

Nottingham and Nottinghamshire Drama Association

Constitution

Name and Membership

- 1 The name of the organisation shall be 'Nottingham and Nottinghamshire Drama Association', hereafter referred to as the Association. The membership shall be open to societies, groups, and organisations ('member groups') and individuals ('individual members') whose objects and interests are in accord with those of the Association. Each new member group and individual member shall be supplied with a copy of this Constitution.

Objectives

- 2 The aims and objectives of the Association shall be:
 - a. the promotion of all aspects of theatre arts,
 - b. the provision of a basis for mutual assistance between members,
 - c. the fostering of progressive standards by means of conferences, festivals and other such media as may be deemed desirable.

Representation

- 3 The Association shall represent the interests of its members to any national, regional or other organisation which the Executive Council shall deem appropriate.

Officers of the Association

- 4 The Officers of the Association shall include a President and Vice Presidents, a Chairman of the Executive Council, a Secretary and a Treasurer. The Secretary and Treasurer shall be subject to election at the Annual General Meeting. The Executive Council shall invite suitable persons to the offices of President and Vice President.

Annual General Meeting

- 5 The Annual General Meeting of the Association shall be held within six calendar months of the end of the Association's financial year. The Secretary shall give to each member group or individual member not less than 28 days notice of the date, time and place of such meeting. Any number of people belonging to member groups may attend the Annual General Meeting, but only one official representative of each group shall be entitled to vote. Individual members shall also be entitled to vote. Every vote taken at meetings of the Association, and of the Executive Council, shall be determined by a show of hands of those eligible to vote, except in any case in which a majority of the persons present demand a ballot. In the event of a tie the chairman of the meeting shall have a second or casting vote.
- 6 The business to be transacted shall include:
 - a. a report from the Chairman of the Council on the work of the Executive Council during the preceding year.
 - b. the presentation by the Treasurer of a statement of income and expenditure and a balance sheet certified by an Auditor appointed by the Association.
 - c. the consideration of any proposed alterations to the Constitution.
 - d. the election of a Secretary and Treasurer for the following year and members of the Executive Council.

Extraordinary General Meeting

- 7 An Extraordinary General Meeting may be called at any time at the request of not less than five members, whether group or individual. A request for such a meeting shall be sent in writing to the Secretary of the Association specifying the business to be transacted. The Secretary shall then make arrangements for a meeting as the Executive Council shall direct, such meeting to be held within 28 days of the receipt of the request, and to deal only with the subject specified in the request.

Executive Council

- 8 The Executive Council shall consist of ex-officio members and members elected annually at the Annual General Meeting and shall consist of not more than 15 elected persons. All ex-officio and elected members are entitled to vote. The method of election shall be as follows:
 - a. The Secretary, on giving notice of the Annual General Meeting, shall enclose nomination forms which shall be completed and returned to the secretary not later than the start of the Annual General Meeting.
 - b. On receipt, the Secretary shall compile a list of candidates for election and if candidates number more than fifteen the appointments shall be determined by ballot at the Annual General Meeting. If the original nominations number 15 or fewer, the candidates shall be deemed to be elected automatically without a ballot.
- 9 At its first meeting after the Annual General Meeting, the Executive Council shall elect a Chairman of the Council from amongst its elected members.
- 10 The Executive Council shall have power to co-opt not more than five persons, over and above the elected members, to serve as members of the Executive Council. Such co-opted members shall have the power to vote and the duration of their term of office shall be to the next AGM or earlier as determined by the Executive Council.
- 11 The Secretary shall give to every person not less than seven days notice in writing of the date, time and place of meetings of the Executive Council, specifying in such notice the principal business to be transacted.
- 12 At any meeting of the Executive Council, one third of its current membership shall constitute a quorum.
- 13 The President and Vice Presidents shall be invited to attend Executive Council meetings but may not vote.

Finance

- 14 The Executive Council shall have the power to incur such expenditure and enter all such commitment as it deems necessary and desirable for the furtherance of the aims and objects of the Association and all banking arrangements will be within its control.
- 15 The financial year of the Association shall be from the 1st of September to the 31st of August.
- 16 Each member group and individual member shall pay to the Association in each financial year such subscription as shall be authorised for that year. Amounts of subscriptions shall only be varied by a majority vote at an Annual General Meeting of the Association.
- 17 In the event of dissolution, any funds remaining after payment of outstanding debts shall be distributed to such organisations with similar aims as the Executive Council shall select.