

COSMOPOLITAN PLAYERS **CONSTITUTION-September 2008**

1. NAME

The name of the organisation shall be THE COSMOPOLITAN PLAYERS, hereinafter referred to as the Society, and it shall be affiliated to the LEEDS CIVIC ARTS GUILD.

2.OBJECTIVES

The objectives of the Society shall be to produce and perform plays and musicals and Green Room activities as determined by the committee.

3.MEMBERS

There shall be two types of members – (a) Adult, and (b) Youth members up to 18 years of age. Membership shall be conditional upon the following: -

- (1) Payment of an annual subscription. The amount to be reviewed at the Annual General Meeting.
- (2) Strict adherence to terms of Guild negotiated facilities that may be used by member societies.
- (3) Acceptance of the Society's constitution.

Application for membership may be made to any member of the committee.

4. CHILD PROTECTION

Every member should aware of, and abide by the Child Protection Policy operated by the Society. (see separate document)

5.ANNUAL GENERAL MEETING

The Annual General Meeting of the Society shall be some time between 15th July and 15th September subject to all members being given 28 days notice.

The business of the AGM shall be as follows: -

- (1) Presentation of a report from the Chairman and Treasurer.
- (2) Presentation of an audited statement of accounts to the end of the financial year.
The financial year shall end on 30th June.
- (3) Election of officers and committee members.

6. COMMITTEE

The committee shall consist of the following: -

- (1) Officers: - Chairman
Vice-Chairman
Treasurer
Secretary
Press and Publicity Officer
- (2) 6 general members of the Committee.
- (3) Not more than two co-opted members with voting power.

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 may be appointed by the committee and shall serve until the next AGM.

7. ELECTION OF OFFICERS

No less than 28 days before the Annual General Meeting a list of retiring officers and committee members shall be distributed to members of the Society. Any nominations must be notified to the secretary and signed by the proposer, seconder and nominee. Elections shall take place at the AGM when all paid up members shall be entitled to one vote for officer and committee member.

8. QUORUM

A quorum in respect of the committee shall be 6 members, one of whom shall be an officer of said the committee.

9. RETIREMENT OF OFFICERS

In the event of the retirement of any of the officers during the course of their term of office for any reason the committee shall appoint one of their members as an acting officer if it feels it to be appropriate, who shall serve until the next AGM.

10. SUB-COMMITTEES

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.

11. EXTRA-ORDINARY GENERAL MEETINGS

The secretary, if deemed necessary by the committee or 50% of the membership, shall call extra-ordinary general meetings.

12. VOTING BY THE COMMITTEE

All voting members of the committee shall have one vote. The Chairman of the committee shall also have a casting vote.

13. FUNDS

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.

14. EXPENDITURE

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.

15. DISSOLUTION

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.

16. GUEST MEMBERS

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

17. AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution may be made at either: -

- (a) 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.
- (b) An Extra-ordinary General meeting called for that purpose.
All members shall be notified of any proposed amendments at least 14 days before the said meeting.

Any such amendments shall be voted on using the same procedure as for the election of officers and committee members. (Para 7)

18. INSURANCE

The Society shall be covered by insurance (as recommended by the Leeds Civic Arts Guild)

19. FINANCE

No performance shall be embarked upon unless the committee is sure that the Society has sufficient funds to cover cost of said performances. 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-imburement 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, preferably at the AGM. Subscription rates shall be set at the AGM.

20. APPLICATION OF CONSTITUTION

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.