

Constitution of Wigan Autistic Theatre Company

1. Name

The name of the Group shall be **Wigan Autistic Theatre Company**

2. Aims

The aims of the group are:

- to provide theatrical, performance and related opportunities to Group members
- to organise productions for the entertainment of other groups and the general public
- to promote Wigan Borough and its heritage, cultural identity and tourism
- to be inclusive to all

3. Membership

Membership of the Group shall be open to any individual aged **eighteen years or over** without regard to disability, political or religious affiliation, race, sex or sexual orientation who:

- is interested in helping the Group to achieve its aims
- is willing to abide by the rules of the Group
- positively contributes to the activities of the Group

There may be one or more categories of membership as determined by the Management Committee according to the activities of the Group.

Where resources (including organisers' time and availability) are limited, the Management Committee shall have the authority to limit the number of members in the Group or taking part in any activity organised by the Group.

A potential new member may be permitted to attend one or more Group activities, at the discretion of the organiser and Management Committee, before deciding if he/she wishes to join the Group.

A membership may be terminated by the Management Committee for good reason at any time. The member concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

4. Management

The Group shall be administered by the Management Committee.

The Management Committee shall consist of 3 Officers: Chair; Vice-Chair; Treasurer;

Membership of the Management Committee shall be open to any member of the Group.

The Management Committee shall meet at least twice in any year (AGM to AGM).

The Management Committee may appoint any other member of the Group as a Committee member to fill a vacancy, subject to confirmation at the next General Meeting.

The Management Committee shall have the power to remove any member of the Management Committee for good and proper reason.

5. General Meetings

The Group shall hold an Annual General Meeting (AGM) each year.

Where reasonably practicable, the Management Committee shall endeavour to hold the meeting within the four weeks following the conclusion of any major Group production.

All Group members shall be given at least **fourteen days** notice of the AGM.

The business of the AGM shall include:

- Minutes of previous AGM
- Consideration of the Annual Report prepared by the Management Committee
- Consideration of the Annual Statement of Accounts
- Any other relevant business.

At least one third of the Group members must be present for any General Meeting to take place.

6. Finance

The Group is established **not for profit**.

All money received by or on behalf of the Group shall be applied to further the aims of the Group and for no other purpose.

Any bank accounts opened for the Group shall be in the name of the Group.

The Treasurer shall be responsible for maintaining accurate records of all money received and paid out by the Group.

Any cheques issued shall be signed by at least two Officers of the Management Committee.

The Group shall ensure that its accounts are independently examined each year.

The Group may pay reasonable out of pocket expenses to Group members to cover costs incurred in furthering the aims of the Group. Self-authorisation of such expenses is not allowed.

7. Changes to the Constitution

The Constitution may be changed at any General Meeting except that the Winding Up clause below may not be changed.

Any changes shall be agreed by at least two thirds of those members present and voting at the General Meeting.

Notice of the proposed changes shall be given to all Group members at least **seven days** before the General Meeting.

8. Winding Up

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting.

In the event of winding up, any assets remaining after all debts have been paid shall be given to another not-for-profit Group with a similar aim.