

Cowtons Arts and Theatre Society (C.A.T.S)

Constitution and Rules

1 Title

The Company shall be called “**Cowtons Arts and Theatre Society (C.A.T.S)**”

2 Object

To stage regular theatrical productions and further the following aims:

1. To promote excellence in the performing arts within the community
 2. To provide an environment of friendly co-operation in which all Society members, may develop their talents to the full.
 3. To organise fund-raising events throughout the year to make these productions possible.
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3. The Committee

To assist and further such charitable institutions and charitable purposes as the Committee shall from time to time determine, and in furtherance of these objects, but not otherwise; the company, through its management committee shall have the following powers:

1. To promote plays, drama, comedies, operas, operettas, musicals and other dramatic and operatic works as shall be in the opinion of the committee of educative value.
2. To purchase, acquire and obtain interests in the copyright of or the right to perform or show any such dramatic or operatic works.
3. To purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings, scenery and all other necessary effects.
4. To raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions, donation or otherwise; provided that the Company shall not undertake any permanent activities in fund raising.
5. To devote any surplus funds, after setting aside any necessary reserves, to support approved charitable purposes.
6. To do all such other things as shall further the objects of the Company.

4 Management

The Company shall be managed by a Committee consisting of the following Officers, namely:

- Chairman
- Treasurer
- Secretary

and up to 8 other members. 3 members of the committee shall form a quorum at any Committee meeting of the Company. The Committee shall meet at the request of the Chairman or any member of the Committee. The Secretary shall give each Committee member a minimum of seven days' notice of each Committee meeting. All questions arising at Committee meetings shall be decided by a simple majority of the Committee members present. A proper record of all proceedings of the Committee shall be kept. The minutes of the meetings shall be circulated and approved by all the Committee members.

5 Membership

The Company shall consist of Acting and Non-Acting members who will be admitted yearly under paragraph 6 - 1. or paragraph 6 - 2. of the Constitution and Rules. They may also include Life Members, such persons as shall have rendered special services to the Company.

6 Eligibility for Membership

1. Yearly membership shall be open to all those over 18, having sympathy with the objects of the Company and desiring actively to further it and who purchase a ticket to any CATS show held between January and April of that year. Retention and production of the ticket will be deemed as proof of membership.
2. Membership is also open to all over 18 participants in CATS productions held between January and April of that year who are credited in the official programme. The secretary shall retain a copy of the official programme as evidence of the member's right to vote.

7Expulsion of Members

Any member of the Company who shall, in the opinion of the majority of the Committee, be guilty by his/her actions of misusing the privileges of the Company or of neglecting the work which he/she has undertaken to carry out on behalf of the Company, or of otherwise failing to properly support the Company, or of bringing the Company into contempt or disrepute may be suspended from the Company for a period of 12 months; provided that such member shall have a right of appeal against such decision to an Extraordinary General Meeting of the Company, which shall be called by the Committee within seven days of the receipt of notice in writing of such appeal by the Secretary.

8 Life Members

Life members may, on the nomination and recommendation of the Committee only, be elected on such terms as the members of the Company at an Annual General Meeting may decide.

9 Finance

The funds of the Company shall be applied to the sole objects of the Company. A Bank/Building Society Account shall be operated in the name of the Company. Withdrawals from the said account, approved by the Committee shall only be made on the signature of two appointed members of the Committee. The Treasurer shall take responsibility for keeping account of all income and expenditure and shall present a Financial Report at Committee meetings as required. The Treasurer shall present the accounts duly audited at the Annual General Meeting. The accounts shall be audited by a competent person appointed by the Committee.

10 Financial Year

The financial year of the Company shall commence on 1st April and an annual profit and loss account and balance sheet shall be prepared within two calendar months after 31 March in each year.

11 Annual General Meeting

The Annual General Meeting of the company shall be held before 31 July each year when the Report of the Committee and the accounts for the past financial year, duly audited, shall be presented; the officers, other members of the Committee and Life Members, if any, elected; and all general business

transacted. 4 members shall form a quorum. All decisions of the Annual General Meeting shall be decided by a show of hands.

12 Extraordinary General Meeting

An Extraordinary General Meeting of the Company may be called at the discretion of the Committee and shall be called within 21 days after the receipt by the Secretary of a requisition in writing to that effect, signed by at least 12 members. Every such requisition shall specify the business for which the meeting is to be convened and no other business shall be transacted at such Meeting. 4 members shall form a quorum. All decisions of the Annual General Meeting shall be decided by a show of hands.