

## Oxfordshire Theatre Makers Constitution

### NAME

The name of the group shall be Oxfordshire Theatre Makers, hereafter referred to as OTM.

### VISION

A thriving professional theatre scene in Oxfordshire for the benefit of everyone

### MISSION

Strengthening the local theatrical community and encouraging the development of theatre as an art form in Oxfordshire

### STRATEGIC OBJECTIVES

- To provide a network for professional Theatre makers in Oxfordshire
- To encourage, support and advocate for professional Theatre Makers in Oxfordshire
- To work to establish Oxfordshire as a place for quality theatre
- To create a sustainable and effective organisation

### POWERS

In furtherance of the objectives, but not otherwise, the Steering Committee may exercise the power to:

- (i) Decide upon and actively follow an appropriate direction for OTM and its membership
- (ii) Invite and receive contributions and raise funds where appropriate, to finance the work of OTM, and to open a bank account to manage such funds.
- (iii) Publicise and promote the work of OTM and organise meetings, training courses, events or seminars etc.
- (iv) Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
- (v) Employ staff and volunteers (who may or may not be members of the Steering Committee) as are necessary to conduct activities to meet the objectives
- (vi) Take any form of action that is lawful, which is necessary to achieve the objectives of OTM.

### MEMBERSHIP

- (i) Membership shall be a benefit to anyone who a) meets criteria as set by the Steering Committee, b) pays an annual membership fee as set by the Steering committee and c) is willing to adhere to the rules of the Group as set by the Steering Committee.
- (ii) Where it is considered membership would be detrimental to the aims and activities of OTM, the Steering Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting. Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the Steering Committee.
- (iii) Any member of the association may resign his/her membership by informing the Steering Committee of their decision.

### STEERING COMMITTEE

- (i) OTM shall be administered by a Steering Committee of no less than three (3) people and no more than ten (10).
- (ii) Any member can be a part of the Steering Committee, but must attend at least six (6) Steering Committee Meeting in a twelve month period (from June to the following May) to maintain active status.
- (iii) Decisions that require a vote will be made from a majority vote by the Steering Committee Members in attendance at any in-progress Steering Committee Meeting

### OFFICERS

- (i) OTM shall have a committee consisting of: The Chair, The Treasurer & The Secretary and any additional officers the Steering Committee deems necessary at the meeting required to carry out the required activities.

#### MEETINGS

- (i) The Steering Committee shall meet at least six (6) times a year, but more regularly as needed.
- (ii) Open Meeting, available to all OTM members and the public, shall occur at least once a year and will enable OTM members to discuss actions and monitor progress to date, and to consider future developments.
- (iii) All members shall be given at least fourteen (14) days' notice of when an Open Meeting is due to take place, unless it is deemed as an emergency.
- (iv) It shall be the responsibility of the self-elected members of the Steering Committee to chair all Open Meetings or a designated deputy in his/her absence. All meetings (open and steering) must be minuted and accessible to interested parties.

#### FINANCE

- (i) Any money acquired by OTM, including donations, contributions and bequests, shall be paid into an account operated by the Treasurer in the name of the OTM. All funds must be applied to the objects of the Group and for no other purpose.
- (ii) Bank accounts shall be opened in the name of OTM. Any deeds, cheques etc relating to OTM's bank account shall be signed by the Treasurer.
- (iii) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that OTM stays within budget. Official accounts shall be maintained, and will be examined annually by the Steering Committee. An annual financial report shall be presented at an Open Meeting. The Group's accounting year shall run from 01 June to 31 May.

#### ALTERATION OF THE CONSTITUTION

- (i) Any changes to this constitution must be agreed by a majority vote at a Steering Committee Meeting.
- (ii) Amendments to this constitution or dissolution of OTM must be conveyed to the Secretary. The Secretary shall then decide on the date of a meeting to discuss such proposals, giving members at least two weeks (14 days) notice.

#### DISSOLUTION

- (i) OTM may be dissolved if deemed necessary by the members in a majority vote at a special open meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Steering Committee.

This constitution was adopted on 19 April 2016 by:

Signed: Chairperson

Signed: Treasurer

Signed: Secretary

Signed: Steering Committee Member

Signed: Steering Committee Member