



Franklin Players Community Theatre

CONSTITUTION

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Revision History

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0.3	2013/12/08	Robert Cunningham	Additions to Clauses and Change of Quorum
0.4	2017/12/03	Mark Paps	Additions to Clauses

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1. CONSTITUTION

- 1.1. Passed by a general meeting of the society on the 3rd day of December 2017.
- 1.2. This constitution is to be made available to all members of Franklin Players Community Theatre via the internet or on request in hard copy format.
- 1.3. This constitution replaces any previous constitution of Franklin Players Community Theatre and all preceding constitutions are considered null and void.

1.4. AMENDMENTS TO THIS CONSTITUTION

- 1.4.1. No amendments to the Constitution may be made except at the Annual General Meeting or at a Special General Meeting.
- 1.4.2. Any proposed amendment(s) must be approved by a two-thirds majority vote of members present at such Annual General Meeting or Special General Meeting.
- 1.4.3. All members must be given at least thirty (30) days' written notice of the proposed amendment(s) and date and venue of the meeting.

2. DEFINITIONS

In this Constitution:

- 2.1. **"NPO"** shall mean a non-profit organisation.
- 2.2. **"Society"** shall mean an organised public body of a voluntary nature with a constitution regulating its affairs.
- 2.3. **"Year"** shall mean the financial year.
- 2.4. **"Committee"** is a body of elected or appointed members who jointly oversee the activities of the Society.

3. GENERAL PROVISIONS

3.1. NAME OF THE SOCIETY

The name of the Society shall be "Franklin Players Community Theatre", hereafter referred to as the Society.

3.2. AIMS AND OBJECTIVES

The aims and objectives of the Society are as follows:

- 3.2.1. To promote participation in theatre, along with an appreciation and knowledge of the dramatic arts, including but not limited to writing, directing, acting and backstage work.
- 3.2.2. To promote an interest in all aspects of theatre.

- 3.2.3. To provide an opportunity for participation in all aspects of stage craft, including but not limited to acting, direction of productions, the provision of light and sound, set design and involvement in stage management.
- 3.2.4. To encourage members to gain a wide experience in all areas of theatre.
- 3.2.5. To provide quality entertainment to the community.

4. STATUS

- 4.1. The Society shall have full legal status and, therefore, the capacity to acquire rights and incur obligations, the capacity to conclude any juristic act and the capacity to sue or be sued in its own name.
- 4.2. All assets, funds and property of the Society shall be held or registered in the name of Franklin Players Community Theatre, and no member or office bearer shall have any rights to property or other assets of the Society solely by virtue of them being members or office bearers.

5. MEMBERSHIP

Membership shall be as follows:

5.1. ORDINARY MEMBERS

- 5.1.1. Any person subscribing an annual fee not less than the minimum amount prescribed from time to time by the Committee, shall be entitled to be enrolled as a member for the year in which this subscription is paid.
- 5.1.2. Any person who has been accepted as an Ordinary Member and who is over the age of eighteen (18), becomes a voting member with a right to vote at Annual General Meetings, Special General Meetings and at the meetings of every committee on which such a member serves.
- 5.1.3. The Committee has the right to decline a request for Ordinary membership provided that all the members of the Committee agree.

5.2. HONORARY MEMBERS

- 5.2.1. The Society may, at its own discretion, name any person who they deem to have done great service to the Society as an Honorary Member in perpetuity of said Society. Honorary Members shall be treated as Ordinary Members except that they are not required to pay the Ordinary Membership fees.
- 5.2.2. Honorary Members shall be proposed by the Society's Committee and are approved by a simple majority vote at an AGM.

5.3. CO-OPTED MEMBERS

5.3.1. The Committee may on the proposal of one of its members at any time co-opt any person, provided two-thirds of its members present at a duly constituted meeting vote for the co-option of such a person. The number of co-opted people shall not exceed six (6) and when co-option is considered, the Society shall have regard to creating a situation of gender, racial and geographical balance as far as reasonably possible, on the Committee. Such duly co-opted members shall so serve until the next election of a Committee at the annual AGM.

5.4. FORFEITURE OF MEMBERSHIP OF THE SOCIETY

5.4.1. The Society may terminate the membership of any person if such a person has not been active for six (6) months, or for any other good reason as determined by the Committee.

5.4.2. The ending of a person's membership shall be affected by the Committee provided that a majority of the members of the Committee agree.

5.4.3. The person whose membership is about to be ended by the Committee, has the right to be heard by the Committee.

5.4.4. When a hearing (referred to in section 5.4.3) takes place, the person concerned may bring another member of the Society who is not a member of the Committee to support him/her on the following conditions:

(a) That the Committee be informed of the attendance of the other member at least three (3) days before the hearing.

(b) That conditions with regard to the role this other member will play during the proceedings, be negotiated between the Committee and the person referred to in section 5.4.4, bearing in mind that this other person will have no voting rights.

5.5. THE SOCIETY SHALL:

5.5.1. Be a body corporate and shall have an identity and existence distinct from its members and/or office bearers.

5.5.2. Still continue to exist even when its membership changes and there are different office bearers.

6. MEMBERSHIP FEES

Every member of the Society must pay a membership fee every year to be deemed a current member of the Society, as well as completing the membership books. The amount is at the discretion of the Society's Committee.

6.1. The current Committee of the Society will decide the amount of the membership fee at the committee meeting prior to the AGM.

- 6.2. The term of membership shall be from the date a member signs the membership book until the AGM.
- 6.3. Membership shall be refused to any person(s) whose membership has previously been revoked or members currently under suspension.

7. RIGHTS OF MEMBERS

The rights of members of the Society are as follows:

- 7.1. All members have the right to participate in an environment which is free from any breach of the Committee's conditions.
- 7.2. Individuals have the right to make a formal complaint to any of the Society's Committee Members, without prejudice, in regard to any rights that have been infringed.
- 7.3. All Members have the right to complain in confidence about any case of infringement of their rights, which may occur within the Society.
- 7.4. All Members have the right to attend any general meeting of the Society and vote on elections, motions and resolutions, providing membership fees are fully paid.
- 7.5. Any Member of the Society has the right to request to attend a meeting of the Committee to discuss an issue or grievance, provided the request is presented to the Secretary in written or electronic format no less than 48 hours before the meeting is scheduled to take place.

8. RESPONSIBILITIES OF MEMBERS

The responsibilities of Members of the Society are as follows:

- 8.1. The Society is strictly apolitical and non-discriminatory.
- 8.2. All Members are charged with upholding the aims of the Society and to hold sacred the principle of free speech.
- 8.3. Members must treat others with dignity and respect and ensure that their behaviour does not amount to a breach of any of the Committee conditions.
- 8.4. Members are expected to discourage such behaviour.
- 8.5. It is the Members' responsibility to report any breach of the Society's conditions where this does not cause any further distress to the person(s) involved.
- 8.6. Allegations of such breaches must be made in good faith, and will likewise be met with disciplinary action, should claims be found to have been falsified.

9. ADMINISTRATION OF THE SOCIETY

- 9.1. The administration of the Society shall be conducted by the Committee, to enable the direction of ongoing activities and foster the aims of the Society.

- 9.2. The Committee shall meet at least 12 times per year. The Committee may regulate its own procedures. The Secretary shall give at least 5 days' notice of any Committee meetings.
- 9.3. If any Committee Member is absent from 3 or more Committee meetings, with apologies, or 2 without supplying apologies, their position on the Committee shall come under review by the other Committee Members.
- 9.4. If any officer or co-option is found to be unable to fulfil their role, their position shall come under review by the other Committee Members.
- 9.5. The handover period between new and old Committees must not fall short of two (2) weeks' duration.
- 9.6. The Society must hold at least 3 productions per year, except in exceptional circumstances.

10. HANDOVER DOCUMENTS

- 10.1. Handover documents are required from each outgoing Committee Member at the end of their term detailing the specific roles and responsibilities and the person(s) with whom they conducted Society business. This is to assist the incoming Officers with the development of the Society.
- 10.2. After the election of an Officer to any position, the outgoing Officer is responsible for providing the incoming Officer with adequate handover documentation no less than 7 days after the election. Handover documentation shall contain the following:
 - 10.2.1. Electronic copies of any documentation prepared by the Officer during their term, and any documentation which must be passed down through each consecutive term of office.
 - 10.2.2. A list of contacts frequently used by the Officer while fulfilling their role and which are deemed necessary for the adequate fulfilment of that role.
 - 10.2.3. A precise description of the Officer's role, containing no less than that which is laid down in the constitution.
 - 10.2.4. Contact details of the outgoing Officer.

11. METHOD OF ELECTION

- 11.1. Election of Committee Members must take place at an A.G.M. (Annual General Meeting) or E.G.M. (Extraordinary General Meeting).
- 11.2. The method of election of Committee Members shall be a simple majority vote of those members present at an A.G.M. or E.G.M.
- 11.3. In order to be eligible for a role on the Core Committee or to act as Vice-Chair, nominees must be fully paid-up members of the Society. Only fully paid-up members are eligible for Committee positions.

- 11.4. Nominations for election to any office shall be proposed at the A.G.M. or E.G.M. by any member of the Society and seconded by another. Acceptance of the nomination is required.
- 11.5. No members may nominate themselves to stand for a Committee position.
- 11.6. Should an Officer choose to remain in his/her position for another term and be unopposed, then he/she shall be deemed re-elected without the need to be nominated or seconded by another member of the Society.
- 11.7. In the instance that a Member is nominated for a position on the Committee, said Member must be present at the A.G.M. in order to be elected.
- 11.8. In the case of two or more candidates being nominated for a position, a vote will take place as set out according to voting procedures (section 18.3).
- 11.9. The first position to be filled shall be that of Chair, followed by all other Committee positions.
- 11.10. Any candidate running for the Chair of the Society must have previously held another position on the Committee for at least one year.

12. RESIGNATION

Members of the Committee may resign by giving one week's written notice to the Secretary, or in the case of the Secretary resigning, to the Chairperson.

13. CO-OPTION

In the case of a vacancy on the Committee due to resignation or expulsion, the Committee shall have the power to co-opt any member to the Committee until the next A.G.M. or an E.G.M. can be organised.

14. SUB-COMMITTEES

The Committee may appoint and dismiss sub-committees and prescribe rules for those sub-committees as appropriate.

15. SUBMISSIONS FOR PRODUCTIONS

- 15.1. A production is a series of performances of a particular script. Every production must have a director, stage manager and production secretary. The Committee shall act as the producer of each production.
- 15.2. Only with the approval of the Committee can more than one of these roles be held by a sole member of the Society at any one time.
- 15.3. Productions shall be deemed submitted once a full script or detailed description of a non-scripted piece is sent to the Committee.

- 15.4. Submissions will be accepted one week before a Committee meeting. The Committee will then read the submission and discuss it at the next Committee meeting.
- 15.5. If the submission is deemed to be in accordance with the Society's rules and regulations, the Committee will inform the concerned parties within ten (10) days of the submission date.

16. THE COMMITTEE

16.1. COMMITTEE MEMBERS

- 16.1.1. Committee members shall represent particular activity interests and shall undertake to develop these activities within the Society, provided that these activities have been sanctioned by the Committee.
- 16.1.2. At all times, each and every officer and co-option shall foster the aims of the Society, uphold the constitution of the Society and fulfil their roles and responsibilities as laid out in the constitution to the best of their ability.
- 16.1.3. The property and management of the affairs of the Society shall be vested in the Committee which shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer and not less than three (3) and not more than ten (10) other members to be elected at the Annual General Meeting, together with those Chairpersons of Sub-Committees who are not already members of the Committee. The Committee shall at no time consist of less than seven (7) members. Only members of the Society may serve on the Committee.
- 16.1.4. More than one (1) family member may serve on the Committee at the same time, however only one (1) family member may hold a core position at any one time.

16.2. COMPOSITION

- 16.2.1. The Committee shall be elected solely from its membership. It shall be composed of co-options and the following core positions:
 - (a) Chairperson
 - (b) Vice-Chairperson
 - (c) Secretary
 - (d) Treasurer
- 16.2.2. The following positions may form part of any Committee member's portfolio:
 - (a) Health and Safety Officer (HSO)
 - (b) Public Relations Officer (PRO)
 - (c) Technical Officer

- 16.2.3. Co-options are deemed to hold non-officer positions on the Committee and do not need to be elected at an A.G.M. or E.G.M.

16.3. CORE COMMITTEE POSITIONS

The core Committee positions, all of which must be filled by a full member of the Society, are defined as the Chairperson, Vice-Chairperson, Secretary and Treasurer. Two of the four listed people (Chairperson, Vice-Chairperson, Secretary and Treasurer) must be designated as the Society's representatives.

16.3.1. THE CHAIRPERSON

The Officer whose duties encompass those of the Chairperson is in charge of the overall running of the Society. The roles of the Chair include, but are not limited to, mediation in disputes arising in the Society, chairing Committee meetings, holding the deciding vote should a tie occur in a Committee meeting vote, ensuring the Committee members are performing their roles to the best of their abilities, offering leadership to the Committee and being the external liaison and public face of the Society. The Chair is named on the Society's bank mandate.

16.3.2. THE VICE-CHAIRPERSON

The Officer whose duties encompass those of the Vice-Chairperson shall assist the Chairperson wherever needed and chair Committee meetings if the Chairperson is absent. In the event of a sudden resignation of the Chair, the Vice-Chair will act as interim Chairperson until an election can take place at the next A.G.M. or E.G.M. The Vice-Chairperson is named on the Society's bank mandate.

16.3.3. THE SECRETARY

The Officer whose duties encompass those of the Secretary is in charge of maintaining all documentation necessary for the running of the Society. This shall include, but is not limited to, the minutes of any and all meetings and the handover documents for the next Committee. The Secretary is also responsible for overseeing the Society's general email accounts and for documenting the membership of the Society. The Secretary should also keep a record of the Society's timetable and any venue bookings.

16.3.4. THE TREASURER

The Officer whose duties encompass those of the Treasurer is in charge of maintaining the Society's budget. This role includes, but is not limited to, keeping the Committee informed of the current financial situation of the Society with regular reports, ensuring all expenses incurred by the Society are approved by the Committee and the safekeeping of the Society's petty cash box. The Treasurer is named on the Society's bank mandate.

16.4. OTHER COMMITTEE POSITIONS THAT MAY OR MAY NOT BE APPOINTED

16.4.1. THE HEALTH AND SAFETY OFFICER

The Officer whose duties encompass those of the Safety Officer is in charge of ensuring the Society's safety statement is relevant and achievable, that the Society ensures good safety records are kept and that the Society follows its safety statement. The roles of the Health and Safety Officer include, but are not limited to, the liaising with directors of productions to ensure that they adhere to the Society's safety statement.

16.4.2. THE PUBLIC RELATIONS OFFICER

The Officer whose duties encompass those of the Public Relations Officer is in charge of publicizing all Society events and ensuring that all publications which will include the Society's logo, internal or external, is approved by the Committee. Their role includes, but is not limited to, writing and publishing the Society's monthly update, the updating of the Society's social networking sites and liaising with the web administrator with regard to upcoming events. Any person wishing to be nominated for the position of Public Relations Officer must have the relevant skills to design and create various advertising media.

16.4.3. THE TECHNICAL OFFICER

The Officer whose duties encompass those of the Technical Officer is in charge of all technical aspects of each production staged in the name of the Society, as well as the upkeep of the Society's equipment. The Technical Officer must liaise with the Director and Stage Manager for each production and must attend all technical rehearsals. The Technical Officer is responsible for obtaining sound and lighting equipment and, where necessary, the presence of a qualified technician for the run of each production, beginning with the first technical rehearsal. They must liaise with the Health and Safety Officer regarding the safe use of such equipment.

The Technical Officer is responsible for holding and updating an electronic catalogue of all technical equipment along with props, costumes and set material owned by a Society. They must ensure the storage and safety of such equipment. They must liaise with both the Stage Manager and Treasurer with regard to the use/buying of props, costumes and set material for each production and aid the Director in arriving at a budget for each production, which must be proposed to and approved by the Committee. The Technical Officer will hold equal responsibility with the Stage Manager for the condition of the theatre after the run of each production.

16.5. POWERS OF THE COMMITTEE

- 16.5.1. The Committee shall carry out the work of the Society in such a manner as it may deem necessary and proper, subject however, to the general policy of the Society and to such special instructions as may be laid down or given by the Society from time to time.
- 16.5.2. The Committee shall make, amend from time to time, and give effect to regulations, not inconsistent with the provisions of this Constitution. Such regulations shall, inter alia, direct the implementation of the Constitution.
- 16.5.3. No member of the Committee shall have any direct interest or derive any gain from the contracts the Committee shall conclude with any company.
- 16.5.4. In addition to its general powers, the Committee shall have the power on behalf of the Society:
 - (a) To enter into contracts and agreements for the use and benefit of the Society.
 - (b) To institute and defend actions and proceedings at law which said actions and proceedings shall be instituted and proceeded in, by or against the Trustees [not more than three (3)], appointed by the Committee from its members for this purpose and thereto authorised by the Committee, in writing.
- 16.5.5. The Committee shall have the power on behalf of the Society in matters of finance:
 - (a) To collect and receive monies from public and private sources and when the services of a fundraiser is utilised, to raise funds for the Society; the costs (remuneration, commission included) shall not be more than 40% of the total funds raised.
 - (b) To make investments, both long term and short term, to realise any investments, to change the same and to reinvest any money. It shall be in the Committee's discretion as to the nature of any loans or investments made and the security to be taken, if any.
 - (c) To acquire by purchase, loan or otherwise, movable and immovable property and to mortgage, sell, let or otherwise deal with or dispose of same.
- 16.5.6. The Committee shall have the power on behalf of the Society in matters of property:
 - (a) To acquire, use and dispose of property both movable and immovable, to mortgage and encumber the property and assets of the Society and to lease any of its property. All property belonging to the Society or to which it is or may become entitled shall be registered in the name of the Society. All transactions with regard to the property and assets of the Society shall be effected by the Committee which in turn may authorise three (3) office bearers to act on behalf of the Society as Trustees for such a specific transaction.

- (b) The Trustees duly authorised thereto by the Committee shall have the power to give transfer and delivery of property, shall hold and stand possessed of the property and assets of the Society in such a manner as the Committee shall from time to time order or direct. The signature of any two (2) of the Trustees will suffice. In the case of resignation or death of one of the Trustees, the Committee must nominate a successor within one (1) month from the date of resignation or death. In the case of all three (3) Trustees resigning, their responsibility falls back to the Committee until such time as three (3) new Trustees can be nominated.
- (c) To utilise any property or income solely in the furtherance of its aims and objects and it is prohibited to transfer any portion thereof directly or indirectly in any manner whatsoever so as to profit any person, other than by way of payment in good faith of reasonable remuneration to any officer or employee of the Society for any services rendered to the Society.

16.6. INDEMNITY

- 16.6.1. No office bearer or member of the Society shall be personally liable for any loss suffered by any person as a result of an act or omission which occurs in good faith while the office bearer is performing functions for or on behalf of the Society.
- 16.6.2. Members or office bearers shall not become liable for any of the obligations and liabilities of the Society solely by virtue of their status as members or office bearers of the Society.

17. OTHER SOCIETY ROLES

The following are important production related, non-committee roles and their duties:

17.1. THE DIRECTOR

- 17.1.1. The member whose duties encompass those of the Director is in charge of any and all changes to the production for which they hold responsibility, as outlined in the original submission. They should make regular and frequent reports to the Committee via written or electronic format and in person at least once before the date of the production.
- 17.1.2. It is to be noted that at all times the Director is answerable to the current Committee.

17.2. THE STAGE MANAGER

- 17.2.1. The member whose duties encompass those of the Stage Manager is in charge of maintaining the theatrical space, set, costumes and props for the production for which they hold responsibility, and must inform the Safety

Officer and Technical Officer of any and all changes to the original submission. They should make regular and frequent reports to the Director via written or electronic format.

17.2.2. It is to be noted that at all times the Stage Manager is answerable to the current Committee.

17.3. THE PRODUCER

17.3.1. The Committee acts as Producer of all productions and is in charge of all final and logistic arrangements for any production.

17.4. PRODUCTION SECRETARY

17.4.1. The Production Secretary is responsible for recording all changes made to the original submission as per the Director including all blocking and technical cues.

18. MEETINGS

18.1. MEETINGS OF THE SOCIETY

18.1.1. All meetings shall have an agenda, which clearly lays out the format for all topics to be discussed at the meeting and shall be made available prior to the meeting. This will be freely distributed to members of the Society where requested.

18.1.2. Minutes must be taken at all meetings of the society. Minutes will be taken by the Secretary of the Society or a person acting on their behalf.

18.1.3. All minutes must be made available to any and all members of the Society.

18.1.4. Each meeting shall have a Chairperson who will ensure that there is an order to the proceedings.

18.1.5. Each member has the right to express their opinion on any and all matters arising in a meeting, but must do so in an appropriate manner.

18.1.6. Should any member(s) of the assembly compromise the running of the meeting, he/she may be asked to leave by the Chairperson of the meeting.

18.1.7. Should the overall order of the meeting reach such a point that the meeting can no longer be maintained, the meeting shall be deemed suspended until a new date which should occur within five (5) days.

18.2. QUORUM AT MEETINGS

18.2.1. At all meetings, a third plus one of the members constitute a quorum.

18.2.2. If after thirty (30) minutes of the scheduled time of a meeting, no quorum is present, the meeting will be postponed to a day within the following ten (10) days. Time and place will be decided by the members present. If at the following meeting no quorum is present within thirty (30) minutes of

the scheduled time, the members present will form a quorum with full power to proceed with the agenda.

18.3. VOTING

- 18.3.1. Voting can only take place if the meeting is quorate.
- 18.3.2. The Secretary or representative must ensure that the meeting is quorate.
- 18.3.3. The Secretary must record the number of members who are eligible to vote that are present at each vote.
- 18.3.4. It should be recorded in the minutes of the meeting all votes cast; those for, against, abstained and spoilt.
- 18.3.5. A ballot is considered to be spoilt, void, null or informal if it is regarded as not showing a clear preference. This may be done accidentally or deliberately.
- 18.3.6. Voting is by secret ballot by method of single transferable vote, whereby each fully paid-up member is entitled to one vote only.
- 18.3.7. The Chairperson may decide to use another method.
- 18.3.8. Any person(s) who opts to tally the votes must abstain from the voting process.
- 18.3.9. Votes cast, spoilt and abstained must equal the number of voting members present.
- 18.3.10. Should cast, spoilt and abstained votes not equal the number of voting members present, another vote will be taken.
- 18.3.11. Should two or more candidates running for a position receive an equal number of votes, the assembly shall vote a second time by the same method.
- 18.3.12. In all events of a tie on two successive occasions, at any meeting of the Society, each member of the Society shall have one vote, but in the case of equality of votes, the Chairperson shall have a second or casting vote. Decisions will be made based on a majority vote of those members present at the meeting.
- 18.3.13. The tally of votes is done by the abstainer(s) in a designated area which is observed by the assembly or representative, but such that they cannot interfere with the tally procedures. This is to ensure the integrity of the procedures.
- 18.3.14. Motions and Resolutions must be passed by a two thirds majority of those in attendance to be deemed adopted.

18.4. ANNUAL GENERAL MEETING (A.G.M.) AND EXTRAORDINARY GENERAL MEETING (E.G.M.)

- 18.4.1. An Annual General Meeting of the Society shall be held within two (2) months of each financial year end – being the 31st of December.

- 18.4.2. The Secretary shall give at least twenty-one (21) days' written notice of the venue and date of the Annual General Meeting to every member of the Society.
- 18.4.3. The Secretary shall publicise the date and time of the Annual General Meeting at least twenty-one (21) days before the meeting in any local publication and/or through posters on public buildings and/or invite members of the public to join the Society.
- 18.4.4. The Chairperson shall preside at the Annual General Meeting. In his/her absence the Vice-Chairperson shall preside. Should neither the Chairperson nor the Vice-Chairperson be present, a Chairperson shall be appointed by the said meeting.
- 18.4.5. The Committee of the Society shall be elected at every Annual General Meeting.
- 18.4.6. An Electoral Officer, who is not a member of the Society, shall preside over the election of Committee members. The electoral officer should be appointed by the Committee at least twenty-one (21) days before the meeting.
- 18.4.7. Each fully paid-up member present at the meeting has one (1) vote, whilst the Chairperson has both an ordinary and a casting vote in the event of a draw.

18.5. ANNUAL REPORT

- 18.5.1. At every Annual General Meeting of the Society the Committee shall present a report on the work of the past year, together with an audited financial statement signed by the Auditor, the Treasurer and the Chairperson, showing receipts and expenditure and the financial position of the Society.

18.6. EMERGENCY GENERAL MEETING

- 18.6.1. An Emergency General Meeting shall never be abbreviated as E.G.M. so as to denote the importance of such an event occurring.
- 18.6.2. An Emergency General meeting shall be called only where matters arise that need to be resolved with due urgency and that affect the funding of the whole Society, or where a complaint is made that has resulted in the Committee's suspension of a person's membership.
- 18.6.3. An Emergency General Meeting must be called if the Chairperson is requested in writing to hold one at the request of half plus one ($\frac{1}{2} + 1$) of the members, stating clearly their purpose in requesting it.
- 18.6.4. There must be ten (10) days' notice of an Emergency General Meeting stating clearly its purpose. Final agenda shall be circulated to all members five (5) days in advance.

- 18.6.5. The Chair of an Emergency General Meeting of the Society must be a person who is not a member of the Society. This is to ensure an objective view over the proceedings.
- 18.6.6. The Current Chairperson of the Society shall decide who this person shall be, provided the Emergency General Meeting was not called regarding an issue involving the Chairperson.
- 18.6.7. Should an Emergency General Meeting be called regarding the current Chairperson, the Vice-Chairperson will decide who will act as Chairperson for the meeting.
- 18.6.8. Any party may have legal representation present if they so wish, but do so at their own expense.

18.7. COMMITTEE MEETINGS

- 18.7.1. The Committee shall meet at least twelve (12) times per year.
- 18.7.2. The Committee may regulate its own procedures.
- 18.7.3. The Secretary shall give at least five (5) days' notice of any Committee meetings.
- 18.7.4. The current Chairperson will decide how often Sub-committee meetings will be held.
- 18.7.5. The Chairperson shall hold the deciding vote at Committee meetings should a tie occur in a vote. Should the Chairperson not be present, the Vice-Chairperson shall hold the deciding vote should a tie occur in a vote.

19. HEALTH AND SAFETY

19.1. DUTY OF CARE

There is a legal and fundamental *Duty of Care* on the Society's Committee and their members to ensure that the planned activities are safe to participate in and those members don't engage in behaviour likely to cause harm. The principles of Health and Safety are based on the concept of Risk Assessment, Analysis and Elimination.

19.2. HEALTH AND SAFETY STATEMENT

The Society must have a Health and Safety Statement and this must be available on the Society's website. The Health and Safety statement must be reviewed annually to ensure it is still relevant to the Society's activities and to reflect changes within the Society's relevant activities, governing bodies or legislatively where applicable. A concerted effort to inform members of their obligations relevant to the Health and Safety Statement must be undertaken.

20. DISCIPLINARY ACTION

20.1. INITIATION OF DISCIPLINARY ACTION

20.1.1. Disciplinary action will be initiated if one or more of the following conditions are breached:

- (a) Serious or persistent breach of Health and Safety.
- (b) Bringing the name of the Society into disrepute.
- (c) Acting against the aims and/or objectives of the Society.
- (d) Misappropriation of any funding relating to the Society.
- (e) Discrimination and harassment.
- (f) Dereliction of duties by any committee member.

20.1.2. All meetings and correspondences relating to a breach of disciplinary conditions must be accurately recorded, filed and minuted. This is a necessary function and important in the event of a challenge – legal or otherwise.

20.2. DISCIPLINARY PROCEDURE

20.2.1. A formal complaint is registered with the Committee.

20.2.2. The Committee meets to discuss the complaint.

20.2.3. The Committee arranges to meet all parties formally to discuss the complaint. Natural Justice must be complied with.

20.2.4. Each party may bring representation to the Committee.

20.2.5. The Committee is charged with resolving any such issues in a timely manner.

20.3. DISCIPLINARY RESOLUTIONS

20.3.1. Possible resolutions on behalf of the Committee may include:

- (a) Take no further action.
- (b) Issue a verbal warning.
- (c) Issue a formal written warning.
- (d) Suspension of membership pending an Emergency General Meeting of the Society.

20.4. SUSPENSION AND EXPULSION OF MEMBERS

20.4.1. Should a member be accused/suspected of seriously breaching any of the Society's conditions, they will be ordered to appear before an Emergency General Meeting of the Society.

20.4.2. The entire Society shall be informed in written or electronic format should this occur, being given no less than 48 hours' notice of the suspension being handed down.

20.4.3. The proceedings for an Emergency General Meeting allow the accused the right to appeal the decision to have his/her membership suspended.

- 20.4.4. If the accusations are proven true, then the meeting has the right to revoke the membership of the guilty party or hand out a suspension of any length deemed suitable, by a two-thirds majority vote of all members present.
- 20.4.5. In the event of the accused party being proven innocent, their membership shall be reinstated immediately.
- 20.4.6. The burden of proof falls on the accusing party.
- 20.4.7. Should the claims be found to have been falsified in a deliberate, non-genuine fashion, the accusing party may themselves be subject to disciplinary action.

21. FINANCIAL MATTERS

21.1. FUNDS

- 21.1.1. All funds raised by the Society must be used for the expressed purpose of the promotion and development of the Society.

21.2. BANK ACCOUNTS

- 21.2.1. Bank accounts shall be opened in the name of the Society and all monies received by the Society shall be deposited into such accounts on the first banking day following its receipt or as soon as possible following its receipt, on which it might reasonably be expected that it would be banked.
- 21.2.2. Proper books of accounts and records – in accordance with generally accepted accounting practice – containing a full and accurate record of all the Society’s financial transactions, shall be kept.
- 21.2.3. Official receipts will be kept for all transactions.
- 21.2.4. All transactions on the Society’s bank account must be approved by any two (2) of the following core Committee positions – Chairperson, Vice-Chairperson or Treasurer.

21.3. FINANCIAL STATEMENTS

- 21.3.1. The financial year shall be from 1 January to 31 December, provided that the financial year shall be changed automatically to comply with any statutory requirements that may be contained in future legislation.
- 21.3.2. A statement of account and balance sheet shall be drawn up after the close of each financial year, and shall be audited by a qualified auditor appointed by the Society.
- 21.3.3. Such financial statements shall be presented by the Treasurer or his/her representative to the Society as soon as possible after the completion of the audit. After approval of the financial statements by the Society, the statements shall be presented to and accepted by the Society’s members at the Annual General Meeting.

21.4. REPORTING

- 21.4.1. A report on the work of the Society covering the financial year shall be drawn up by the Committee, which shall present the report to the Annual General Meeting for approval.
- 21.4.2. In the event of legislation providing otherwise, Clause 21.4.1 shall be automatically revised to comply with such statutory requirements.
- 21.4.3. Such report shall be presented by the Chairperson to the Committee before its presentation at the Annual General Meeting.
- 21.4.4. After approval of the report by the Committee, the report shall be presented to and accepted by the Society's members at the Annual General Meeting.

22. EQUIPMENT AND PROPERTY POLICY

- 22.1. The ownership of all equipment owned under the guise or name of the Society shall remain the property of the Society. Any monies raised through sponsorship or donations, personal or otherwise, which contribute to the purchase of equipment, shall automatically be deemed as property of the Society. All Society inventories shall be used for the promotion of the Society's aims in accordance with this constitution, with the consent of the Committee.
- 22.2. Members or office bearers have no legal right over the assets of the Society.
- 22.3. Pursuant to these aims, the Committee members of the Society are responsible for keeping a record of all assets controlled by the Society. They are also responsible for the storage and maintenance on any equipment and for keeping records of the maintenance.
- 22.4. A member of the Society may claim expenses for goods bought by them on behalf of the Society. An approval document in the minutes of the Committee meeting for the purchases are required and a cash slip must be presented in order to claim this money.
- 22.5. If the Society has funds that can be invested, the funds may only be invested with registered financial institutions or securities that can be obtained from those listed on a licensed stock exchange.

23. DISSOLUTION OF THE SOCIETY

Dissolution shall be effected in the following way:

- 23.1 A resolution passed by a majority of two-thirds of the votes of members of the Society present in person, at a meeting of members duly convened for the purpose of dissolution.
- 23.2 Should the attendance be less than the prescribed quorum, a second meeting of the members shall be convened not earlier than seven (7) days after the first meeting.

At such a meeting a total number of members present shall form a quorum and a majority of votes shall be binding.

- 23.3 The meetings referred to in the above clauses shall be convened by a notice posted to each member of the Society by email at least twenty-one (21) days before the date of the meeting. Such notice must set out the object of the meeting and state the date and place at which the meeting will be held.

24. DISPOSAL OF ASSETS

24.1. Property and other assets of the Society shall be disposed of in such a way as may be decided upon by the majority of votes of the members present at a meeting, provided that if, upon winding up or dissolution of the Society, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be transferred to a similar Non-Profit Community Theatre organisation subject to the following conditions:

24.1.1. Such assets to be kept in trust for a period of one (1) year.

24.1.2. After a period of one (1) year has elapsed, there being no signs of resuscitation of the Society, the total number of the assets (capital plus interest) be transferred to identified Non-Profit Community Theatre organisation.

25. INTERPRETATION OF THE CONSTITUTION

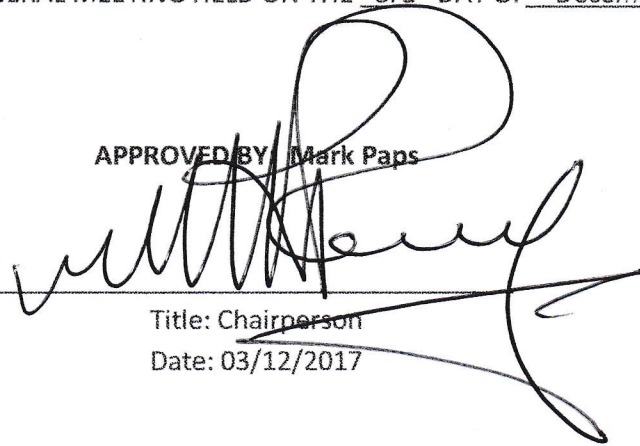
The Chairperson shall rule on the meaning of the constitution whenever any dispute arises. This may be overruled by a simple majority vote at a general meeting.

APPROVAL

APPROVED AND ACCEPTED BY MEMBERS OF FRANKLIN PLAYERS COMMUNITY THEATRE

AT THE ANNUAL GENERAL MEETING HELD ON THE 3rd DAY OF December 2017

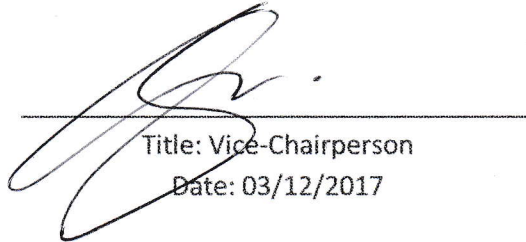
APPROVED BY: Mark Paps



Title: Chairperson

Date: 03/12/2017


APPROVED BY: Samantha Keller



Title: Vice-Chairperson

Date: 03/12/2017

APPROVED BY: Ashley Nader



Title: Treasurer

Date: 03/12/2017

APPROVED BY: Wendy Brehm



Title: Secretary

Date: 03/12/2017

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