

# CONSTITUTION

NOVEMBER 27<sup>th</sup> 2020



## 1. The Name

The association shall be known as The National Association for the Teaching of Drama, hereafter referred to as NATD.

## 2. Aims

The advancement of education of young people through drama (wherever the term is used in the constitution it will be deemed to include theatre arts).

## 3. Objectives

- 3.1. To encourage and promote the development of learning through drama at all levels of education, including teachers' education – including undergraduate, post graduate and in-service.
- 3.2. To provide a forum for the sharing and growth of knowledge, skills and understanding related to the development of learning through Drama in Education.
- 3.3. To draw together and provide support for all those concerned with learning through drama in all forms and all its levels.
- 3.4. To foster and actively promote the development of local and regional organisations of the Association working towards 3.1, 3.2 and 3.3 above.
- 3.5. To act in a co-ordinating and supporting role in relation to regional, national and international organisations.
- 3.6. To actively engage in the shaping of educational policy and decision-making: regionally, nationally and internationally.

## 4. Membership

4.1. There are three categories of membership:

- 4.1.1. Individual
- 4.1.2. Concessionary individual (including student, unwaged, retired, OAP)
- 4.1.3. Institution

4.2. Membership shall be conditional upon the payment of a fee, which shall be reviewed when appropriate by the Executive committee and approved by a General Meeting of NATD before implementation. In exceptional circumstances, the Executive Committee shall be empowered to reduce or waive subscriptions for members or prospective members. Where this occurs, each case will be reconsidered after one year.

## **5. Voting**

### **5.1.**

- a. Individual members shall have the right to one vote at all General Meetings.
- b. Concessionary individual members shall have the right to one vote at all General Meetings.
- c. Institutions shall have the right to one vote at all General Meetings.

### **5.2.**

- 5.2.1.** All business at General Meetings shall be transacted by those present and eligible to vote.
- 5.2.2.** The word 'present' may include members who are virtually present via video link
- 5.2.3.** The Chair may rule that a video presence is inadmissible when the quality of the communication is hampered by the technology to such an extent that those present cannot take a full part in the discussion.
- 5.2.4.** A record of the members attending virtually must be kept.

**5.3.** All business at Executive Meetings shall be transacted by a simple majority of Executive members present, except for amendment to the Constitution.

**5.4.** The Chair has the casting vote at all meetings.

## **6. Amendments**

**6.1.** NATD may amend any provision contained in this Constitution provided that:

- 6.1.1.** No amendment may be made that would have the effect of making NATD cease to be a charity by law.
- 6.1.2.** No amendment may be made to alter the Purpose if the change would not be within the reasonable contemplation of the members of NATD.
- 6.1.3.** No amendment may be made to clause 11 (Finance) without the prior written consent of the Charity Commission for England and Wales (hereafter, "The Commission").
- 6.1.4.** Any resolution to amend a provision contained in this constitution shall be passed by at least two thirds of the members present and voting at a General Meeting.

**6.2.** Written notice of the proposed changes must be given to the Secretary at least twenty one days before the meeting at which the change is to be discussed. These proposed changes will be circulated to the membership not less than fourteen days before the meeting.

**6.3.** A copy of the resolution amending this constitution shall be sent to the Charity Commission within twenty-one days of it being passed.

## **7. Quorum**

- 7.1.** The quorum at a General Meeting shall be those present and eligible to vote providing that the total votes cast is not less than 20% of the sum of the total membership, excluding concessionary individuals.
- 7.2.** The quorum at an Executive Meeting shall be at least 50% plus one of the elected officers.

## **8. Officers**

- 8.1.** The following members of the Executive Committee shall be elected at an Annual General Meeting of NATD and shall be members of the NATD as defined in 4 and nominated by three different voting parties, as defined in 5.
- 8.2.** The Committee will be elected to serve for one year.
- 8.3.** The Committee will comprise:
  - 8.3.1.** The Chair
  - 8.3.2.** The Secretary (Vice Chair)
  - 8.3.3.** The Treasurer
  - 8.3.4.** A representative of the Journal Committee
  - 8.3.5.** Up to 3 Committee Members

## **9. Powers of the Committee**

- 9.1.** The Executive Committee shall be empowered to appoint such sub-committees as it shall deem necessary from time to time, provided that each sub-committee contains at least one member of the Executive Committee.
- 9.2.** The Chair and the Secretary shall both be ex officio members of all sub-committees.
- 9.3.** The Executive Committee shall be empowered to co-opt members in a non-voting capacity when necessary.
- 9.4.** The Chair's decision shall be final in any dispute concerning the interpretation of the constitution.

## **10. Meetings**

- 10.1.** NATD shall hold an AGM each year.
- 10.2.** At least six weeks' notice of this meeting to be given to the membership, as defined in 4.
- 10.3.** Proposals and resolutions to be included in the agenda to be submitted to the Secretary not less than twenty-one days before such meeting unless decided otherwise by a majority of members present at the meeting in question.
- 10.4.** Proposals and resolutions received within the twenty-one days to be circulated to the membership, with the agenda, not less than fourteen days before such a meeting.
- 10.5.** Not more than fourteen months shall elapse between General meetings.
- 10.6.** An EGM shall be called at not less than one month's notice being given to the Secretary in writing by:

- a. At least three members of the Executive Committee who are eligible to vote at committee meetings.
- b. At least 12% of the total number of individual members eligible to vote.

**10.7.** There shall be a minimum of three Executive meetings between Annual General Meetings.

## **11. Finance**

**11.1.** The financial year shall be defined as the period between 1 April and 31 March.

**11.2.** The accounts of NATD will be kept by the Treasurer.

**11.3.** The audited accounts of NATD for the previous financial year shall be presented to the Annual General Meeting.

**11.4.** The auditor shall not be a member of NATD.

**11.5.** All money held by the Treasurer shall be the property of NATD.

**11.6.** Any officer or appointee of NATD, shall be entitled to be reimbursed for expenses incurred on or about the business of NATD, subject to the approval of the Executive Committee.

## **12. Minutes**

**12.1.** The Secretary shall keep, or cause to be kept, the minutes of the National Executive Committee.

**12.2.** Executive Committee Minutes shall be available on request to all members.

**12.3.** The work of the Executive Committee shall be reported to all members on a regular basis in the manner deemed most economical by the Executive Committee.

## **13. The Journal for Drama in Education**

**13.1.** NATD will promote a journal and a website that supports the aims of NATD. The Journal will be available to all members as part of their membership fee and is to be sold as widely as possible to institutions and the general public.

**13.2.** This journal, the Journal for Drama In Education, and the website will be the responsibility of a Journal Committee elected by a majority of members at an AGM or EGM. The Committee will be elected for a period of a year, at the end of which period they must resign and may stand for re-election.

**13.3.** Prospective committee members will be expected to stand on the basis of a proposed editorial policy and projected costing for the group, or on an individual basis.

**13.4.** In order to facilitate liaison between the Executive Committee and Journal Committee, the Journal Committee shall, under normal circumstances, invite a representative of the NEC to its meetings.

**13.5.** The Journal Committee will have editorial independence throughout its terms of office.

**13.6.** The Journal Committee will have power of co-option.

- 13.7.** The Journal Committee will be expected to raise finance towards the cost of the publication (e.g. through advertising or sales).
- 13.8.** A financial statement will be presented to the AGM by the Treasurer. The AGM will be invited to approve the level of funding in respect of the Journal for Drama in Education, for the coming year.

#### **14. Social Media**

Chair shall be responsible for ensuring that the views expressed in the name of NATD on social media support the aims of NATD.

#### **15. President**

- 15.1.** Upon consultation with members, the Executive Committee shall appoint a president.
- 15.2.** The president will be a figurehead for the Association, actively supporting its Aims.

#### **16. Board of Trustees**

The long-term security of NATD is entrusted to the Association's Board of Trustees, which comprises of a minimum of four members.

#### **17. Dissolution**

- 17.1.** If the members resolve to dissolve NATD, the Executive Committee will remain in office as Charity Trustees and be responsible for winding up the affairs of NATD in accordance with this clause.
- 17.2.** The Executive Committee must collect in all the assets of NATD and must pay or make provision for all the liabilities of NATD.
- 17.3.** The Executive Committee must apply any remaining money:
  - a.** directly for the Objects;
  - b.** by transfer to any Charity or charities for purposes the same as or similar to NATD;
  - c.** in such other manner as The Commission may approve in writing in advance.
- 17.4.** The members may pass a resolution before or at the same time as the resolution to dissolve NATD specifying the manner in which the Executive Committee are to apply the remaining assets of NATD and the Executive Committee must comply with the resolution if it is consistent with paragraphs a. to c. included in sub clause 3 above.
- 17.5.** Under no circumstances shall the net assets of NATD be paid to or distributed among the members of NATD (except to a member that is itself a Charity.)
- 17.6.** The Executive Committee must notify the Charity Commission promptly that NATD has been dissolved.
- 17.7.** The Executive Committee must send the Charity Commission NATD's final accounts.