



# Dartford Amateur Operatic & Dramatic Society

*President: The Worshipful The Mayor of Dartford*

## DAODS Youth Group Rules

### Appendix 1 to the "Constitution, Rules & Objects" of The Dartford Amateur Operatic & Dramatic Society

#### 1. Name

The organisation will be known as DAODS Youth Theatre Group.

#### 2. Aims

- a. To provide a permanent youth theatre organisation in Dartford
- b. To encourage participation in youth theatre amongst young people in the district
- c. To develop the linguistic and literary skills of young people
- d. To develop the creative skills of young people through the craft of theatre
- e. To provide an opportunity for young people to work with professional tutors, artists and craftsman
- f. To encourage young people to work together as a community and in doing so experience the practical workings of theatre while respecting its skills and disciplines
- g. To provide a valuable method of enriching the cultural activities in Dartford

#### 3. Participants

Initially participants of the Youth Group shall be aged between 9 and 18 years (inclusive), resident in Dartford and the surrounding areas. Fees shall be charged at a minimum rate set by the Executive Committee.

#### 4. Management of the Group

The Youth Group is affiliated to and part of the Dartford Amateur Operatic and Dramatic Society (DAODS / Society). The group shall be run by an appointed Leader and Administrator. Overall responsibility and management of the group will be the responsibility of DAODS Executive Committee.

Day to day running of the group will be carried out by the Administrator to include collection and banking of fees, support for classes and productions. A member of the DAODS Executive Committee will be appointed as Head of Youth Group and will work in conjunction with the Youth Group Leader and Administrator reporting back to the DAODS Executive Committee at monthly meetings.

#### 5. Youth Group Leaders

Part-time or full-time Leaders will be fully qualified for this position and will be appointed by the DAODS Executive Committee. The Leader appointed shall be responsible for organisation of classes, activities and productions. The Leader shall be entitled to meet with the DAODS Executive Committee on request. The Leader may attend the Society's Annual General Meeting (AGM) in a voluntary capacity and to speak but not to vote. The Leader shall be paid a fee and/or expenses for attending classes. This fee shall be agreed at commencement of employment. A contract between the Society and the Leader will be agreed and signed. A copy of these Rules will form part of the contract. The contract is subject to review annually. Any variation to the contract must be mutually agreed by both parties.

## **6. Finance**

- a. The Youth Group financial year shall be 1<sup>st</sup> June to 31<sup>st</sup> May.
- b. The DAODS Executive Committee shall administer all of the Youth Group funds as it deems necessary or desirable to further the Youth Group Aims.
- c. Day to day income from fees and expenditure to be recorded by the Administrator. To include all sums of money in respect of receipts and expenditure taking place. Receipts are to be banked under the Society's accounts.
- d. All items of expenditure must be approved by the DAODS Executive Committee.
- e. All Youth Group productions shall be funded by the Youth Group money from the account held by the Society.
- f. Fees paid to the Leader will be covered by Youth Group membership subscriptions. These are to be paid for each term in advance. The fees will be set by the DAODS Executive Committee and will be reviewed annually.

## **7. Accounts**

The Administrator working in conjunction with the Society's Treasurer shall be responsible for proper accounting with respect to:

- a. All sums of money received and expended by the Youth Group and matters in respect of which the receipt and expenditure take place.
- b. All sales and purchases of goods by the Youth Group
- c. Detailed information of the Youth Group activities shall be presented by the Treasurer at the Society's AGM.

## **8. Productions**

The Youth Group will consist of classes during which time productions will be introduced, rehearsed and performed.

Arrangement of these productions is to be firstly instigated by the Leader and thoroughly researched as to the suitability for the individual age groups. Following this, a brief synopsis of the production and budget must be presented to the DAODS Executive Committee for approval. This must take place at least 4 weeks before the proposed start date of rehearsals.

The productions will be performed at Heathfields Hall at no cost to the Youth Group. The Society will fund the productions in all aspects. The Youth Group will have free use of the facilities and technical equipment. The premises and equipment must be used with great care and where possible trained operatives will be present.

## **9. Childcare**

During classes the Youth Group membership will be cared for and chaperoned by qualified staff. This will be in accordance with the Society's Child Protection Policy.