

# HIGHBURY PLAYERS CONSTITUTION

1) NAME

The organisation shall be called HIGHBURY PLAYERS.

2) HEADQUARTERS

The Headquarters of the Highbury Players shall be the Highbury Theatre Centre, Sheffield Road, Sutton Coldfield. B73 5HD.

3) AIMS

To promote, maintain, improve educate and provide entertainment through the performing arts, including drama, mime, dance, film, music and the visual arts.

4) MEMBERSHIP

4.1 Members of Highbury Players shall include both Operating Company and Youth Theatre members.

4.1.1 Operating Company Members

To be actively involved in the furtherance of the aims as laid down in (3) above.

4.1.2 Youth Theatre Membership

Those between the ages of 14 and 18 who are committed to the aims of Highbury Players.

4.2 All persons joining The Highbury Players shall join as members of the Operating Company or Youth Theatre. Election to membership shall be made by the Players Management Committee (PMC) as follows:

4.2.1 Operating Company

For those wishing to act: on the report of an audition from a member of the Arts Committee; for those wishing to undertake technical, design, front of house and business activities: on the verbal report of an interview by the responsible officer.

4.2.2 Youth Theatre

For those wishing to join the Youth Theatre: on the report of an interview by the responsible officer, i.e. the Youth Theatre Leader.

4.3 At the end of each season, the Committee (PMC) shall examine the membership lists and may invite existing members to re-register for the subsequent season as Operating Company or Youth Theatre members.

## 5) FINANCE

### 5.1 Financial Year

The Financial Year shall be 1<sup>st</sup> August to 31<sup>st</sup> July

### 5.2 Subscriptions

Subscriptions to Highbury Players shall be in each category, such appropriate amounts as shall be agreed by the Committee (PMC) from time to time.

5.2.1 The annual subscription shall become due on 1<sup>st</sup> August, but may be paid in advance.

5.2.2 Membership shall deem to have lapsed when no payment has been received by 1<sup>st</sup> February.

5.2.3 New members joining after the 1<sup>st</sup> May in any year shall be entitled to membership until the end of the following financial Year without additional subscriptions.

### 5.3 Surpluses

Surpluses accruing from the performances of plays or any activities may be used for the furtherance of the objectives of the Highbury Players. Any balance remaining will be transferred to the Theatre's Trust's Fund.

## 6) MANAGEMENT

6.1 The Highbury Players shall be managed by a committee which shall be known as *Players Management Committee* (PMC) comprising the persons appointed and/or elected under clauses 6.2, 6.4, plus a maximum of any six Directors of *Highbury Theatre Centre Limited* (otherwise known as The Board of Trustees).

6.2 The Directors will normally be: The Administration Director; The Arts Director; The Front of House Director; The Stage Director; The Finance Director and The Chairman.

6.3 The Arts Director, Stage Director, Front of House Director shall each Chair their own committee to carry out the activities of their particular function.

The Arts Committee will be chosen from nominations made by the Operating Company to the PMC, in consultation with the Arts Director. The Arts Committee will normally serve a three year term and may then offer themselves for re-selection.

The Stage Director's Committee will be made up from Heads and Deputy Heads of Department e.g. Lighting, Sound, Properties, Wardrobe, Workshop and the Deputy Stage Director.

The Front of House Director will set up a Committee consisting of the Box Office Manager, Bar Manager, Catering Manager, Membership Secretary and the Records Officer

#### 6.4

6.4.1 The Highbury Players shall elect the following at their Annual General Meeting:

- Chairman (who must have been a member of the Operating Company for at least three consecutive years).
- Vice Chairman
- Secretary
- Membership Secretary
- Treasurer
- Little Theatre Guild Representative
- Up to two Players Representatives (not otherwise holding office on PMC)
- One member to represent the Youth Theatre

Nominations shall be made in writing, and must reach the Secretary no fewer than five days prior to the Annual General Meeting. All nominations must be seconded and have the approval of the persons nominated.

6.4.2 The PMC shall have the right to co-opt and appoint other officers, without voting rights and to set up sub-committees as and when necessary.

6.4.3 All officers shall act in an honorary capacity.

### 7) MEETINGS

7.1 All meetings shall be held on the premises of the Highbury Theatre Centre limited.

7.1.1 An Annual General Meeting of which 21 days notice, in writing shall be given will be held in December or January. A quorum shall be no fewer than 20.

7.1.2 In addition to the Annual General Meeting other meetings of Highbury Players by the operating company may be arranged in each year if deemed necessary by the PMC or by request in writing of not less than 20 ordinary members of Highbury Players.

7.2 An Extraordinary General Meeting may be called at any time by the Players Management Committee or a request made, in writing, to the secretary and signed by not less than ten members of Highbury Players. A Quorum shall be no fewer than twenty.

- 7.3 The Players Management Committee shall meet not less than six times per year. A quorum shall be no fewer than six.
- 7.4 Sub-committees appointed by the Players Management Committee shall meet when necessary. Each Sub-Committee must include at least one full member of the Players Management Committee. It will be the responsibility of such PMC members to judge if any item discussed needs to be referred to the Players Management Committee for further consideration.

## 8) REVISION OF CONSTITUTION

8.1 This Constitution shall be subject to alteration at the Annual General Meeting or at an Extraordinary General Meeting called for the purpose of which twenty-one days notice in writing shall be given.

8.2 Notice of proposed alteration(s) must be made in writing and be seconded. Such proposals must be received by the secretary.

8.2.1 In the case of the Annual General Meeting not later than 31<sup>st</sup> October or at least 28 days before the said Meeting whichever date is the earlier.

8.2.2 In the case of an Extraordinary General Meeting called for the purpose of altering the constitution at least 28 days before the said meeting.

8.3 Motion for the alteration of the Constitution shall only be carried by a majority of three fourths (75%) of the members present and voting at the meeting at which such a motion is submitted. On no account must any amendment be made which may affect the charitable status of the Highbury Theatre Centre.

## 9) DISSOLUTION

If upon the winding up or dissolution of the Highbury Players there remains after the satisfaction of all debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of Highbury Players but shall be given or transferred to Highbury Theatre Centre Limited.

**Approved by Majority vote Highbury Players AGM Sunday 7<sup>th</sup> January 2007**