

Woodcote Amateur Dramatic Society – Revised Constitution
As agreed at the A.G.M. 2008

1. The Society shall be known as “Woodcote Amateur Dramatic Society”
2. The objective of the Society is to encourage and promote Amateur Dramatic productions for the enjoyment of its members and the public in general.
3. Full Membership of the Society shall be open to individuals of 18 years and over. Student membership shall be open to those between the ages of 16 & 18 years. Student members shall not be entitled to vote on any issue. Family membership is also available, and at the discretion of the Committee, Honorary Membership may also be awarded.
4. Officers of the Society shall be Chairman, Secretary and Treasurer.
5. The affairs of the Society shall be managed by a Committee of three (3) Officers and three (3) other members, to be elected by ballot at the A.G.M. Four members shall form a Quorum. The Committee shall meet no less frequently than once per calendar month.
6. The Committee shall have discretionary powers to co-opt other society members onto the Committee for any purpose it sees fit, but co-opted members shall not be given the right to vote on any matter before the Committee.
7. (a) The Chairman shall have an incontestable right to assume office for a second year should he/she wish to do so. The Assistant Secretary shall also have the incontestable right to assume the post of Secretary after his/her first year of office if he/she wishes to do so. All other Committee positions shall be open to nomination annually at the A.G.M. (b) No husband & wife shall serve on the Committee at the same time.
8. In the event of a Committee member resigning, the Committee is empowered to fill the vacancy with the Society member who was next in the ballot list at the previous A.G.M. or the Committee shall call an E.G.M. to ballot a new member.
9. The A.G.M. shall be held no later than 30th June each year and 21 days notice, in writing, shall be given to all members. Twelve (12) members present at an Annual General Meeting or E.G.M. shall form a Quorum. The A.G.M. shall be convened in order to:-
 - (a) Approve the minutes of the last A.G.M.
 - (b) Receive the Chairman’s report
 - (c) Receive the Treasurer’s report
 - (d) Approve the accounts for the last financial year
 - (e) Elect new Officers and other Committee members
10. At least 10 days notice, in writing, shall be given to all members of an E.G.M. which may be called at the Chairman’s discretion, or upon application, in writing, to the Secretary, of not less than one third of the members stating the object of calling such a meeting. No business other than that for which the meeting is called shall be discussed at such a meeting.
11. All proposals shall be decided by a majority vote of those present. Each member shall be entitled to one vote only and where an equal vote is cast the Chairman shall then cast his/her only vote.
12. The accounts shall be drawn up and audited annually and the financial year shall be on the last day of May. Copies of the accounts shall be available for perusal by members of the Society at the A.G.M.
13. The Committee shall ensure that the accounts of the Society shall be entered in books provided for the purpose.
14. The Auditor shall have access to all Society accounts, documents and the Minute Book.
15. The annual subscription to the Society shall be due immediately after the A.G.M. payable in advance in one sum, or pro-rata, limit three months. The subscription is subject to an annual review at the A.G.M.
16. Deposits and withdrawals from Society funds shall be made by the Treasurer. The Treasurer shall maintain sufficient petty cash for normal operating; all other monies shall be placed in the Society’s bank account. At the agreement of the Committee certain monies can be placed into separate savings accounts. Three Officers signatures shall be registered with the Bank.
17. The Secretary and/or Assistant Secretary shall attend all Committee and production meetings of the Society and shall record correctly all proceedings which shall be authenticated by the Chairman. He/she shall receive all applications for membership and deal with all correspondence relating to the Society. He/she shall keep all documents and papers of the Society in a right and proper manner.

18. A register of all members shall be kept by the Secretary. The Society as a whole shall reserve the right to refuse or cancel membership at its discretion. Such decision is to be taken at a General Meeting.
19. All members must abide by the rules of the Society and shall accept as final the interpretation of the Officers and Committee thereof, and the Society's decision thereon. All members shall receive a copy of these rules.
20. The Committee shall decide the number and dates of forthcoming productions and make hall bookings accordingly.
21. The Committee shall appoint a Producer.
22. The Committee will decide upon a play in conjunction with the Producer: the Committee reserve the right to make the final decision.
23. Upon completion of the casting, the Producer shall set up a Production team.
24. The Committee shall review, annually, the WADS Manual and Child Protection and Health & Safety Policies and Procedures.
25. Suggestions for improvements to the Society should be brought to the notice of the Committee.
26. The Society shall arrange and keep in force a Public Liability Insurance Policy to cover all its meetings and activities for such sums assured, to be determined by the Committee.
27. On dissolution of the Society, the Committee shall decide upon the distribution of any assets remaining after satisfying any outstanding debts and liabilities
28. Any matter not provided for in the Constitution shall be dealt with by the Committee where their decision is final.
29. These rules shall only be amended by a properly convened Annual or Extraordinary General Meeting, provided notice of the intended change of rules is given with the notice covering the Meeting.

Appendix I

1. The Society meet at the Village Hall, Woodcote, every Thursday evening at 8:00 p.m. excluding the month of August.
2. Every member of the Society must take their share of responsibility in cleaning and clearing the Hall following each meeting and production.
3. The first Thursday following a production is reserved for a Social and News evening.

Appendix II

Voting Procedure for Election of Committee

- (i) Nomination forms shall be sent out with the notice of the A.G.M.
- (ii) Nomination forms shall be handed to the Secretary 14 days before the AG.M.
- (iii) The Secretary shall post a list of all nominees seeking election to the Committee, on the notice board, 7 days before the A.G.M.
- (iv) Members unable to attend the A.G.M. must apply to the Secretary for a postal voting form to be returned to the Secretary by the A.G.M.
 - a. Appoint an Auditor to act for the next Annual General Meeting
 - b. Conduct any other business.

Appendix III

Child Protection Policy and Procedure

Appendix IV

Health & Safety policy and Procedure