



KYDZ – Keighley's Youth Theatre
Oakworth Methodist Church, Lidget, Oakworth, BD22 7HN
Registered Charity Number 701626

KYDZ – Keighley's Youth Theatre Constitution		
1.0	The Association	
	The association and its property will be administered and managed in accordance with the provisions in this constitution.	
2.0	Name	
	Association shall be called KYDZ – Keighley's Youth Theatre and herein referred to as the Charity. The Charity may trade as "KYDZ" or "KYDZ - Keighley Youth Theatre".	
3.0	Objects	
	The objects of the Charity are:	
	3.1	To educate the public in the dramatic and operatic arts, and to assist the development, appreciation and taste in the said arts.
	3.2	To advance the education of children and young people in the local area in the craft and technique of theatre production and staging.
	3.3	To assist and further such charitable institutions and charitable purposes as the Committee shall from time to time determine.
4.0	Powers	
	In furtherance of the Objects but not further or otherwise the Charity may exercise the following powers:	
	4.1	To promote plays, drama, comedies, opera, operettas, and other dramatic and operatic works or works of educative value.
	4.2	To purchase, acquire and obtain interests in the copyright or the right to perform or show any such dramatic or operatic works.
	4.3	To purchase or acquire plant, machinery, furniture, fixtures, fittings, scenery and all other necessary effects.
	4.4	To raise funds and invite and receive contributions from any person or persons whatsoever by way of Subscriptions and/or donations.
	4.5	To do all such other things as shall further the objects of the Charity.

5.0		Committee
		The Charity shall be managed by a Committee comprising of officers, being the Artistic Director, Treasurer, Secretary, Child Protection Officer and such other officers as the Charity in a general meeting may from time to time decide, together with not more than 7 nor less than 3 other Members elected by and from amongst the Charity's voting Members
	5.1	The Committee may co-opt additional Members without the power to vote; within a limit from time to time laid down by the Committee.
	5.2	The Committee shall have the power to appoint Sub-Committees, to delegate to such Sub-Committee all and any of its powers, and they shall continue to hold office until the conclusion of the Annual General Meeting at which its successors are elected, provided that all acts and proceedings of such Sub-Committee shall be fully and promptly reported back to the Committee
	5.3	The Committee (including Officers) and the auditor shall retire annually, but shall be eligible for re-election. Applications must be submitted in writing either in advance to the Secretary, or at the meeting itself. If the positions of Officers shall not be filled at such a meeting, or any casual vacancy shall thereafter occur, the same may be filled by the remaining Members of the Committee
	5.4	The cast for any production shall be selected by the officers of the Committee, or by a relevant appointed Sub-Committee.
	5.5	The first meeting of the Committee shall be called by the Secretary within a reasonable time of the latest Annual General Meeting.
	5.6	The Committee will hold a minimum of FOUR meetings in each year.
	5.6.1	In the case of an equality of votes, the Artistic Director shall have a second or casting vote.
	5.6.2	No decision may be made at a meeting unless a quorum is present at the time the decision is purported to be made. The quorum shall be THREE or the number nearest to one-third of the total number of Committee Members, whichever is the greater or such larger number as may be decided from time to time by the Committee
	5.6.3	The Committee will keep and publish minutes of all proceedings at meetings of the Charity.
6.0		Membership
		Membership shall be open to all those having sympathy with the objects of the Charity and desiring actively to further it, providing that only Members who are eighteen years and above shall be entitled to vote at general meetings of the Charity.
	6.1	The Charity shall consist of Acting and Non-Acting Members.
	6.2	Applications for Non-Acting Membership shall be made in writing, signed by the applicant, to the Secretary, who shall Submit the same to the Committee or appointed Sub Committee for its decision.
	6.3	Each Member shall have one vote but if there is an equality of votes the Artistic Director shall have a casting vote in addition to any other vote he or she may have
	6.4	Membership is not transferable to anyone else.
	6.5	The Committee must keep a register of names and addresses of its Members, held with a nominated person.

7.0		Acting Members
7.1		Applications for Acting Membership shall be made in writing, signed by the applicant, their Parent or Guardian, to the Secretary, who shall Submit the same to the Committee or appointed Sub-Committee for its decision.
7.2		Acting Members may be eligible for admission to the Charity from the age of Nine and once admitted, may retain their Membership up to the age of Twenty, at the Committee's discretion.
7.3		It shall be the responsibility of all Acting Members to play the parts assigned to them to the best of their ability, whether principal or chorus, and obey the directions of the Artistic Director and his/her team given at all rehearsals and performances.
7.4		The Committee or relevant appointed Sub-Committee shall have the power to revise the cast from time to time, if any Acting Member to whom a character has been assigned shall, in its opinion, prove to be unsuitable for the part.
7.5		Acting Members must meet the attendance requirements set out by the committee or appointed sub committee.
8.0		Subscription Fees
		All Acting Members are required to pay a monthly Subscription Fee. The Subscription Fee is set out by the Committee and may be changed at the Committee's discretion. Acting Members will receive written notification of these changes, and such changes shall be implemented no sooner than twelve weeks after receipt of the letter. The following terms apply:
8.1		Subscription Fees apply year round.
8.2		The Subscription Fee may be paid in advance of the weekly meetings, and may cover anything from one month to an annual Subscription.
8.3		Non Acting Members are not required to pay the Subscription Fee.
8.4		Missed payments must be paid in full no later than twelve weeks after the monies were due.
8.5		Failure to pay may result in termination of Membership as set out in 9.5.
8.6		Acting Members must pay the Subscription Fee irrespective of their attendance, unless otherwise specifically agreed by the Artistic Director.
9.0		Termination of Membership
		Membership is may be terminated if:
9.1		The Member dies or, if it is an organisation, ceases to exist;
9.2		The Member resigns by written notice to the Charity unless, after the resignation, there would be less than two Members
9.3		The Member is found to be bringing the Charity into disrepute
9.4		Any sum due from the Member to the Charity is not paid in full within twelve weeks of it falling due.
9.5		A resolution to remove a Member may only be passed if:
	9.5.1	The Member has been given at least twenty one days notice in writing of the meeting of the Committee at which the resolution will be proposed and the reasons why it is to be proposed.
	9.5.2	The Member or, at the option of the Member, the Member's representative (who need not be a Member of the Charity) has been allowed to make representations to the meeting.
9.6		The Artistic Director has the power to suspend any Member pending a full

		investigation by the Committee (Acting or Non Acting) if an accusation of a breach of clause 9.3 is made.
10.0	Finances	
	The funds of the Charity shall be applied solely to the stated objects of the Charity.	
10.1	No Member of the Charity shall receive payment directly or indirectly for services to the Charity other than legitimate out-of-pocket expenses incurred in its work.	
10.2	The financial year of the Charity shall commence on 1st October and an annual profit and loss account and balance sheet shall be prepared within two calendar months after 31st September in each year.	
10.3	The Committee will comply with their obligations under the Charities Act 2011 with regard to:	
	10.3.1	The keeping of accounting records for the Charity;
	10.3.2	The preparation of annual statements of account for the Charity;
	10.3.3	Transmission of the statements of account to the Commission;
	10.3.4	The preparation of an Annual Report and its transmission to the Commission;
	10.3.5	The preparation of an Annual Return and its transmission to the Commission.
11.0	General Meetings	
	The Annual General Meeting of the Charity shall be held in the month of October when the report of the Committee and the accounts of the past year, duly audited, shall be presented.	
11.1	The officers, other Members of the Committee, and an auditor shall be elected, and all general business shall be transacted.	
11.2	A printed notice, accompanied by the statement of accounts for the past year, and particulars of nominations for the Committee (including the officers) and auditor, shall be sent to each Member at least 14 days prior to the date fixed for such a meeting.	
11.3	No business shall be transacted at any general meeting unless a quorum is present. A quorum is one third of Members entitled to vote upon the business to be conducted at the meeting or one tenth of the total Membership at the time, whichever is the greater	
11.4	An Extraordinary General Meeting of the Charity may be called at any time at the discretion of the Committee, and shall be called within 21 days after a receipt by the Secretary of a requisition in writing to that effect, signed by at least 5 Non-Acting Members. Every such requisition should specify the business for which the meeting is to be convened, and no other business shall be transacted at such a meeting.	
12.0	Notices	
	Any notice required by this constitution to be given to or by any person must be in writing, or given using electronic communications (including email and/or text message).	
12.1	The Charity may give any notice to a Member either personally, or by sending it by post in a prepaid envelope addressed to the Member at his or her address. Or by leaving it at the address of the Member, or by sending it using electronic communications to the Member's address.	
12.2	A Member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.	

	12.3	A Member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
	12.4	Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. Proof that a notice contained in an electronic Communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.
	12.5	A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.
13.0		Dissolution
		If the Members resolve to dissolve the Charity the Committee will remain in office as Charity Trustees and be responsible for settling the affairs of the Charity in accordance with this clause.
	13.1	The Charity shall only be dissolved by a resolution passed by a majority of at least five sixths of the Members present and voting at an Extraordinary General Meeting called for the purpose of discussing such a resolution. In the event of dissolution, any balance of cash remaining, after the realisation of assets and payment of debts, shall not be distributed amongst the Members, but shall be applied for such charitable purposes similar to those of the Charity, or be paid, distributed or transferred to such charitable institutions having objectives similar to the objects of the Charity as the Committee, with the assent of the meeting, shall determine.
14.0		Amendment of Constitution
		The Committee have the power to resolve any issues arising out of the rules and other matters concerned with the Charity (other than those which can only be dealt with by the Charity within a general meeting) and make, maintain and publish all necessary orders, regulations and bye-laws in connection herewith.
	14.1	No alteration of these rules shall be made except at a general meeting, or unless 21 days prior to such a meeting, a written notice of the proposed alteration, or of one substantially to the like effect, shall have been given to the Secretary, who shall give 14 days notice thereof to the Members, and the resolution embodying such alterations shall be carried by a majority of at least two-thirds of the votes recorded therein at the meeting.
	14.2	No alteration shall be made to articles 3.0, 4.0, 13.0, 14.0, without the approval of the Charity Commissioners for England and Wales, or other authority having charitable jurisdiction from time to time.
	14.3	No amendment may be made that would have the effect of making the Charity cease to be a Charity at law.
15.0		Policies
		The Charity sets out and abides by certain policies in order to protect the Charity, its' Members and its' Objects. These policies may be amended at any time by agreement of the Committee. The policies are:
	15.1	Child Protection Policy (This Policy will be ratified at the Annual General Meeting. After this meeting it shall be distributed to all Parents or Guardians).

	15.2	Data Protection Policy.
	15.3	IT Policy (incl Social Media).
	15.4	Disciplinary
	15.5	Branding Guidelines
	15.6	Subscription Fees
	15.7	Uniform
ENDS		

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