

THE PENGUIN CLUB - CONSTITUTION:

1. The name of the Group shall be THE PENGUIN CLUB.
2. The aim of the Group shall be to act as a coordinating body for members wishing to participate in the technical side of amateur theatre and to encourage and maintain the high standard expected of its members.
3. The Group shall be a Members' Group and shall consist of Members as hereinafter mentioned.
4. Membership
 - a) *Ordinary Members*

Any person aged 16 or over shall be entitled to apply for Membership provided he/she elects to pay the Annual Subscription laid down. Election of membership shall be by simple majority vote at any meeting of the Committee and the Committee shall have full power to refuse or discontinue Membership.
 - b) *Honorary Members*

Up to 5 Honorary Members, who shall not be liable to pay any subscription, but shall be entitled to all the privileges of Membership, may be *elected* for up to 1 year by Committee in Meeting.
 - c) *Life Members*

Honorary Life Members may be proposed by unanimous nomination and recommendation of the Committee, for election at the next A.G.M. upon such terms as the Members may decide at that A.G.M.

Termination of Membership

A person shall cease to be a Member:

 - i) by non-payment of subscription within 3 months of its becoming due.
 - ii) by notice from the Committee of expulsion, provided such notice gives reason(s) in writing.
 - iii) by resignation on giving notice in writing to the Secretary.
5. Committee and Officers
 - a) The Management of the Group shall be vested in a Committee of Members which shall be known at the Committee. The *Committee* shall consist of:

Chairman, Treasurer, Secretary and 5 other members. The Officers and Members comprising such Committee shall be elected at each A.G.M., from nominations received in writing by the Secretary before that A.G.M. All such nominations must have a Proposer, a Secunder and the prior agreement of the nominee. Where the number of nominees exceeds the number of relevant vacancies, then election shall be by ballot. In the event of insufficient nominations being received in advance, then nomination may be made at the A.G.M.
 - b) The Officers and Committee shall serve until the next A.G.M. and all Officers and Committee Members shall be eligible for re-election.
6. Duties of the Committee
 - a) To organise the maintenance of a register of Members.
 - b) To produce a newsletter at regular intervals giving, amongst other items, details of the activities of the club and dates of future productions.
 - c) To organise training of particular interest to Members.
 - d) To budget activities within the resources of the Group.
 - e) To organise and administer the total affairs of the Group.
 - f) To organise and administer any social events or fund-raising that might be deemed necessary.
 - g) To appoint Member(s) as necessary to serve on the Committee, to replace Committee Members who have resigned, or to bring the Committee up to full complement.
 - h) To co-opt persons (not necessarily Members) for special requirements for a certain period, as nonvoting Committee Members.
 - i) To recommend subscription rates to the A.G.M.
 - j) The promotion of the Group activities to interested outside parties.
 - k) The appointment of an Auditor, independent of the Committee.
7. Subscriptions

The Annual Subscription shall be at rates determined by the A.G.M., and shall be due at the A.G.M.. The Group financial year shall run from 1st April to 31st March.

8. Meetings

a) *Annual General Meeting*

This shall be held each year within 3 calendar months of 31st March. Its purpose shall include:

- i) Rendering to the Group a report of the year's activities.
- ii) Presenting an audited balance of accounts by the Treasurer. These accounts must be audited by a person independent of the Committee. This person may, or may not be, a Member of the Group.
- iii) Any item decided on by the Committee, or any item notice of which has been given to the Secretary in writing at least 30 days before the A.G.M. with the support of at least 2 Members.
- iv) Election of Officers and Committee.

Minutes of the A.G.M. shall be taken by the retiring Secretary. A quorum for an A.G.M. shall be one third of the recorded Members. Notice of any A.G.M. must be sent to all members at least 2 weeks before the A.G.M.

b) *Extraordinary General Meeting*

Any Member of the Group may call an Extraordinary General Meeting by application in writing to the Secretary, providing such application has the support of at least 6 Members of the Group. Any Member may place an item on the Agenda by notice in writing to the Secretary at least 2 weeks before the General Meeting, provided it has the support of at least 2 Members. Notice of an Extraordinary General Meeting must be sent at least 1 week before the Meeting.

c) *Committee Meetings*

- i) These shall be held by the Committee as often as shall be deemed necessary by the Officers or at the request of at least 2 Members of the Committee. There shall, however, be a minimum of 1 Committee Meeting per quarter. At every Meeting, the Minutes of the previous Meeting shall be ready, as will a report of the finances of the Group.
- ii) A quorum shall represent not less than 4 Committee Members including the Chairman, who shall have the casting vote in any motion voted upon. In the absence of the Chairman at any Committee meeting the Committee members present at that Meeting shall elect an Acting Chairman from those present. Such Acting Chairman shall have the full powers of the Chairman, for that Committee Meeting.
- iii) The Agenda of these Meetings shall be compiled by the Secretary. The Agenda need not be published in advance and any Committee Member may include items for the Agenda. Any Group Member may see the Minutes of any Committee Meeting if a request is made in writing to the Secretary.

d) *Special General Meeting*

If at a General Meeting of the Group a resolution is passed by a majority of Members that the Group be dissolved, a Special General Meeting shall be called at a date not earlier than 2 weeks and not later than 4 weeks after the General Meeting. If at such Special General Meeting not less than half of the total Members are present and the resolution to dissolve the Group is passed by a two-thirds majority, the Group shall be disbanded. At the same meeting, a decision must be reached on the disposal of finances and other assets.

9. Changes in the Constitution

The Constitution may be changed if a resolution is passed at an A.G.M. by a majority of two-thirds Members present. The proposed change, together with the names of Proposer and Seconder, must be received by the Secretary in writing not later than 30 days before the A.G.M. The proposed change will be notified to Members not later than 14 days before the A.G.M.

Issued	15.5.84
Revised	16.5.88 – Paragraph 5 a).
Revised	7.6.02 – Paragraphs 6a and 7.