

BEDFORD DRAMATIC CLUB

Constitution

1. NAME

The name of the Club is Bedford Dramatic Club, with a registered working name of Bedford Drama Company.

2. OBJECTS

- a To promote the advancement and improvement of general education in all aspects of the Art of Drama by presenting, where practicable, no fewer than three full-scale theatrical productions per year, by encouraging the writing and reading of plays, and by arranging periodical courses in drama and the techniques of theatrical production.
- b To develop public appreciation of such art.

3. FINANCES

- a All income and property of the Club shall be applied solely to its stated objects and no payment shall be made to members except for reasonable expenses incurred or for goods and services provided for or on behalf of the Club.
- b The funds of the Club shall be held in the name of the Club in banking or other accounts as shall be approved by the Club Committee. Withdrawals from these accounts shall be by cheques and other instruments which shall be signed by the Chairman and Honorary Treasurer.
- c The financial year of the Club shall be from the first day of May to the last day of April following

4. DISSOLUTION

The Club may be dissolved in a General Meeting, notice of intent having been given in the notice calling the meeting. Upon dissolution of the Club all remaining funds and property shall be donated to some other charitable institution or institutions having objects similar to those of the Club, such beneficiaries to be determined by the members of the Club at or before the time of dissolution.

5. MEMBERSHIP

- a Membership shall be open to all persons approved by the Committee.
- b Application for membership shall be made to the Honorary Secretary in the form prescribed and will not be considered unless accompanied by the appropriate subscription. Committee may refuse an application without disclosing the reasons.

6. SUBSCRIPTIONS

- a The annual subscription shall be such sum for each member as shall be determined by an Annual General Meeting.
- b Persons whose subscription is more than two months in arrears shall cease to be members.

7. COMMITTEE STRUCTURE

- a The management of the Club shall be by Committee consisting of Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, Technical Co-ordinator, Marketing and Publicity Officer, Membership Secretary, Social Secretary and Education Co-ordinator.
- b At all meetings of the Committee five members shall constitute a quorum
- c Every member of the Committee present at a meeting shall have one vote and in the case of equality of votes the Chairman of the meeting shall have a second or casting vote
- d The Committee shall hold office from its election until the next Annual General Meeting and all retiring members shall be eligible for re-election.
- e Meetings of the Committee shall be held whenever deemed necessary or when convened by the Honorary Secretary at the insistence of three or more members of the Committee.
- f Any casual vacancy arising in any office, on the Committee, or on any sub-committee, shall be filled by selection by the Committee

8. COMMITTEE POWERS

The Committee shall be empowered:

- a To co-opt members.
- b To do all things as may be calculated directly or indirectly to further the objects of the Club.
- c To appoint sub-committees of any Full Members of the Club for special purposes and to delegate to them such powers as are necessary. The Chairman and/or Vice-Chairman of the Club shall be entitled to attend all meetings of sub-committees.
- d To decide the methods of selection, casting and business arrangements of plays.
 - i To appoint a Director for each production who shall be responsible for the artistic presentation of the play and for arranging rehearsals etc. as he deems fit.
 - ii To approve the cast of a play before publication to the membership.
 - iii To appoint a Stage-Manager for that production.
 - iv To arrange the staging of each presentation through the Technical Co-ordinator and in conjunction with the Director and Stage Manager for that production.
 - v To arrange the publicity of all productions and other activities of the Club through the Publicity Officer.
 - vi To revise the cast and/or production team of any presentation if they consider that any member is proving unsuitable for the task assigned to that member.

9. CONDITIONS OF CASTING

- a It is a requirement that only current members of the Club or persons who shall pay a subscription within seven days of being cast may offer themselves and audition for casting.
- b Every part offered must have been as a result of an audition, wherever practicable.
- c Any member of the cast failing to make regular attendance at rehearsals shall forfeit the right to appear in that production
- d No member of the cast of any production shall, from the date of the first rehearsal to the date of the final performance of that production, without the prior knowledge and consent of the Director, rehearse or play any part in any other production. The Director shall not refuse reasonable consent where this does not impinge on the production in question.
- e All cast members shall pay to the Treasurer a performance fee at least 6 weeks prior to the first dress rehearsal. The performance fee shall be such sum as shall be determined by an Annual General Meeting.

10. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held in the month of June in each year when the following business shall be conducted:

- a To receive the reports of the Officers.
- b To pass the accounts for the financial year ending 30th April of that year which accounts shall first have been audited by the Club's Honorary Examiner.
- c To transact such business as shall have been communicated to the Honorary Secretary and included in the notice of the meeting sent to members.
- d To conduct the election of Officers and the General Committee.
- e To conduct the election of the Honorary Examiner.
- f To appoint a President and any number of Vice-Presidents and Honorary Members. Such appointees shall be entitled to all rights and privileges of membership.
- g To transact any other business at the discretion of the Chairman of the meeting.

11. SPECIAL GENERAL MEETING

Special General Meetings may be convened at any time by the Committee or by ten or more members upon requisition in writing to the Honorary Secretary stating the purpose for which the meeting is required.

12. CONDUCT OF GENERAL MEETINGS

- a Not less than ten days notice of all General Meetings shall be given to members. Such notice shall state the purpose of the meeting.
- b At all General Meetings one third of the current membership or fifteen members (whichever is the lower) shall constitute a quorum.

- c General Meetings shall be conducted by the Chairman under the strict rules of formal debate and each question put to the meeting shall be formally proposed and seconded.
- d At General Meetings every member shall be entitled to be present, to speak once only upon every question and to give one vote and no more upon every question.
- e Members eligible to vote who cannot be present at a General Meeting may nominate a proxy voter in writing to the Honorary Secretary to be received at least one day before the General Meeting at which the vote is to be exercised
- f Voting at General Meetings shall be by show of hands or card vote as the Chairman of the Meeting shall direct. In the event of equality of votes the Chairman of the Meeting shall have a second or casting vote.

13. ALTERATION TO THE CONSTITUTION

This constitution may be repealed or amended by a majority of two-thirds of the members voting at any Annual or Special General Meeting, provided that notice of such repeal or Amendment has been duly given. No alteration shall be made to permit any other than charitable objects

14. INTERPRETATION OF CONSTITUTION

Any dispute as to the meaning or interpretation of this constitution shall be determined by the Committee whose decision shall be final and binding.

Constitutional Amendments		
Clause	Date of General Meeting	Notice to Charity Commissioners
10 & 10b	05.09.01	
5b & 3c	25.09.02	
3c,10b,6a,6b,6c,6d,6e,9e	01.10.04	
9e; 10f 5b deleted	08.06.11	
7a, 8d(iv)	13.06.12	25/07/2012
7a, 12b	17.06.15	
1,	10.08.15	
7a	30.06.21	
10b 10e	30.06.21	
7a	19.06.2024	list of roles