

AYR FORT PLAYERS

CONSTITUTION AND STANDING ORDERS

CONSTITUTION

1. The Club shall be called THE AYR FORT PLAYERS, hereinafter called the Club.
2. *Objects:* The objects of the Club shall be the encouragement of the study of elocution and drama; the public performance of drama and anything analogous thereto; the promotion of interest in drama in Ayr and district.
3. Associate Members shall be known as Friends of the Fort and shall be defined as members who shall take no part in Club productions and shall pay an annual subscription and shall be entitled to a discounted ticket for productions and meet the cast events.
4. A Club Member shall be defined as a Member who shall take an active part in Club productions and shall pay the annual playing members' subscription.
5. *Management:* The management of the affairs of the Club shall be vested in an Executive Committee, consisting of President, Vice-President, Secretary, Treasurer, Social Secretary, retiring President and three ordinary members. The Executive Committee shall be elected from the Playing Members at the AGM.
6. *Terms of Office:* The terms of office of the Executive Committee shall be as follows:
 - (a) The President shall serve one year followed by one further year on the Committee as an ex-officio member with no voting power and though shall not be eligible for election as Vice-President for a period of one year thereafter but is eligible for re-election to serve on the committee.
 - (b) The Vice-President shall serve one year and shall thereafter be appointed President.
 - (c) The Secretary, Treasurer and Social Secretary shall serve one year, but they shall be eligible for re-election annually.
 - (d) Ordinary members shall normally serve for a period of three years, election of members to be in such a manner that one member shall retire annually in order of election and shall not be eligible for re-election as ordinary Committee Member for a period of two years. The Executive Committee shall co-opt a Club Member to fill any vacancy for occurring in the Executive Committee during the session. The co-opted Member shall serve until the next AGM.
7. The Executive Committee shall have the power to appoint such sub-committees as it deems necessary and to delegate to them part of its powers. Such sub-committee shall hold office until the following AGM. Conveners of all sub-committees shall be appointed by the Executive Committee.
8. The Financial Year shall end on 31st May and subscriptions for the ensuing year shall be payable from 1st July. The first year's subscription shall be paid up on receipt of notice of admission. Thereafter, subscriptions shall be due on 1st July and be not later than 30th September of the same year. At the discretion of the Executive

Committee, Members may not be asked for the full subscription after 30th November if joining after that date.

9. The Treasurer shall keep the following accounts:
 - (a) General Fund.
 - (b) Income and Expenditure Account.
 - (c) Separate Income and Expenditure Accounts for the production.
 - (d) Prepare a Balance Sheet as at the end of the Financial Year.

10. An AGM shall be held before the end of June of each year and the following business transacted:
 - (a) Election of Office Bearers and Ordinary Committee Members.
 - (b) Appointment of Auditor.
 - (c) Presentation by the Treasurer of all accounts duly audited.
 - (d) Report of last year's activities by President.
 - (e) Consideration of the ensuring year's productions.
 - (f) Fixing of annual subscription of Associate Members (Friends of the Fort) and Club Members.
 - (g) Transaction of any other competent business.

11. Notice of every AGM and Extraordinary General Meeting shall be sent to each Member at least seven days prior to the date fixed for such meetings.

12. An EGM may be called:
 - (a) At the discretion of the Executive Committee.
 - (b) On receipt by the Secretary of a written application signed by not less than two Club Members and stating the business to be transacted. The Secretary shall call the meeting within 21 days of receipt of application.

13. Applications for Club Membership shall be considered by the Executive Committee, and should there be any objection by any Member as to the suitability of the applicant, this should be made known to the Executive Committee and an acceptance or rejection shall be sent to the applicant within a reasonable time. The Executive Committee shall have power to recommend to the Club that Honorary Life Membership be conferred on any past official or person who has rendered special service to Drama in Ayr.

14. The Executive Committee shall have the power to delete the name of any member from the Club register for any of the following reasons:
 - (a) Default in payment of the annual subscription after 30th September.
 - (b) Behaviour calculated to be prejudicial to the success of any Club production.
 - (c) Conduct likely to bring the Club in disrepute.

Any member thus treated shall have the right to an interview with the Executive Committee within 14 days of having received notification of the fact that their name has been deleted from the Club register.

15. The funds of the Club shall be devoted to its stated objectives and an agreed amount of free proceeds to a charity determined by the Committee at the start of rehearsals for each upcoming production.

16. Members of the Club shall not receive payment, either direct or indirect, for their services or for other legitimate expenses incurred in the work of the Club.
17. All monies due and owing to the Club shall be recoverable at law in the name of the Secretary.
18. The Treasurer shall receive all monies due to the Club and shall pay certified accounts within 21 days after receipt.
19. The Executive Committee shall appoint a Play Reading Sub-Committee. This sub-committee shall record its opinions of all plays read and forward its file to the Executive Committee when required by them.
20. The Executive Committee shall be responsible for the selection of plays and producers and for casting of plays.
21. As from the casting of any play, the Producer/Director shall have complete control of all aspects of the production. A Stage Manager shall be appointed before the first rehearsal of any play and shall be responsible to the Producer/Director at all times.
22. Dates of productions shall be fixed by the Executive Committee in consultation with the Producers/Directors concerned and the venue(s) where the play will be performed.
23. Standing Orders appended shall be adhered to at all times.
24. The Club shall not be dissolved so long as at least eight Members agree to its continuance. The Club shall be dissolved only at a General Meeting.
25. In the event of dissolution of the Club, any balance of cash remaining after realisation of assets and payments of debts shall be devoted to organisation having similar objects to those of the Club or to any approved charities.
26. Proposals to alter or to add to this Constitution shall be made in writing to the Secretary at least 15 days before the AGM or before an EGM convened for that purpose. The Secretary shall notify Club Members of proposed alterations or additions at least seven days prior to the date of such meeting. Proposals to add or alter this constitution shall be carried by a majority of two-thirds of the Club Members present. The constitution will be made available to Club Members if requested and via the website.

STANDING ORDERS

Chairperson

1. The President shall take the chair at all meetings. In President's absence, the Vice-President shall chair and in their absence, the senior committee member shall take the chair.
2. The Chairperson shall be responsible for the conduct of all meetings. The Chairperson shall have the power to adjourn or suspend a meeting for a time to be named by them. At the Chairperson's discretion, they may bring forward any business at any stage. Where an individual member is under discussion, that member shall be asked by the Chairperson to leave the meeting until the discussion is closed.

Minutes

3. Minutes of all meetings shall be kept by the Secretary.
4. Meetings shall be opened by the reading of the Minutes of the previous meeting and after adoption, the minutes shall be signed by the President.
5. At the discretion of the Executive Committee, extracts from Minutes of the Executive Committee meetings may be published and circulated to Club members.
6. The Executive Committee Meeting minutes may be inspected by any Club Member on demand.

Quorum

7. The quorum for an Executive Committee Meeting shall be four members.

Motions and Amendments

8. All members shall stand when speaking and shall address the Chair.
9. A motion shall have a proposer and seconder.
10. If no amendment is forthcoming, the motion shall be carried or voted on at the discretion of the Chair.
11. Amendments shall be seconded. No other amendments shall be moved until the first one has been disposed of.
12. If an amendment is carried, it, or the motion to amend, shall become the substantive motion to which a further amendment may be moved.
13. No member can move or second more than one amendment to any motion.
14. Movers of motions and amendments must speak to these motions or amendments.
15. Motions or amendments may be withdrawn by the proposer with the consent of the seconder.

Voting

16. Voting shall be by a show of hands or by ballot.
17. Two Executive Committee Members shall be appointed as Tellers. They shall count the votes separately and compare totals.
18. In the event of an equality of votes, the Chair shall have an additional and casting vote.

Disorder

19. When there is disorder or persistent defiance of the Chair, they can redirect the offender to retire for the remainder of the meeting or for some shorter period.

Points of Order

20. Any member may rise on a point of order. The decision shall rest with the Chair.

Suspension of Standing Orders

21. Any member may move the suspension in whole, or in part, of the Standing Orders in relation to the discussion of any particular subject or for the remainder of the meeting.

Alterations and Additions

22. Alterations and additions to these Standing Orders may be made at the AGM.