

GREATER MANCHESTER DRAMA FEDERATION

379 Chester Road, Woodford, Stockport. SK7 1QQ Reg. Charity No. 517020

CONSTITUTION

1 Name

The Federation shall be called GREATER MANCHESTER DRAMA FEDERATION, hereinafter called The Federation

2 Objects

The Object of the Federation shall be:

To promote the aesthetic tastes of the public and to advance the education of the public in the dramatic arts through the medium of amateur theatre.

In furtherance of the above object but not further or otherwise the Board of Management shall have power to:

- a. Negotiate for greater recognition of its work by Public Bodies and for the provision of Public Halls with reasonable facilities for the production of stage plays.
- b. Cultivate better standards of play production in the amateur theatre movement by developing and extending services which can be of assistance to societies in their stage productions.
- c. Promote the further interest of the public in its movement by organising play festivals.
- d. Promote co-operation and mutual assistance between any organisations having objects similar either wholly or in part to those of the Federation.
- e. Provide specialist advice and assistance relating to all aspects of the art of drama.
- f. Arrange conferences, meetings, seminars, lectures, classes and other events and co-ordinate, assist and promote Member organisations of the Federation in the organisation of such meetings, seminars, lectures and

other events in such a manner as to promote the objects of the Federation.

- g. Appoint sub-committees and assign to them such duties as shall from time to time be thought fit, provided that a majority of members of any sub-committee shall always be members of the Board of Management and the actions and proceedings of any such sub-committees shall be promptly reported back in full to the Board of Management.
- h. Make such regulations from time to time as it may think fit for the conduct of the affairs of the Federation provided that such regulations shall not be inconsistent with or override any of the provisions of this constitution.
- i. Fill any vacancy arising on the Board of Management and to co-opt any person considered necessary to provide a balanced Board of Management. Any such appointments will terminate at the next Annual General Meeting.
- j. Obtain, collect and receive money and funds by way of contributions, donations, subscriptions, legacies, grants or any other lawful method and to accept and receive gifts of property of any description (whether subject to any special trusts or not).
- k. Do all such other lawful things as are necessary to the attainment of the above objects or any of them.

3. Finance

- a) The income of the Federation however derived shall be applied solely towards the promotion of the objects of the Federation as stated above.
- b) No portion of the above income shall be paid or transferred directly or indirectly by way of dividend or bonus to the members of the Board.
- c) Board members shall be reimbursed for legitimate expenses incurred in the furtherance of the work of the Federation.
- d) Fair and proper remuneration shall be made to any servant or

officer of the Federation but not if they are a Board member in return for services rendered to the Federation

- a. The Financial Year shall be from 1st August to 31st July.
- b. Society subscriptions shall be due on two working days after the AGM and no later than the 1st September and be subject to confirmation by members at the Annual General Meeting.
- c. Any Society not paying their subscription by 1st September will not be permitted to enter the Full Length Play Festival. Late payment of subscriptions will render all proposed entries into the festival from that society entirely at the discretion of the Full Length Festival secretary.
- d. At the end of each financial year the accounts shall be audited prior to the Annual General Meeting.

4. Membership of the Federation

- a. Any representative body (whether incorporated or unincorporated) engaged in the medium of amateur theatre in the Greater Manchester area and having among its objects the education of the community at large in the dramatic arts and including in its annual programme the presentation of at least one full length stage play and or one complete two act or more musical production / pantomime shall be eligible to apply for membership. Any representative bodies not presenting one full length stage play or one complete two act or more musical production / pantomime but otherwise conforming to the rules may apply for Associate Membership. Associate Membership entitles a group to all the Federation benefits with the exception of entry into the Full Length Play Festival.
- b. *The musical /pantomime section entries to the Full Length Festival will be capped at thirty productions in total and any Society within its first year of membership of the Federation will only be permitted to enter a maximum of one production.*
- c. Each body shall be entitled to be represented at all meetings of the

Federation by one or more representatives but shall be entitled to one vote at such meetings and shall pay to the Federation in each financial year such minimum subscription as the Federation shall from time to time determine.

- d. The Board of Management shall have the right for good and sufficient reason to terminate the membership of anybody provided that the person or persons representing that body shall have the right to be heard by the Board of Management before a decision is made.
- e. Any Society wishing to discontinue its membership shall send notice in writing to that effect to the Secretary, prior to the Annual General Meeting.

5. The Board of Management

- a. The Federation shall be governed by the Annual General Meeting, but power to conduct the ordinary business shall be vested in a Board of Management consisting of *the* President, Chairman, Vice-Chairman, Secretary, Treasurer and eight elected members from Federation member societies.
- b. The President shall be appointed by the Board of Management for a period of five years. At the end of a term of office the President and Vice-Presidents shall be eligible for re-appointment.
- c. The Offices of Chairman, Vice-Chairman, Secretary and Treasurer shall be elected annually by the Annual General Meeting. At the end of each term of office they shall be eligible for re-election. The eight elected Board Members shall be elected by the Annual General Meeting and shall serve for three years upon election. Insert whereupon they shall become eligible for re-election
- d. Any Board member missing three consecutive Board meetings without good reason shall be deemed to have resigned
- e. Nominations must be made by member Societies, be in writing,

have the consent of the nominees and be in the hands of the Secretary not less than three days before the Annual General Meeting. Nominations must be made by member Societies, in writing or by email , have the consent of the nominees and be in the hands of the Secretary not less than three days before the Annual General Meeting.

- f. The Board of Management shall meet not less than four times a year. Six members including the officers shall constitute a quorum.

6. Annual General Meeting

- a. An Annual General Meeting of the Federation shall be after 1st August and before 30th September) each year, for the purpose of:
 - i. Receiving a report and statement of accounts for the past year from the Board of Management.
 - ii. Electing the necessary number of members to the Board (and any other official as may be necessary for the ensuing year).
 - iii. Any other business in connection with the Federation.
- b. At least 14 clear notice of the meeting shall be given in writing or by email to each member Society of the Federation.
- c. The notice must specify a date, time and place of the meeting and the general nature of the business to be transacted.
- d. Representatives from nine Societies shall constitute a quorum.

7. Special General Meeting

- a. The Board of Management may call a special general meeting at any time
- b. A Special General Meeting of the Federation shall be called at 14 days' notice in writing upon written demand of one tenth of the total membership or by the Board of Management. The request must state the nature of the business that is to be discussed. If the

Board of Management fail to hold the meeting within twenty eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of the constitution.

- c. All questions arising at any meeting shall be decided by a simple majority by show of hands or ballot of those present and entitled to vote. No member body shall have more than one vote.
- d. The Board members including the Chairman may also be the representative of their individual member societies.
- e. In the case of equality of votes the Chairman shall have a casting vote even if the Chairman has already voted as a member society

8. Alterations to the Constitution

Alterations to this Constitution may only be made by resolutions passed by at least two thirds of those members present and voting at a meeting especially convened for the purpose of which *at least 14 days'* notice shall have been given in writing. Provided always that no alterations shall be made so as to permit any object other than a charitable object or allow the application of funds to any purpose which may not be charitable or otherwise so as to cause the Federation to cease to be a Charity in law.

9. Dissolution

The Federation may be dissolved by a resolution passed by at least two thirds of those members present and voting at a meeting especially convened for the purpose of which 14 days' notice shall have been given in writing. Such a resolution may give instructions for the disposal of any assets held by or in the name of the Federation, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid or distributed amongst members of the Board but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Federation as the Federation may determine and if and insofar as effect cannot be given to this provision then to some other charitable purpose.

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