



**FOWEY FUNNYBONE YOUTH THEATRE (FFYT)
CONSTITUTION (INCLUDING RULES OF PROCEDURE
& GENERAL RULES OF THE CLUB)**

OBJECTIVES

- to create an opportunity for local children to acquire skills, achieve through acting and to raise their confidence.
- to perform an annual pantomime to be presented to the general public.
- to initiate local events, fund raising, social and recreational activities.
- to amass and hold appropriate levels of funds to assist to undertake activities as directed by the Annual General Meeting of FFYT.
- to be an inclusive organisation where everyone is treated with respect and dignity.

MEMBERSHIP

- Membership shall be free, and open to all local residents and other interested persons throughout Cornwall, though an attendance fee of £1.00 per session shall be charged to all attending children.

COMMITTEE

- The Committee shall include a chairman, secretary, treasurer and up to six other members. Office holders will be elected by the standing committee members.
- Officers of the committee shall be eligible for re-election at an Annual General Meeting. Committee members may resign at any time, by means of a written notification to the Chairman and/or Secretary. The Committee may co-opt additional committee members at its discretion. Such committee members will have the same rights and responsibilities as those elected at the Annual General Meeting.
- The Committee will act in accordance with the rules of procedure within this constitution and within other policies adopted by the committee.
- No decisions or statement shall be made by an individual in the name of FFYT without first discussing and reaching agreement with a quorum of committee members.
- A quorum shall be deemed to be 4 members of the voting committee.

AGENDAS

- The Committee members shall develop the agenda for the next meeting and shall make it available before the meeting.

- Anyone wishing to add to the agenda can do so, and should notify the Secretary or Chairman up to 6 hours before the meeting.

FINANCIAL

- The necessary administrative costs of the day to day running of FFYT shall be met from monies gathered from advertising, sponsorship or grants for that purpose.
- There shall be 2 signatories on the bank account (at this time, Lesley Jones and Julie Pleau).
- The Treasurer will reimburse expenses incurred on FFYT business when provided with a bona fide receipt agreed by the Committee.
- The Treasurer will prepare accounts annually.
- At the AGM the adoption of the treasurer's report will be proposed, seconded and approved.

ORDINARY MEETINGS

- Ordinary committee meetings shall take place at least 6 times per year.
- The Committee will seek to reach its decisions at these meetings by consensus. Where this is not possible, decisions will be reached by means of a vote, on the basis of a simple majority. Where such a vote results in a tie, the Chair will have a second, casting vote.
- The decisions made at these meetings should be recorded in the published minutes thereof, including number in favour against and abstaining.
- Any visitors/advisors at these committee meetings shall not be permitted to vote.

ANNUAL GENERAL MEETING

- The Committee will organise an Annual General Meeting once each calendar year. The date and venue of the meeting must be advertised at least one calendar" month beforehand. The meeting will include reports from the Chairman and Treasurer, and other such reports at the Committee consider helpful to the membership.
- Motions for discussion at the Annual General Meeting will be invited by the Committee at the time of notification of the date of the meeting.

EXTRAORDINARY GENERAL MEETING

- An extraordinary general meeting may be called at any time. This may be done at the request of at least 2 members of the Committee. Notice of an extraordinary meeting, together with motions for discussion must be sent out within two weeks of receipt of a compliant request. The meeting must be held within six weeks of receipt of a compliant request.

THE CONSTITUTION

- The constitution will be adopted at an open meeting which shall be publicised 28 days before the meeting. Notification shall go out to all interested parties and contacts of the FFYT. Contacts and interested parties will be given the opportunity to object to anything within the Draft Constitution and will be invited to attend a meeting to lodge their objection.

- The constitution shall then be proposed, seconded and resolved to be accepted, with the alterations if any.

AMENDMENT

- This constitution may be amended at a general meeting of FFYT and will require a majority of two-thirds of those present and voting.

DISSOLUTION OF FFYT

- FFYT can be dissolved by a two thirds majority vote.
- Should FFYT be dissolved, all assets shall be transferred to an organisation with like aims.

FOWEY FUNNYBONE YOUTH THEATRE GENERAL RULES OF THE CLUB

1. NAME

The name of the Club is FOWEY FUNNYBONE YOUTH THEATRE ("the Club")

2. OBJECTS

The objects of the Club are to engage in the production of Pantomimes, other dramatic works and such other activities as deemed necessary by the Committee. To encourage the local youth and to foster an interest amongst its Members in all aspects of the Theatre, to provide amenities and equipment to further the objects and social activities ancillary to them.

3. MEMBERS

3.1 Any person who:

3.1.1 has appeared in a production;

3.1.2 has been cast for a production;

3.1.3 is a member of the Committee;

3.1.4 has helped with a production;

3.1.5 has volunteered to help with a production; or

3.1.6 is a parent/guardian of the above (if the above are under 18), has applied for Membership of the Club and has been accepted by a simple majority of the Committee

within 12 months of the AGM shall be a Member of the Club, providing they are disqualified by 3.4 (below) or have not left the Club by virtue of 3.5 (below) (a "Member").

3.2 A person whose Membership arises under 3.1.6 shall cease to be a Member if they, or their child, leave the Club by virtue of 3.5 (below).

3.3 The Secretary or Treasurer shall keep a register of Members names and addresses.

3.4 A person may be refused membership of the Club, by a three-quarter majority of the Committee, if they have committed an act inconsistent with Membership of the Club.

3.5 A person will cease to be a Member if a written resignation is tendered or the Member having committed an act inconsistent with the Membership of the Club can be removed by a three-quarter majority of the Committee.

4. RIGHTS OF MEMBERS

4.1 Members shall be treated with courtesy, respect and dignity.

4.2 No Person shall be discriminated against by way of direct, indirect, harassment or victimisation on the basis of sex ' race, ethnicity, religion., sexual orientation, disability or age.

4.3 The Club shall maintain a Safety Policy to ensure the safety of Members.

4.4 The Committee shall review these policies periodically and make any amendments deemed necessary

4.5 To ensure Members know their rights under these Rules, a document shall be promulgated at casting giving details of what their rights are and how they may be enforced.

4.6 A Committee Member shall be designated to receive complaints concerning these or any other rights given under these Rules.

4.7 Should there be any accusation of discrimination, the Committee shall investigate the claim(s) and take whatever measures necessary to eradicate discrimination.

5. OFFICERS

5.1 The Honorary Officers of the Club (the "Officers") shall be Chairman, Secretary and Treasurer and must be Members of the Club.

5.2 All Officers shall be elected for a period of one year, after which they shall be eligible for re-election to that office on a yearly basis.

5.3 Any Officer may resign by giving one months prior notice to the Secretary.

6. COMMITTEE

6.1 The Committee shall consist of the Officers and elected Members (the "Committee").

6.2 A Quorum of the Committee shall be 5.

6.3 The Committee shall have power to co-opt Members on to the Committee for specific purposes but Members so co-opted shall only be entitled to vote in Committee on the specific matters for which they have been co-opted.

6.4 All Committee Members shall be eligible for re-election on a yearly basis.

6.5 The Committee shall meet at least every three months and three clear days written or oral notice shall be given for such Meetings

6.6 Emergency Meetings may be called at the discretion of the Chairman and Secretary on 24 hours written or oral notice.

6.7 The Committee shall manage the affairs of the Club and shall have the power to do everything necessary for that purpose.

6.8 Decisions at Meetings of the Committee shall be by simple majority, with the Chairman having the casting vote where necessary.

7. ANNUAL GENERAL MEETING

7.1 The Annual General Meeting ("the AGM") shall be held in December of each year.

7.2 The business of the AGM shall be:

7.2.1 to receive Chairman's report of the activities of the Club during the preceding year;

7.2.2 to receive the Treasurer's report on the financial position of the Club; 7.2.3 to elect the Officers and other Members of the Committee;

7.2.4 to discuss any items of general concern to the Club placed on the Agenda by the Committee;

7.2.5 to alter these rules provided that either the Committee has given notice of the proposed alterations in the notice of the AGM or at least 30% of Members have given the Committee at least 14 days Notice of the proposed alterations by serving the Secretary with a copy of the proposed alterations.

7.3 21 days written notice shall be given to all Members of the date of the AGM.

7.4 Every Member shall have 1 vote on each resolution at an AGM and resolutions shall be passed by a simple majority of Members present. The Chairman of the Meeting shall have a casting vote.

7.5 Persons intending to stand for election to any Office must make their intentions known to the Secretary before the Meeting at which elections for that Office are intended. All nominations must be seconded at that Meeting.

8. EXTRAORDINARY GENERAL MEETING

8.1 An Extraordinary General Meeting of the Club ("an EGM") may be convened at any time upon either a resolution of the Committee or a requisition setting out the resolution(s) to be proposed at it.

8.2 The requisition must be signed by at least one third of Members and served either personally or by recorded delivery post to the Secretary. If within 14 days of receipt of such a requisition the Secretary does not give notice to all Members of an EGM then the requisitionist, or one of them on their behalf, may give notice of the Meeting.

8.3 The business that may be conducted at an EGM may be any one or more of:

8.3.1 removing all or any of the Officers other Members of the Committee Auditors or Trustees of the Club and filling the vacancies caused by such removal;

8.3.2 altering these rules; or

8.3.3 dissolving the Club.

8.4 Proceedings at an EGM shall be conducted as at an AGM; except the Chairman shall not have a casting vote and resolutions must be passed by a majority of three quarters of the votes cast.

9. TRUSTEES

9.1 In the event of the Club acquiring freehold or leasehold property the Committee office shall be entitled to appoint not less than 2 nor more than 4 Trustees, who shall hold until death, resignation or removal from office by a resolution of the Members ("the Trustees").

9.2 The Trustees shall have vested in all freehold or leasehold property of the club and may deal with it by way of sale, mortgage, charge, or lease or otherwise only as directed by the Club.

9.3 Direction shall be given by a resolution of the Members of the Club passed by a majority of the Members present at a duly convened meeting Members meeting and when so passed shall in favour of a purchaser, mortgagee, chargee, leasee or grantee be binding upon all Members of the Club.

9.4 A certificate purporting to be signed by the Secretary for the time being of the Club shall in favour of those persons to be conclusive evidence that a direction complying in all respects with the above provisions fthis rule was duly given to the Trustees.

10. ACCOUNTS, INCOME & PROPERTY

10.1 The Financial Year of the Club shall end on September in each year to which date the accounts shall be balanced and drawn.

10.2 As soon as possible after the year end a statement of assets and liabilities, income and expenditure shall be prepared and made available to Members at the AGM

10.3 The Committee shall be at liberty to appoint an auditor of the accounts and if appointed he shall fall to be re-elected at each AGM thereafter.

10.4 All monies received by the Club shall be paid into an account in the name of the Club at bankers appointed by the Committee and cheques and other instruments drawn on and directions to bankers shall be signed as directed by the Committee.

10.5 Two signatures will be required for all transactions, one of which being the Treasurer and the other a nominated Committee Member.

10.6 No action involving expenditure in the name of or on behalf of the Club shall be taken and no undertakings that would commit the Club to expenditure or other liability in excess of £100 shall be made without prior authority of a resolution of the Committee.

11. INDEMNITY

11.1 The Club shall not be liable for any acts of Members which go beyond those authorised by these rules.

11.2 The Trustees and Members of the Committee shall not be liable (otherwise than as Members) for any loss suffered by the Club as a result of the discharge of their respective duties on its behalf except such loss as arises from their respective wilful default and they shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities incurred b them in the discharge of their respective duties.

12. DISSOLUTION

12.1 The Club may be dissolved by resolution at an EGM as provided by these rules

12.2 The dissolution shall take effect from the day when the resolution is passed and the Committee shall be responsible for winding up of the assets and liabilities of the Club.

12.3 If any property remains after the discharge of all debts and liabilities of the Club then the EGM which resolves the dissolution under this Clause shall appoint 4 people to act as Trustees and those Trustees shall:

12.3.1 Open and pay into a bank or building society deposit account any surplus cash in the name of Fowey Funnybone Youth Theatre (suspense account);

12.3.2 If after a period of two years, or such longer period as the Trustees decide, there is no realistic prospect of a revival of F ovey Funnybone Youth Theatre then the Trustees may donate such proceeds to a Charity or a Club with similar objects to those of the Club within Cornwall;

12.3 .3 Any Trustees appointed under this clause shall not allow themselves to be reduced to less than 3 and shall have the power to appoint new Trustees to a maximum of 4. Where possible new Trustees shall be former Members of Fowey Funnybone Youth Theatre.