

# **Malborough Amateur Dramatic Group**

## **Constitution**

### ***Introduction***

The Malborough Amateur Dramatic Group (MAD Group) has been in existence since 1978 putting on shows for the enjoyment of members and our audiences in the local community. A MAD Kids section was established in 2002 for children aged 8 to 16 years.

The informality of our organisation has been and remains one of our strengths, but our success has bought assets and responsibilities that demand some written guidelines that all participants 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 group ever folded.

### ***Aim***

The aim of the MAD Group is to promote amateur theatre in the local community.

### ***Objectives***

- To present a pantomime each year in the Village Hall
- To encourage and support the MAD Kids in presenting their own show each summer.

### ***Membership***

Anyone in the local community of the South Hams may join the MAD Group by participating in or assisting with, in any capacity, a pantomime or a MAD Kids show. New members are invited through advertisements and publicity. There is no annual membership or joining fee.

### ***Governance***

The MAD Group shall hold an Annual General Meeting in the spring of each year after 31<sup>st</sup> March, the close of the financial year. The agenda shall always include as a minimum:

- Approval of the minutes of the previous AGM
- Matters arising from the previous AGM
- Election of the Committee
- Discussion and approval of the annual accounts
- Appointment of the Director for the pantomime for the following year
- Review of the MAD Group Child Protection Policy
- Any other business

### ***The Committee***

The committee may have any number of members but as a minimum there shall be a Chairman, a Secretary and a Treasurer. The Director of the pantomime shall also, normally, be elected on to the committee. The committee may co-opt other members of the group to join the committee for particular purposes.

The committee shall meet as frequently as necessary for the smooth preparation of the pantomime and MAD Kids show.

### ***Child Protection Policy***

MAD group recognises its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, The Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000. The group's Child protection policy is set out in detail at Annex A to this constitution. The Directors and Producers of MAD Kids shows are encouraged to submit to CRB checks.

### ***MAD Finances***

The MAD Group shall have a bank account, which requires two signatures for the withdrawal of money and the payment of bills. The two signatories shall normally be the Chairman and the Treasurer but the Chairman may authorise alternative or additional signatories through the bank.

The MAD Group shall appoint an auditor for each new financial year.

The Treasurer shall prepare a balance sheet and a profit and loss account for each year ending 31<sup>st</sup> March for audit and subsequently for presentation to and approval by the Annual General Meeting.

The Treasurer shall ensure that the MAD Group holds adequate insurance for Public Liability, Property and Money at all times.

The Treasurer shall advise the Committee on the state of the MAD Group finances at committee meetings.

### ***Dissolution of the MAD Group***

In the event that the MAD Group dissolves itself or in any other way ceases to exist, all funds and other assets shall be transferred to Malborough Village Hall and Playing Fields Association.

***Amendment of the Constitution***

This constitution may only be amended by a resolution presented to and approved by the Annual General Meeting.

Mrs Jill Clarke  
Chairman, MAD Group.

24<sup>th</sup> May 2006.

| Annex A: MAD Group Child Protection Policy