The Greely Players
Charitable status # 131482366RR0001

Articles of Association **(revised September 8, 2026)**

ARTICLE 1

The name of the organization shall be: **The Greely Players**
The postal address is: P.O. Box 206
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; and
C. opportunities for community involvement in the performing arts (for example all auditions will be open to the whole community and advertised/promoted locally).

ARTICLE 3

Membership to 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 the organization as Chair.

The Executive shall meet at regular intervals and minutes shall be kept of these meetings. Fifty percent plus one 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.

……2

ARTICLE 5A

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

ARTICLE 6

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

ARTICLE 7

An Annual General Meeting shall be held the first Sunday in June or on another date chosen in June in each calendar year by the Executive:

A. to elect a new Executive and
B. to consider any proposed amendments to the Constitution or Rules and Regulations.

ARTICLE 8

The organization shall be carried out 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 team appointed by the Executive. The audit team shall report in writing to the Executive. When a new treasurer is elected, 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:

…3

A. All liabilities of The Greely Players shall be paid, satisfied and discharged, or adequate provisions shall be made therewith.
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 September 8, 2026)**

1. Greely Players Executive:

Role of the Executive: To work as a committee to make any of the major decisions of the Greely Players organization and to support the production team throughout the show season. Directors are also expected to take on a role on one of the various subcommittees. As indicated in Article 5A, any member of the Executive who is absent from the majority of or three (3) consecutive executive meetings without due cause shall be deemed to have vacated his or her position on that committee. The Executive may then fill that position as in Article 5 of Articles of Association.

Below is an overview of the Roles and the Responsibilities of the Elected Officers. More detailed job descriptions for each Executive officer position are described in the document entitled "*Job Descriptions for Greely Players Executive and Subcommittees"* which details all roles and responsibilities expected from each Elected and Appointed position on the Executive. Revisions to this document can be made by Executive vote and will be maintained with the Minutes of the Executive.

The Executive will hold regular reviews of their Roles and Responsibilities.

Roles of Elected Officers:

The President shall prepare and preside over all meetings, sign official documents, and be the liaison with the Show Producer(s).

The Vice President shall assume the duties and responsibilities of the President in his or her absence.

The Past President is an ex officio Executive member and as such is not elected. The Past President shall assist the new President by providing mentorship and their knowledge and expertise of the position. The Past President position will be for a term that shall not exceed one year in duration. After the one-year term, the role will revert to a director position. If the Past President can not continue in this role for one year, then the position will revert to a director position.

…4

The Secretary shall record the minutes of all meetings, handle various correspondence in conjunction with the President, and maintain the management of records of the Executive.

The Treasurer shall handle all monetary collections and payments, maintain all financial records, prepare financial summaries for each meeting and full financial reports for the AGM, and participate in the annual audit.

The Directors shall attend all meetings and participate in other subcommittees and initiatives (for example, bursaries, publicity, grant proposals, etc.).

Terms:
The positions of President, Vice President, Secretary and Treasurer will be for a two-year term and the positions of Past President, and the positions of the six Directors will be for a one-year term each. The two-year terms for the President and Treasurer should be alternate years to the two-year terms for the Vice President and Secretary.

Other Roles/Subcommittees:
Members of the Executive will also help-in other areas of Greely Players operations. Each role may be the responsibility of one person, or a committee of persons, who do not need to be part of the Executive. Each subcommittee will have at least one Executive member as part of the subcommittee who will be appointed oversight responsibilities.

The Greely Players is structured as four main sub-committees as follows:

Organizational
Production
Communications
Community Engagement

In addition, there may be other roles or subcommittees within the Greely Players organization. The following is a non-comprehensive list:

- Publicity
- Properties and Inventory Control/Rental Agreements
- Audit Subcommittee:
- Advertising;
- Bursary Coordinator;
- Grant Writing Subcommittee:
- VIP Supporters;
- Webmaster;
- Script Reading Subcommittee (SRS):
- Special/Exceptional Subcommittees: Some subcommittees may be formed for a one-time need rather than an ongoing subcommittee. An example of this was the COVID

…5

- Response Team (CRT) which was formed during the COVID 19 Pandemic

Other roles and subcommittees may be added by the Executive at any time. Full descriptions of each of these roles/subcommittees can be found in the document entitled *Job Descriptions for Greely Players Executive and Subcommittees.*

2. Membership:

A. Members are those who have paid their membership fees. This amount is to be determined annually by the Executive. Fees for a production season may be waived by the Executive and thus any cast, production team members and others who have volunteered for at least 50 percent of all rehearsals and shows for the current production year, are considered to be a member of the Greely Players.
B. Honorary members are those individuals determined by the Executive to be members, and for whom the annual fees have been waived.
C. Only members and honorary members may participate in Greely Players productions.
D. Each member shall have one vote at the Annual General Meeting.
E. Current officers of the Executive and current Production leads will be exempt from paying annual membership fees although they will retain membership benefits.
F. The Executive has the right to withdraw the membership of an individual who does not uphold the values of the Greely Players.

3. 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 can be produced successfully.

The Executive will take the following steps:

1. Select the show in good time to allow all the necessary pre-production activities;
2. Seek and select the producer(s);
3. Assist the producer(s) in selecting;
    a. Artistic Director
    b. Vocal Director
    c. Musical Director
    d. Approve the show budget, normally developed by the Producer(s), with assistance from the Treasurer.
    e. Monitor the production progress via regular reports from the Producer(s) and Treasurer.
4. Provide support, as necessary, to the Producer(s);
5. Secure insurance coverage for the Production;

…6

6. Obtain licencing rights for the show;
7. Hire any needed contractors (such as sound and lighting) in consultation with the producer(s);
8. Undertake the publication of the show program;
9. Assist in promoting the show and in providing on-line information to cast and production team members; and
10. The Executive reserves the right to appoint a member to sit on the audition panel.

4. VIP Supporters of The Greely Players

There are six tiers of financial support:

A. **Friends** are the first tier of financial supporters of The Greely Players. They make a donation to the organization in a calendar year. Their names will be acknowledged in the programme.

B. **Stage Door, Actors Circle, Star Circle, Directors Circle and Standing Ovation** patrons are tiers two through six of financial supporters of The Greely Players. They contribute to the organization at a specific monetary support level in a calendar year. Stage Door, Actors Circle, Star Circle, Directors Circle and Standing Ovation patrons may receive complimentary tickets as determined by the Executive. Their names will be acknowledged in the programme.

Each of the six monetary support levels and complimentary ticket allowances will be determined and reviewed by the Executive annually.

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.

Patronage subscriptions will be reviewed prior to the first production of each fiscal year.

5. Honorary Lifetime Membership

Honorary Lifetime Membership is a special award to recognize an individual's exceptional long-term contribution and commitment to The Greely Players. A maximum of 2 (two) such awards per year may be conferred.

…7

The award consists of:

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

Selection:

Honorary Lifetime Membership may be proposed by any member. Any member can forward their nomination to the Executive for consideration. To become effective, the proposal must be agreed to by the Executive and ratified by a vote at an Annual General Meeting.

Criteria:

The person to receive the award shall have made an exceptional and long-term contribution and commitment to The Greely Players for at least 10 years in the following areas:

1. Participation in back-stage, production or support activity

-OR-

2. Participation in management and administration (such as contributing as a member of the Greely Players Executive or as a Production lead);

-OR-

3. Performance in Greely Players productions plus one of either 1 or 2 above

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.

6. Bursaries and Awards

Bursaries:

Funds permitting, Greely Players will make available bursaries to high school graduates in the Ottawa area to continue their studies in the performing arts. These bursaries are awarded in June of each year. Deadlines and application forms will be posted on the Greely Players website and distributed to local schools and Greely Players membership.

…8

Criteria for Applications can be found on the Greely Players website and in the document entitled *"Criteria for Greely Players Bursary Applications*". Revisions to this document can be made by Executive vote.

Greely Players Executive's Exceptional Involvement Award:

Funds permitting, this award is provided to a Greely Player member who has made a significant contribution to the Greely Players and is accepted into any post-secondary school program at a college / university level.

This honour is awarded by exception, to deserving candidates who are nominated by the Greely Players Executive. Guidelines for this award can be found in the document entitled "*Greely Players Executive's Exceptional Involvement Award Guidelines"*. Revisions to this document can be made by Executive vote.