



ECHO YOUTH THEATRE

CONSTITUTION

Name of Organisation

The name of the organisation will be **ECHO YOUTH THEATRE** and the abbreviation **EYT** may also be used to identify the organisation.

Aim

Our aim is to produce creative, relevant and high-quality performances by young people in Norfolk.

Objectives:

We will achieve our aim by:

- Involving young people in the creation of quality, contemporary theatre.
- Providing opportunities for young people to gain experience in a diverse range of performing arts activities and workshops.
- Promoting inclusion, accessibility, and respect for individualism at all times.
- Developing innovative partnerships and collaborations with arts practitioners, professional arts companies.
- Developing partnerships with community service organisations to build upon the social reach of EYT.

Values:

We believe that:

- young people wish to learn and participate in a creative environment within a framework of mutual respect.
- the arts encourage each individual to work in a creative, co-operative and collaborative manner.
- we need strong links with other creative organisations and the local community, in order to maximise young people's opportunities.
- we will provide an excellent preparation for a successful career in the creative industries.
- young people who participate in creative arts learn skills that they use throughout life.

Organisation

Echo Youth Theatre is a Limited Company managed by a Board of Directors. It is a “Not-for-profit organisation” that does not make private profit for directors, members or shareholders.

Our Directors and those appointed to the management team are all volunteers.

Members

Membership of Echo Youth Theatre is open to any young person aged from 8 to 19 (provided they are in education i.e. on the pupil roll of a sixth form school or college), plus any other person who supports the aims of the group and participates in its activities. Membership is not limited by geographical area.

There are two types of members:

- **Core Membership.** Core membership is only open to young people aged 8 to 19 (as above) and is defined by the payment of an annual membership fee.
- **Associate Membership.** Associate membership is open to any person who supports the aims of the group and is defined by active voluntary participation in the organisations events and activities.
- **Friends Membership.** Friends membership is open to anyone interested in financially supporting the group and is defined as having made a financial contribution of at least £25 in the preceding 12 months.

Subject to the definitions above, membership is open to all persons regardless of their race, sex, disability, religion/belief, sexual orientation or age”.

Core Members

Our core members are the young people who benefit from the events and activities that are run by EYT.

Membership is automatic on completion of the application form and payment of the membership fee.

Core membership entitles the young person to exclusive access to some events, priority access to workshops and auditions and attendance at EYT social events.

Core membership does not entitle members to be cast in a production and casting for productions will be from open auditions of both members and non-members.

Any non-member cast in a production will be required to join as a core member, as a pre-requisite of accepting their place in the cast.

Core members will be required to comply with EYT's Code of Conduct for Members.

The Board of Directors reserves the right to refuse membership.

The Board of Directors also reserves the right to remove core membership from an individual immediately, in the event of a serious breach of the code of conduct.

Core Membership Fee

The core membership fee will be agreed annually by the EYT Management Team.

The Directors have the authority to agree subsidised membership fees for individuals or groups as appropriate.

Membership fees are due at the time of application and annually thereafter on the anniversary of application.

If membership fees are not paid within 30 days of the due date, the membership will be cancelled.

No refund of annual membership fee will payable, if the core member ceases active participation.

Associate Membership

Associate members are deemed to be those people who actively support Echo Youth Theatre events and activities on a voluntary basis.

Associate members are required to comply with EYT's Code of Conduct for Volunteers and, when requested, comply with any vetting checks requested by the Directors.

The Board of Directors reserves the right to refuse Associate Membership to any volunteer and will be responsible for ensuring that all Associate Members are appropriate, responsible persons.

Friends Membership

Friends members are deemed to be those people who financially support Echo Youth Theatre. An individual may be both an Associate member and a Friends member.

Management Team

The day to day running of Echo Youth Theatre will be controlled by a Management Team consisting of the Board of Directors plus other appointed members.

The appointment of Team Members will be made by the Board of Directors.

The Board of Directors reserves the right to amend the structure and roles of the Management Team at any time.

The details of the Management Team will be published on the EYT website.

Team Meetings

The Management Team will meet formally at least once every 6 months. In these meetings, the purpose will be to:

- Review the programme of events
- Review the marketing plan
- Agree the financial accounts
- Agree the budgets for future events
- Review the Constitution
- Review the Codes of Conduct

The quorum for Team meetings is four Team Members, including at least two Directors.

The day to day business of the Team will be conducted by specific subject meetings, email and other electronic means.

Annual General Meeting

An Annual General Meeting (AGM) will be held annually in December for all members.

The purpose of the AGM will be:

- To review the past year's events and activities;
- To brief the members on the plans for the coming year;
- For the Management Team to hear any comments and suggestions from the members;
- To vote on issues, when the Management Team deem this appropriate.

The time, date and venue of the AGM will be published in advance on the Echo Youth Theatre members website.

Finances

A bank account will be maintained for Echo Youth Theatre and the Board of Directors will be responsible for all payments and transactions through the account.

The Company Secretary will be responsible for the accounts and the Company accounts will be presented at each bi-annual Management Team meeting.

All profit accrued by Echo Youth Theatre will be used to further the declared aims of the group.

No payment or remuneration will be made to any Director or Management Team member in respect of their work for Echo Youth Theatre.

Reasonable reimbursement of incurred costs in the organisation of events and activities may be made to Team members, when approved by a Director. Where practicable, Team members will work to a pre-agreed budget when organising events and activities.

Amendments to the Constitution

Amendments to the Constitution can be made at the bi-annual Management Team meetings and members will be informed at the time of the change by email and at the AGM.

Dissolution

The decision to dissolve the organisation will be the responsibility of the Board of Directors.

If the Company is dissolved, the decision on the disposal of the remaining assets will be made by the Board of Directors.