THE KING'S LYNN PLAYERS CONSTITUTION

(Based on the Rule Book 1958, 1976, 1985 and 1993) (Amended 1999, 2008, 2016, 2023

1. Introduction

The King's Lynn Players is a thriving amateur theatre group. Our aim is to encourage the support and involvement of the local community in our efforts to present first-class theatrical productions to a high professional standard.

The Constitution sets out the way in which the Society shall operate. It will be approved by the Membership and reviewed regularly by the Committee.

2. Membership

1.2 The Society shall be an amateur organisation known as THE KING'S LYNN PLAYERS and shall have for its objectives the furtherance of performing arts and the presentation of theatrical productions.

1.3 A President, Vice-Presidents, Honorary Accountant and Honorary Legal Advisor shall be elected annually at the Annual General Meeting.

1.4 The Society shall hold an Annual General Meeting in May/June each year.

1.5 An Extraordinary General Meeting may be called by the Committee or 25% of the Society's Adult Members at any time giving 14 days' notice of such a Meeting.

1.6 Members shall be given no less than 14 days' notice of this Meeting. Only Members who have paid subscriptions for the year will be eligible to nominate or vote at the General Meeting. Only fully paid up Adult Members shall be eligible to nominate or vote at the A.G.M. Friends of the King's Lynn Players may not nominate or vote at the A.G.M. The definition of a Friends' membership will be defined under section 2.7.

2. Membership

2.0 Membership to the Society is open to all persons. The Committee reserve the right to decline the membership of any individual and will record their reasoning in the committee minutes.

2.1 The Committee shall at all times have power to determine all matters relating to Membership.

2.2 Membership fees will be fixed annually at the Annual General Meeting for the succeeding year. Membership fees become due on 1 April each year.

2.3 There shall be three categories of Membership for subscription purposes:

Junior Members under age of 18.

Adult or Full Members - 19 years and over.

Friends' Membership – detailed in section 2.7

2.4 The Society shall also include Honorary Life Members who have rendered special services to the Society. These Life Members will have the same status for voting as other Adult members of the Society. Life Members will be proposed on the recommendation of the General Committee at the Annual General Meeting.

2.5 New Members shall, on payment of the annual subscription, receive a copy of this Constitution.

2.6 In addition to the Membership Fee, a "Show Participation Levy" may be charged to performers and will be determined by the Committee when setting the budget for each production.

2.7 A “Friend” of the Society is a non-voting subscription for any person who wishes to contribute or support the Society in their objectives.

3. Committee Membership and Management

3.1 All activities of the Society shall be under the direction of the General Committee. This shall consist of the following General Committee members:-

Chairman	Vice-Chairman
Secretary	Business Manager
Treasurer	Assistant Secretary
Child Protection Officer	Social Secretary
Membership Secretary	Friends’ Secretary
Costume Co-ordinator	Publicity/Communications Officer
and up to six Committee Members	

3.2 All paid up Adult Members will be eligible to stand for General Committee posts.

3.3 With the exception of the Chairman and Vice-Chairman, General Committee members shall be elected annually by ballot at the Annual General Meeting. Candidates for nominations to the Committee shall be fully paid up Adult Members of the Society and shall be nominated and seconded by fully paid up Adult Members.

3.4 Members of the retiring General Committee shall be automatically eligible for re-election unless they notify the Secretary at least 7 days before the Annual General Meeting that they do not wish to stand.

3.5 The Chairman of the Society will be elected from within the Committee for a minimum of three and maximum of five years. Re-election for a further term will be possible following discussion and support of the General Committee. The Membership will have the power to replace the Chairman on the advice of the General Committee through a Vote of No Confidence. This will require the calling of an Extraordinary General Meeting.

3.6 Where possible, the Vice-Chairman of the Society will be “Chairman Elect” and a hand-over period of at least six months will commence in the last year of the Chairman’s tenure. If the Vice-Chairman does not wish to stand as Chairman, they must inform the Secretary and Chairman at least 6 months before the end of the current Chairman’s term.

3.7 The General Committee shall have the power to fill any vacancies which may occur during the year. They shall also have the power to co-opt additional Committee Members should they consider it appropriate or necessary.

3.8 The General Committee will meet at least six times a year. The schedule of meetings will be determined by the General Committee following the Annual General Meeting.

3.9 The Chairman, Vice-Chairman, Treasurer, Secretary and one Committee member nominated by the General Committee will be Executive Members of the General Committee.

3.10 Decisions will generally be made by consensus at General Committee meetings. If a vote is required, this will be made by those Members of the General Committee present at the meeting. In the event of a tied decision, the Chairman of the Committee (or Vice-Chairman in absence of the Chairman) shall have a casting vote in addition to their vote as a Member of the Committee. In the absence of both the Chairman and Vice-Chairman, the executive member will hold the casting vote.

3.11 Minutes of each General Committee meeting and decisions made will be prepared and circulated to General Committee Members. Minutes will be agreed and signed at the next meeting. The Chairman will provide a brief summary of decisions made by the General Committee in the Society's newsletter, Centre Stage. Minutes will be kept for a minimum of five years by the Secretary.

3.12 For the purpose of urgent decisions a meeting of Executive Members can be arranged on an exceptional basis. The decisions of the Executive Committee will be recorded at the next General Committee meeting.

3.13 The General Committee will develop Policies to ensure that the Society complies with the Law and good practice. These Policies will be reviewed on a regular basis and any amendments reported to the Annual General Meeting. Copies of the Policies will be available on the Web-site. The current policies of the Society are set out below:

Child Protection Policy
Fire Safety Policy
Health and Safety Policy
Audition Protocol

3.14 The Society will insure itself for public liability on an annual basis.

3.15 The Committee shall have power to deal with any matter not specifically mentioned in this Constitution.

4. Other Roles

4.1 The Membership shall appoint a President of the Society who will be re-elected at each A.G.M. The President will act in an advisory capacity and will chair the A.G.M. The President will be invited to First Night productions and other events.

4.2 The Membership shall appoint Vice-Presidents who will act in an advisory capacity to the President and the Chairman when required. The Vice-Presidents will be invited to the First Night of all productions and other events.

4.3 The Committee shall appoint an Honorary Legal Advisor who will provide legal advice to the Committee as and when required.

4.4 The Committee shall appoint an Honorary Accountant who will review the Accounts on an annual basis and provide advice to the Treasurer and the Committee as and when required.

5. Financial Matters

5.1 Matters of finance shall be transacted through a Bank. Cheques shall be signed by any two of the following Executive Committee members - Treasurer, Secretary, Chairman, Vice-Chairman or one other committee member as notified to the Bank. Transactions up to £400 may be completed via online banking for authorised officers. Transactions over £400 should be approved in advance by any two of the following: Treasurer, Secretary, Chairman, Vice-Chairman or one other committee member as notified to the Bank.

5.2 The Accountant will compile and countersign the balance sheet for the year of his/her office prior to its presentation to the Society. The Treasurer shall present the Annual Accounts at the Annual General Meeting.

5.3 The Society's financial year shall end on 31st March each year.

6. Productions

6.1 Each production of the Society shall be under the direction of a Director approved by the Committee. The Director, if not already Members of the General Committee, will serve as ex-officio Members for the duration of the Production. The right of audience and voting at Committee Meetings of a Director who is not already a Member of the General Committee shall apply only in respect of matters pertaining to the Production for which he/she is responsible.

6.2 The Committee will appoint a Production Team to produce each show. This will include roles pertinent to each production. The Director will also be the Chairman of the Production Team and will report directly to the General Committee on progress. The Production Team will have responsibility for ensuring that the Budget set for each show is allocated appropriately and remains in balance. The Director will be required to approach the General Committee for any additional funding once the Budget has been agreed.

6.3 The General Committee shall have the power to revise any member of the Production Team at any point if it feels necessary to do so.

6.4 In line with the Audition Protocol, the General Committee shall appoint an Auditioning Committee of up to seven individuals including the Director and Musical Director to cast each production.

6.5 Where any cast member proves unsuitable for the part through either ability or commitment to rehearsals, the Director of the production, Chairman and Vice-Chairman shall have the power to re-cast the role in question in line with the audition protocol.

7. **Young Players and Studio Players**

7.1 The Young Players is an inclusive part of the Society and will be run by a Steering Committee appointed by the General Committee. The Steering Committee is able to make recommendations to the General Committee on future productions. The Young Players will operate to this Constitution and the policies of the Society.

7.2 The Studio Players is an inclusive part of the Society and will be run by a Steering Committee appointed by the General Committee. The Steering Committee is able to make recommendations to the General Committee on future productions. The Studio Players will operate to this Constitution and the policies of the Society.

8. Other Sub-Committees

8.1 The General Committee will, from time to time, appoint other Sub-Committees to undertake specific roles such as fundraising or events planning.

9. Dissolution

9.1 If the General Committee decides that it is necessary or advisable to dissolve the Society, the Chairman shall ask the President and Vice-Presidents to call a meeting of all members of the Society, of which no less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given.

9.2 If the proposal is confirmed by a majority of those present and voting, the General Committee shall have power to release any assets held by or on behalf of the Society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to another institution having objectives similar to the Society as the members of the Society may determine or failing that shall be applied for some other charitable purpose.

by ________ ____________________
President Alison Croose) on behalf of the Membership
) of the King's Lynn Players at
) the Annual General Meeting of
the Society

By Chairman)________________________
Wendy Fisher
Dated: 12th June 2024