

Bylaws of The Belleville Theatre Guild



Revision 0 - June 2019

I. MEMBERSHIP and DUES:

- (a) All persons who are willing to participate in the activities and productions of the Corporation shall be accepted as members upon payment of the required dues. Membership in the Corporation shall remain valid for the fiscal year of the Corporation. Unacceptable and inappropriate conduct by a member, as determined either by the Board of Directors, or upon petition in writing to the Board, may be deemed to be grounds for the rescinding of that person's membership.
- (b) Any member shall have the right to stand for office in the Corporation and shall have one (1) vote at meetings of the Corporation.
- (c) Members shall be required to pay annual membership dues the amount of which is to be set by a majority vote of the Board of Directors. Members in default shall automatically cease to be members of the Corporation and thus prohibited from participating in the activities and productions of the Corporation.
- (d) No member shall be entitled to vote at any meeting of the Corporation unless his or her membership dues are paid in full. No member shall be permitted to vote at the Annual General Meeting of the Corporation unless his or her membership dues are paid in full at least thirty (30) days prior to the said meeting.

II. MEETINGS OF THE CORPORATION:

- (a) Meetings shall be classified as follows:

- i) Board of Directors

- The Board of Directors shall meet at least eight (8) times a year or moreoften as it deems necessary, either at the call of the President or by direction of at least four (4) members of the Board. The term of office ofthe Board shall be for one (1) year.

- ii) General

- A General Meeting shall be held in the fall of each year to receive a financial statement. A General Meeting may be called at the discretion of the President or at the request of not less than twenty-five (25) members, or at the request of not less than five (5) members of the Board of Directors. Such a request is to be addressed to the Secretary in writing, giving a minimum of fourteen (14) days notice of the date of meeting, and stating the purpose thereof. The Secretary shall give a minimum of seven (7) days notice of such meeting to all members.

- iii) The Annual General Meeting

- The Annual General Meeting shall be held in June of each year for the purposes of allowing the officers of the Board of Directors to provide annual reports, including preliminary financial reports, to the members and to permit the annual election of the Board of Directors. A Nominating Sub-Committee, to consist of the Immediate Past President and two (2) other persons approved by the Board of Directors shall prepare a slate of officers to be presented to the membership a minimum of seven (7) days prior to the Annual General Meeting. Nominations from the floor shall also be accepted at the Annual General Meeting.

- (b) Quorum

- A quorum for the transaction of the business of any meeting of the Corporation, other than meetings of the Board of Directors, shall consist of a minimum of twenty five (25) members present, or 50 per cent plus one (1) of the membership, whichever is the lesser.

(c) Voting

- i) A member of the Corporation shall have one (1) vote at meetings of the Corporation.
- ii) No member shall be entitled to vote at the Annual General Meeting of the Corporation unless his/her membership dues are paid in full.
- iii) By custom, the presiding officer at any meeting shall not vote except in the event of a tie vote, in which case he/she shall cast the deciding vote.

(d) Proxy Voting

Subject to the approval of the President, any member of the Corporation is eligible to vote by proxy, or act as a voting proxy at all meetings of the Corporation, other than meetings of the Board of Directors. Approval by the President shall include confirmation, prior to the subject meeting, that the person(s) voting by proxy or acting as a voting proxy are member(s) in good standing of the Corporation. A person who is eligible to vote by proxy must appoint his or her voting proxy in writing and a voting proxy may only act as such on behalf of one (1) member.

III. THE STRUCTURE OF THE BOARD OF DIRECTORS:

- a) The Board of Directors shall consist of the Immediate Past President and the following eleven (11) positions nominated and elected by the members of the Corporation:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Director of House
 - vi. Director of Technical
 - vii. Director of Production
 - viii. Director of Programme
 - ix. Director of Membership
 - x. Director of Public Relations
 - xi. Director of Box Office and Subscriptions

IV. RESPONSIBILITIES AND DUTIES OF THE BOARD OF DIRECTORS:

- (a) The Board of Directors shall manage and supervise the affairs of the Corporation on behalf of the membership, especially with regard to financial affairs. Members of the Board are required to make policy decisions that conform to the stated purpose and objectives of the Corporation. The Board is also required to keep the membership informed of significant activities and decisions affecting the Corporation.
- (b) To achieve the above duties and responsibilities, each Board Member is expected to:
 - i. become familiar with the Constitution of the Corporation;
 - ii. attend all Board, Annual General and General Meetings;
 - iii. review the minutes of all Board Meetings and all other information provided prior to Board Meetings and to be prepared to contribute to subjects under discussion;
 - iv. support the activities of the Corporation;
 - v. initiate long-range planning objectives of the Corporation; be prepared to chair any sub-committee appointed in their area of responsibility; and
 - vi. perform other duties as may, from time to time, be assigned.

V. AUTHORITY OF THE BOARD OF DIRECTORS:

- (a) The Board of Directors shall have all powers and authority not specifically delegated to others by this Constitution to manage the affairs and control the agents and employees of the Corporation. A quorum of the Board shall be more than 50% of the directors.
- (b) The Board of Directors shall have the authority to employ, in honorary or salaried capacity, on behalf of the aims of the Corporation, any person or persons. However, no member of the Corporation shall receive payment, either direct or indirect, for his/her services in the production of any of the Corporation's plays, or for other than legitimate expenses incurred on behalf of the production or programme in which he/she is involved. Notwithstanding the preceding, the Board of Directors may employ a member of the Corporation for services provided to facilitate all of the Corporation's plays in any given fiscal year.
- (c) The President shall have the authority, with the consent of a majority vote of the Board of Directors, to stop the production of any play in rehearsal, or to counsel or replace the production manager or the director for such reasons as the President and the Board may in their discretion regard as legitimate.
- (d) The President shall have the authority, with just cause and with the consent of a majority vote of the Board, to assume the Treasurer's function, and assign those functions, along with all of the Treasurer's books and records, to a person duly nominated and elected by the Board as the new Treasurer

VI. VACANCIES ON THE BOARD OF DIRECTORS:

- (a) Any member of the Board of Directors failing to attend three (3) consecutive Board meetings, other than through illness, shall at the discretion of the Board be deemed to have vacated his/her position. The Board of Directors shall also have the authority to co-opt from the membership, additional persons to serve on the Board for specific purposes for a period not to exceed one (1) year.
- (b) Should a vacancy occur on the Board of Directors, other than for the position of Immediate Past President, the remaining Board members may, if necessary, by resolution appoint a member of the Corporation to fill the vacancy until the next Annual General Meeting. Otherwise, such a vacancy shall be filled at the next Annual General Meeting as required by the provisions of this Constitution. Should a vacancy occur in the position of Immediate Past President, the preceding Immediate Past President shall be offered the position.
- (c) Should a vacancy or vacancies result in the loss of quorum the President shall immediately be required to call a special meeting of the remaining Board members to fill the vacancy or vacancies.

VII. STANDING SUB-COMMITTEES OF THE BOARD OF DIRECTORS:

- (a) The Board of Directors may appoint from among the membership standing sub-committees to assist the Board in the performance of its duties. The chair of an appointed sub-committee shall be selected from among the Board members in accordance with the duties assigned by this Constitution.
- (b) The President is an ex-officio member of all sub-committees of the Board.
- (c) The Vice President is a member of any appointed Production, Programme, Technical, Membership and Long-Range Planning Sub-Committees.

- (d) The Immediate Past President is a member of any appointed Constitution, Nominating and Long-Range Planning Sub-Committees.
- (e) The Standing Sub-committees shall meet as often as deemed necessary by their respective chairs, or as required by the President.

VIII DUTIES OF OFFICERS:

(a) President and Vice President

- i. The President shall chair all meetings of the Board of Directors and preside at all General and Annual General meetings, and shall be charged with the general management and supervision of the affairs and operations of the Corporation.
- ii. The President, with the Treasurer or another officer appointed by the Board of Directors for the purpose, shall sign all Corporation documents as may require his/her signature in accordance with the Corporation's by-laws or otherwise, and shall perform such other duties as may be assigned by the Board.
- iii. The President shall report regularly to the Board of Directors upon all phases of the management and operations of the Corporation and generally as to its affairs.
- iv. In the absence of the President, either the Vice President, or another member of the Board of Directors appointed by the Board in the absence of the Vice President, shall preside at the meetings of the Corporation and perform the duties of the President.

(b) Treasurer

- i. The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account, and shall deposit all monies or other valuable effects in the name and to the credit of the Corporation, in such financial institutions as may be designated by the Board of Directors.
- ii. The Treasurer shall disburse the funds of the Corporation under the direction of the Board of Directors upon the presentation of acceptable written vouchers and/or receipts.
- iii. The Treasurer shall render to the Board of Directors and/or the Corporation, at regular meetings thereof, or whenever required of him/her, an account of all transactions performed as Treasurer, and of the financial position of the Corporation. He/she shall also perform such other duties as may be determined by the Board. Chairperson of any appointed Finance Sub-Committee;
- iv. Prepares annual budget in consultation with the Board of Directors;
- v. Assesses the financial position and efficiency of the Corporation;
- vi. Provides recommendations on financial policy;
- vii. Assesses the financial feasibility of proposed projects;
- viii. Provides regular reports to the Corporation.

(c) Secretary

- i. The Secretary shall issue all calls or notices of meetings of the Corporation (excluding standing sub-committees) and shall prepare such correspondence as the Board may designate.
- ii. The Secretary shall maintain an accurate record of all business conducted during meetings of the Corporation. He/she shall record in the minutes of all meetings:
 - the date, time, location, and type of meeting;

- the name of the person presiding;
 - the names of those present at the meeting;
 - the precise wording of all motions and whether adopted or rejected (withdrawn motions need not be recorded);
 - the name of the person making the motion and the seconder;
 - points of order and appeals, either sustained or lost; and
 - when required, brief extracts of speeches, etc.
- iii. The Secretary shall be available prior to a meeting being called to order, with the minute books in order to permit reference to the minutes of past meetings.
- iv. The Secretary shall have on hand at all times:
- a copy of the Constitution and by-laws;
 - a list of members; and
 - a list of unfinished business, a copy of which should be given to the attending officers.

IX, DUTIES OF DIRECTORS OF THE BOARD:

- (a) To act as a chairperson, as required, of any appointed standing sub-committees.
- (b) To instigate and encourage participation in their area of elected position.
- (c) To present recommendations to the Board of Directors for consideration and/or implementation.

X. RESPONSIBILITIES OF DIRECTORS OF THE BOARD:

(a) House

- i. Chairperson of any appointed House Sub-Committee;
- ii. Provides for maintenance of the theatre and accessibility to the theatre;
- iii. Provision of and counsel to house personnel;
- iv. Purchases and maintains inventory of provisions required for the maintenance of the house, for all performances, and for other theatre events as required;
- v. Provides regular reports to the Board of Directors; and
- vi. Performs other duties as may be assigned by the Board of Directors.

(b) Technical

- i. Chairperson of any appointed Technical Sub-Committee;
- ii. Maintains inventory and provides for care of all technical equipment and properties;
- iii. Provides for maintenance of all facilities of the Corporation other than the theatre;
- iv. Provides counsel to:
 - production, lighting personnel;
 - production, sound personnel;
 - production, costume personnel;
 - production, make-up personnel;
 - stage managers;
 - set construction crew;
 - other production personnel as necessary.
- v. Ensures selection of regular season technical directors;

- vi. Provides regular reports to the Board of Directors; and
 - vii. Performs other duties as may be assigned by the Board of Directors.
- (c) Production
- i. Chairperson of any appointed Production Sub-Committee;
 - ii. Recommends selection of and provides counsel to regular season Production Managers
 - iii. Provides assistance to Production Managers and the Treasurer in the establishment of budgets for Productions;
 - iv. Provides regular reports to the Board of Directors;
 - v. Prior to the commencement of each season, facilitate an orientation meeting of the technical director, house director, and all directors, producers, stage managers;
 - vi. Compiles and maintains a talent resource bank to assist with productions;
 - vii. Organizes workshops and training activities; and
 - viii. Performs other duties as may be assigned by the Board of Directors.
- (d) Programme
- i. Chairperson of any appointed Programme Sub-Committee;
 - ii. Secures rights and oversee the payment of contracts for all productions for the coming season;
 - iii. Oversees play-reading activities;
 - iv. Recommends programme and directors for the regular season;
 - v. Provides regular reports to the Board of Directors; and
 - vi. Performs other duties as may be assigned by the Board of Directors.
- (e) Membership
- i. Chairperson of any appointed Membership Sub-Committee;
 - ii. Selection and counsel to subscription campaign;
 - iii. Provides for a membership newsletter;
 - iv. Promotes social activities for members;
 - v. Manages the Archives and Library;
 - vi. Provides regular reports to the Board of Directors; and
 - vii. Performs other duties as may be assigned by Board of Directors.
- (f) Publicity and Public Relations
- i. Chairperson of any appointed Public Relations Sub-Committee to oversee the design and production of the season brochure and individual playbills;
 - ii. Manages publicity and media content;
 - iii. Provides public relations and publicity information to the Quinte Arts Council, EODL, and Theatre Ontario.
 - iv. Provides regular reports to the Board of Directors; and
 - v. Performs other duties as may be assigned by the Board of Directors.
- (g) Box Office and Subscriptions
- i. Chairperson of any appointed Box Office Sub-Committee;
 - ii. Oversees ticket sales, orders, mailing list and subscriptions;
 - iii. Reconciles ticket sales and cash deposits and prepares reports or financial settlements regarding ticket office activities and events;
 - iv. Builds and tailors upcoming events in ticketing software;
 - v. Recommends personnel for hire, and manages and provides training for box office personnel;
 - vi. Keeps box office files organized and maintains inventory of materials and equipment needed in the Box Office;

- vii. Maintains clear communication with the public about show dates and times;
- viii. Performs other duties as may be assigned by the Board of Directors.

XI. FISCAL YEAR:

Unless otherwise ordered by the Board of Directors, the fiscal year of the Corporation shall terminate on the 30th day of June of every year.¹¹

XII. BOOKS AND RECORDS:

- (a) The Board of Directors shall ensure that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute of law are regularly kept.
- (b) Such books and records, if maintained outside the Head Office of the Corporation, are to be returned to the Head Office of the Corporation at the conclusion of the term of office of the Board of Directors, or at any time otherwise deemed necessary by the Board.

XIII. FINANCIAL STATEMENT:

- (a) There shall be an annual financial statement of the accounts of the Corporation which shall be presented at the Fall General Meeting of the Corporation. The members at an Annual General Meeting shall appoint a qualified individual to prepare the annual financial statement.

XIV. CHEQUES AND INSTRUMENTS:

- (a) All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by the President and Treasurer of the Corporation, or by such officers or agents of the Corporation, and in such manner as shall from time to time be determined by resolution of the Board of Directors.
- (b) The Treasurer, or another officer appointed by the Board of Directors, may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's financial institutions, and may receive all paid cheques and vouchers, and sign all the bank's forms or settlement of balance and release or verification slips.

XV. DEPOSIT OF SECURITIES FOR SAFE-KEEPING:

- (a) The securities of the Corporation shall be deposited for safekeeping with one (1) or more banks, trust companies or other financial institutions to be selected by the Board of Directors. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such officer or officers of the Corporation, and in such manner, as shall be determined by resolution of the Board of Directors. Such authority may be general or confined to specific instances.
- (b) Any investment activities, other than authorized deposits, shall be subject to the approval of the Board of Directors.
- (c) The institutions, which may be so selected as custodians by the Board of Directors, shall be fully protected in acting in accordance with the directions of the Board of Directors, and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

XVI. BORROWING:

- (a) The Board of Directors may, from time to time borrow money on the credit of the Corporation, or issue, sell or pledge securities of the Corporation, or charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including book debts, rights, powers, franchises, and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Corporation.
- (b) From time to time the Board of Directors may authorize any Director or officer of the Corporation, to make arrangements with reference to the monies borrowed or to be borrowed as aforesaid; and as to the terms and conditions of the loan thereof, and as to the securities to be given therefore, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any monies borrowed or remaining due by the Corporation as the Board of Directors may authorize, and generally to manage, transact and settle the borrowing of money by the Corporation.