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# MATHEW DICKINSON PRODUCTIONS

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## INTRODUCTION

Mathew Dickinson Productions ('MDP') has been in existence since 1994 putting on theatrical performances for the enjoyment of our members and audiences in the local community.

The informality of our organisation has been and remains one of our strengths but our success has bought assets and responsibilities that now require some formal written guidelines that all members can understand.

This document sets out a framework of rules within which the members have agreed to work. It defines our aims and objectives, how we govern ourselves and our activities to achieve these and what would happen to our assets if the organisation ever folded.

## CONSTITUTION AND RULES

### 1. Name

The organisation shall be called Mathew Dickinson Productions, hereinafter referred to as MDP. The address of MDP will be Mathew Dickinson Productions, c/o Manor Drive Methodist Church, Manor Drive, Whetstone, London N20 0DZ.

### 2. Objectives and Scope

The objectives of MDP shall be:

- (i) to promote the arts of drama, music and dance through performance of plays, pantomimes and musical shows and to improve the skills and knowledge of its members; and
- (ii) to promote community cohesion through public performance and by being an inclusive organisation that supports individuals of all ages, abilities and backgrounds.

### 3. Membership

- (i) Membership shall be open to all persons having an interest in the dramatic arts regardless of gender, age or disability. Membership will be granted upon payment of the appropriate production subscription, the amount of which shall be determined per production by the Committee.
- (ii) MDP shall consist of Full, Junior and Associate members and such other classes of membership as the Committee shall from time to time determine.
  - a. *Full Members* – those who have paid any subscription required of them and are over the age of 16.

- b. *Junior Members* – those who have paid any subscription required of them and are under the age of 16. These members must be supervised by a responsible adult at all rehearsals.
  - c. *Associate Members* – defined as a volunteer during a `performance/rehearsal.
- (iii) The full name, address and date of birth (if under sixteen years of age) of each member will be maintained in a register which will be available to all members.
  - (iv) The Committee, by simple majority vote, has the right to rescind membership and/or refuse renewal of any member whose conduct or behaviour has, in the view of the membership, been to the detriment of MDP's reputation provided that the member in question:
    - a. has been given written notice of the allegation/s made against him/her and the intention to rescind his/her membership; and
    - b. has had an opportunity of giving orally or in writing any explanation of defence he/she may think fit.

#### **4. Committee**

- (i) The affairs of the MDP shall be conducted and managed by a single Committee comprising of the following Officers:
  - a. *Chairman*
  - b. *Vice-Chairman*
  - c. *Secretary*

The Secretary shall keep the Minutes and conduct the correspondence of MDP subject to the direction of the Committee. He/she shall have custody of and be responsible for MDP's books and documents except those relating to the finances of MDP. He/she shall hold a copy of the Constitution which shall be available for all member/s of MDP to inspect. He/she shall have such powers as are otherwise mentioned herein and shall circulate the Minutes of each meeting of MDP at the next similar meeting thereof. He/she shall give at least seven days notice of all Ordinary Meetings to all members of MDP. The Secretary shall be an officer to whom any member/s should address any item of complaint or concern in the first instance.

If so required by any member/s of MDP he/she shall give that member/s access to all papers of the Society.
  - d. *Treasurer*

The Treasurer shall be responsible for the keeping of MDP's accounts and shall make up the annual statement thereof to the last day of August each year which shall be independently examined and circulated to members at the AGM.

The Treasurer shall be responsible for the collection of annual subscriptions.

e. Stage Manager

- (ii) All offices shall be strictly honorary.
- (iii) The Officers shall remain in post until such time as they are no longer willing to fulfil the role or the Annual General Meeting decides to make a change. On the appointment of a new Secretary or Treasurer, the previous post holders will assist the new member for an appropriate period of time.
- (iv) Committee vacancies that occur during the year will be filled at the discretion of the Committee by the most appropriate means.
- (v) The Committee may from time to time co-opt any member/s of MDP for specified purposes and any member/s so co-opted shall for the purpose for which he/she has been co-opted be deemed to be a member/s of such committee and shall be permitted to vote at committee meetings on the subject for which he/she has been co-opted.
- (vi) The Committee shall meet at least twice annually.
- (vii) The minutes of Committee meetings will be made available to any member for inspection once they have been signed as a true copy of the proceedings.
- (viii) The duties of the Committee shall be inter alia to:
  - a. circulate to all member/s of MDP prior to the AGM each year a recommended programme for the period commencing in the October following the AGM and continuing for a further twelve months;
  - b. consider the finance available for each production and thereafter agree budget estimates of expenditure and income for each production;
  - c. consider any items of expenditure outside a production budget;
  - d. be responsible for the back-stage, costume and lighting and technical arrangements;
  - e. fix the prices for tickets etc and to be responsible for organising the raising of such other funds as may be necessary;
  - f. to appoint a Child Protection Officer to ensure the implementation of the Child Protection Policy;
  - g. encourage members to take a full and active part in MDP.
- (ix) The Committee shall make such rules for the conduct of its business as it considers necessary.
- (x) The Officers of MDP may make such arrangements for the temporary delegation of their powers to other member/s of the Committee as they shall consider necessary.
- (xi) The Committee shall be responsible to MDP and shall present to the AGM:

- a. A report by the Secretary of the affairs of MDP during the preceding year.
- b. A report by the Treasurer on MDP's financial provision which have been independently examined.

## **5. Meetings**

### *Annual General Meeting*

- (i) An Annual General Meeting (AGM) will be held in September, the date to be set by the Committee and announced with at least 28 days' notice in writing.
- (ii) Items for discussion should be submitted in writing 21 days before the meeting for inclusion in the Agenda.
- (iii) At least fourteen days before the AGM the Secretary shall serve upon every member of MDP written notice of such meeting and of the details of the business to be transacted thereat and no other business other than that of which notice has been so given shall be brought forward at such meeting.
- (iv) The AGM shall be conducted by the Chairperson of MDP or, if he/she is absent, by the Vice Chairperson or another member of the Committee nominated by the meeting.
- (v) One third of enfranchised members shall form a quorum.

### *Extraordinary General Meeting*

- (i) An Extraordinary General Meeting (EGM) can be called at any time if requested, in writing, and signed by one third of the enfranchised membership or if agreed by the membership at an AGM.
- (ii) One third of enfranchised members shall form a quorum.

### *Committee Meeting*

- (i) A Committee Meeting may be called by any committee member to cover any topic that is necessary.
- (ii) The quorum for meeting of the Committee shall be five.

## **6. Voting**

- (i) Any Full Member of MDP shall be entitled to vote at any AGM or EGM.
- (ii) Any vote that takes place at the AGM or meeting requires a majority vote of the members present. In the event of a hung vote, the Chairperson shall have a second or casting vote.
- (iii) Voting shall be by a show of hands unless any member/s demands a ballot.

## **7. Management**

All arrangements for productions and other events and the control of finance shall be in the hands of the Committee or those members given responsibility for a particular task by the Committee.

## **8. Finances**

- (i) The Treasurer shall maintain a bank account in the name of MDP with a national clearing bank.
- (ii) All income of MDP must be paid into the said bank account without any deductions.
- (iii) The Officers and Committee may pay accounts and incur normal financial liabilities on behalf of MDP and are indemnified by MDP against any claim or demand in respect of any liability properly incurred.
- (iv) All cheques and payments from all accounts operated by MDP shall be authorised by the Committee and signed by any one of the three Officers nominated as authorised signatories.
- (v) The income and property of MDP whenever derived shall be applied towards promoting the objectives of MDP as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member of MDP save as provided for in (vi) below.
- (vi) Any member/s of MDP shall be entitled to recover expenses properly incurred by him/her on behalf of MDP provided that any member/s who has incurred such expense in excess of the amount allocated will only be reimbursed if prior approval of the Treasurer has been obtained.
- (vii) The Committee is entitled to effect policies of insurance as required and pay any premium thereon to cover the liability of MDP.
- (viii) Any profits deemed to be surplus may be donated to philanthropic or charitable causes at the discretion of the Executive Committee.

## **9. Accounts**

- (i) The Treasurer shall maintain accounts of MDP's funds.
- (ii) The accounts shall be available for inspection by the Committee or member at any time and shall be examined annually after the end of MDP's financial year and before the AGM. The Treasurer shall present the examined accounts to the members at the AGM.
- (iii) MDP's financial year shall be from 1 September to 31 August.

## **10. Financial Examination**

An independent examiner shall be appointed each year by the Committee to examine the Treasurer's accounts and to certify the annual statement thereof.

**11. Property and Equipment**

The Committee may purchase, obtain and hold items of equipment for the benefit of MDP. The Secretary shall maintain an inventory of all such equipment owned by MDP.

**12. Notices**

Any notice required to be given to or served upon any member/s under the provisions hereof shall be deemed to have duly served if personally or by sending the same by ordinary prepaid post address to such member/s at the address entered as being his/her in the books of MDP. It shall be the sole responsibility of each member/s to notify any changes of contact details to the Secretary.

**13. Winding Up and Dissolution**

If at any EGM duly summoned a resolution for the winding-up or dissolution of MDP shall be passed by a majority of at least two-thirds of the members present and voting thereon, the property of MDP (including any sum standing to the credit of MDP in any Bank) shall be deemed to be vested in the member/s thereof at the date of such resolution and the Committee shall hold the assets of MDP and after the discharge of all liabilities shall pass over the same to such local organisation or organisations as shall be determined upon at the time of passing of such resolution as aforesaid to be held in trust by such organisation for any future drama group and upon the completion thereof the Society shall be dissolved.

**14. Interpretation**

- (i) The Constitution and Rules shall be governed and construed in accordance with the laws of England and Wales.
- (ii) The Committee of MDP shall be the sole authority for the interpretation of the provision hereof and their decision upon any question of interpretation upon any matter affecting MDP and not providing herein shall be final and binding on the member/s.

**15. Amendment**

- (i) The Constitution and Rules may be altered, repealed, added to or amended or new rules may be made by resolution at the AGM or at any EGM duly summoned provided that no such resolution shall be deemed to have been passed unless it is carried by a majority of at least two-thirds of the members present and voting thereon.
- (ii) Any member/s proposing to alter, repeal, add to or amend the Constitution and Rules must serve notice upon the Secretary at least 21 days before the meeting giving written details of the proposed changes.

**16. General**

The Constitution and Rules have been adopted on 5 November 2017.