

The Constitution of the Anne Shirley Theatre Company

*Amended by the Executive on March 20<sup>th</sup>, 2021.*

**1 Name**

- 1.1 The official name of the organization shall be the Anne Shirley Theatre Company (hereafter referred to as The Company). The Executive may alter the name of the Company to 'Anne Shirley Theatre Group' when applying for funding to emphasize that The Company is a not-for-profit and non-incorporated organization.

**2 Objective**

- 2.1 The Company shall endeavor to introduce theatre to Trent University and the surrounding area through the production of a musical and a play each scholastic year. All aspects of programming produced by the Company will be as accessible to as many students as is possible. Through this, The Company will provide opportunities for students to experience all aspects of theatre, both on and off the stage, through acting, through singing and through dance. The Company will provide funds as available to arts initiatives involving students at Trent University and in the Community.
- 2.2 ASTC strives to create a safe space for individuals in all of its endeavours. Violence, bullying, or discrimination will not be tolerated in any capacity.

**3 Membership**

- 3.1 The membership of The Company shall be divided into two groups: The Current Membership and the Total Membership
- 3.1.1 The Current Membership defines the membership of The Company for any given academic year and will consist of:
- a) The Executive
  - b) The production teams of both the play and the musical, and
  - c) The casts of both the play and the musical
- 3.1.2 The Total Membership of the Company defines all those who are considered to be members of ASTC and may receive voting rights at Annual General Meetings (AGM) and will consist of:
- a) All those outlined in Article 3.1.1
  - b) All Trent University Students who pay the ASTC Levy as defined by the by-laws of the Trent Central Student Association (TCSA) (hereafter referred to as levy-paying members)
  - c) ASTC Alumni who have belonged to The Current Membership at any point since the Company's founding
- 3.2 All Trent University students, Alumni and members of the community are eligible to join these groups based on parameters set out in articles 6, 7, 8, 9, and 10.
- 3.3 The Current Membership of the Company must always be 2/3 levy-paying members

#### **4 Officers**

4.1 The officers of the Company shall be the members of the Executive

#### **5 Meetings**

5.1 The Company shall hold one Annual General Meeting within one month of the final performance of its final annual production.

5.1.1 The purpose of the meeting will be selecting the new Executive, new Artistic Directors.

5.1.2 These meetings shall be open to the public however only those belonging to the Total Membership of the Company may vote.

5.1.3 At least 2/3 of the votes being cast at an AGM must belong to levy-paying members. To maintain this ratio, non-levy paying members in attendance can volunteer to withhold their vote, and in cases where this does not occur, the President shall randomly assign voting privileges to non-levy paying members in attendance.

5.2 If any of the aforementioned purposes are not met at the Annual General Meeting, a second meeting may be held in the fall, before the fall reading break.

5.3 The Company shall hold meetings of the executive at least once monthly

5.3.1 Attendance at these meetings shall be mandatory for all members of the executive

5.3.2 The meetings are to be open to the general public, and any members belonging to the Total Membership of the Company are encouraged to attend

5.3.3 Meeting agendas should be made available to the Company where possible, and minutes of all meetings must be recorded and made available to any member of the Company upon request.

5.3.4 The President will call meetings of the Executive provided they have quorum for a meeting. The President will notify the Executive and all other members of the Company as far in advance as possible. Quorum for meetings of the Executive shall be two thirds (2/3) of the total members of the Executive. Advance notice for meetings shall be no less than two weeks prior to the proposed meeting, unless on an emergency basis, in which case it is recommended that there be 24 hours notice. It is recommended that the President schedule these Executive meetings entirely at the beginning of each semester to allow for availability.

5.4 Meetings of the Production Teams, Rehearsals and cast meetings shall be held at the discretion of the Artistic Directors respectively. Cast members, members of the Production Team, and members of the Executive shall be required to attend at the discretion of the Artistic Director.

5.4.1 Any members of the public shall only attend the above with permission of the respective artistic director.

- 5.5 Parties may be refused entry to any meeting of the Company on the discretion of the President or Vice-President, reasoning for this must be provided to the executive, who can overturn this decision if it deems necessary. This provision acts as a protocol to ensure Article 2.2 is upheld.

## **6 Executive**

6.1 The Executive shall act as the governing authority of the Company on all matters not relating to the artistic aspects of the annual productions.

6.2 The Executive shall be composed of nine to seventeen: The President (1), Vice President (1), Treasurer (1), Publicity Coordinator(s) (1-2), Events Coordinator(s) (1-2), Executive Assistant(s) (1-2), Musical Artistic Director(s) (1-2); and the Play Artistic Director(s) (1-2).

6.3 The roles of the officers of the Executive are as follows:

### **6.3.1 The duties of the President shall be:**

- To plan, and chair all meetings of the executive and general membership
  - As such, the President shall not vote in any meeting of the Company unless said vote is required to break a tie
- To Act as one of the signing officers on the Bank account(s) of the Company.
- To oversee all financial activities of the Company, with specific responsibility over the spending of all funds received from the levy
- To liaise with Licensing organizations for purposes of securing rights to produce the shows.
- To oversee the liaison with outside organizations both at Trent University and within the broader community for all non-publicity related purposes.
- To book the venue(s) for show dates, and any other necessary usages of space that requires major contractual and financial obligation on the part of the Company
- To ensure accountability and responsibility in the spending of Company resources
- To write amendments of the Constitution with approval from the Executive
- To facilitate the election of Performer Representatives at the beginning of the year
- To provide general oversight in the operation of The Company. It shall be the responsibility of the President and Vice-President to absorb or delegate the duties of vacant positions.

### **6.3.2 The duties of the Vice President shall be:**

- To perform the duties of President in the case of absence or vacancy.

- To act as one of the signing officers on the Bank account(s) of the Company.
- To coordinate ticket sales for any Company production or event.
- To work closely with and assist the Events Coordinator(s) to ensure events are feasible, successful, and accessible
- To assist with booking for events, meetings, or rehearsals where required
- To act as head of planning for the Company to ensure the items such as meetings, events, and rehearsals do not overlap
- To be responsible for any donations being given on behalf of, or received by the Company

**6.3.3 The duties of the Treasurer shall be:**

- To maintain all financial records of the Company's activities.
- To acquire the levy and facilitate levy refunds
- To ensure that financial records associated with the spending of Levy money are transparent and that the Company can be accountable for this spending.
- To facilitate the creation of The Company's budget alongside the President and the Artistic Director(s).
- To be a signing officer on the bank account(s) of The Company.
- To be the primary facilitator of all Company spending and reimbursement of expenses

**6.3.4 The duties of the Publicity Coordinator(s) shall be:**

- To be responsible for all advertising for the Company's activities in print and/or digitally, including, but not limited to, auditions, ticket sales, fundraising functions, social networking functions, and performances
- To produce and manufacture the program for all Productions.
- To assist in the distribution of posters for all Company-wide events and Productions

**6.3.5 The duties of the Events Coordinator(s) shall be:**

- To plan events on behalf of the Company, open to the general public, that do not specifically pertain the play or the musical
- To assist the Vice-President in the planning of Company-wide social events
- To liaise with Relay for Life to put on Trent's Got Talent in the Winter semester, including the selection of judges and a host, the supervision of the e-mail for the purposes of auditions and inquiries, and the oversight of the event
- To assist in the putting up of posters for events

**6.3.6 The duties of the Executive Assistant(s) shall be:**

- Recording and distributing the minutes of the Executive and general meetings to membership.
- To coordinate all complimentary ticket donations and their reservation
- To maintain any official Company emails
- To be open and willing to assist all other members of the executive in the completion of their duties
- To run the front of house for the Company's productions, and to organize, acquire and distribute concessions and refreshments during the production as needed
  - If the executive assistant(s) wishes to be a part of either of the productions, they must inform the executive and work to find another executive member who shall perform front of house duties at said production

**6.3.7 The duties of the Musical Artistic Director shall be:**

- To speak on behalf of the Musical production at Executive meetings
- To work with the President to determine the best performance venue for the production
- The oversight and selection of the Musical production team and cast
- The booking of all rehearsal spaces utilized by the musical throughout the year with approval from the Vice-President.
- The development of a promotional strategy for the musical in tandem with the Publicity Coordinator(s) subject to approval from the Executive including the putting up of posters
- To have final authority over all artistic aspects of the musical, including, but not limited to, auditions, set design, technical design, costume design, and props.
- To work with the President to select a Music Director if necessary to facilitate the learning of music and band selection. This person shall receive an honorarium on behalf of the ASTC.
- To create and update a working budget for the entirety of the production and to communicate the budget with the Treasurer.

**6.3.8 The duties of the Play Artistic Director shall be:**

- To speak on behalf of the Play production at Executive meetings
- To work with the President to determine the best performance venue for the production
- The oversight and selection of the Play production team and cast
- The booking of all rehearsal spaces utilized by the Play throughout the year with approval from the Vice-President
- The development of a promotional strategy for the Play in tandem with the Publicity Coordinator(s) subject to approval from the Executive including the putting up of posters

- To have final authority over all artistic aspects of the play, including, but not limited to, auditions, set design, technical design, costume design, and props.
  - To create and update a working budget for the entirety of the production and to communicate the budget with the Treasurer.
- 6.4 It shall be the duty of all executive members to be punctual, to represent the Company in a professional manor, and to perform additional duties in the case of vacant positions or to assist other members when needed.
- 6.5 The positions of Publicity Coordinator, Events Coordinator, Executive Assistant, and Musical Artistic Director and Play Artistic Director may be held by two individuals.
- 6.6 No one person may hold more than one executive position, however, a person may be assigned the duties of any executive position in the event of a vacancy.
- 6.7 The Executive shall strive to function by means of consensus however, should a dispute arise which is unsolvable by means of consensus, the majority feeling shall rule.
- 6.8 All decisions of the executive shall be followed by a formal vote in which the majority shall be 50% (+1).
- 6.9 The term of the Executive shall last from the close of the Annual General Meeting at which they are elected until the close of the Annual General Meeting the following academic year.
- 6.10 The Executive, unless otherwise noted in this document, shall not infringe nor interfere on the activities of the Production Teams insofar as they relate to the artistic elements of the yearly productions or operations.
- 6.11 Members of the Executive are permitted to be a part of the Play or the Musical. To clarify Article 6.6, a person may not sit on the Executive in an alternate position as well as be an Artistic Director
- 6.12 The Musical Artistic Director(s); Play Artistic Director(s); Coordinator(s) must forfeit their votes in the event of a tie provided that the vote is directly related to their production, to avoid conflict of interest. In the case that more than one person occupies these positions, only one vote per position shall be counted.
- 6.13 From each production, a non-voting performer representative will be selected. They will be required to attend each meeting of the Executive and will be responsible for informing their respective casts of all activities of the Executive. They will speak on behalf of their respective casts and be responsible for receiving feedback from their respective cast in any way they deem to be most appropriate.
- 6.14 Any member of Executive who is directly or indirectly externally affected by a voting procedure is encouraged to voluntarily abstain from those proceedings if they determine their judgement is affected. If this member obliges not to abstain, a motion may be put forward by a member of

Executive to require this person to abstain. If this motion is seconded by another member on Executive, it is put to a vote requiring a 2/3 majority of Executive to remove this person's voting rights for the current proceedings. This shall be a private vote.

**6.3.10 The Duties of the Technical Assistant shall be:**

- To help the director for the play, and the director for the musical, with lighting suggestions, sound cues, and assist with all aspects of the technical for each show.
- To aid and assist in the rental of any technical equipment needed for the musical or the play, that the Anne Shirley Theatre Company does not have direct access to.
- To communicate with the technical advisor or technical staff member appointed at the venues for both the play and the musical.
- To be responsible for the proper care and cleanup of the Anne Shirley Theatre wireless microphones and microphone packs during all show runs of the play and the musical.
  - They must ensure the safe return of all technical equipment and the microphones should be in the same condition after the show runs, as they were before.
  - If the Technical Assistant is unable to attend each show during the run, they must communicate this to the director so that another crew member may take charge of the microphones, and other technology being used by the Anne Shirley Theatre Company.
- To be knowledgeable in the ways of taking care of, handling, and putting away technical equipment, including the Anne Shirley Theatre microphones.
- To inform the executive team of the proper care, and components of all Anne Shirley Theatre microphones and technical equipment

**7 Elections and Appointments**

- 7.1 All positions on Executive, save the President and Vice-President, are open to the total membership. Any member of the Company who has served at least one year as a member of the Executive of the Company may run for the position of President. A President who wishes to serve two (or more) terms is subject to a vote of confidence by the executive before they are added to the ballot. Additionally, both the President and Vice-President must be levy-paying members at the time of their election and for the entirety of their terms.
- 7.2 Executive positions will be elected by the total membership of the Company at an AGM

- 7.3 Those members running for a position on the executive may participate in the voting proceedings. All members running for the Executive must give notice of intent to run no later than 24 hours prior to the AGM.
- 7.4 The Executive shall be ultimately responsible for the selection of the Musical Artistic Director, Play Artistic Director, and SKIT Coordinators, as well as their productions (if applicable) for the following year. At the AGM, all parties interested in the position of Musical Artistic Director, Play Artistic Director, and SKIT Coordinator shall put forth proposals to the membership by means of a presentation, which may include the name of the production they wish to direct, if applicable. The membership will vote by means of secret ballot. The decision is not made final until the vote is ratified by a 2/3 vote of the combined outgoing and incoming executive. Those members running for the position may not participate in the voting proceedings.
- 7.5 Immediately after the Annual General Meeting, the combination of old and new Executive members will select the shows to be produced the following year. It is recommended that three shows be put forward to Executive by the Artistic Director; Musical or Director; Play and that the shows be selected from among these choices.
- 7.6 The non-voting position of Performer Representative for both the Musical and the Play will be filled by means of a secret ballot vote by all Cast members.
- 7.7 Should a member of the Executive be unable or is seen as having failed in their duties, a 2/3 majority vote is required to dismiss that person from the Executive. The responsibilities of that person will be assigned as necessary to other members of Executive, or, if necessary, a non-voting, ex-officio volunteer may be appointed to assume the aforementioned position.
- 7.8 Should a member of executive resign, the responsibilities of that person will be assigned as necessary to other members of Executive, or, if necessary, a non-voting, ex-officio volunteer may be appointed to assume the aforementioned position
- 7.9 In the event the President is unable or unwilling to continue their duties, the Vice-President shall immediately assume the title of Interim President, and the President is to be stripped of all of their privileges, including signatory, representation and account access privileges. An emergency meeting shall be called at which the Vice-President shall be subject to a vote requiring a 2/3 majority to be named President officially. The duties of the Vice-President are to be distributed among the remainder of Executive.
  - 7.9.1 If the Vice-President is unwilling or unable to fulfill these duties the executive shall vote to appoint a different member of the executive to the roll.

## **8 Group Funding**

- 8.1 The Company must, each year, develop a budget no less than \$2500 for the year, in order to provide funding to external arts groups. These groups



should exist to make the arts experience at Trent University and the surrounding community richer and more diverse.

- 8.2 The Company is required to enter into a funding agreement with these groups to establish the parameters of this type of funding and to ensure fairness on the parts of both parties.
  - 8.2.1 The drafting of such agreement is coordinated by the President or Vice-President, the Treasurer and the group representatives
- 8.3 A group must have 2/3 of its current membership as current students of Trent University. Groups outside of this criteria will be considered on a case-by-case basis.
- 8.4 The executive may or may not set funding deadlines for each term (1<sup>st</sup> semester, 2<sup>nd</sup> semester, and summer). If no deadlines are set, the executive agrees to consider any and all applications received during the academic year.
- 8.5 Applications will be reviewed by the executive who can decide to grant funding strictly from the application, or ask representatives from the group to present at an upcoming executive meeting. If the volume of funding proposals permits, a funding committee may be struck. This committee shall be created and chaired by the Treasurer. This committee must report its decisions regarding group funding to the executive for approval before funding is released.
- 8.6 The sitting Executive can only fund projects that take place during that Executive's pre-defined term.

## **9 Performers**

- 9.1 Performers shall include the cast of the yearly productions and any musicians who are involved, as either rehearsal accompanists or performance accompanists.
- 9.2 Where possible, no more than 1/3 of the Performers shall be members of the Community at large outside of Trent University
- 9.3 All ASTC productions shall be casted by an open audition where all parts are open and available. Selection of musicians may be done privately or by audition based on the discretion of the Artistic Director.
- 9.4 Performers shall be selected based solely on talent and suitability for the roles in the yearly production, according to the vision of the Musical Artistic Director, and the Play Artistic Director.. No other factors shall influence this decision.
- 9.5 Performers shall be required to attend all rehearsals, at the discretion of the Musical Artistic Director, or the Play Artistic Director, unless they inform the Stage Manager in advance or attendance is not strictly necessary.
- 9.6 Performers may hold a position on the Executive, but not on the Production Team.

## **10 Finances**

- 10.1 Company funds may only be spent in accordance with the approved annual budget.
- 10.2 The Treasurer, President, and Vice-President shall act as official Company signing officers on bank accounts and invoices. All cheques issued by the Company over \$250 shall require 2 signatures, whereas amounts below \$250 will only require one.
- 10.3 The Treasurer will maintain an accurate budget and make this available to the executive at any time.
- 10.4 The finances of the Company must be made public upon request to ensure accountability regarding the spending of all funds associated with the Levy.
- 10.5 Levy refunds must be distributed as requested as soon as the acquisition of the first Levy cheque takes place. This will be overseen by the Treasurer.

## **11 Amendments**

- 11.1 This document may only be amended through one of the following two processes:
  - 11.1.1 Adoption of the amendment by 2/3 of the Executive, provided these amendments are made available to the general membership
  - 11.1.2 Adoption of the amendment by 2/3 majority at an AGM
- 11.2 Amendments to this document will take effect upon the close of the meeting in which they are voted on, unless these amendments directly affect proceedings underway, in which case they are adopted immediately
- 11.3 Amendments made at an AGM shall take precedence over those made only by the executive as outlined by 11.1.1
- 11.4 Non-operational edits may be made as necessary to ensure correct wording and use, though these cannot affect the operations of the Company or meaning of this document in any way.

## **12 Equipment Rental**

- 12.1 The Company will lend out props, costumes, set pieces, and technical equipment to the general public during any time period in which that are not used by the Company. A group or individual must submit a request to the Company via email detailing what they would like to borrow. Providing there is no booking conflict, and no suspicion that the equipment will be damaged, the request shall be approved. A contract will be signed regarding the treatment of this equipment, necessitating its return in the exact condition it was rented in. A key-holding member of the Executive must accompany the Renter to the Company's office during the borrowing process and must make note on what the Renter borrows. Should two conflicting bookings arise, preference will be given to the booking that caters to the largest number of levy-paying members.

- 12.2 The Company may choose to charge for use of its equipment, but this shall be at the discretion of the President, the Treasurer and those who are requesting usage of the equipment.
- 12.3 The Company reserves the right to refuse further rental of equipment to any renter that damages the equipment.
- 12.4 The Company reserves the right to refuse rental of equipment if it is in need of repair, or is continually being broken by renters.
- 12.5 The Company reserves the right to request sponsorship recognition, advertisement in programs, and/or, recognition on promotional materials as part of the rental agreement. This shall be up to the discretion of the President and the Renter.