

COSMOPOLITAN PLAYERS CONSTITUTION – MAY 2024

1. NAME

- 1.1 The name of the organisation shall be COSMOPOLITAN PLAYERS, hereinafter referred to as the Society, and it shall be affiliated to Leeds Community Arts Network also known as LeedsCAN

2. OBJECTIVES

- 2.1 The objectives of the Society shall be to produce and perform plays and musicals and other dramatic activities as determined by the Committee

3. MEMBERS

- 3.1 There shall be three types of members:-

- 3.1.1. Adults
- 3.1.2. Youth members up to 18 years of age
- 3.1.3. Non-performing

- 3.2 Membership shall be conditional upon the following:-

- 3.2.1 Payment of a Society fee. The amount (which may be tiered, with the amount and criteria for each tier to be decided at the discretion of the Committee) to be agreed at the Annual General Meeting;
- 3.2.2 Strict adherence to terms of LeedsCAN negotiated facilities that may be used by member societies;
- 3.2.3 Acceptance of the Society's Constitution

- 3.3 Application for membership may be made to any member of the Committee.

4. CHILD PROTECTION & SOCIETY POLICIES

- 4.1 Every member should be aware of, and abide by the Child Protection Policy and other policies operated by the Society (available on the members area)

5. ANNUAL GENERAL MEETING

- 5.1 The Annual General Meeting of the Society shall be held no later than the 15th September subject to all members being given 21 days' notice.

- 5.2 The business of the AGM shall be as follows:-

- 5.2.1 Presentation of a report from the Chairman and Treasurer (or Management Team as the case may be)

- 5.2.2 Presentation of an audited statement of accounts to the end of the financial year (the financial year for Society purposes shall end on the 30th June)
- 5.2.3 Election of Officers and General Committee Members

6. COMMITTEE

- 6.1 The Committee shall consist of the following:-
 - 6.1.1. Officers:-
 - 6.1.1.1 Chairman
 - 6.1.1.2 Treasurer
 - 6.1.1.3 Secretary
 - 6.1.1.4 Press and Publicity Officer
 - 6.1.2 Six (6) General Members of the Committee
 - 6.1.3 Not more than two co-opted members with voting power
- 6.2 In the event of a Committee Member not attending meetings over a continuous period of six months they shall be deemed to be no longer a member of the committee. In this case an extra co-opted member with voting power may be appointed by the committee and shall serve until the next AGM

7. ELECTION OF OFFICERS

- 7.1 No less than 21 days before the Annual General Meeting a list of retiring Officers and Committee Members shall be distributed to members of the Society
- 7.2 Any nominations for Committee Membership and Officer Roles must be notified to the Secretary (or Management Team as the case may be) in writing and signed by the proposer, seconder and nominee
- 7.3 Any nomination submitted in line with paragraph 7.2 above shall be received by the Secretary (or Management Team as the case may be) no later than seven (7) days prior to the date of the AGM as notified.
- 7.4 The Secretary (or Management Team as the case may be) shall outline the specific procedure to be followed in making a written nomination for Committee Membership or Officer Role at the same time as providing notice of the AGM. Any nomination received that does not follow the procedure shall only be considered a proper nomination at the absolute discretion of the Committee

8. MANAGEMENT TEAM

- 8.1 If following Election of Officers at an AGM the Committee is unable to fill all of the Officer positions listed at 6.1.1 above, any duly elected Committee Member shall be permitted to put forward a motion to establish a Management

Team to operate in the place of the Committee Officers. If this motion is seconded, the motion will be voted on by the Committee in line with Paragraph 14 below.

- 8.2 Any motion put forward in line with Paragraph 8.1 above shall clearly state the identity of those individuals which it is proposed will form the Management Team.
- 8.3 The individuals identified under Paragraph 8.2 above shall be any number of any current Committee Members SAVE THAT any individual who has been duly elected to an Officer position shall automatically be a member of the Management Team unless that individual should resign from that position prior to the vote established by Paragraph 8.1 above.
- 8.4 If the vote referenced at Paragraph 8.1 above should pass, the Management Team shall immediately assume the role of the Committee Officers until the expiration of the Term of Office.
- 8.5 The Term of Office referenced in paragraph 8.4 above shall expire upon the date of the following AGM.
- 8.6 The Management Team shall divide the Officer roles between themselves as they see fit at their absolute discretion SAVE THAT any individual who has been duly elected to an Officer position shall automatically assume the role of that Officer position unless that individual should expressly state that they do not wish to undertake that role. This does not preclude said individual from assuming other roles alongside that to which they have been duly elected to undertake.
- 8.7 In order to ensure the smooth running of the following AGM, the Management Team shall be responsible for organising and chairing the following AGM.

9. QUORUM

- 9.1 If no Management Team is operating, a quorum in respect of the Committee shall be six (6) members, one of whom shall be an officer of the said Committee
- 9.2 If a Management Team is operating, a quorum in respect of the Committee shall be five (5) members, one of whom shall be a member of the Management Team

10. ADMINISTRATION OF COMMITTEE MEETINGS

- 10.1 If the Chair should be unable to attend a Committee Meeting for any reason, the Committee Members in attendance shall (if quorate) be able to elect a Vice Chair to chair the meeting, who shall assume the role of Chair.
- 10.2 Any election of a Vice Chair pursuant to Paragraph 10.1 above shall be done by the moving and seconding of a motion by two Committee Members and

shall thereafter follow the voting procedure as expressed in Paragraph 14 (save that for the avoidance of doubt there shall be no casting vote).

- 10.3 Any Committee Member elected as Vice Chair shall perform such a task for the duration of the Committee Meeting only and thereafter shall not retain any status or position as Vice Chair
- 10.4 The Committee may, at its absolute discretion, pass a motion allowing an individual to clerk a Committee Meeting.
- 10.5 The individual named in the motion laid down under Paragraph 10.4 above may be an individual from outside the Committee membership.
- 10.6 Any individual chosen by the Committee to clerk a Committee meeting shall not have speaking rights unless a motion is explicitly passed allowing said individual to have speaking rights.
- 10.7 Any individual chosen by the Committee to clerk a Committee meeting shall clerk the Committee meeting in the manner as directed by the Committee.
- 10.8 The clerk shall perform the task of clerking the meeting until the meeting is closed and shall not retain any status thereafter nor be entitled to clerk the next meeting unless the Committee should take another vote accordingly at that meeting.

11. RETIREMENT OF OFFICERS

- 11.1 In the event of the retirement of any of the Officers (or any member of the Management Team as the case may be) during the course of their term of office for any reason the Committee shall appoint one of their members as an acting Officer (or acting Management Team Member) if it feels it to be appropriate, who shall serve until the next AGM.

12. SUB-COMMITTEES

- 12.1 The Committee shall be empowered to set up from time to time such sub-committees as it shall deem necessary for the proper achievement of the objectives of the Society.

13. EXTRA-ORDINARY GENERAL MEETINGS

- 13.1 The Secretary, if deemed necessary by the Committee or 50% of the membership, shall call extra-ordinary general meetings

14. VOTING BY THE COMMITTEE

- 14.1 All voting members of the Committee shall have one vote. The Chairman of the Committee shall also have a casting vote.

15. FUNDS

15.1 The funds of the Society shall be applied solely to its stated objectives and will be audited in time for the Annual General Meeting. The Committee of the Society shall appoint an auditor of the accounts.

16. EXPENDITURE

16.1 The members of the Society shall not receive payment either direct or indirect for their services to the Society. They may, however, be refunded for legitimate expenses incurred in their work for the Society

17. DISSOLUTION

17.1 In the event of the dissolution of the Society the remaining funds shall be devoted to objects similar to those of the Society and approved by members.

18. GUEST MEMBERS

18.1 Guest members may be admitted to the Society at the discretion of the Committee on payment of a nominal fee.

19. AMENDMENTS TO THE CONSTITUTION

19.1 Amendments to the Constitution may be made at either:-

19.1.1 The AGM, in which case any amendments must be submitted to the Secretary in writing before the end of May. Any proposed amendments should be advised to the members with their notice of the date of the AGM.

19.1.2 An Extra-Ordinary General Meeting called for that purpose.

19.2 All members shall be notified of any proposed amendments at least twenty-one (21) days before the said meeting.

19.3 Any such amendments shall be voted on in accordance with Paragraph 14 above.

20. INSURANCE

20.1 The Society shall be covered by appropriate insurance.

21. FINANCE

22.1 No performance shall be embarked upon unless the committee is sure that the Society has sufficient funds to cover the cost of said performance. Prior to each production a production meeting must be held at which finances are discussed and a budget set. The Committee must agree any expenditure in excess of this amount. Re-imbursement will not be made for any monies spent in contravention of this rule. This rule must be brought to the attention of the

director of every production. Ticket prices should be set well in advance of each production. Subscription rates shall be set at the AGM.

22. APPLICATION OF CONSTITUTION

- 22.1 The Committee is the final arbiter of these rules and is empowered to deal with any matter which may arise and which is not specifically provided for in this Constitution
- 22.2 This policy document will be regularly monitored by Cosmopolitan Players Committee and subject to annual review.

Chairman's Signature: _____ *Elaine Jackson* _____

Adopted on: 21st May 2024

Reviewed _____
