

Aylmer Community Theatre *Constitution*

Article 1 - Name

The name of the organization will be "Aylmer Community Theatre". It will be referred herein as ACT. A numerical designation will refer to the current season, i.e. ACT III, ACT IV.

Article 2 - Mission Statement

The mission of ACT shall be to provide a creative outlet and venue for quality entertainment, and opportunities for education in areas of theatre craft for members of ACT, the community and the surrounding area.

Article 3 - Membership

Section A: An annual fee of \$1.00 will be charged for membership in ACT. General membership will include all individuals involved in productions during the season.

Section B: All members have the right to vote at general meetings.

Section C: Disciplinary charges may be laid against any member of ACT at any time by the Executive Committee at its discretion. Any charges must be addressed by the Executive Committee within two weeks. Any action taken is subject to approval by a majority vote of members at an ACT meeting. This meeting must take place no sooner than two weeks and no later than one month of the Executive Committee's decision.

Article 4 - Officers

Section A: Two types of officers constitute the ACT Executive Committee:

Elected Officers - The elected officers shall be:

- Artistic Director
- President
- Treasurer
- Secretary

Appointed Officers - The appointed officers shall be one member chosen from the following committees who will act as committee chairs:

Standing Committees--

- Technical Committee
- Promotion Committee

- Special Events Committee

Ad Hoc Committee--

- Constitution Committee

Section B: The duties of the officers shall be:

Artistic Director

- Will oversee creative direction of the company.
- Will serve as the initial contact between interested directors, actors and community members.
- Will direct a play in the event no other director has been selected.
- Will advise the Executive Council and production staff in matters regarding the production of shows or events.
- Will serve as a recruiter for new members or personnel.
- Will act as a liaison between ACT and the Aylmer community.
- Will act as a liaison between ACT and the theatre community.
- Will be a member of all committees.
- Will ensure that all members have knowledge of policies and procedures.
- Will have signing rights for cheques.

President

- Will oversee all operations of ACT.
- Will run all general and executive meetings.
- Will run all elections.
- Will maintain a company contact list.
- Will maintain company archives
- Will oversee collection of membership fees.
- Will ensure that all policies and procedures are followed correctly.
- Will have signing rights for cheques.

Treasurer

- Will oversee all monetary aspects of ACT.
- Will assist with fundraising.
- Will maintain financial bookkeeping for ACT.
- Will produce an annual financial report for the membership.
- Will be responsible for all ACT's banking.
- Will have signing rights for cheques.
- Will ensure all accounts are paid promptly.

Secretary

- Will record all minutes and records (other than financial) of ACT meetings.
- Will publish minutes of meetings.
- Will ensure members are kept up-to-date on upcoming meetings and events.
- Will provide a copy of this constitution and the Policy and Procedures Manual to any member upon request.
- Will direct and maintain all correspondence.
- Will maintain mailing lists, letterhead, logo templates, etc.
- Will maintain a membership list.

Technical Committee

- Will oversee the technical aspects of set, lights, and sound of ACT productions.
- Will be available for technical rehearsal upon individual request.
- Will attend production meetings.
- Will maintain an accurate inventory of ACT property.
- Will in consultation with the director, produce a workable set design and mock-up prior to the commencement of rehearsals for each production.
- Will whenever possible assemble and number the set components prior to the load-in to facilitate easy set-up.
- Will ensure that the director informs all cast and crew of their responsibility to assist with the load-in and strike of the set for each production.
- Will build or maintain set pieces or flats as required.
- Will assist with the procuring of technical properties for each production.
- Will liaise with Town technicians as required, prior to load-in regarding dates and time expectations.
- Will be available to learn, and with instruction be able to operate Town sound and lighting equipment.

Promotions Committee

- Will oversee all advertising and promotion aspects of each season, production or event.
- Will design, create and distribute posters, flyers, programs and tickets for each season, production and event.
- Will actively work on fundraising.
- Will maintain and up-date the ACT web site.
- Will set up and maintain a promotions contact list including Theatre Ontario, Aylmer Performing Arts Council, LCP, etc.

Special Events Committee

- Will formulate and discuss ideas for seasonal productions, community partnerships, fundraising events and workshops.
- Will work with other committees to organize events.
- Will accept suggestions from all members.
- Will consult with the treasurer to determine the feasibility of an event.

Constitution Committee

- Will create, maintain and/or amend the Aylmer Community Theatre Constitution.
- Will create, maintain and/or amend the ACT Policy and Procedures Manual.

Play Reading Committee

- Will read, discuss and select plays for production in the following season.
- Will consist of no fewer than five general and executive members.

Article 4 - Meetings

A season will run from August 1 to July 31 and will consist of three productions and may include a special event (i.e. murder mystery, fund-raiser, seasonal entertainment, workshops etc.). There will be one executive meeting associated with each production or event. Quorum will consist of five members - four executive and one general member for general meetings and five executive members for executive meetings. There will also be a pre-season general meeting in March, prior to the final production, to discuss the upcoming season. There will also be a post-season general meeting in June to discuss the financial report, the playbill for the next season, and the election of officers. This is also an opportunity to reflect on the past year and make recommendations for the upcoming season. There will also be a post-season executive meeting prior to the general meeting. General meetings are open to all members.

Article 5 - Elections

All executive positions will be of two years duration. Every two years, nominations will be held at the pre-season general meeting in March. Elections will be held during the post-season general meeting. If a position is vacated for any reason, an election for that position can be held before the two year limit. The incoming artistic director shall be elected at the general meeting at the end of the first year of the current Artistic Director's term, allowing that person one year to prepare for their two year term. All members

are eligible to vote during elections. Voting will be done by show of hands, secret ballot or by acclamation.

Article 6 - Policy and Procedures Manual

A manual explaining policies, procedures and expectations will be compiled by the Constitution Committee for presentation to the general membership. This manual should be maintained and/or amended as required by the Constitution Committee. This manual will cover such things as allocation of keys, floats, reservation procedures and liability issues. It will also cover the expectations of actors, producers, stage managers etc. Safety issues will also be addressed.

Article 7 - Procedures for Play Selection

Play selection must be completed in the spring prior to the next year's season and before the production of the final show of the current season. Members will be solicited for possible play titles in the post-season general meeting. If an individual expresses an interest in directing a certain play, this play will be given particular consideration. The Play Reading Committee will order, select, circulate and read these plays over the season. In the spring the plays will be discussed. A short list of four or five plays will be presented to the Artistic Director with recommendations. The Artistic Director will then select the next year's playbill.

Formulated April 4, 2004

Ratified June 23, 2004

Guidelines for Reimbursement of Expenses

All production expenses will be the responsibility of the Producer, requiring his or her approval and initials on the chit or receipt before it being passed on to the Treasurer for disbursement. The Production Team must evaluate the financial needs of the production with the judgment of what would be regarded as excessive expenses given the means of our company.

The following items are not regarded as reimbursable expenses:

- meals
- the cost of travel to and from rehearsals or performances
- items that will become personal property of the cast and crew after the production

Mileage will be reimbursed at the rate of 20 cents per kilometre, with the completion of the necessary form.