



Registered Charity No: 1123523

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**Chairperson**

Geraldine Richards  
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**Secretary**

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**Treasurer**

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## **RULES and CONSTITUTION**

**(Updated & presented at AGM 2025)**

**1** The charity shall be known as Centenary Drama Group & CD Kids

### **AIMS AND OBJECTIVES**

**2 (a)** To promote interest in amateur dramatics and musical art.

**(b)** To encourage all members to demonstrate existing skills and abilities and provide the opportunity to learn new ones, whilst providing the same opportunities for all members.

**(c)** To develop co-ordination, build confidence, educate and provide social interaction amongst all our members, giving much enjoyment to all taking part.

**(d)** To promote physical, intellectual language and provide emotional and social development in all of our child members.

**(e)** To encourage involvement in the community by providing affordable entertainment for the community.

**(f)** To join with other charitable organisations.

**(g)** To provide service to local residents through organised events, such as fetes, productions and other such activities deemed appropriate.

### **MEMBERSHIP**

**3** Membership is open to anyone over the age of 7.

**4** CD Kids members must be no younger than the age of 7 and no older than the age of 18.

**5** Applications to join the Group will be agreed by the committee. At times this may result in being placed on a waiting list.

*All applications are encouraged, however in the event of maximum capacity please note you'll be placed on a waiting list and contacted when a place becomes available.*

**5a)** The membership for additional youth members can be fast-tracked due to exceptional circumstances. These must, however, be in consultation with the committee, and the director, and approval sought and considered for each show. The decision is at the discretion of the committee and cannot be challenged.

**5b)** It has also been agreed that the committee can consider and authorise dispensations for members of the Production Team in order to meet their needs and personal circumstances. These permissions will be limited to each show where the production team will need to put in a request to the committee for agreement/approval. Examples of these dispensations could include (but not limited to) age of CD Kids membership, introduction of show fees, number of performances/rehearsals, location of rehearsals etc. The decision is at the discretion of the committee and cannot be challenged.

**6** Members and volunteers at all times must conduct themselves in a reasonable manner at meetings or in premises used by the Group.

**6a** Following advice from the Local Authority Safeguarding Team, the group have been advised that adults should refrain from contacting or communicating with minors on social media. The only platform to be used is the official show page unless given specific permission from the parent. Any adult member not following this rule could result in instant dismissal from the group.

**6b** In order to make safeguarding a priority of the group, measures involving the Production Team, including Backstage Crew, will be reviewed, discussed, minuted and put in place for each show.



**7** The Group will not tolerate any behaviour which discriminates race or faith, gender, age, disability, or sexual orientation or any other unjustifiable criteria.

**8** Anyone found not following the rule & constitution or bringing the group into disrepute can have their membership terminated by the committee.

### **CONDUCT OF BUSINESS**

**9** The business of the Group will be conducted by a committee elected at the annual general meeting (AGM), which shall consist of a chair, vice-chair, treasurer, secretary and not less than three other members. The committee members, having been elected, will remain in office until the annual general meeting (AGM), twelve months later. They may at that time stand down, or stand for re-election. Following the meeting, the producer, director & backstage manager of the next show will be chosen by the committee members.

**9a** In the event that the number of committee members drops below seven, the Trustees can either make up the required numbers at meetings or authorise an EGM to re-instate and/or add additional committee members.

**10** The election or removal of officers or committee members may only be carried out by an extraordinary general meeting (EGM) or an annual general meeting (AGM) of the Group. The committee may temporarily fill any vacancy arising among the officers from its members until the next AGM of the Group.

**11** Should any committee member fail to attend three meetings during a twelve month period of office they will be removed from the committee except under exceptional circumstances. This shall be decided by the committee.

**12** The committee shall deal with any group issues which require decisions between general meetings and then report these decisions back to members at the following general meeting.

**13** Every matter shall be determined by the majority of the committee members present, each member having no more than one vote. In a case of equality of votes, the Chair shall have the casting vote

**14** The committee shall have the power to appoint a sub committee, to investigate and undertake particular tasks.

**15** An extraordinary general meeting (EGM) of the group can be called at any time at the discretion of the committee and shall be called within 21 days after the receipt by the secretary of a request in writing signed by at least 12 members of the group and committee. Every such request must specify the business for which the meeting is to be convened and no other business shall be transacted at the meeting.

**16** Ownership of all property, including costumes, buildings, music score, lighting equipment and sound equipment and other such possessions shall be vested in the Trustees.

**17** Trustees shall be appointed by the committee and hold office for life or discharged at their own request or by resolution made at the Annual General Meeting.

### **FINANCE**

**18** All money raised by, or on behalf of the Group shall be applied to further aims of the Group and for no other purpose.

**19** Annual membership fees and ticket pricing issues will be discussed and agreed by the committee.

**20** The financial accounts shall be presented to the public at the AGM.

**21** Each cheque must be signed by two committee members, appointed by the committee. In addition, the treasurer has the authority to make payments through Electronic Banking Transfer System. Regular checks will be made by committee members at monthly meetings.

### **DUTIES OF THE OFFICERS**

**22** All the officers of the Group have a duty to further all the aims of the group, including the promotion of equal opportunities and opposing all forms of discrimination.



**23** The Chair shall conduct the meetings of the Group. If the Chair and Vice Chair are absent, any committee member, elected by a majority of those present, will chair the meeting. A total of over half of the committee members shall be needed to form a quorum.

**24** The treasurer shall open and/or maintain a bank account in the name of the Group. The committee shall appoint authorised signatories and each cheque must be signed by two of the authorised signatories. The signatories must be committee members or trustees. In addition, the treasurer has the authority to make payments through Electronic Banking Transfer System. Regular checks will be made by committee members at monthly meetings.

**25** The treasurer shall keep proper accounts of income and expenditure and report on them as required by the committee, at committee meetings, at general meetings and the annual general meeting (AGM). At the AGM the treasurer shall present annual accounts.

**26** The secretary is responsible for convening all meetings and giving the relevant notice to members. The secretary shall ensure that a proper record is kept of all meetings in the form of minutes and provide them as required to the committee and Trustees. Copies can also be requested at the next general meeting.

### **ANNUAL GENERAL MEETING**

**27** The committee shall call an annual general meeting (AGM) of the Group once a year. Not less than one months notice shall be given of the AGM to all members, non member volunteers and parents of the child members. Only paid up members of the Group, over the age of 18, will have voting rights. With the exception of the groups life members.

**28** At this meeting:

- (a) Copy of the minutes from the last AGM is to be available for all present to agree to be a true and accurate record.
- (b) The committee shall present an annual report of the Group.
- (c) The treasurer shall present the accounts of the Group for the past year.
- (d) The committee for the next year shall be elected.

**29** Any proposals submitted to the secretary in writing not less than seven days in advance of the meeting shall be considered.

### **EXTRAORDINARY GENERAL MEETINGS**

**30** The secretary must call an extraordinary general meeting at the request of a majority of the committee. The secretary must give at least seven days notice of the extraordinary general meeting to all members.

**30a** The Trustees also have the power to call an EGM (Extra Ordinary Meeting) in the event that an issue arises that they feel needs bringing to the attention of the group.

### **NOTICE OF MEETINGS**

**31** Notice of all committee/general meetings will include the date, time and place of the meeting together with an agenda of matters to be discussed.

### **ALTERATION TO THE RULES & CONSTITUTION**

**32** Alterations to the constitution can only be made at either the AGM or at an EGM convened for that purpose or by the committee with the authorisation of the majority of the trustees.

**33** Any proposal to alter this constitution must be submitted to the secretary, not less than one month before



the meeting at which it is to be discussed. Any alteration requires the approval of two-thirds of those present and voting at the meeting.

### **GROUPS PROPERTY**

**34** Any goods, or other property purchased by the Group, for the use of its members, or other uses, will be deemed the property of the Group and cannot be disposed of for any reason, without the consent of the committee.

Initial ratification of this constitution will require the approval of no less than two-thirds of those present and eligible to vote at either the Annual General Meeting or at an Extraordinary General Meeting. Alteration of this constitution must receive the approval of the majority of the committee authorised by the majority of the trustees.

### **Signed by:**

Chairperson: Printed Date

Secretary: Printed Date

Treasurer: Printed Date

### **Terms of Reference for Trustees.**

1. Ownership of all property, including costumes, music, buildings, lighting / sound and such other chattels belonging to the group shall be vested in the Trustees.
2. Trustees shall be appointed by the General Committee and hold office for life or until discharged at their own request or by resolution made at the Annual General Meeting (AGM) of the General Committee.
3. Election as a Trustee shall not in any way be detrimental to being elected to any office in the Groups General Committee.
4. The Trustees shall not be responsible for any debts or liabilities incurred by the General Committee or any matter arising from the activities of the group. In the event of the Group being disbanded, the Trustees shall convene a meeting to consider disposal of the assets, a detailed list of assets having been provided for this purpose.
5. After payment of all debts and liabilities any remaining funds, equipment, buildings and other assets shall be distributed or transferred to other charitable organisations having objectives similar to those of the group.
6. Trustees are entitled to attend any meeting of the General Committee including the Annual General Meeting