



ROMFORD
RST
SUMMER
THEATRE

THE CONSTITUTION OF ROMFORD SUMMER THEATRE

The Constitution of Romford Summer Theatre (Adopted in July 2009)

1. NAME:

The name of the organisation shall be 'Romford Summer Theatre', hereinafter referred to as "RST"

2. AIMS:

- a) To promote/encourage Shakespeare within the local arts/community and present an annual summer open-air theatrical production in Raphael Park, Romford herein referred to as "the Production"

3. MEMBERSHIP:

- a) Anyone involved with the production in any one-year period, usually running from February to February, shall be deemed to be members of RST for the duration of that Production year upon payment of a membership fee.
- b) Membership is open to all regardless of age, disability, gender identity, sexual orientation, race or ethnicity, religion or belief.
- c) Once the Production year is over membership shall cease.

4. MEETINGS:

- a) An Annual General Meeting, (AGM) also known as the Post Show Meeting (PSM), shall be held no later than one month after the end of the Production.
- b) Every member will be invited to attend the Main Meeting.
- c) Notice of the PSM shall be given at the duration of the production which will include an agenda upon which members are to submit items and comments to the Secretary which they wish to raise for discussion not less than nine days prior to the meeting.
- d) At the PSM the accounts for the previous year shall be submitted for approval and the committee and officers for the following year shall be elected.
- e) Other Committee Meetings shall be held as required, at times and places to be determined by the Committee, but not more than 4 months apart.
- f) Notice of all Committee Meetings shall be given in writing to the committee not less than nine days and not more than twenty-one days prior to the meeting.
- g) Those present at a meeting shall have one vote, but in cases of equality of voting, the Chairman shall have a second or casting vote.
- h) Any committee member may nominate another member in writing to cast a proxy vote on a specific motion.

5. COMMITTEE AND OFFICERS:

- a) Members may be elected to the Committee at the Group Meeting to fill specific posts thereon.
- b) All Officers, (except those which are co-opted) and Committee members shall be entitled to be present and vote at all meetings of the Committee.
- c) The Committee shall hold office for one year, and, unless the members at a Committee Meeting have decided otherwise, all members of the Committee shall be eligible for re-election.
- d) Nominations for Officers and membership of the Committee shall be received by the Secretary prior to the vote being taken to the attainment of the above.

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6. PROCEEDINGS, POWERS AND DUTIES OF THE COMMITTEE:

- a) The Committee shall have the power to co-opt for a specific purpose any person to fill a temporary office, which must be ratified at the next Committee Meeting. In particular this would include the Production Director for the next Production.
- b) The Committee may regulate their own procedure and shall consist of a quorum, to include a Chairman or elected chairman, and three members. Voting by the Committee shall be carried out as in Committee Meetings.
- c) The Committee shall manage the property, proceedings and affairs of RST, and exercise all powers of RST which are not required to be exercised by the group in Committee Meetings (Subject to any regulations made from time to time in a Committee Meeting.)
- d) The Committee shall meet at times and places determined by its officers, giving not less than nine and not more than twenty-one days' notice.
- e) If the Secretary shall receive notice in writing, endorsed by three members of RST, a meeting of the Committee shall be called forthwith, giving not less than nine and not more than twenty-one days' notice thereof.
- f) Where circumstances dictate, Committee meetings may be called at shorter notice, provided that all relevant parties are notified in reasonable time.
- g) The Committee shall not take any action that is not in accordance with the general policy of RST.
- h) The Committee shall maintain, and keep up to date, a website (www.romfordsummertheatre.com) a list of all tasks and duties undertaken by RST in the performance of its' main aims, together with a list of past and present members and will also be responsible for maintaining an historical record of RST Productions.

7. SUBSCRIPTIONS AND FINANCE:

- a) Membership will be paid as a one off membership fee 3 months before the start of the Production.
- b) The entry fee shall be determined by the Committee and shall require the agreement of a simple majority of the members present at the Committee Meeting at which the issue is discussed.
- c) RST shall also have the power to raise money by means of contributions towards costume costs, donations, legacies, grants from statutory bodies and authorities, loans, sponsorship and other sources.
- d) All monies and expenses paid to members shall be devoted to any or all of the aims of RST, as set forth in this Constitution. No portion of monies received may be paid or transferred directly or indirectly to any member of RST, except in the furtherance of RST's aims.
- e) The financial year of the group shall run from 1st August to 31st July each year.
- f) The interim accounts shall be prepared and presented at Main Meeting. g) A person nominated by the Treasurer and ratified by the Committee shall undertake an Audit of the accounts.
- g) The Treasurer shall be responsible for keeping proper accounts, and for all the monies received or payable by RST.
- h) The Treasurer shall be empowered by the group to pay from RST funds any affiliation fees to bodies to which the RST belongs.
- i) Members of the Committee shall be empowered to incur agreed expenses on behalf of RST and providing it has been agreed, shall be entitled to reimbursement in full.

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- j) The Chairman, Secretary and Treasurer shall be authorised to operate a Current Banking Account for this purpose, and shall notify the Committee of any action taken under this ruling.
- k) All financial transactions other than those mentioned in i) above must be ratified by the Committee.
- l) All cheques drawn on the RST's account must have two signatures. These are the Treasurer and/or the Secretary and/or another mandated person, usually the Chairman.
- m) A Budget will be set by the committee covering all of the financial aspects of any Production which budget shall be not be overspent without the agreement of the Committee.

8. STANDING ORDERS:

- a) Orders of Conduct of Business at Meetings of RST
The business at meetings shall proceed in the following order, except that:
 - i) The Chairman may, at his discretion, bring forward any business at any stage.
 - ii) Any item of business may, on cause shown, and with the consent of the meeting, be taken out of order.
 - (1) Minutes of Previous Meeting
 - (2) Notification of business to be taken up at the end of the meeting, of which no other notice has been given (Any Other Business)
 - (3) Questions of which notice has been given to be put and answered.
 - (4) Deputations, if any, received.
 - (5) Reports of Committee (e.g., HAC, Drama Sub-committee)
 - (6) Election business (e.g., Temporary Officers, and Officers at a Main Meeting)
 - (7) Business adjourned from previous meeting.
 - (8) New business
 - (9) Any Other Business
- b) Ruling of Chairman
The Chairman of the meeting shall decide all questions of order, relevance and competence arising at all meetings and his ruling shall be final and not open to discussion.
- c) Chairman's Power of Adjournment
The Chairman of the meeting shall be entitled, in the event of disorder arising at any meeting, to adjourn the meeting to a time they then or afterwards fix.
- d) Termination of a Meeting
If less than a third of the committee is present, they may terminate the meeting to a date they may then or afterwards fix.
- e) Obstructive and Offensive Conduct
Any member guilty of the above shall be suspended for the remainder of the meeting, if a motion to that effect is proposed and seconded, and supported by at least three-quarters of the members present.
- f) Seconding
Motions and Amendments not seconded shall not be discussed.
- g) Minutes
The minutes of any meeting shall give a brief but accurate record of the proceedings. All motions and amendments put in a meeting shall be recorded in full, with the names of the proposer and seconder.

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9. DISSOLUTION

RST may at any time be dissolved by a resolution passed by a two-thirds majority of all current members, at a meeting called specifically for the purpose, and of which twenty-one clear days' notice shall be given to members. Such a resolution may also give instructions for the disposal of any assets held by or in the name of RST, provided that if any property remains after the satisfaction of all debts and liabilities, such property may not be paid to or distributed among the members of the committee but shall be given to or transferred to such other institutions as have aims similar to some or all of the aims of RST, as RST may determine (with the approval of an independent body, e.g. Havering Arts Council; Havering Borough Council.)

11. ALTERATIONS TO THE CONSTITUTION

Alterations to the Constitution shall receive the assent of not less than two thirds of the members present at a Main Meeting. Notice of any resolution to alter the Constitution must be received by the Secretary and all members will be notified of the proposed alterations not less than 21 days before the meeting. Amendments to the proposals shall be received by the secretary no later than 10 days before the date of the meeting.

The Constitution of Romford Summer Theatre was adopted at the Annual General Meeting held in July 2009.