# HIADS
# STATION THEATRE
# HAYLING ISLAND

# CONSTITUTION

**DO NOT REMOVE**

**February 2017**

**Constitution Amended February 2017: Approved February 2017**
**Hayling Island Amateur Dramatic Society**
# CONSTITUTION

## 1. Name

(a) The Society to be called Hayling Island Amateur Dramatic Society (H.I.A.D.S.) and to trade under the name of HIADS Limited.

## 2. Objects

(a) To promote the advancement and improvement of general education and recreation in relation to all aspects of the art of drama and the public appreciation of such art.

(b) The funds of the Society shall be devoted to the stated objects and no payment either directly or indirectly shall be made to any member for services to the Society or for other than legitimate expenses incurred for its work.

## 3. Membership

(a) Membership shall fall into the following categories:
(i) Membership - Subscription £15 annually. Members shall have full voting rights, be eligible to take part in productions and participate in any off stage or management role within the society.
(ii) Student Membership - Subscription £10 annually. Open to those members in full time education. Student members are eligible to participate in productions and those aged sixteen and over will have full voting rights.
(iii) Temporary Membership – Open to any individual at the discretion of the committee for a period not exceeding three months in any one year. They will not be eligible to vote at any meeting of the Society, nor shall they receive a newsletter. Subscription shall be at the Executive Committee's discretion. Temporary Members are eligible to participate in productions.
(v) Patrons – Subscription £50 or more annually. Those who wish to contribute financially to the running of the Society. Their patronage will be acknowledged on programmes. They will receive newsletters and will be entitled to concessions as decided by the Committee.

(b) The Society shall have a President as well as Vice Presidents and Honorary Life Members to be proposed by the Executive Committee when necessary. These shall be regarded as Honorary Members and shall be confirmed at an A.G.M., and shall have full voting rights.

(c) Every candidate for membership shall complete an application form prescribed by the Executive Committee, which shall be placed on the HIADS Notice Board in the Station Theatre for a period of at least two days before his/her election as a member, with the exception of Temporary Members.

(d) Candidates for Membership shall be elected by the Executive Committee at its absolute discretion, or by the Society in General Meeting.

(e) The Society shall have a Designated Premises Supervisor (DPS) as required by the 2003 Licensing Act, qualified for the role and selected by the membership at a General Meeting, to serve for a rolling two-year term. The elected DPS shall be a permanent member of the Executive Committee filling and shall have the title of Theatre Manager.

## 4. Subscriptions

(a) Subscription rates for the coming year shall be proposed by the Executive Committee and ratified by the Annual General Meeting. Subscriptions for the year will be due annually from the date of joining.

## 5. Officers and Executive Committee

(a) The Officers shall consist of Chairman, Vice Chairman, Honorary Secretary and Honorary Treasurer.

(b) The Executive Committee shall consist of the Officers, the DPS and three to five members of the Society, all of whom shall be elected at an A.G.M., or co-opted by the Executive at a later date as defined in paragraph 5(e).

(c) The Chairman shall be elected annually, but shall not serve more than three consecutive years.

(d) The Vice Chairman, Honorary Secretary and Honorary Treasurer and members of the Committee shall serve for a two year term at which time they will resign but will be eligible for re-election.

(e) The Executive Committee shall have the power to co-opt other members as necessary up to the Executive Committee maximum membership of four officers, the DPS and five members. Co-opted members shall have full voting rights but will not be appointed as Directors of HIADS Ltd. The President shall be an ex-officio member of the Executive Committee.

(f) A quorum shall consist of five members.

## 6. Advisory Committees

(a) The Executive Committee may set up Advisory Committees to assist in the running of the Society.

(b) The Chairmen of the Advisory Committees shall be appointed by the Executive Committee.

(c) The terms of reference and guidelines for all Advisory Committees shall be defined by the Executive Committee.

(d) The composition and size of any Advisory Committee is at the discretion of the Executive Committee in consultation with the Chairman of such Advisory Committee.

(e) Each Advisory Committee will have Executive Committee representation.

7. **Trustees**

(a) All the property of the Society whether real or personal (other than cash) shall be held by the Trustees in four shares. There shall be not less than two Trustees and not more than four.

(b) Trustees shall be elected at a General Meeting and shall serve until they resign or their services are no longer required by the membership expressed at a General Meeting. Should a Trustee cease to serve, a replacement shall be elected by the membership at a General Meeting.

(c) The Trustees shall deal with the property of the Society which is held by them in such manner as the Executive Committee shall from time to time direct by resolution (of which entry in the Executive Minute Book shall be conclusive evidence).

(d) Trustees will sign blank transfer forms to ensure that the shares remain within the Society and can be transferred to new Trustees should the need arise.

8. **Workings of the Limited Company (HIADS Limited)**

(a) There will be 4 (four) Trustees who will hold one share each. They will appoint the Executive Committee as Directors of the Company. These Directors will be empowered to run the Society as they have been appointed both by the Trustees and elected by the Members. A Director may resign at any time during the year. Trustees will sign blank transfer forms to ensure that the shares remain within the Society and can be transferred to new Trustees should the need arise.

9. **Productions**

(a) Any member wishing to direct / produce shall submit proposals in detail in the first instance to the Production Advisory Committee.

(b) The Director / Producer shall be responsible for the general conduct of all persons associated with the production and the use of the theatre facilities throughout the rehearsals. The Stage Manager is responsible for the above during public performances.

(c) The Executive Committee shall satisfy itself that all aspects of the production are catered for.

(d) The Executive Committee shall take the ultimate responsibility for a production.

(e) The retiring Executive Committee will make provision for the next calendar year's productions.

10. **Casting**

(a) The casting committee for each production shall comprise of three members of the Society, namely the Director / Producer (who shall take the chair), one Executive Committee member and one non-committee member, all of whom shall not be interested in taking an acting part in the production. The formation of this committee is the responsibility of the Executive Committee.

(b) The Director / Producer shall reserve the right to make any changes in the cast that should be deemed necessary, the Executive Committee being informed of the circumstances.

(c) Casting and audition guidelines will be as laid down by the Executive Committee.

11. **Financial Year**

(a) The financial year of the Society shall be from 1 January to 31 December. The fund will be audited as at 31 December by the appointed Registered Accountant and presented to the Trustees.

12. **The Annual General Meeting**

(a) The Annual General Meeting shall be held as soon as possible after the financial year end, and no later than 31 March each year. Members will not be given less than 40 (forty) days notice in writing of the A.G.M.

(b) All nominations for Officers, Executive Committee members, Designated Premises Supervisor and Trustees shall be made in writing and shall be in the hands of the Honorary Secretary not less than 10 (ten) days before the A.G.M.

(c) A quorum for the Annual General Meeting shall be 30 members eligible to vote. Only paid up members will be eligible to vote.

(d) Income and Expenditure accounts and Balance Sheet will be presented at the A.G.M.

(e) The Registered Accountant for the current year shall be confirmed at the A.G.M.

13. **General Meetings**

(a) A General Meeting may be convened at any time by the Executive Committee, or if desired, on request to the Honorary Secretary by any member providing the request be in writing and signed by at least one third of the Society's membership eligible to vote. Members will be given not less than 40 (forty) days notice.

(b) Prior to Annual or other General Meetings, notice of propositions and amendments must be given as follows:
30 (thirty) days prior to the meeting, propositions to be received by the Honorary Secretary.
25 (twenty-five) days prior to the meeting, all duly received propositions will be circulated to voting members.
15 (fifteen) days prior to the meeting, any amendments to the proposals to be received by the Honorary Secretary.
10 (ten) days prior to the meeting, all duly received propositions and amendments to be circulated to voting members.

14. **Alterations To The Constitution**

(a) This Constitution can only be altered or amended by resolution duly passed at a General Meeting of the Society. Such resolution(s) should be submitted in writing to the Honorary Secretary at least 30 (thirty) days prior to the General Meeting.

15. **Disposal of Assets**

(a) To comply with the statutes governing Limited Companies, the assets of the Society shall pass to Havant Borough Council in the event of Hayling Island Amateur Dramatic Society Limited no longer continuing to exist.

16. **Empowerment**

(a) The Executive Committee shall have the power to deal with any question not provided for in this Constitution.

17. **Display of Constitution**

(a) The current constitution of Hayling Island Amateur Dramatic Society Limited shall be that on display on the Society's notice board in the Station Theatre.

FEB2016: Clause 3: Associate member category deleted. £6 per person reduction for members at the same address deleted. Amendment approved at AGM 08/02/2016.