

CONSTITUTION OF HOOK PLAYERS

adopted on 4th June 2024

1 Name

The Society shall be called HOOK PLAYERS.

2 Objectives

The objectives of Hook Players are to promote and develop the appreciation of drama in the local community.

3 Powers

Hook Players may exercise the following powers:

- 3.1 to promote plays, drama, comedies, musicals and other dramatic and operatic works
- 3.2 to purchase, acquire and obtain interests in the copyright of, or the right to perform or show, any such dramatic or operatic work
- 3.3 to purchase or otherwise acquire property, machinery, furniture, fixtures, fittings, scenery and all other necessary effects
- 3.4 to raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise, provided that in raising funds Hook Players shall not undertake any substantial permanent trading activities and shall conform to relevant law
- 3.5 subject to any consents required by law, to sell, lease or dispose of all or any part of the property of Hook Players, as given in 3.3
- 3.6 to co-operate with other voluntary bodies, charities and statutory authorities operating in furtherance of the objectives or similar purposes, and to exchange information and advice with them
- 3.7 to appoint and constitute a COMMITTEE
- 3.8 the Committee may appoint and constitute any advisory committees as it may think fit
- 3.9 to do all such other lawful things as are necessary for the achievement of the objectives of Hook Players.

4 Membership

Membership of Hook Players is open to all those aged 18 or over, who support the objectives of Hook Players.

MEMBERS and ASSOCIATE MEMBERS shall complete an application form and pay the corresponding subscription. Associate Members shall not have voting rights. The Committee may invite younger persons to take part in productions. They shall be designated JUNIOR MEMBERS and shall not have voting rights. All Junior Members must have the written permission of their parents or guardians, who must comply with the Child Protection Policy that Hook Players has in place.

Members are required to comply with all the policies and procedures mandated by the committee as published on the website.

5 Subscriptions

The SUBSCRIPTION period shall be from the date of joining until the end of the month of the next ANNUAL GENERAL MEETING.

The Committee shall determine the Subscription for Members, Associate Members and Junior Members for the following year.

6 The Committee

A Committee elected by simple majority of members at the Annual General Meeting and consisting of the following seven OFFICERS shall manage Hook Players:

- Chairman
- Secretary and Communications Officer
- Treasurer
- Social Secretary (including Play Readings)
- Technical Support Officer
- Publicity & Marketing Officer
- Membership and Fund-raising Officer

Officers shall retire annually but shall be eligible for re-election.

The Committee may co-opt Members for any duration up to the next Annual General Meeting. The co-optee shall have no voting rights unless the total number of committee members drops below quorate.

The Committee may re-allocate areas of responsibility between elected Officers and Co-opted members.

The committee shall maintain policies and procedures that apply to all members.

6.1 Resignation from Committee

Resignation in writing shall be made to the chairman and/or the secretary indicating the date it shall become effective.

No terms or conditions shall be stated or otherwise implied in the resignation. On receipt, the resignation shall be circulated immediately to the remaining members of the committee.

There is no constitutional power to withdraw or reinstate after the said date, but the committee are empowered to co-opt to the newly vacated position.

After the said date no committee documents or communications shall be available to the resignee unless permitted to the general membership, or the resignee has been co-opted to the committee.

The co-optee shall have no voting rights unless the total number of committee members drops below quorate.

The resignee is free to stand in that position for the committee at the next AGM, or SGM.

7 Committee Meetings

- 7.1 The Committee will meet on a regular basis at least six times a year and meetings may be held face-to-face or online.
- 7.2 If the CHAIRMAN is absent from any meeting, the Members present shall choose one of their number to chair the meeting before any business is transacted
- 7.3 The QUORUM shall be four Members of the Committee.
- 7.4 Matters shall be decided by simple majority; in the event of equality the Chairman shall have a casting vote.
- 7.5 The Committee shall keep minutes of proceedings, including those of any sub-committees and shall circulate to Committee Members no later than one week in advance of the next committee meeting.
- 7.6 The minutes will be published in the Members' section of the website once they have been approved by the committee.
- 7.7 The Committee may appoint one or more sub-committees, providing that all acts and proceedings are fully and promptly reported to the Committee.
- 7.8 The proceedings of the Committee shall not be invalidated by any vacancy among its number.

8 Finance

- 8.1 The funds shall be applied solely in furthering the objectives of Hook Players
- 8.2 The funds, including subscriptions, donations, and Production income shall be paid into an account operated by the Committee, in the name of Hook Players at a bank to be decided by the Committee. All cheques and electronic payments must be authorised by two members of the Committee
- 8.3 All expenditure requires the authority of the Treasurer, Secretary or Chairman and all accounts shall be sanctioned by the Committee
- 8.4 The PRODUCER, in conjunction with DIRECTOR and the STAGE MANAGER, shall submit a budget of income and expenditure for each production to the

Committee for approval. If no PRODUCER is available, the budget shall be submitted by the Treasurer

9. Financial Year

The financial year shall be 1st May to 30th April. A Receipts and Payment Account shall be prepared by 31st May each year.

10 Annual General Meeting

- 10.1 The ANNUAL GENERAL MEETING (AGM) shall be held in the month of June or as soon as practicable thereafter.
- 10.2 The QUORUM shall be 10 or 25% of current Members, whichever is the lower. Associate Members and Junior Members are invited to attend but may not count toward the quorum.
- 10.3 If the Chairman is not present, those in attendance shall appoint one of their number to chair the AGM.
- 10.4 The Report of the Committee and the Accounts for the preceding year shall be presented and approved.
- 10.5 Elections shall be held for all Officers. Nominations shall be in writing, proposed and seconded by Members. Voting shall be by secret ballot with a simple majority of Members present. If there is a tie, the Chairman of the meeting shall have the casting vote. If there is only one nomination for an Officer, it shall be deemed that the person be elected unopposed.
- 10.6 Those elected shall hold office from the conclusion of the meeting.

11 Special General Meeting

A SPECIAL GENERAL MEETING (SGM) may be called by a proposal sent to the Secretary in writing and signed by three Members. The Secretary shall inform all Members of the SGM and the proposal. The proposal may be agreed by a majority of those Members in attendance and voting. The QUORUM shall be 10 or 25% of the current Members, whichever is the lower. Associate Members and Junior Members are invited to attend but may not count toward the quorum.

12 Productions

The Committee shall select productions and shall appoint Director, Producer and Stage Manager for each production, and shall determine the dates of productions

13 Policies and Procedures

The Committee shall agree, and maintain Policies.

These shall include, but not be limited to:

- Committee Members' Code of Conduct
- Resignation of Director
- Child Protection Policy
- Complaints Procedure
- Health and Safety Policy

14 Dissolution

If the Committee decides that it is necessary or advisable to dissolve Hook Players it shall call a meeting of all Members, giving not less than 21 days' notice. If the proposal is confirmed by two-thirds of Members present and voting then the Committee shall have power to realise any assets held by or on behalf of Hook Players. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to a society having objectives similar to those of Hook Players, or to a charity as determined by a majority of the Members in attendance at the meeting.

15 Changes to this Constitution

Changes to this Constitution may be considered at an AGM or SGM, providing that a written proposal is given to the Secretary 21 days in advance and circulated to all Members at least 14 days prior to the meeting.