Constitution of Heddington Amateur

1. Name

The name of the society shall be Heddington Amateur Dramatic Society (HADS), hereafter referred to as the Society or HADS

2. Aims and Objectives

The aims of the Society are to:

- Promote and encourage participation in amateur drama and theatre in the villages of Heddington, Stockley and surrounding areas.
- Provide opportunities for people of all ages to develop performance, technical, and creative skills.
- Produce and present theatrical performances and related activities.
- Create a safe, fun, enjoyable, inclusive, and supportive environment for ~~members~~ all members.
- The funds held by the Society will be used for the furtherance of these aims. Any donations made by HADS to local charities or deserving causes will be at an AGM or GM and voted upon by all members present.

3. Membership

Membership is open to anyone in school year six and above.

Members under the age of 18 must have written consent to join from a parent or carer.

All members need to complete a Membership Form on joining. Information collected will include emergency contact details; details of any medical conditions and any prescribed emergency medication, consent for images to be taken as per the HADS Members Images policy.

The Society will set membership fees, agreed at the Annual General Meeting (AGM). These will be payable annually by all members and are due within one month of the AGM, or 4 weeks after joining if joining mid-year.

New members will be able to attend for 4 weeks prior to being asked to pay fees to ensure they have a chance to experience HADS and wish to join the Society.

Any members who have not paid within the above timescales will not be allowed to participate in any events.

Under no circumstances will membership fees be returned.

It is incumbent on all members to abide by the Policies of HADS which are in force when they join, and which may be amended from time to time.

4. Committee

The Society shall be managed by a committee elected at the AGM.

The committee shall consist of at least the following mandatory officers:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer

Committee members will be elected at the AGM. There must be a proposer and seconder for each position and all members present will get one vote for each position. Members may nominate themselves, but a vote must still take place.

No person can hold more than one of these mandatory positions.

Other positions which are required in the society are:

- Amenities rep.
- First Aid.
- H&S.
- Safeguarding.
- Village Hall Rep.
- Young person rep.

Other positions may be co-opted as shows dictate.

Nominations for positions will be received and the members present will be asked to vote for each candidate. In the case of a draw the Chair will have the deciding vote.

At the AGM the existing Chair must stand down, and the functioning of the meeting taken over by the Vice chair, who will then ask for nominations for a new chair. A vote will then take place for each nomination with the candidate receiving the most votes being elected and Control of the meeting from there being taken over by the newly elected chair.

Once the new chair is elected then all other committee members will stand down and a process of nomination and voting will take place for each position.

At least one committee member shall take lead responsibility for safeguarding and welfare which includes health and safety.

Committee members must, when acting on behalf as HADS, act in the best interests of the Society at all times.

5. Roles and Responsibilities

The Chairperson shall oversee meetings and the general running of the Society.

The Vice- Chair shall deputise when necessary

The Secretary shall manage correspondence, records, and meeting minutes.

The Treasurer shall monitor and report on the Society's finances and present accounts at the AGM.

6. Meetings

Annual General Meeting (AGM)

The AGM shall be held once each year when a report from the Chairperson and accounts from the Treasurer must be presented to the members.

The AGM shall, in this order:

- Receive reports from the Treasurer and Chair.
- Receive a H&S report from the H&S rep.
- Approve accounts.
- Elect committee members.
- Set membership fee.
- Agree and Sign off policies for the following year.
- Set ticket prices for future shows for the following year.

General Meetings

Committee meetings shall be held as required. At Committee Meetings a quorum of 5 members is necessary, at least 2 of these need to be mandatory roles

Decisions shall be made by a simple majority vote.

Minutes of both AGM and Committee minutes will be written and shared within 2 weeks. AGM minutes will be shared with all members, Committee minutes will be shared with Committee members only.

The committee has the power to appoint Sub-Committees of committee members delegating to them any or all of its own powers.

Production Meetings shall be held during the planning of a performance and regularly throughout rehearsals.

All AGM and GM meeting shall have a minimum of 25% of paid up members required.

7. Finance

The Society shall hold a bank account in its name.

Three people shall be made authorised signatories. Any two of these signatories shall be required for withdrawals, payments, or for setting up new bank accounts.

No member shall without the authority of the committee incur any debt or liability in the name of the Society.

8. Conduct and Behaviour

Members are expected to follow the Society's policies, which are:

- Health and Safety
- Equal Opportunities
- Images

- Anti Bullying
- Complaints
- Safeguarding
- Respect and Behaviour

All of these Policies shall be reviewed annually and re-ratified at the AGM.

9. Terminations of Membership.

If, after investigation, a member had been found to be in breach of any of the policies in a manner which is, in the opinion of the Committee, a serious breach likely to cause harm to HADS, or any of it's members then at a formal HADS meeting a vote will take place to either retain or dismiss the person in question. In the event of a split vote the chair of the meeting shall have the deciding vote.

Before any decision is made however HADS must

- Inform the member of the reasons why it is proposed to remove them from membership
- Give the member at least 21 days notice in which to make representations to the Committee as to why they should not have their membership terminated
- Consider at that meeting any representations which the member makes as to why the member should not be removed
- Allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

The member shall be notified of the outcome of this meeting. If the decision is to terminate the persons membership then they shall not be able to call themselves a member of HADS, will not be eligible to attend HADS events as a HADS member and shall return any HADS property with 14 days.

10. Insurance

The Society shall maintain appropriate insurance for its activities. This must include Event cancellation, 3rd party liability, injury to members, equipment

11. Amendments to the Constitution

This constitution may be amended at an AGM or Extraordinary General Meeting (EGM).

Proposed amendments must be submitted in writing and approved by a majority vote of the members present.

12. Dissolution

The Society may be dissolved by a resolution passed by 5/6s majority of members present at an EGM called for the purpose of considering such a dissolution.

A minimum notice of 4 weeks is required for such a meeting, and this notification shall be repeated 2 weeks before the meeting.

Any remaining assets, after debts have been settled shall be donated to a local charitable or community organisation with similar aims as decided by the majority of members present at the EGM.

No assets shall be distributed to individual members, but members shall be able to buy assets at street value.

Version: 2026

Approved on Behalf of the committee by the Chair

Signed: Jackie Williams

Date: 9.2.2026