

The Greely Players

Charitable status # 131482366RR0001

Articles of Association (revised 22/09/13)

ARTICLE 1

The name of the organization shall be: **The Greely Players**
The postal address is: P.O. Box 254
Greely, Ontario, K4P 1N5

ARTICLE 2

The objectives of this organization are to provide:

- A) A non-profit theatrical company
- B) Theatrical productions in the local area
- C) Opportunities for community involvement in the performing arts (for example all auditions will be open to the whole community and advertised in the local media.)

ARTICLE 3

Membership in the organization shall be limited to those willing to support the objectives described in Article 2.

ARTICLE 4

The Officers of the Organization shall be:

President
Vice President
Past President
Secretary
Treasurer
Director(s) (no more than 6).

ARTICLE 5

The Executive of this organization shall be composed of the Officers and shall be presided over by the President of this organization as Chairman.

The Executive shall meet at regular intervals and minutes shall be kept of these meetings. Three quarters (75%) of the Executive shall constitute a quorum.

During a term of the Executive, if a position becomes vacant, the Executive may appoint a successor to such office, to serve for the remainder of the term.

It shall require a quorum of two-thirds of the general membership to alter a decision made by the Executive.

ARTICLE 5A

Any member of the Executive who is absent from three (3) consecutive executive committee meetings without due cause shall be deemed to have vacated his or her position on that committee. The Executive committee may then fill that position as in Article 5.

ARTICLE 6

The Executive may appoint a volunteer(s) to perform specific duties required by the Executive as needed. Volunteers may be invited to attend Executive meetings, however no voting privileges will be granted.

ARTICLE 7

An Annual General Meeting shall be held before the end of September in each calendar year:

- a) To elect a new Executive
- b) To consider any proposed amendments to the Constitution or Rules and Regulations.

ARTICLE 8

The organization shall be carried on without purpose of gain for its members, and any profits or other gains to the organization shall be used in promoting its objectives. No part of the property, assets and/or net earnings of this organization shall be used for the personal benefit of any members.

ARTICLE 8A

An annual audit of the accounts shall be conducted at the end of each financial year, and/or on change of Treasurer, by a person or persons appointed by the Executive. The audit team shall report in writing to the Executive. When a new treasurer is appointed that person shall be invited to participate in the audit.

ARTICLE 9

All members must abide by the Rules and Regulations. Rules and Regulations can only be changed at the Annual General Meeting, or at a Special Meeting of which all members are sent notice. It shall require a consensus of two thirds of those present to alter add or delete any rule or regulation.

ARTICLE 10

The Greely Players may be dissolved by two-thirds vote of the membership. Upon dissolution, the properties and assets shall be distributed as follows:

- A) All liabilities of The Greely Players shall be paid, satisfied and discharged, or adequate provisions shall be made therefore.
- B) Any remaining assets shall be transferred to a non-profit community based theatrical group that is a registered charity, provided that no part of the assets shall be distributed to any member of The Greely Players. This distribution shall not take place until one year after the date of dissolution.

Rules and Regulations (revised 22/09/13)

1. Duties of Elected Officers

The President:

- A) Shall preside over all meetings;
- B) Shall call all general meetings, including AGM, and arrange for a meeting place
- C) Shall prepare an agenda for all general meetings
- D) Shall call and preside at all Executive meetings;
- E) Shall provide liaison with the Producer of an GP production(s);
- F) Shall sign all contracts.

The president may delegate specific instances of any of these duties to the Vice-President and/or past president.

Vice-President:

- A) Shall assume the duties and responsibilities of the President in his or her absence.

The Past President:

- A) Shall advise and assist where possible, based on his or her experience.

The Secretary:

- A) Shall ensure that the minutes of every meeting are recorded;
- B) Shall ensure that all members are notified of General Meetings;
- C) Shall ensure that all correspondence is attended to.

The Treasurer:

- A) Shall prepare and keep all financial accounts;
- B) Shall receive and disburse all monies;
- C) Shall present a financial report to the group at the request of the President, and after each production;
- D) Shall be responsible for the collection of membership fees;
- E) Shall ensure that the mechanism is in place whereby the signature of any two of the President, Treasurer, and one other Executive member is required on all cheques and/or vouchers.
- F) Shall ensure the annual completion and timely submission of tax and HST returns.

Directors:

- A) Shall attend all executive meetings;
- B) May take on any of the following duties, and may share a particular duty if desired:

- a. Publicity - shall ensure appropriate advertising for productions in local and regional media;
- b. Properties - shall control the lending/leasing of properties to other parties in accordance with The Greely Players' policy;
- c. Advertising;
- d. Bursary;
- e. VIP Supporters;
- f. Webmaster;
- g. Any other duties that may be required.

2. Membership:

- A) Members are those who have paid their membership fees (amount to be annually determined by the executive.)
- B) Honorary members are those individuals determined to be members by the executive, and for whom the annual fees have been waived.
- A) Only members and honorary members may participate in Greely Players productions.
- B) Each member shall have one vote at the Annual General Meeting.

3. VIP Supporters of The Greely Players

- A) There are three tiers of financial support:
 - 1) **Patrons** are financial supporters of The Greely Players who contribute to the organization at a specific monetary support level in a calendar year. Patrons may receive complimentary tickets as determined annually by the Executive. Their names will be acknowledged in the programme.
 - 2) **Special Friends** are financial supporters of The Greely Players to the organization at a specific monetary support level in a calendar year. Special friends may receive complimentary tickets as determined annually by the Executive. Their names will be acknowledged in the programme.
 - 3) **Friends** are financial supporters of The Greely Players who contribute to the organization at a specific monetary support level in a calendar year. Their names will be acknowledged in the programme.
- B) Each of the three monetary support levels and complimentary ticket allowance will be determined and reviewed by the Executive annually.

- C) All financial supporters of The Greely Players will receive a receipt for their financial support (excluding the cost of complimentary tickets), and will be informed of the upcoming production.
- D) Patronage subscriptions will be reviewed prior to the first production of each fiscal year.

4. Honorary Lifetime Membership

Honorary Lifetime Membership is a special award which may be conferred to recognise an individual's exceptional long-term contribution to The Greely Players. A maximum of 2 such awards per year may be awarded.

The award consists of:

- 1) membership in The Greely Players without fees, for life.
- 2) receipt of two free tickets annually to the main production of the year.

Selection

Honorary Lifetime Membership may be proposed by any paid-up member. To become effective, the proposal must be agreed to by the Executive and ratified by the membership-at-large at the next Annual General Meeting.

Criteria

The person to receive the award shall;

- A) have made an exceptional and long-term contribution to The Greely Players in at least two of the following areas;
 - i. Performance in GP productions
 - ii. Participation in back-stage, production, or support activity.
 - iii. Participation in management and administration.
- B) be a current member or have been a member of The Greely Players for at least 10 years.

Duration

The award is for life. It may be voluntarily surrendered by the recipient under appropriate circumstances, such as moving away from the Greely area, and could be withdrawn by the Executive, but only under exceptional circumstances.

5. The Role Of The Executive In Support Of The Show

The main function of the Executive is to run The Greely Players organization to ensure that the annual musical show can be produced successfully

In order to do this, the Executive takes, at least, the following steps as far as any particular show are concerned;

1. selection of the show in good time to allow all the necessary pre-production activities
2. seeking and selection of the 'key' production leadership team members;
 - a. Producer
 - b. Artistic Director (in discussion with producer)
 - c. Vocal Director (in conjunction with producer)
 - d. Musical (orchestra) Director (in conjunction with producer)
3. approval of the show budget, which is normally developed by the Producer, with assistance from the Treasurer.
4. monitoring of the production progress through regular reports from the Producer and Treasurer.
5. providing support as necessary to the Producer
6. providing insurance coverage for the Production
7. providing assistance in promoting the show and in providing on-line information to cast and production team members.