

YORKHILL ★ THEATRE ★ GROUP

CONSTITUTION

MISSION STATEMENT

Yorkhill Theatre Group aims to provide its audiences with quality, entertaining, drama which captures the essence of its home city, Glasgow. Whether this is humour, creativity and inventiveness or a celebration of life, this is what we hope to provide. For our members we provide an enjoyable experience as they learn about the theatre arts, whether they regard this as a pastime or as a route to greater things. For the community we live amongst we hope to be seen as a good thing, not only as a source of amusement but also as a resource which can provide avenues to the larger creative world.

CONSTITUTION

1) NAME

The name of the group shall be the Yorkhill Theatre Group, hereafter referred to as the Group.

2) OBJECTIVES

The objectives of the Group shall be-

to produce and perform dramatic productions to entertain and educate the community in Glasgow and the surrounding areas.

to promote best practice in the production of the dramatic arts.

to encourage the goodwill and involvement of the wider community.

to foster community spirit and encourage civic pride.

to introduce children and younger people to the possibilities of drama.

3) MEMBERSHIP

Membership of the Group shall be open to all residents of Scotland, regardless of race, religion, gender, age, or sexual orientation.

An annual membership fee is payable by members, with a concession for OAPs/Students and the unwaged. This fee may be varied by decision of the committee.

Where it is considered membership would be detrimental to the aims and activities of the Group, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.

Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the management committee.

Any member of the Group may resign his/her membership by providing the Secretary with written notice.

4) MANAGEMENT COMMITTEE

The Group shall be administered by a management committee of no less than three (3) people and no more than five (5), who must be at least 18 years of age. Members will be elected for a period of up to one year, but may be re-elected at the Group's AGM. These core three office-bearers shall be (a) The Chairperson (b) The Secretary (c) the Treasurer. Their roles shall be as follows, the Chairperson will control all aspects of the Group's initiatives; the Secretary will be in charge of the administration of the Group's activities; and the Treasurer will be responsible for all financial aspects of the Group's activities.

Where the committee is tied on any issue the Chairperson will have the casting vote. The function of the Committee will, primarily, be in the securing of funding for the Group's productions.

5) ARTISTIC DIRECTOR

The Committee shall appoint an Artistic Director, who shall be responsible for the Group's artistic endeavours. These to include selection of scripts, cast, venues and any other matters which fall within his/her remit. This shall be a remunerated post, subject to the availability of funds. Please see the Appendix to this document for a full description of the role.

6) MEETINGS

(i) The Committee shall meet formally at least quarterly (every three months). Members are welcome to attend these meetings as observers but may not contribute to proceedings. Meetings shall enable the Group to discuss actions and monitor progress on projects to date, and to consider future developments.

(ii) The AGM shall take place no later than three months after the end of the financial year. At least fourteen (14) days' notice must be given before the meeting takes place.

(iii) The Secretary will present to the members attending the minutes of the previous AGM and an annual report on the Group's activities, which must be approved by the members by a show of hands requiring a majority.

(iv) All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.

(v) Where, for any reason, it is impossible to organise a quorate (25%) of the membership for an AGM a vote may be organised online via email.

7) FINANCE

(i) Any money acquired by the Group, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Group.

All funds must be applied to the objects of the Group and for no other purpose.

(ii) Bank accounts shall be opened in the name of the Group. Any deeds, cheques etc relating to the Group's bank account shall be signed by at least two (2) of the committee members.

(iii) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Group stays within budget. Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Group. An annual financial report shall be presented at the AGM. The Group's accounting year shall run from 01 April to 31 March.

8) ALTERATION OF THE CONSTITUTION

(i) Any changes to this constitution must be agreed by a majority vote at a special general meeting.

(ii) Amendments to this constitution or dissolution of the Group must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.

9) DISSOLUTION

(i) The Group may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Management Committee.

APPENDIX

Role of Artistic Director

- 1) The Artistic Director (AD) may become a member of the Group but will not be eligible to join the committee.
- 2) The AD will bear in mind that the Group comprises of volunteers who may not be available for all Group activities.
- 3) The provision of two full-length plays per annum.
- 4) The AD's responsibilities will be as follows - the discovery and selection of appropriate scripts for the Group to perform. Selection of cast and crew. The organising of rehearsals. The management of props, costume and set. The selection of venue and performance dates.
- 5) The issuing of a regular report on progress to the committee.
- 6) Maintaining accurate financial records and ensuring adherence to the budget agreed by the committee.
- 7) Organising publicity for all productions.
- 8) Promoting the learning of theatre arts and stage craft to the Group.
- 9) Management of the Group's website.