

## **Butter Side Up Theatre Company**

### Governing Document/Constitution

- 1) The organisation's name is Butter Side Up Theatre Company but may be referred to as Butter Side Up or BSU Theatre.
- 2) The purposes of the organisation are to create opportunity for members to be involved in the preparation and performance of theatrical events and workshops in the Sheffield area. The organisation also has a purpose of raising additional funds for charitable causes they see fit.
- 3) The organisation shall be managed by two trustees, who oversee a committee. Committee members stay in post until they choose to step down or from a majority vote to remove them at an Annual General Meeting. Any vacant committee position is appointed as soon as possible by a vote of the membership.
- 4) In order to carry out the organisational purposes, the trustees have the power to:
  - raise funds, receive grants and donations
  - apply funds to carry out the work of the organisation
  - co-operate with and support charities with similar purposes
  - do anything which is lawful and necessary to achieve the purposes
- 5) The organisation shall have a membership. People who support the work of the organisation, and are aged 18 or over, can apply to the committee to become a member. Once accepted by the committee, membership lasts for 12 months and may be renewed in August of each year. The trustees entrust the committee to keep an up-to-date membership list. The trustees may remove a person's membership if they believe it is in the best interests of the organisation. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.
- 6) The Annual General Meeting must be held every year, with 14 days notice given to all members telling them what is on the agenda. There must be at least 5 members present at the AGM. Every member has one vote. The committee shall present the annual report and accounts as well as additional plans for the upcoming 12 months.
- 7) The committee meet on a fortnightly basis. The committee may act by majority decision. At least 50% of the committee members must be present at the meeting to be able to make a decision. Minutes shall be kept for every meeting. If a committee member has a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided. The trustees may make reasonable additional rules to help run the organisation. These rules must not conflict with this constitution or the law.
- 8) Money and property must only be used for the organisation's purposes. The committee must keep accounts. The most recent annual accounts can be seen by anybody on request. Trustees and committee members cannot receive any money or property from the organisation, except to refund reasonable out of pocket expenses. Money must be held in the organisation's bank account or PayPal account. All cheques must be signed by 2 trustees or members of the committee.
- 9) If the Trustees consider it necessary to change the constitution, or wind up the

organisation, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- Winding up - any money or property remaining after payment of debts must be given to a charity or organisation with similar purposes to Butter Side Up Theatre Company.
- Changes to the Constitution - can be made at AGMs or General Meetings.
- General Meeting - called on written request from a majority of members.

10) In accordance to the General Data Protection Regulations of May 2018, Butter Side Up are obligated to inform members and audience members of how their personal data is processed and stored.

- The personal information of members includes name, address, date of birth, email address, phone number, and emergency contact information. These are used for administrative purposes in regards to the organisation and communicating to the membership. This information is never shared with third parties. If a member leaves the organisation, their information is stored for an additional 12 months on a password protected online cloud storage system and then deleted permanently.

- The personal information of audience members includes name and email address. These are used for marketing purposes to encourage these audience members to book tickets for future productions. This information is stored on a password protected online cloud system and then removed after 12 months of not booking a ticket.

10) This constitution was adopted on 31st December 2024 by the people whose signatures appear below. They are the committee members of the organisation and the trustees until the AGM, to be held August 2025.

Signed by Trustees

Rebecca Cleary  
Michael Hudson

Signed by Committee Members

Rebecca Cleary  
Michael Hudson  
Georgia Gregory  
Ellie Madeira  
Emily Capp  
Ruby Richardson  
Harry Lynch-Bowers