be followed. If there is any clarification or dispute in relation to the rules of the committee, the point should be raised and discussed by the committee.

Due to the nature of the society and the frequency of meetings, it is permissible for decisions in relation to the daily running of the society to be made via email with a majority committee agreement under the quorum rules in 4 above. This does not include alterations to the rules of the society which can only be amended either at an AGM with the agreement of paid society members in attendance, or by committee and only under extreme circumstances such as a pandemic or disaster. This is so the society can work to ensure the safety, safeguarding and wellbeing of their members.

<b>Date</b>	<b>Change log</b>
October 2014	Addition 6(a) – Production Director added to Committee for length of production.
December 2020	Addition 3(a) - Committee and membership conduct
December 2020	Addition 10(a) – Detailed election of committee / AGM
December 2020	Addition 12(a) – Expanded rules & decisions of committee