



ST GILES WITH ST MARY'S PANTOMIME THEATRE SOCIETY



CONSTITUTION

As agreed at the AGM April 2015

NAME OF THE SOCIETY

St Giles' with St Mary's Pantomime Theatre Society.

OBJECTIVES OF THE SOCIETY

- To promote fellowship among our members, provide light entertainment and foster the arts for the benefit of the wider community of Pontefract & District.
- To seek to contribute financially to St Giles' Church and/or St Mary's Churches from any profits accrued by the staging of the annual Pantomime.

MEMBERSHIP

Membership of the Society shall consist of Founder Life Members, Honorary Life Members, Patrons, Members and Junior Members all eligible to serve in all offices by election or by constitution, provided they are over Statutory School Leaving age. Junior Members must have a parent/guardian who is a paid-up member of the Society and who agrees to take associated responsibility for the Junior Member.

PRESIDENT The Vicar of St Giles' Church shall be the standing President of the Society.

OFFICERS OF THE SOCIETY

The Officers of the Society shall be Chairman (with a casting vote only), Vice-Chairman, Secretary and Treasurer, all with full voting power. The Officers shall be elected at the Annual General Meeting for a period of three years or less. Existing Officers can stand for re-election.

MANAGEMENT COMMITTEE

To consist of;

- President
- The four Officers (Chairman, Vice-Chairman, Secretary and Treasurer)
- A Church representative (if appointed by the PCC)
- Eight Officials (Asst Treasurer, Membership Secretary, Publicity Manager, Child Protection Officer, Health & Safety Officer, Ticket Secretary, Social Media Officer and Social Secretary) to be elected annually.
- A maximum of three Committee Members to be elected annually.

The Management Committee shall meet at least nine times per annum with at least seven days notice given; minutes and agenda to be issued in advance of each meeting. All Sub-Committees shall be elected by the Management Committee may include the Chairman at his/her behest.

Life Members are entitled to attend committee meetings as observers and/or receive minutes at their request.

CO-OPTIONS

That the Management Committee may, at their discretion, co-opt (as a full member) any person whose expertise would be seen to be of value to the previously mentioned Committee. At no time should there be more that two such co-optees.

The Management Committee shall continue to co-opt as a non-voting member any person it feels appropriate. (Such persons being allowed to vote only on their own specialisation).

QUORUM

The Management Committee is quorate when two Officers of the Society and any three serving Committee Officials or members are present.

EXECUTIVE COMMITTEE

When a Management Committee meeting is impracticable, then an Executive Committee consisting of any two Officers, plus one Committee member/Official may act on behalf of the Management Committee.

All decisions or actions taken to be reported to the Members of the Management Committee as soon as is practicable and subject to confirmation at the next Management Committee Meeting.

RELATIONSHIP OF THE SOCIETY TO THE PAROCHIAL CHURCH COUNCIL (PCC)

The Society is part of St Giles. The Management Committee is responsible on behalf of St Giles for the function of the Society and for upholding of the Constitution. Any change in the Constitution of the Society must be ratified by the PCC.

The Constitution is to be reviewed by the Management Committee every three years.

FINANCE

- (a) The financial year to be April 1st to March 31st. All accounts will be closed by the last day of March and the Annual General Meeting (AGM) must be held within the six weeks following the closure of the accounts.
- (b) All monies collected by or on behalf of the Society shall be paid to the Treasurer or Asst Treasurer to be banked in the Society's bank account.
- (c) All members' subscriptions are due on the 1st April.
- (d) No member shall incur any expense to the Society without the permission of the Management Committee.
- (e) Additional performance fees may be imposed upon those members appearing on stage in a performance as agreed by the AGM.

ANNUAL GENERAL MEETING (AGM)

The Annual General Meeting must be held within six weeks of the closing of accounts with a minimum of two weeks notice to be given to Members. The business of the AGM shall be:

- To receive changes of constitution, rules,
- To receive the accounts for the previous financial year
- To receive the annual reports
- For elections of new Officers and Officials for the Management Committee
- Any other business which has been notified prior to the meeting, in writing to the Secretary and is included on the Agenda.

EXTRAORDINARY GENERAL MEETING

An Extraordinary General meeting may be called at any time at the discretion of the Management Committee. An extraordinary general meeting shall be called within 21 days after receipt by the Secretary of the requisition in writing to the effect, signed by at least 20 members of the Society. Every such requisition shall specify the business for which the meeting is convened and no other business shall be transacted at such a meeting.

VOTING

All members over statutory school leaving age shall be allowed to vote at the Annual General Meeting. All voting papers shall be checked and issued only to active¹ Members of the Society. Two tellers shall be appointed at the meeting.

PAPERS FOR NOMINATION

Papers for nominations for Positions that are due for election on the Management Committee will be made available prior to the Annual General Meeting. On completion they are to be handed to the Secretary or other Officer.

CHILDREN IN THE THEATRE

The Society will seek to ensure all legislation and guidance around issues relating to Child Protection are adhered and the Society's Policies are under constant review.

HEALTH & SAFETY

The Society will seek to ensure all legislation and guidance around issues relating to Health & Safety is adhered to and is under constant review.

¹ Active members are those who are involved in the current or most recent production or have missed a production due to health or educational need, but have maintained contact with the Society