

CONSTITUTION OF THE LEAVENERS
(QUAKER COMMUNITY ARTS PROJECTS)

1. PREAMBLE

- (a) The name of the organisation shall be “The Leaveners” otherwise known as “Quaker Community Arts Projects”.
- (b) The Leaveners was granted charitable status in September 1985 and was granted registration number 292499 by the Charity Commission under the Charities Act 1960.

2. OBJECTS

(1) The objects of the organisation shall be

- (a) to advance education; and:
- (b) to advance religion according to the principles and practices of the Religious Society of Friends commonly known as Quakers by exploring the participatory arts such as writing painting sculpting and the composing and performance of dramatic and musical works as a medium for the religious education of young people principally those between the ages of 12 and 25 inclusive but not excluding persons below and above those ages.

(2) In furtherance of the above objects but not further or otherwise the organisation through its Management Committee shall have the following powers:

- (i) To teach play and perform musical and dramatic works of all kinds.
- (ii) To hold and participate in concerts and dramatic performances in any part of the world and to produce and perform any kind of musical work stage performance broadcast television broadcast and lecture.
- (iii) To support and train people principally to facilitate our activities.
- (iv) To purchase acquire and maintain interest in the copyright of or the right to perform or show any musical composition film video television programme records tape book film scenario or stage piece which can be used or adapted for the charitable objects of the organisation.
- (v) To make agreement with authors composers, musicians and other relevant persons.
- (vi) To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise and to pursue in England and Wales or at any other place or places the business of managers of agents and box office keepers song programme and general publishers and printers and musical and dramatic agents provided that the organisation shall not undertake permanent trading activities in raising funds for its objects.
- (vii) To acquire by purchase or otherwise musical instruments equipment plant machinery furniture and all other effects of every description necessary for the furtherance of the charitable objects of the organisation.
- (viii) To enter into arrangements with governments or authorities (supreme, municipal, local or otherwise) or any corporation or company or persons who may be necessary to the attainment of the organisation’s objects and to obtain from any such authorities such charter, contracts, rights, privileges and concessions as the organisation may require.
- (ix) To retain or employ professional or technical advisers or workers not being members of the committee in connection with the objects of the organisation and to pay such salaries or fees for their services as may be thought necessary.
- (x) To establish, subsidise, promote, co-operate or federate with, affiliate or become affiliated to, act as trustees or agents for, or manage or lend money with suitable security or other assistance to any association, society or other body corporate or unincorporate established for charitable purposes only and for the purpose of promoting any objects of the organisation to co-operate with the manufacturers dealers or other traders and with the press and other sources of publicity.

- (xi) Subject to such consents as are required by law to purchase, take on lease or in exchange, hire or otherwise acquire and to hold, sell, lease or otherwise dispose of any real or personal property and any rights or privileges which may be necessary for the promotion of the objects of the organisation and to construct, maintain and alter any buildings or erections necessary for the work of the organisation.
- (xii) To take any gift or property, whether subject to any trust or not, for any one or more of the objects of the organisation.
- (xiii) To do all such other legal things as are necessary for the attainment of the objects of the organisation or any one of them.

3. MEMBERSHIP

- (a) Membership of the organisation shall be open to any person who participates in any activity sponsored by the Leaveners in accordance with the Leaveners Equal Opportunity Policy.
- (b) Membership of the Quaker Youth Theatre shall remain open to any person who participates in any Quaker Youth Theatre project. Such members are called 'Quaker Youth Theatre members` in this document.

4. NOMINATIONS COMMITTEE

- (a) There shall be a Nominations Committee consisting of not less than 3 members with at least one of these being a Quaker Youth Theatre members representative as hereinafter defined in 5(b). The other members of the Nominations Committee shall be appointed at the Annual General Meeting in rotation for a one year term. These appointments shall bear in mind the need to reflect the current range of Leaveners' activities.
- (b) The Nominations Committee shall have power to nominate annually one third of all members of the Management Committee including the honorary Officers but excluding the members appointed by the Quaker Youth Theatre membership as hereinafter defined (in 5(b)).
- (c) In particular the Nominations Committee shall nominate:
 - (i) The Honorary Secretary (Clerk).
 - (ii) The Honorary Treasurer
 - (iii) Such other members of the Management Committee as shall from time to time seem expedient. In considering the membership of the Management Committee the Nominations Committee shall pay regard to proper representation of specific projects undertaken from time to time by the organization.

5. THE MANAGEMENT COMMITTEE

- (a) The Management Committee ("the Committee") shall consist of the honorary officers plus such additional members as shall be nominated from time to time by the Nominations Committee to a total not exceeding 17. Not less than 7 members of the Management Committee shall be Trustees. The remainder shall be Advisors, including not less than three annual appointments made by and from the Quaker Youth Theatre members (as defined in Clause 3(b) above).
- (b) not less than three representatives of the Quaker Youth Theatre membership shall be appointed by the Quaker Youth Theatre membership at an annual residential project and shall hold office for two years following their appointment and shall be eligible for re-appointment. All other members of the Committee including the honorary officers shall be nominated by the Nominations Committee for a term of three years subject to earlier death or resignation and shall be eligible for re-appointment. A third of the Committee shall be so appointed each year at the Annual General Meeting.

- (c) Casual vacancies in the Committee which may arise from time to time shall be filled by the Nominations Committee and shall serve for such periods not exceeding three years as the Nominations Committee shall decide.
- (d) At any meeting of the Committee a quorum shall consist of 50% of such Committee.
- (e) The Committee shall appoint a Minute Secretary from amongst its members. In the manner of Friends the clerk will act as chairperson.
- f)
 - (i) The Committee shall conduct its business according to the principles and practices of the Religious Society of Friends.
 - (ii) In particular, the Clerk shall prepare a minute and read it to the meeting for approval in this way recording the feeling of the meeting. Routine minutes and minutes of records may be written after the meeting by consent of the meeting.
- (g) Subject to these rules the Committee shall be responsible for the running of the organisation.
- (h) The Committee shall appoint sub-Committees from amongst its members (or by co-option of other persons) as may from time to time be needed provided that all acts and proceedings of any such sub-Committee shall be reported back to the committee as soon as possible. The sub-committees shall conduct their business in accordance with rule 5 f (i) and (ii).
- (i) The Committee shall have power in accordance with the procedure set out in paragraph (f) hereof to expel any member of the Committee or of the organisation (or both) provided that an expelled member may appeal to the Annual General Meeting or to an Extraordinary General Meeting which shall decide the matter.
- (j) The Committee shall have the power to co-opt up to four further members, each for a period of no more than three years.

6. PROFESSIONAL STAFF

- (a) The Committee shall have power to appoint (and to dismiss) such professional staff not being members of the Committee (full-time or part-time) as the Committee may from time to time think fit. Such appointments will be made in accordance with the current Leaveners Equal Opportunities Policy.
- (b) Professional staff shall receive such reasonable remuneration and conditions of service or contract as the Committee from time to time determine.
- (c) Professional staff employed by the organisation may not be invited to be members of the Committee but may attend Committee Meetings Annual General Meetings and Extraordinary General Meetings and give such advice as the Committee or the Annual General Meeting or Extraordinary General shall require but professional staff may be asked to leave meetings for certain items at the Committee's discretion.

7. HONORARY TREASURER

The Honorary Treasurer shall be responsible to the Committee for the general finances of the organisation and shall attend meetings of the Committee to report on the financial situation at each Committee Meeting.

8. FINANCES

The organisation shall maintain a bank account or bank accounts in the name of the organisation at such banks as the Committee decide. The Committee should make regulations for the paying of cheques so that cheques up to an amount specified in the regulation and needed for day to day working purposes may be signed by two members of the Leaveners Committee the Co-ordinator or Youth Drama worker . The organisation shall have power to borrow money and to provide such security for any borrowing as may be appropriate.

The accounts of the organisation shall be audited annually by an independent auditor and the financial year of the organisation shall run from the 1st January to the 31st December in each year.

(a) An Annual General Meeting shall be held once a year in the Spring and 21 days notice in writing thereof shall be circulated by the Minuting Secretary by post to all members. Members may attend the Annual General Meeting or any Extraordinary General Meeting. The business of the Annual General Meeting shall be to adopt the annual report and audited statement of accounts, to accept or reject the nominations of the Nominations Committee, to appoint the new Nominations Committee, to appoint the auditor for the ensuing year and to transact such other business as may be necessary.

(b) An Extraordinary General Meeting must be convened at the request in writing to the clerk or chairperson, signed by no fewer than ten (10) members. Notice of an Extraordinary General Meeting shall be not less than 14 days prior to the meeting and shall set out the purpose for which the meeting has been called and be circulated to every member.

(c) 20 members for the time being present at an Annual General Meeting or Extraordinary General Meeting shall comprise a quorum.

(d) The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate proceedings at that meeting.

10. AMENDMENT OF RULES

Any one or more of these rules (other than rule 2, this rule or rule 11) may be amended in accordance with the feeling of the meeting at any Annual General Meeting or at an Extraordinary General Meeting called for that purpose provided:

(a) That any proposed amendments shall not be put to the Annual General or Extraordinary General Meeting until it has been approved in writing by the Charity Commission.

(b) That in the notice convening such a meeting details of the proposed amendments shall have been given.

(c) That no amendment shall be made to these rules which shall have the effect of the association ceasing to be a charity at law.

11. WINDING UP

If the organisation ceases to exist or it shall be decided by resolution at an Annual General or Extraordinary Meeting to wind it up, the net assets after payment of all liabilities shall be transferred to Quaker Life (or to any other committee or department of the Religious Society of Friends which shall in the opinion of the Recording Clerk of the Religious Society of Friends be the successor of Quaker Life) and shall be used for the advancement of religion and the advancement of education according to the principle and practices of the Religious Society of Friends.