

# Constitution & Rules

Of

## The Amateur Drama Council of Ireland

(Comhairle Baidh Dramaíochta na hÉireann)

**This Constitution was adopted by Council members at the Annual  
General Meeting convened on 07/10/2001.  
Updated on 03/10/2021.**

## 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 through the facilitating of an annual Full Length drama circuit, and to work with the Drama League of Ireland on the joint committee comprising of 6 ADCI members and 6 DLI members to facilitate an annual One-Act drama circuit.
- 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 ADCI member festivals in any or all aspects of organising drama festivals.
- d) To appoint committees to review 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 promote opportunities for groups who do not participate on the festival circuit to achieve excellence through promoting a Travelling Adjudicator style circuit which in turn may feed in new groups to the Full Length Circuit.
- h) To carry out any other activity which the Council may deem to be in furtherance of these objects.
- i) To work closely with other organisations and individuals with common interests to promote Amateur Drama in Ireland.

## 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 and guidelines which conform to the Constitution of the Council.
- b) Employ an adjudicator approved by the Council.
- c) If a Full Length Festival, run for a minimum six (6) nights to a maximum of nine (9) nights.
- d) If a One-Act Festival, run for whatever period is laid down by the joint committee.
- 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/cultural origin, nationality, 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) The President
  - (2) The Vice-President
  - (3) The Chairman
  - (4) The Vice-Chairman
  - (5) The Secretary
  - (6) The Treasurer
  - (7) The Public Relations Officer
  - (8) The Information & Communications Officerand the following members: -
  - (9) Two Representatives from each Province. One of these two representatives should preferably be the provincial secretary.
  - (10) One Representative from each of the Finals Festivals.
  - (11) 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, Vice-President, Chairman and Vice-Chairman shall hold office for not more than two years consecutively, except in exceptional circumstances.
- f) No member of the NEC shall hold two offices concurrently on the NEC.

### **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 or on a date to be decided by the NEC and notice issued via email to all members at least twenty-one (21) days in advance. (Written notifications available if request made to national secretary.) 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 and Chairman's address.
  - (2) Announcement of those entitled to vote at the meeting.
  - (3) Minutes of the last meeting.
  - (4) Reports from the Secretary, Treasurer, PRO, Information and Communications Officer, the Provincial Councils and Open, Confined and One-Act 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.
  - (10) Any other business.or as otherwise decided at the meeting of the Council.

## FINANCES OF THE COUNCIL

### **Article 8**

8.1 The National Executive Committee shall hold a Bank Account, or Accounts, with an approved Bank on behalf of the Council. Business of the Council may be carried out using Internet Banking. All cheques/electronic payments drawn on the said account shall be signed by the Treasurer and countersigned by one other person, agreed by the NEC.

8.2 The NEC shall ensure that appropriate Books of Account are kept in respect of all sums of money received and expended by the Council, and the matters in respect of which such receipts and expenditures take place.

8.3 The Books of Account shall be kept by the Treasurer and shall be reported on by the Treasurer at each NEC meeting.

8.4 An independent suitably qualified Accountant shall be appointed by the NEC to Report on the Financial Statements of the Council, for presentation at the Annual General Meeting. The Financial Statement shall include an Account of Income and Expenditure and a Balance Sheet, made up to date not more than six months before end of the Financial Year, and will be signed by the Accountant.

The Financial Statements shall be approved by the NEC at the August meeting annually, and signed by two Officers on behalf of the NEC.

8.5 The Financial Statements shall be presented at the Annual General Meeting of the Council for adoption.

8.6 Should an Audit be deemed necessary by the Council, the appointed accountant, or other, shall be requested to carry out such.

8.7 The amount of the Annual Subscription shall be decided from time to time by the members at an Annual General Meeting on a proposal from the NEC, for the following year. Such Annual subscriptions shall be payable no later than 14 days in advance of the AGM date 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 the first Sunday in November.

The End of the Council Financial Year shall be 31st July each year.

8.8 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 or on a date to be decided by the NEC. 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 National Secretary on or before the 31st July each year in the format of the NEC template.

### 2 Annual Subscription

- 2.1 The annual subscription shall be two hundred euros (€200) for Full Length festivals and seventy-five euros (€75) for One-Act festivals. In accordance with Article 8.7 of the Constitution Member Festivals must pay the appropriate annual subscription 14 days before the date of the AGM.

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.

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 festivals 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 on a 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 a 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 informed of decisions of the NEC via email or via reports to the regional meetings by provincial NEC reps.

## 4 Date of Festivals

- 4.1 The Full Length Open Final Festival will commence on the Thursday 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 Nine (9) nights.  
The presentation of the awards may take place on the night after the conclusion of the festival.
- 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 ADCl is a member.
- 4.4 Closing date for entry to preliminary Full Length festivals shall be as decided by the Member Festivals annually. Entry to festivals will not open until after the National AGM each year or on a date set down annually by the NEC.
- 4.5 All Full Length member 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 the 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 a minimum of 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 ADCl festivals.
- 5.10 All Ireland Festivals shall submit a report to their provincial secretary in time for the AGM of that province. Finals reports must be received by the National 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/directors 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.
- 6.4 All groups competing on the festival circuit must supply a copy of Public Liability Insurance to secretary of each festival they partake in.

### 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 The names of two out of the following three officers (chairman, festival director and secretary) of all festival committees should be submitted to the NEC by Jan 31<sup>st</sup> each year.

### 9 Festival application Process

- 9.1 Groups must apply for a registration number from the national secretary. The national secretary will issue the group with a registration number and application form. Registration numbers will be issued after the AGM, on a date agreed by the NEC.
- 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 where applicable.
- 9.3 Festivals may request that entries be accompanied by a script and festivals will require confirmation that performance rights are available for the production.
- 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 Upon acceptance to a festival, groups must provide an original script, performance rights, group insurance, and child protection policy, if applicable.

## 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 lunch for the participants who are at festivals all day. The time of these meals shall be determined by the committee in consultation with the group.
- 10.3 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, minimum quantity 6 black drapes or 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 should highlight to their participating groups that each festival shall not be liable for any loss or damage or injury to persons or property that may occur during a festival.
- 11.4 Festival committees and participating groups should make every effort to follow health and safety protocols and best practices relevant to the jurisdiction the festival is taking place in.

## 12 Competition

- 12.1 Festivals shall have two sections, 1. Open and 2. 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 as soon as the issue arises. Failure to submit such an application may result in loss of nominating status for the following year.
- 12.2
- a. There must be a minimum of three (3) groups in any section to make a qualifying competition, but ideally all festivals should aim for 4 groups in each section 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. If groups remain tied after all festival results have been considered, then a draw will be held to decide on qualifying group(s).
  - 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.
  - f. Qualifying groups must have at least one win at a preliminary festival.
  - g. Tie for places will not be permitted at all 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 may compete in the Open section in their next competitive year, however any group that wins the Confined Final in two successive competitive years 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.
- 12.7 Results from Preliminary Festivals must be communicated to the National Secretary prior to general release of the results on social media outlets.

## 13 Adjudicators

- 13.1 Each festival shall engage an adjudicator from 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. All festival committees must ensure at least one member (but no more than two) sits in as an observer for all private adjudications.
- 13.4 Adjudicators should be instructed to follow the recognised marking system of: -  
  
ACTING 40 marks.  
PRODUCTION 35 marks.  
PRESENTATION 15 marks.  
DRAMATIC ACHIEVMENT 10 marks.
- 13.5 An adjudicator may officiate at a maximum of two festivals in any one season and they must not be in the same Province.
- 13.6 Festival Committees shall send adjudicators the scripts and full details of their programmes in good time before the festival begins.

## 14 Issues and Complaints

- 14.1 Any complaint or complaints against a Festival will be considered only if signed and submitted in writing to the festival in question. In the case of failure to agree a resolution of the complaint with the festival concerned, the issue may then be escalated to the NEC.
- 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 Should the written complaint or complaints against a festival be upheld and substantiated, that festival shall be given one year to rectify the complaint or complaints.
- 14.4 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.
- 14.5 Appeals Procedure: Any sanction awarded by the NEC under Rule 14 may be appealed to an Appeal Panel consisting of ex -officio members of the NEC.

The decision of the Appeals Panel shall be final.

## 15 Group Subsidy

- 15.1 A subsidy for groups performing at preliminary festivals shall be set at a minimum of three hundred euros (€300). The Subsidy for finals festivals shall be set at a minimum of five hundred euros (€500). These rates shall be fixed annually by the General Meeting. The Group Subsidy 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 (26.013 sq meters) acting space. Wing space: Minimum 5 feet (1.52meters). 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:-**

Please note the list below is only a recommended guideline for the minimum requirements and every effort should be made by each member festival to have their stage well equipped – relative to the size of their stage.

- 6 FOH spots
- 8 Fresnel spots
- 4 Cyc floods min 500w
- 2 boom/stands
- 18 dimmers
- 18 Channel Control Desk
- Required power to run above

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:** Assistance with lighting and stage management will be provided.

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.  
See rule 10.2

#### 16.9 **Sound:**

- 1 x 6 channel mixing desk
- 2 x 100w F.O.H. speakers
- 1 x CD player
- 1 x iPad/laptop mini jack connection

## PART 4

### MINIMUM STANDARDS FOR ALL IRELAND FINALS

- 17.1 a. Minimum Dimensions: 21 x 11 feet (Proscenium width & height) x 20 feet deep. (6.4m x 3.35m x 6.1m deep)
- b. Wing space: at least 5 feet (1.52meters) on both sides plus backstage left to right access.
- c. All tabs must work properly
- d. A cyclorama / cloth shall be provided by the festival.

#### 17.2 **Lighting Minimum Requirements:-**

Please note the list below is only a recommended guideline for the minimum requirements and every effort should be made by each member festival to have their stage well equipped – relative to the size of their stage.

- 6 FOH spots
- 8 Fresnel spots
- 4 Cyc floods min 500w
- 2 boom/stands
- 18 dimmers
- 18 Channel Control Desk
- Required power to run above

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.

#### 17.5 **Sound:**

- 1 x 6 channel mixing desk
- 2 x 100w F.O.H. speakers
- 2 x 100w onstage. speakers
- 1 x CD player
- 1 x iPad/laptop mini jack connection

**This Constitution and Rules contains all amendments adopted prior to and including the AGM of Sunday October 3<sup>rd</sup> 2021.**