

# **BROMLEY COMMUNITY ARTS THEATRE (BCAT)**

## **CONSTITUTION**

### **AIM**

The aim of BCAT is to promote amateur theatre and the arts in general within the local community.

### **OBJECTIVES**

To present at least one open-air theatre production annually within the London Borough of Bromley.

### **MEMBERSHIP**

Anyone in the local community of the London Borough of Bromley, or its adjoining Boroughs may join BCAT, by participating in or assisting with, in any capacity, the productions of the BCAT. New members are invited through advertisements and publicity. There is no annual membership or joining fee.

### **GOVERNANCE**

The BCAT shall hold an Annual General Meeting in the spring of each year after 31<sup>st</sup> March, the close of the financial year. The agenda shall always include as a minimum:

- Approval of the minutes from the previous AGM
- Matters arising from those minutes
- Discussion and approval of the annual accounts
- Any other business

### **THE COMMITTEE**

The committee may have any number of members, but, as a minimum, there shall be a Chairman, a Secretary and a Treasurer. The committee may co-opt other members of the BCAT to join the committee for particular purposes. The committee shall meet as frequently as necessary for the smooth running of the BCAT.

### **BCAT FINANCES**

The BCAT shall have a bank account, which requires two members of the committee to act as signatories on the account. The two signatories shall always consist of the Treasurer and one other member of the committee.

The BCAT shall appoint an auditor for each new financial year.

The Treasurer shall prepare a balance sheet and a profit and loss account for each year ending 31<sup>st</sup> March for audit and subsequently for presentation to and approval by the Annual General Meeting.

The Treasurer shall ensure that the BCAT holds adequate insurance for Public Liability, Property and Money at all times.

The Treasurer shall advise the Committee on the state of the BCAT finances at committee meetings.

## **AMENDMENT OF THE CONSTITUTION**

This constitution may only be amended by a resolution presented to and approved by the Annual General Meeting

Mr David J Evans

Chairman

BCAT

24<sup>th</sup> April 2021