

# Superstars Performing Arts

*An Unincorporated Non-Profit Association*



## Constitution

### **1. Aims of the organisation:**

- To provide affordable, accessible and inclusive performance opportunities and performing arts training to the local community
- To provide a safe, accepting environment for young people to be themselves, explore interests and develop personal (as well as professional) life skills

### **2. Responsibilities of the organisation:**

- To maintain our commitment to equal opportunities and not discriminate on the grounds of sex, race, sexual orientation, disability, gender reassignment, religious or political beliefs, pregnancy or maternity, marital status or age.
- To ensure there is always relevant insurance and risk assessments to protect our members
- To follow all up to date guidance including GDPR, health and safety, safeguarding, and have appropriate policies in place
- To ensure the group remains non-profit by reinvesting income in services and opportunities offered, and donating any excess to charity

### **3. Members:**

Anyone using or assisting with any services provided by the organisation automatically becomes a member; this includes current class members, cast members, team (staff) members, parents/guardians of class/cast members, and volunteer helpers.

Any member over 12 years of age will be considered a 'voting member'.

Someone will no longer be a member if they:

- Cease being involved with any services provided and communicate a wish to no longer be a member
- Cease being involved with any services for a period of 12 months and have not communicated any desire to remain a member
- Act in a manner that goes against the aims and rules of the group and the committee agree to end their membership

#### **4. Committee and Officers:**

- The business of the organisation will be carried out by a committee of up to 9 persons over the age of 16 years
- This committee will include: Director / Chair, Treasurer, and other representatives of both the team and community
- Current contracted staff members will be encouraged to join the committee, but will be exempt from voting on topics considered a conflict of interest, e.g. pay/benefits
- The committee will meet as and when required, not less than three times per year
- A committee meeting requires a minimum of one week's written notice given, and a quorum of three committee members
- Any committee member not attending more than two concurrent meetings without apology will be contacted by the committee and asked if they wish to resign
- Decisions will be made by voting, with a simple majority required. Committee members each get one vote, with the Chair having the casting vote in the event of a tie

#### **5. Annual General Meetings**

- An AGM will occur every year during the summer months
- All members will receive written notice of the AGM by email and/or social media announcement, which shall include date, time and venue. A suggested 4 weeks notice should be given (a minimum of 2 weeks)
- The required quorum for an AGM is 10% of the membership or 10 members, whichever is greater
- The following items must be agreed at an AGM: Election of officers and committee, any changes to organisation structure or constitution
- In the event a significant matter arises whereby membership should be consulted, but it cannot wait until an AGM, an EGM (Emergency General Meeting) may be called by the Committee. A minimum of 1 week's notice should be given for an EGM to include date, time, venue and agenda
- Minutes must be taken at each AGM/EGM and circulated to all members within a month of the meeting

#### **6. Finances:**

- The organisation shall have a bank account, maintained by the committee, which shall have at least two signatories
- Records of income and expenditure will be kept by the treasurer and shared with the committee at meetings
- Members may only make purchases/expenditures on behalf of the organisation with prior approval from either the Director/Chair or Treasurer. Members must provide a receipt or invoice for reimbursement

- All monies from events should be passed on to the Treasurer, or person nominated by the treasurer, immediately following the event. The treasurer is responsible for the recording and banking of monies paid to, given to, or raised by the organisation
- The organisation is strictly non-profit. Any income must go towards services offered by the organisation according to the aims of the group. In the event of significant surplus, profit should be donated to one or more charities which shares the values of the organisation
- The financial year shall run from 1<sup>st</sup> April until 30<sup>th</sup> March the following year
- A summary of the year's finances will be presented at each AGM

**Dissolution:**

The organisation may only be dissolved by a majority vote at an AGM/EGM once options have been fully discussed. In this event, all expenses and debts must be paid and any remaining funds donated to charity. Any remaining assets may be distributed amongst members or donated to charity.

***This constitution was agreed at the AGM of Superstars Performing Arts on***

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Signed \_\_\_\_\_

Name and Position: \_\_\_\_\_

Signed \_\_\_\_\_

Name and Position: \_\_\_\_\_