

The Moat Players Constitution

Revised July 2025

1. TITLE

- 1.1. The group shall be called “The Moat Players”, address St. Mary’s Church Hall, Hobs Meadow, Solihull, West Midlands

2. THE OBJECT

- 2.1. To provide a Drama Group with community links to Saint Mary’s Church and the Hobs Moat area, for the provision of entertainment, friendship and the development of theatrical skills through the production of drama and associated entertainments.

3. THE MEMBERSHIP

3.1. HONORARY PRESIDENT

- 3.1.1. The committee will choose an Honorary President of the group who will preside at all Annual or Extra-ordinary General meetings. This is a rolling position until either the committee by majority agreement or the Honorary President decide otherwise.

3.2. HONORARY LIFE MEMBERS

- 3.2.1. The committee may award honorary (non-voting) membership at its discretion.

3.3. PAID MEMBERS

- 3.3.1. Adult Membership is available to all aged 19 and over on payment of an annual subscription.

- 3.3.2. Youth Membership is available to all aged 10 - 18 inclusive on payment of an annual subscription, however, the committee has the discretion to set a maximum number of youth members for reasons of Youth Protection. A waiting list will operate.

- 3.3.3. The annual subscription to be agreed by a simple majority at the Annual General Meeting. Membership expires at the closing of the Annual General Meeting.

- 3.3.4. The payment of the subscription shall entitle the member to immediate eligibility for participation in any production and, after three months, to voting rights and rights to stand for committee, subject to the restrictions below in section 9.

3.3.5. Members from the previous season who fail to renew membership before the Annual General meeting shall be classed as new members and subject to the restriction set out in paragraph 3.3.4 above.

4. ANNUAL GENERAL MEETING

4.1. The annual general meeting of the group is to be held after the last production of the current season, the timing to be dependent on the last production of the season, but to be held sometime between 1st June and 31st August.

4.2. Notice of the date and time and venue for this meeting to be posted online and messaged to members at least five weeks prior to the date set for the meeting. Notice of agenda items to be forwarded to the secretary two weeks prior to the meeting.

5. EXTRA-ORDINARY GENERAL MEETINGS

5.1. These may be called by either the committee or ten eligible members (see section 3), the purpose of the meeting must be stated and passed to the secretary, such a meeting must then be called within three weeks. The date to be agreed with the President. All members to be notified in writing as soon as a date is decided. Notice of agenda items to be forwarded to the secretary two weeks prior to the meeting.

6. FORMATION OF A COMMITTEE

6.1. The committee shall consist of Chairman, Secretary, Treasurer and, at least, four, a maximum of six additional committee members, who shall be appointed at the Annual General Meeting by vote of all members present who are eligible to vote (see 3.3.4 and 3.3.5). All committee members shall share between them the responsibilities of the following roles: Principle Stage Manager, Venue Liaison Officer, Publicity Officer, Production Co-ordinator and Social Secretary

6.2. The Chairman may not hold office for a period exceeding three consecutive years.

6.3. At the same time as the notice is posted advising the date and time and venue for the Annual General meeting, a list is also to be posted for candidates for the seven posts for the formation of the committee. Each candidate shall insert their name on the list, which shall be deemed to indicate their willingness to serve and should be seconded by another group member who is eligible for voting. The list to be closed at the Annual General meeting immediately prior to the voting taking place.

7. RESIGNATIONS FROM COMMITTEE

- 7.1. All resignations from committee must be submitted in writing to the Chairman except in the case of the Chairman in which case it should be submitted to the Honorary President and the Secretary.

8. COMMITTEE MEETINGS

- 8.1. These shall be called by the Chairman. The Committee shall meet at least six times during the current year.
- 8.2. At least one weeks' notice of the meeting called shall be given to all committee members, a quorum shall consist of 50% or 4 members of the committee (whichever is larger).
- 8.3. Should the Chairman be absent from a committee meeting, the role of chair for that meeting shall be either a) delegated by the Chairman to another officer in advance of the meeting, or b) be elected by a majority vote of officers at the start of the meeting in question.
- 8.4. Members of the committee shall be expected to attend all committee meetings wherever possible. Failure to attend on a regular basis may result in a committee member being asked to resign from the committee.
- 8.5. If the number of committee members falls below 7, then a request for new committee members should be put to the group
- 8.6. All meetings should be minuted. These minutes are to be retained for passing on to the next secretary. For this reason, discussions on any messaging systems that would normally be discussed in a meeting must be summarised at the beginning of the next meeting and minuted.
- 8.7. Decisions should be voted upon as needed with vote numbers recorded anonymously in the minutes

9. COMMITTEE MEMBERS

9.1. Chairman

- 9.1.1. The elected chairman shall be responsible for co-ordinating the general running of the committee and ultimately the group.

9.2. Secretary

- 9.2.1. The elected secretary is responsible for ensuring that all committee, annual general and extra-ordinary meetings are fully and accurately minuted. These

minutes are to be retained for passing on to their successor and for circulating among the membership as required.

9.2.2. They are also responsible for obtaining all licenses and for dealing with all correspondence as directed by the committee.

9.2.3. The secretary is also required to make all hall bookings as directed by the committee.

9.3. Treasurer

9.3.1. The elected treasurer shall be an adult member of the group and be responsible, through the committee, for all financial aspects of the said group and will give guidance as appropriate to the group on all items of finance.

9.3.2. In addition, he or she will be responsible in ensuring that all monies associated with the group are dealt with and recorded in an accounts ledger book in a proper orderly manner. The treasurer will close the accounts for the current season and produce a balance sheet two weeks prior to the date set for the annual general meeting.

9.3.3. The accounts ledger and balance sheet shall be duly audited prior to the annual general meeting, by an appropriate experienced independent non-member appointed by the committee to do so.

9.4. Additional Roles (taken up by the other committee members as needed)

9.4.1. Principal Stage Manager

9.4.1.1. The principal stage manager shall be chosen by the committee and be responsible for overseeing backstage activities and equipment for the season and acting as a liaison between the committee, director and backstage crew

9.4.2. Venue Liaison Officer

9.4.2.1. To provide the link between The Moat Players and the chosen rehearsal/ performance venue. Responsible for ensuring the group is represented at appropriate Fund-Raising events.

9.4.3. Publicity Officer

9.4.3.1. Responsible for initiating/coordinating all matters regarding publicity of the group's productions.

9.4.4. Production Co-ordinator

- 9.4.4.1. To ensure that all tasks needed to stage each performance/production are carried out at the correct time. Includes ensuring all appointments are made and sufficient helpers are available.

9.4.5. Social Secretary

- 9.4.5.1. To organise a calendar of social events of interest to the group members. Communicating the information and carrying out any resultant action. Responsible for ensuring the production/distribution of a regular newsletter to the membership.

9.4.6. Youth Liaison Officer (incorporating direct youth membership representation)

- 9.4.6.1. The responsibility for the implementation of the Youth Protection Guidelines falls to the membership as a whole.
- 9.4.6.2. The youth liaison officer's responsibilities include but are not limited to, the supervision, safety and appropriate behaviour of youth members at Moat Players rehearsals and any Moat Players event at which the parent or guardian of the youth member is not present. The eligibility and responsibilities of the youth liaison officer are defined in the Youth Protection Guidelines annexed to this Constitution.
- 9.4.6.3. The youth liaison officer shall be an adult member and will be responsible for ensuring the representation of the youth members' interests and relevant issues at all committee meetings, to include coordinating the attendance of a youth member or youth members at committee meetings so that representations are made directly by youth members to the committee in person. The Youth Liaison Officer is not required to be a member of the committee although they may attend meetings as they feel appropriate or at the request of the Chairman. If the Youth Liaison officer is not an elected member of the committee, they do not have voting rights. The youth liaison officer shall be the same person throughout the season. The youth liaison officer shall ensure any chaperones and performance licenses are in place for all productions.

10. **BANKING**

- 10.1. The treasurer shall open such bank accounts on behalf of the group as seem prudent and as directed by the committee. No monies can be withdrawn from these accounts without the signature of the treasurer. The chair shall be responsible for ongoing checks of transactions as needed.

11. PRODUCTIONS

- 11.1. The committee shall be responsible for the appointment of a director, producer, front of house manager and SMBC Licence holder for each production.
- 11.2. The director/producer shall have the sole responsibility for all other appointments for each production.

12. DISPUTES

- 12.1. Any group related disputes between members of the Moat Players to be referred to the committee in writing, whose decision after consideration of the facts is to be deemed final.

13. WINDING UP OF THE GROUP

- 13.1. If the committee decide that the group needs to be disbanded then an EGM will be called and a vote taken by all eligible members.
- 13.2. In the event of the group deciding to disband, the Treasurer shall produce a final balance sheet in the same manner as set out in paragraph 9.3.3 of this constitution for presentation as a special winding up meeting of the group.
- 13.3. The assets of the group shall then be retained by a nominated member of the committee for 18 months. After which, the assets will be sold with funds donated to a chosen charity of the committee's choice/ donated to other groups who may be able to make use of the assets.
- 13.4. If within the period of 18 months it is decided to reform the group on the same basis as the present constitution, then the assets as at that time to be transferred to the newly formed committee for use in their productions.

14. AMMENDMENTS TO THE CONSTITUTION

- 14.1. Proposed amendments to the constitution may only be submitted in writing to the secretary by any member of the group two weeks prior to the annual general meeting for discussion, amendment and decision by those eligible to vote at that meeting
- 14.2. If changes are agreed upon, then the changes come into effect immediately

14.3. If changes need to be made mid-season then the committee will call an EGM as per 14.1

END

