



# “Constitution”

for the

# ‘U.K COMMUNITY DRAMA FESTIVALS FEDERATION’

All-England  
Theatre Festival



Association of Ulster  
Drama Festivals



Drama Association  
of Wales



Scottish Community  
Drama Association



**1. NAME**

The name of the organisation is the 'UK. Community Drama Festivals Federation'. (Hereafter called the 'Federation'.)

**2. AIMS****The Federation is established to**

- 2.1. Promote fellowship through drama throughout the UK.
- 2.2. Support and develop community access to and participation in drama throughout the UK. Such access will be available to all persons regardless of sex, age, race, religion political or other opinions.
- 2.3. Encourage and celebrate achievement and excellence in community drama.

**3. OBJECTS****The Federations Charitable Purpose is to advance the arts, heritage and culture between the four nations within the Federation.****This will be achieved by**

- 3.1 Encouraging mutual collaboration between member organisations.
- 3.2 Providing access through our national organisations and support networks, to ensure the improvement and quality of the educational instruction provided by the festival movement.

**The Federations Public Benefit is to**

- 3.4 Annually stage in rotation a festival promoting the Federations aims and objectives, called, 'The British Final Festival of One-Act Plays'
- 3.5 Promote and organise co-operation in the achievement of the above aims and objects to that end and to work in association with local authorities and voluntary organisations engaged in the furtherance of the above objects throughout the national regions.

**4. POWERS**

In furtherance of the above Aims and Objectives, the Federation may:

- 4.1 Obtain collect and receive money by way of grants, donations, bequests, legacies or other lawful method, provided that the Federation may not engage in any form of permanent trading.
- 4.2 Purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights and privileges necessary for the promotion of the above objects which the Federation may think necessary for the promotion of its aims.
- 4.3 Invest the monies of the Federation not immediately required for the furtherance of the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.
- 4.4 Employ and pay any person or persons, not being a member of the Executive committee (referred to below) to supervise, organise and carry on the work of the Federation and make all reasonable and necessary provision for the payment of remuneration to employees.
- 4.5 Do all such other lawful things as may be necessary for the attainment of the above aims or any one of them.

## **5. MEMBERSHIP**

- 5.1. Membership is open to all voluntary festivals who are affiliated to either, the AETF, AUDF, DAW, or SCDA, and whose membership is open to all persons irrespective of political party, nationality, religion or political opinion.
- 5.2. Each national region shall be entitled to nominate two festival representatives to serve on the executive committee of the Federation.
- 5.3. The Federation shall have the right for good and sufficient reason to terminate the membership of any organisation provided that the person or persons representing that organisation shall have the right to be heard by the Federation before a decision is made.

## **6. MEETINGS OF THE FEDERATION**

- 6.1. The Annual General Meeting of the Federation shall be held in each year at the Annual Festival:
  - 6.1.1. At least 28 clear days notice shall be given in writing by the Secretary of the executive to the secretary of each regional body of the Federation who will give each regional festival at least 21 days clear notice. Notice will include a ballot paper with nominations for the posts of Honorary Chair, Honorary Vice-Chair, Honorary Secretary and Honorary Treasurer, to be returned within 14 days or presented at the AGM.
- 6.2. At the AGM the business shall include:
  - 6.2.1. Appointment of Honorary Chairman, Honorary Vice-Chair and Honorary Secretary, term of office two years, to take office at the conclusion of the meeting.
  - 6.2.2. Appointment of Honorary Treasurer, term of office three years.
  - 6.2.3. Should the number of nominations exceed the number of vacancies, election shall be by secret ballot of the members of the Federation present and voting at an AGM.
  - 6.2.4. Appointment of an Independent Examiner.
  - 6.2.5. Presentation of the annual report and accounts.
  - 6.2.6. Any proposals by members of which written notice in advance shall have been given.
  - 6.2.7. An Honorary President, Honorary Vice-President or Patrons may be appointed at the AGM. Such appointments are to be reviewed annually.
  - 6.2.8. Other meetings of the Federation shall be held at such times as shall be determined by the Executive Committee

## **7. THE EXECUTIVE COMMITTEE**

- 7.1. The Executive Committee will consist of the Honorary Chairman, Honorary Secretary, Honorary Treasurer and two elected festival representatives from each of the national regions.

- 7.2. The appointed members of the Executive Committee with the exception of the office bearers (see above) retire annually but shall be eligible for re-election.
- 7.3. In the event of a member of the Executive Committee retiring before the end of their term of office the national region concerned shall have the power to appoint another member to hold office for the remainder of the year.
- 7.4. The Executive Committee will report fully to the Federation.
- 7.5. The Executive Committee will meet at least twice per annum. These meetings will be supported by virtual technology meetings as appropriate.
- 7.6. The Executive has the power to include representatives from each of the statutory organisations to act in an advisory capacity without voting rights.

## **8. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

Subject to the aims and provisions of this partnership the Executive Committee shall have the following powers and duties:

- 8.1. The duty of the executive committee shall be to carry out the OBJECTS of the partnership on a day to day basis.
- 8.2. To provide for the administration, management and control of the affairs and property of the Federation.
- 8.3. It may ask for an extraordinary meeting of the Federation.
- 8.4. It may invite individuals or representatives of other organisations to attend as observers or advisors at the Annual or extraordinary meetings.
- 8.5. It shall administer for the purposes of the Federation such funds and assets as may belong to the Federation.

## **9. RULES OF PROCEDURE AT MEETINGS**

- 9.1. **Voting.** Subject to the provisions of Clause 11 hereof, all questions arising at any meeting shall be decided by a simple majority by a show of hands of those present and entitled to vote. No member body shall be entitled to more than one vote but in the case of equality of votes the Chairman shall have a casting vote.
- 9.2. **Quorum.** In the absence of the Chair, or Vice Chair meeting/s will elect a Chair from members of the Federation who are in attendance:
  - 9.2.1. Federation - Three quarters of the attendant membership shall form a quorum at all meetings.
  - 9.2.2. Executive Committee – a minimum of four members will form a quorum. There must be one representative from each national region. Each region should have a designated substitute in the event the elected members are unable to attend.

- 9.3. **Minutes.** Minute books shall be kept by the Federation and the executive Committee. Minutes will be circulated within two months of a meeting.
- 9.4. **Conflict of Interest.** All members of the partnership will be required to declare any conflict of interest. This includes both voting as well as non-voting members.

## **10. FINANCE**

- 10.1. All monies raised by or on behalf of the Federation shall be applied to further the objects of the Federation and for no other purposes.
- 10.2. The Treasurer shall keep proper accounts of the finances of the Federation.
- 10.3. A statement of accounts for the last financial year shall be presented by the treasurer at the AGM.
- 10.4. A bank account in the name of the Federation shall be maintained at such bank as the Executive Committee shall decide. The Executive Committee shall authorise the Treasurer and two other members of the committee to sign cheques on behalf of the Federation. Cheques must have two out of three signatures.
- 10.5. The accounts will be prepared in line with the Charities Accounts (Scotland) Regulations 2006 and will be reported to OSCR.

## **11. ALTERATIONS TO THE CONSTITUTION**

- 11.1. Any proposal to alter this Constitution must be delivered in writing to the Secretary of the Federation not less than 42 days before the date of the meeting at which it is first to be considered:
- 11.1.2. At least 28 clear days notice in writing of such a meeting shall be given by the secretary to all national region secretaries and shall include notice of the alteration proposed. Ballot papers should be circulated to all eligible member festivals with 21 clear days notice.
- 11.1.3. Any alteration shall require the approval of not less than three quarters of the returned ballot.

## **12. DISSOLUTION**

- 12.1. The Federation may at any time be dissolved by a resolution passed by a three quarters of the returned ballot papers at a meeting of the Federation for which at least 21 clear days notice stating the reason for the proposed to be dissolution shall have been sent to all member bodies of the Federation.
- 12.2. Such resolution may give instructions for the disposal of any assets held by or in the name of the Federation provided that if any property remains after the satisfaction of all debts and liabilities, such property shall be divided equally and paid or distributed among the Member Organisations of the Federation as long as those organisations continue to have objects similar to some or all of the objects of the Federation.