Langtoft Players Constitution

1. Name

The organisation shall be known as Langtoft Players ('the Group').

2. Objective

To promote amateur theatre, provide inclusive opportunities, support young performers through Stars of the Future, and benefit the local community.

3. Membership

Members pay an annual subscription, determined at the AGM, to cover insurance costs unless the fee has been waived.

a) Adult – pay full agreed annual membership.

b) Young Person (under the age of 16) – pay 50% of agreed annual membership. Minimum age of children in any production to be the discretion of the Producer.

c) Stars of the Future – pay 50% of agreed annual membership. Members agree to pay a session fee, determined at the AGM. Age bracket for Stars of the Future is 5 – 15 years old.

d) Chaperone – membership waived.

Members must:

- Complete a membership form each year. All information is held in line with GDPR regulations.
- Pay annual subscription within one month of the AGM. New members must pay subscriptions within one month of joining.

Membership may be refused or ended where conduct is contrary to the aims of the Group.

4. Safeguarding

The welfare and safety of children, young people and adults at risk participating in Langtoft Players activities is paramount. The Group is committed to providing a safe, inclusive, and supportive environment for all members and volunteers.

4.1 Safeguarding Lead

The Committee shall appoint a Safeguarding Lead, who will be responsible for overseeing safeguarding arrangements, promoting good safeguarding practice, acting as the first point of contact for safeguarding concerns, and ensuring

compliance with relevant legislation and guidance. Training can be arranged, if required.

4.2 Compliance

All activities involving children and young people shall comply with current safeguarding legislation, child performance licensing requirements, health and safety regulations, and any relevant guidance issued by local authorities or regulatory bodies.

4.3 Chaperones

To ensure compliance with current Government, Lincolnshire County Council and licensing requirements, parents or carers of children participating in Langtoft Players productions are required to obtain a Chaperone License from Lincolnshire County Council or with their local authority and assist with rehearsals and performances where appropriate. Failure to comply with these requirements may result in their child being unable to participate in a production. All licensed chaperones and volunteers must comply with the Group's safeguarding procedures. To meet the Group's insurance requirements, all chaperones must become members of Langtoft Players; however, no membership subscription will be charged.

4.4 Code of Conduct

All members, volunteers, committee members, and production teams are expected to comply with The Group's Code of Conduct. To be made available at the beginning of each production throughout the year.

4.5 Reporting Concerns

Any safeguarding concern, allegation or disclosure must be reported immediately to the Safeguarding Lead or, in their absence, the Chair of the Committee. Where there is an immediate risk of harm, emergency services or the appropriate safeguarding authority shall be contacted without delay.

4.6 Photography and Social Media

The Group will obtain appropriate consent before photographs or videos of children are taken or published. Images and personal information will be stored and used in accordance with the applicable legislation.

4.7 Training and Review

The Committee shall review safeguarding arrangements annually and ensure that those with safeguarding responsibilities receive appropriate training and guidance to carry out their duties effectively.

5. Committee

The Committee shall comprise of:

- Chair (who has the casting vote)
- Secretary
- Treasurer
- Publicity Officer
- Safeguarding Lead
- Village Hall Representative
- Costume & Props Co-Ordinator
- Front of House Co-Ordinator
- and up to four elected members.

Committee members may hold more than one position within the Committee where necessary, provided that such appointments are approved by the members at the Annual General Meeting.

Additional members may be co-opted for current productions.

Role descriptions shall be maintained. Officers act in the best interests of the Group and report to members at the AGM.

6. Committee Meetings

6.1 Term of Service

6.1 The Management Team, consisting of the Chair, Secretary and Treasurer, shall serve a term of office of three (3) years and shall be eligible for re-election at the end of their term. All other Committee Members shall serve a term of office of one year and shall be eligible for re-election. Where a Committee Member intends not to seek re-election at the end of their term, they should notify the Committee in writing no later than one (1) month before the Annual General Meeting.

6.2 Meeting Frequency

The Committee shall hold a minimum of six meetings per year.

6.3 Quorum

The quorum for Committee meetings shall be 60% of the elected Committee, including at least one member of the Management Team (Chair, Secretary or Treasurer). Committee Members are expected to attend at least 50% of Committee meetings each year.

6.4 Minutes

Minutes shall be kept of all meetings of the Committee, and a copy will be made available for inspection by all members on request.

6.5 Producers

The Annual General Meeting shall appoint a producer for each show who shall report progress to the Committee.

6.6 Other Productions

Any member wishing to be responsible for minor productions may be approved by the Committee.

6.7 Voting

Decisions to be made using simple majority voting. Chair has casting vote. Decisions made by email or WhatsApp must be recorded and ratified in the next committee minutes.

6.8 Extraordinary General Meeting

An EGM may be called when required.

7. General Meetings

7.1 AGM

The Annual General Meeting of the Group shall normally be held not later than the last day of July for the purpose of receiving and passing the accounts for the previous year, of electing the Committee and for the transaction of other business of which due notice has been given.

7.2 Notice

Notice of the Annual General Meeting shall be given by notifying all members not less than fourteen days prior to the date of the meeting. Immediately following the Annual General Meeting an Ordinary General Meeting of the Group shall be held.

7.3 Proposed Motions

Notice of any motion to be proposed at the Annual General Meeting shall be given to the Secretary not later than one month before the date of the meeting.

7.4 AGM Quorum

The quorum for the Annual General Meeting shall be not less than nine of the adult members of the Group.

8. Finance

8.1 Banking

- Any money obtained by the Group shall be used to fulfil the aims of the Group.
- Any bank accounts shall be in the name of the Group.
- Any cheque issued shall be signed by two (2) of any three (3) nominated signatories, one (1) of whom MUST be the Treasurer.

8.2 Online Banking

- Access will be for the three (3) nominated signatories.
- BACS transfers can be made by the Treasurer in accordance with the Banks rules and regulations.

8.3 Annual Account Reporting

The Group must publish Independent Examined Annual Accounts

9. Donations

Donations to Langtoft Village and any other charitable cause may be given annually; the amount to be decided at the Annual General Meeting according to availability of funds.

10. Winding Up

The Group may be wound-up, and all property and assets thereof disposed of by a resolution passed at a General or Special General Meeting by a majority vote of 75% of the adult membership present and voting.

Langtoft Players Constitution

Appendix A - Committee Role Summary

Chair - The Chair is responsible for providing leadership and strategic direction to the Group. They shall chair Committee and General Meetings, ensure the Constitution is upheld, promote effective governance, support Committee Members in their roles, and act as the principal representative of Langtoft Players. The Chair shall have a casting vote in the event of a tied decision.

Secretary - The Secretary is responsible for the administration of the Group. Duties include organising Committee and General Meetings, preparing agendas in consultation with the Chair, taking, and distributing minutes, maintaining official records and correspondence, producing and circulating newsletters, and ensuring members receive appropriate notice of meetings.

Treasurer - The Treasurer is responsible for the financial management of the Group. Duties include maintaining accurate financial records, managing the Group's bank accounts, preparing budgets and financial reports, presenting independently examined annual accounts at the AGM, processing income and expenditure, and ensuring appropriate financial controls are in place.

Publicity Officer - The Publicity Officer is responsible for promoting Langtoft Players and its activities. Duties include advertising productions and events, managing the Group's website and social media platforms, producing promotional materials, liaising with local media where appropriate, and helping to increase membership and audience attendance.

Safeguarding Lead - The Safeguarding Lead is responsible for promoting the welfare and safety of children, young people, and adults at risk. They shall oversee safeguarding procedures, ensure compliance with current legislation and licensing requirements, act as the first point of contact for safeguarding concerns, and provide guidance to the Committee, volunteers, and production teams.

Village Hall Representative - The Village Hall Representative acts as the liaison between Langtoft Players and the Langtoft Village Hall Committee. They shall attend Village Hall meetings where appropriate, communicate relevant information to the Committee, coordinate venue-related matters, and help maintain a positive working relationship between both organisations.

Costume & Props Co-Ordinator - The Costume & Props Co-Ordinator is responsible for the organisation, maintenance and storage of the Group's costumes, props, and related equipment. Duties include managing the costume shed and under-stage storage areas, maintaining an inventory where practical, coordinating the

use and return of items for productions, and identifying any repairs or replacement requirements.

Front of House Co-Ordinator - The Front of House Co-Ordinator is responsible for organising all front-of-house activities for productions. Duties include recruiting and coordinating volunteers, preparing performance rotas, arranging the seating for performances, overseeing audience welcome, and seating arrangements, organising raffle prizes and fundraising activities during performances, and liaising with the Producer and Treasurer regarding front-of-house requirements and income.

Elected Committee Members - Elected Committee Members support the work of the Committee and contribute to the successful running of the Group. They are expected to attend meetings, assist with productions, fundraising and events, contribute to discussions and decision-making, undertake agreed projects, and work collaboratively in the best interests of Langtoft Players.