

# **Constitution**

**&**

# **Rules**

**Of**

# **The Amateur Drama Council of Ireland**

**This Constitution was adopted by Council members at the annual  
general meeting convened on 07/10/2001**

## **DESCRIPTION OF THE COUNCIL**

### **Article 1**

The council shall be called the Amateur Drama Council of Ireland (Comhairle Baidh Dramaíochta na hÉireann), hereinafter referred to as The Council, and shall be composed of representatives of Member Festivals as hereinafter defined. The headquarters shall be at Athlone or as decided by the council from time to time.

### **OBJECTS OF THE COUNCIL**

### **Article 2**

#### **The Objects Of the Council are:**

- a) To foster, develop, promote and encourage amateur drama in Ireland.
- b) To organise annually All-Ireland Amateur Drama Festivals, at which only productions which qualify through Member Festivals will be eligible to compete.
- c) To organise courses of instruction for amateurs in any or all aspects of theatre.
- d) To appoint committees to study and make recommendations to the Council on matters affecting amateur drama in Ireland.
- e) To encourage the production of original plays
- f) To establish Provincial Councils as and when the General Council deems it necessary.
- g) To carry out any other activity which the Council may deem to be in furtherance of these objects.

### **MEMBERSHIP OF THE COUNCIL**

### **Article 3**

Membership of the Council is confined to Drama Festivals approved by the council.

An approved festival shall:-

- a) Adopt rules which conform to the Constitution of the Council.
- b) Employ an adjudicator approved by the Council.
- c) If a full length Festival, run for six(6) nights.
- d) If a one act Festival, run for whatever period is laid down by a committee of which ADCI is a member.
- e) At any time be required to satisfy a representative (or representatives) appointed by the Council that it complies with the minimum standards as set out by the Council.
- f) Have agreed in writing to abide by the Constitution and all decisions of the Council.
- g) Have a membership which is open to all without distinction of gender, sexual orientation, age, ethnic origin, nationality, physical disability, religion or political affiliation.

## **PROVINCIAL COUNCILS**

### **Article 4**

ADCI shall have a Provincial Council in Connacht, Leinster, Ulster and Munster who shall conduct their business in accordance with the sub-joined rules.

## **OFFICERS OF THE COUNCIL**

### **Article 5**

- a) The members of the National Executive Committee (NEC) shall be honorary and shall be elected at the Annual General Meeting.
- b) The National Executive shall consist of the following officers:-
  - (1) President.
  - (2) The Vice-President.
  - (3) The Chairman.
  - (4) The Vice-Chairman.
  - (5) The Secretary.
  - (6) The Treasurer.
  - (7) The Public Relations Officer.

and the following members:-

- (8) Two Representatives from each Province. One of these two representatives should preferably be the provincial secretary.
  - (9) One Representative from each of the Finals Festivals.
  - (10) And other members at the discretion of the Council.
- c) The Provincial Councils have the right of nomination to offices on the NEC.
  - d) The NEC shall have the power to fill vacancies, or to co-opt to the NEC at their discretion.
  - e) The President and Chairman shall hold office for not more than two years.
  - f) No member of the NEC shall hold two offices concurrently.

### **Article 6**

The NEC shall have full powers to carry on all the business of the Council and to make decisions on behalf of the Council between general meetings of the Council.

### **Article 7**

- a) The Annual General Meeting of the Council shall be held during the month of October each year on a date to be decided by the NEC and notified in writing to the members at least twenty one (21) days in advance. An extraordinary general meeting can be called at the request of ten (10) Member Festivals, or of the NEC provided twenty one (21) days notice is given to each Member Festival in advance.
- b) The Chairman or Vice Chairman or other member of the NEC shall preside at all meetings of the Council.
- c) At a General Meeting the following shall be entitled to be present and to be heard:-
  - (1) The officers of the Council.
  - (2) Delegates from each Member Festival.
  - (3) Representatives of the All-Ireland Festivals.
  - (4) Such other persons as may from time to time be admitted to their deliberations by the Council.

- d) At each meeting of the Council the following shall be entitled to vote:-
- (1) All Executive Officers.
  - (2) One delegate from each Member Festival provided such Festival has satisfied any pre-condition for voting as set out in ADCI Rules.
- e) Two thirds of those present and eligible to vote at an AGM must cast their votes in favour of any amendment to this Constitution before the said amendment shall be deemed to have been adopted.
- f) All other matters arising at a meeting of the Council shall be determined by a simple majority of those present and voting. In the event of an equality of votes for or against any matter, the person presiding at the meeting shall have the casting vote.
- g) Motions to amend the Constitution or Rules or resolutions for any meeting may only come from the NEC or from a Provincial Council. Notice of any such motion must be received by the Secretary at least thirty (30) days before the holding of such meeting.
- h) The Order of Business at Council Meetings shall be:-
- (1) Declaration of the Opening Meeting.
  - (2) Announcement of those entitled to vote at the meeting.
  - (3) Minutes of the last meeting.
  - (4) Reports from the Secretary, Treasurer, the Provincial Councils and Finals Festivals.
  - (5) Consideration of applications for membership by Festivals (if any).
  - (6) Consideration of termination of membership by Festivals (if any).
  - (7) Amendments to the Constitution and Rules.
  - (8) Matters on the Agenda circulated in the convening notice by the Secretary.
  - (9) Election of Officers (if due).
  - (10) Any other business.

or as otherwise decided at the meeting of the Council.

## **FINANCES OF THE COUNCIL**

### **Article 8**

- a) The accounts of the Council shall be audited annually and presented to the Council by the Treasurer at the AGM.
- b) The amount of the annual subscriptions shall be as decided from time to time by the members at an AGM on a proposal from the NEC, for the following year. Such annual subscription shall be payable on or before the date of the AGM by all member festivals. If a Festival fails to pay by due date such a festival shall be subject to a late payment fee of 20% to be paid before 1<sup>st</sup> Sunday in November.
- c) The NEC shall have full control of the finances of the Council and shall regulate the expenditure. No expense shall be incurred without the express sanction of the NEC.

## **DISSOLUTION OF THE COUNCIL**

### **Article 9**

The Council may be dissolved by a resolution passed by a two thirds majority of the Member Festivals at two consecutive meetings of the Council.

Following the second adoption of this resolution the Treasurer shall proceed to liquidate the assets of the Council and to have the accounts of the Council finally audited. Any balance remaining to credit shall be divided equally among, or any debt balance made good equally by, the Festivals who are Members of the Council on the date of the second meeting at which the dissolution of the Council was passed. The Council shall then be dissolved.

# **RULES OF THE AMATEUR DRAMA COUNCIL OF IRELAND**

## **PART 1 GENERAL RULES**

### **1. Provincial Councils**

- 1.1 A Provincial Council AGM shall be held in each Province before the 31<sup>st</sup> May in each calendar year. Should a Festival fail to attend the Provincial Council AGM it shall not be entitled to vote at the ADCI AGM in the same year in accordance with Article 7 of the constitution.
- 1.2 The Agenda for the provincial AGM shall include:-
  - Minutes.
  - Reports from all affiliated Festivals held in the Province.
  - Proposals to amend the Constitution/Rules of ADCI.
  - Resolutions for ADCI AGM.
  - Nominations for NEC positions in ADCI.
  - Nominations for Provincial representatives to NEC.
- 1.3 Provincial Councils may hold further meetings at their discretion. In exceptional circumstances a Member Festival may opt into a different Province with the permission of the NEC.
- 1.4 Provincial Council reports must be received by the Secretary on or before the 31st July each year.

### **2 Annual Subscription**

- 2.1 The annual subscription shall be one hundred and twenty five euros (€125) for full length festivals and fifty euros (€50) for one act festivals. In accordance with Article 8 of the Constitution Member Festivals must pay the appropriate annual subscription on or before the date of the AGM. Failure to pay the annual subscription by this date shall result in the Member Festival losing its nominating status for the following year or any other action as deemed necessary by the NEC.

### **3 Meetings**

- 3.1 A Member Festival that fails to attend two general meetings of the Council in succession shall cease to be a member of the Council. Such festival may be readmitted at the discretion of the NEC after full investigation. A readmission fee of double the annual membership shall apply.
- 3.2 The NEC shall hold at least four (4) meetings per year at a location and date to be decided by the NEC. In the event of five (5) or more members of the NEC requesting a special meeting of the NEC, such meeting shall be convened by the National Secretary within seven (7) days of receipt of such request in writing.
- 3.3 Member Festivals shall be circulated with the decisions of the NEC meetings as soon as possible after each meeting.

#### **4 Date of Festivals**

- 4.1 The full length open final festival will commence on the Friday of the May Bank Holiday weekend each year, or on a date decided by the NEC. The location to be decided by the NEC in accordance with Rule 5. It shall run for a maximum of twelve (12) nights. At the discretion of the Festival Committee the final night may be reserved for presentation of awards only.
- 4.2 The full length confined final festival will be held annually at a location and on dates to be decided by the NEC in accordance with Rule 5.
- 4.3 The one act final festival shall take place annually at a location and on dates to be decided by the joint committee of which ADCI is a member.
- 4.4 Closing date for entry to preliminary full length festivals shall be as decided by the Member Festivals annually but all such festivals must end by the first Sunday of April annually, or by a date decided by the NEC.

#### **5 Running of All-Ireland Finals**

- 5.1 Each Provincial Council shall meet to determine what festival in the Province shall be nominated to stage the All-Ireland Finals and the chosen festival and venue shall be vetted by representatives of NEC from outside the province of the nominated festival.
- 5.2 A first choice and a second choice festival shall be nominated from the Province to be considered by the NEC for the running of the All-Ireland. These nominations shall be with the Secretary of the NEC before 30<sup>th</sup> June each year for the second next season.
- 5.3 The venue for the Finals shall be decided and published two years in advance. Open and Confined venues may not hold a preliminary festival for their category in the year they are holding the Finals.
- 5.4 In the preparations for the finals a representative from NEC shall attend at least one meeting of the local organising committee. At least one member of the Executive shall be present at the festivals on each night of the Festival.
- 5.5 Adjudicators for the Finals Festival shall be decided by the NEC and are appointed by the festival concerned. An adjudicator who is chosen to adjudicate a Finals Festival should be released by a preliminary festival from prior engagements.
- 5.6 Other festivals in the Province should undertake to support and assist the finals festivals in every way possible.
- 5.7 A group is entitled to have their final placing made known to them in All-Ireland finals.
- 5.8 A public draw supervised by members of NEC shall take place to determine each group's night of performance and the details shall be communicated to all concerned. The protocol for draws to be determined by the NEC.
- 5.9 The local committee shall be responsible for advertising and sponsorship. They shall be aided in this task by the other ADCI festivals.
- 5.10 Each Festival shall receive the table of results of preliminary festivals for the three (3) category of festivals and the results of the finals each year. Finals reports must be received by the Secretary on or before the 31st July each year.
- 5.11 All perpetual trophies must be returned after ten months or when requested to do so by the Festival Committee and all groups will be held liable for any damage or loss sustained during the said period of these trophies.

## PART 2

### RULES FOR RUNNING ALL ADCI FESTIVALS

#### **6** Amateur Groups

- 6.1 All ADCI festivals are open to amateur groups with amateur producers only.
- 6.2 An amateur is one who does not earn and has not earned, the majority of his/her living from theatre work and who is not paid for producing or taking part in the festival play either as an actor or part of the production team.
- 6.3 All groups who enter an ADCI festival are presumed to have committed themselves to participate in it and are obliged to continue (if nominated) to Finals Festivals.

#### **7** Minimum Standards

- 7.1 Each festival shall comply with ADCI Minimum Standards requirements as set out in Parts 3 and 4 of these Rules.
- 7.2 A festival may be vetted at any time by representatives of the NEC to determine if the festival concerned complies with the minimum standard.

#### **8** Festival Committees

- 8.1 Each festival shall have a properly constituted committee to run their festival efficiently.
- 8.2 A list of the personnel of all festival committees should be submitted to the NEC every year.

#### **9** Entry to Festivals

- 9.1 Each festival shall send a syllabus of rules, an application form and a cast sheet to Groups intending to take part in the festival.
- 9.2 In their communication with groups, festivals shall clearly indicate the date of the festival, the closing date for receiving entries, the name of the Adjudicator and the cost of entry fee.
- 9.3 Festivals should request that entries be accompanied by a script (not a photocopy), correct fee, authors permission to perform play and a ground plan and lighting plot for the arrangement of the stage.
- 9.4 The Festival Committee shall decide what plays will make up their festival programme, and unsuccessful applications must be notified immediately afterwards and have their scripts, etc returned.
- 9.5 No festival will be obliged to accept entries that arrive with the committee after the closing date for receiving entries.

## **10 Running of Festivals**

- 10.1 The Festival Stage Manager and stage electrician shall be available to groups by prior arrangement with the Festival Director.
- 10.2 In the case of full length festivals the Committee shall provide a substantial meal for each production team before or after the performance. It shall also provide a light snack for the participants. The time of these meals shall be determined by the committee in consultation with the group.
- 10.3 The festival stage staff shall assist each group with any changes of scenery during or after the performance, if requested to do so by the group.
- 10.4 The Festival Committee shall ensure that audience distraction is at a minimum during all performances. Noise levels must be kept to a minimum.

## **11 Setting and Furniture**

- 11.1 Each festival shall make available a full complement of drapes (plain) cyclorama or cyclorama cloth and a reasonable supply of masking flats.
- 11.2 There shall be no obligation on any festival to provide stage furniture, properties, or extra lighting for participating groups.
- 11.3 Festival committees shall not be liable for any loss or damage or injury to persons or property that may occur during a festival. This shall be clearly stated in the syllabus sent to groups intending to compete in the festival.

## **12 Competition**

- 12.1 All ADCI Festivals shall have two sections, open and confined. If this is not possible, written permission to hold only one section must be obtained from the NEC. Such application to be with the national secretary by 31<sup>st</sup> January each year. Failure to submit such application may result in loss of nominating status for the following year.
- 12.2
  - a. There must be at least three (3) groups in any section to make a qualifying competition unless the NEC allows a competition for two (2) groups in exceptional circumstances.
  - b. The qualifying system shall be on points as follows:
    - First - 12 points
    - Second - 5 points
    - Third - 2 points
  - c. Groups may take qualification points from three festivals only.
  - d. In the event of a tie, points from a subsequent festival will, if necessary be taken into account in deciding entry to an All-Ireland Final. In the event of groups having tied on points, the total of marks will be taken into account to decide entry to the finals.
  - e. Third place points will be awarded only when more than three groups have participated in that section and where a competition with two groups is allowed, only first place points will be awarded.

Tie for places will not be permitted at preliminary festivals.

- 12.3 Groups must not compete in more than eight (8) qualifying festivals with any one production in a season.
- 12.4 Groups must declare for Open or Confined with a particular production.
- 12.5 Winners of the Confined Final must compete in the Open section in their next competitive year.
- 12.6 All festivals shall obtain standard results sheets in advance which must be sent promptly to the Secretary of ADCI on the day following the conclusion of their own festival. These results must also include a programme of the Festival.

### **13 Adjudicators**

- 13.1 Each festival shall engage an adjudicator for the panel approved by the Council. No adjudicator may be engaged who has not the approval of the Council or the NEC.
- 13.2 Festival Committees shall instruct the adjudicator to speak to the audience on the night's performance.
- 13.3 Festival Committees shall ensure that the adjudicator spends a reasonable time with the participating groups at preliminary festivals or at least, with the group's producer or director.
- 13.4 There will be no private adjudication at final festivals. The group's producer or director may meet with the adjudicator privately if he or she so wishes.
- 13.5 Adjudicators should be instructed to follow the recognised marking system of:-
  - ACTING 40 marks.
  - PRODUCTION 35 marks.
  - PRESENTATION 15 marks.
  - DRAMATIC ACHIEVMENT 10 marks.
- 13.6 An adjudicator may not adjudicate at more than one festival in the same Province in any one season.
- 13.7 Festival Committees shall send adjudicators copies of all the scripts and full details of their programmes in good time before the festival begins.
- 13.8 A copy of the adjudicators report on their play at preliminary festivals shall be made available to the group if requested beforehand, the current fee shall be charged for this report.
- 13.9 There will be no written reports on Finals adjudications.

## **14 Issues and Complaints**

- 14.1 The decision of the Festival Committee shall be final and binding in all matters, whether or not they are covered in the festival syllabus or rules.
- 14.2 It is recommended that festival committees relay to groups only, their own marks and those of the winning group. Complete sets of all group marks should not be made available to any group.
- 14.3 Any complaint or complaints against a Festival Committee will be considered only if submitted in writing to the appropriate authority i.e. NEC and the festival in question.
- 14.4 Should the written complaint or complaints against a festival be held up and substantiated, that festival shall be given two years to rectify the complaint or complaints.
- 14.5 a. Where any person connected in any way with a Group participating at an approved Festival behaves at a Festival in a manner which, in the opinion of the Festival Committee, is disruptive or objectionable or infringes the rules of the Council, such behaviour shall be reported in writing to the NEC through the Secretary.
- b. On receipt of such a report the Secretary shall convey to the person who is the subject of the report the nature of the complaint made against him/her and invite that person to make a written submission in respect of the report. The NEC shall consider the report and any submission by the person who is the subject of the report and may at its absolute discretion take action as follows:-
- c. (1) Exonerate the person who is the subject of the report.  
(2) Warn the person as to his/her future conduct.  
(3) Disallow the person from taking part in any capacity at an approved Festival for a period not to exceed two years.  
(4) Disqualify the Group from taking part in an approved Festival for a period not to exceed two years.

The decision of the NEC shall be final

## **15 Traveling Expenses**

- 15.1 Grants for groups performing at preliminary festivals shall be a minimum of three hundred euros (€300) and for finals festivals shall be a minimum of five hundred euros (€500). These rates shall be fixed annually by the General Meeting. Travelling expenses shall be paid within one month of a festival performance.

### PART 3

#### MINIMUM STANDARDS FOR PRELIMINARY FULL LENGTH FESTIVALS

- 16.1 a. Stage: Minimum 280 sq ft acting space. Wing space: Minimum 5 feet. It must be possible to get from one side of the stage to the other while play is in progress.
- b. (1) Front tabs which work properly.  
(2) Cyclorama.
- 16.2 Lighting Minimum Requirements:-
- 6 freshnell spots
  - 6 mirror spots
  - 2 standing floods
  - 1 batten to light cyclorama
  - 12 dimmers
  - Required power laid on to hall
  - 6 F.O.H
- 16.3 **Heat:** Adequate heating in hall.
- 16.4 **Dressing Rooms:** Two dressing-rooms with mirrors and proper heating, toilet and washing facilities.
- 16.5 **Hospitality:** Help on stage and with the unloading of sets shall be provided. Assistance with lighting and sets will be provided up to two hours before curtain.
- 16.6 **After Show:** There should be a meeting place for the people interested in drama and in discussion on drama after the show.
- 16.7 **Documentation:** See Rules 9.1 and 9.3 above.
- 16.8 **Catering:** Shall take place in the confines of the Hall or in a place convenient to the hall.

## **PART 4**

### **MINIMUM STANDARDS FOR ALL IRELAND FINALS**

- 17.1 a. Minimum Dimensions: 21 x 11 feet (Proscenium width & height) x 20 feet deep.
- b. Wing space: at least 5 feet on both sides plus back passageway.
- c. All tabs must work properly
- d. A cyclorama / cloth shall be provided by the festival.
- 17.2 Lighting-Minimum Requirements:-
- 6 Freshnell Spots
  - 6 Mirror Spots
  - 2 Standing Floors
  - 1 Batten to light Cyclorama
  - 12 Dimmers
  - 6 F.O.H Spots
- A safe means of access must be provided for the adjustment of spots.  
Lighting must be determined as adequate by the members of NEC who vet the festival, no matter what lighting system is used.
- 17.3 The theatre must be properly heated. Two dressing rooms of a high standard must be provided.
- 17.4 The Festival must provide the production team with a meal.

**This Contitution and Rules contains all amendments adopted prior to and including the AGM of Sunday 2<sup>nd</sup> October 2011.**