

Petrolia Community Theatre BYLAWS

APPROVED - JUNE 19, 1997 – Revised September 20, 2000

1) NAME AND INSIGNIA

A) The name of the organization is “Petrolia Community Theatre”

B) The logo of the organization is a square block: Within the block are two faces, comedy on the left and tragedy on the right. On the two sides of the block are 4 vertical lines representative of curtains. A solid black line is across the top and on a thick black perspective bar at the bottom is the word “PETROLIA” (all caps) in reverse type(white).

Underneath the block is “Community Theatre” in a stuttor type. See attached artwork.

2) PURPOSE

A) It's purpose is to:

(i) develop and foster a community spirit within the organization.

(ii) provide opportunities for members to participate in the reading, study, performance, direction and production of plays and theatrics in Petrolia and area.

(iii) to promote and encourage live theater and the appreciation of it in Petrolia and area.

(iv) to provide quality, affordable entertainment through the performance of live plays, musicals, etc.

3) MEMBERSHIP

A) GENERAL

(i) Is open to all.

(ii) It is expected that members would actively participate in some manner in a minimum of one show during the usual season of the P.C.T. Lack of participation does not void membership.

(iii) Membership fees are set each year by the Management Committee and voted on at the annual meeting. Membership fee is \$5.00 per person and family membership will cost \$10.00 and renewed annually in the month of September.

(iv) Members may join at any time of the year and pay the full fee.

B) MANAGEMENT COMMITTEE

(i) Total number of members is 10; made up of current members and must be 19 years of age or over.

(ii) An absence of 3 consecutive meetings, without prior notice or just cause, will result in a vote by the committee to determine termination of membership.

(iii) People may be members of the committee for a term of 3 consecutive years.

(iv) No member shall hold more than one position on the management committee at a time. After two consecutive 3year terms, members must take a one year leave-of –absence.

C) VOTING PRIVILEGES

(i) Each member shall be entitle to one vote at any meeting they are a member of.

(ii) In the event of a tie vote at any meeting the presiding president shall be empowered to cast the tie-breaking vote (normally to defeat the motion.)

(iii) Voting by proxy shall not be permitted.

4) OFFICERS

A) The officers of the Petrolia Community Theatre shall consist of:

- President
- Vice President
- Secretary
- Treasurer

B) DUTIES OF THE OFFICERS

- (i) THE PRESIDENT, or during absences their designate, shall act as chairman of the meeting and shall be an ex-officio member of all committees of the P.C.T.
- (ii) THE VICE PRESIDENT shall serve as president during absences and act as the liaison to each show through the Director and Producer to provide assistance and support to them, continuity to the production and a balanced view point to the Management Committee.
- (iii) THE SECRETARY shall serve as secretary of the committee; keeping minutes of all meetings, shall prepare and present an annual report to the Annual Meeting of the P.C.T. and ensure the membership management of the P.C.T.
- (iv) THE TREASURER shall receive all monies on behalf of the P.C.T., and keep a proper accounting of same, shall not pay out monies unless authorized by the P.C.T. or the executive and/or committee; and, shall submit such financial statements and reports as may be required by the executive committee including preparation of the annual financial statement, duly audited, for presentation to the annual general meeting of the P.C.T.
- (v) As the EXECUTIVE, to maintain the focus and ensure the viability of the P.C.T. To ensure the creation of a visionary and/or strategic plan and provide leadership to and receive direction from the management committee.

5) MANAGEMENT COMMITTEE

A) The Management Committee shall consist of:

- (i) Officers as defined in "4 A".
- (ii) Chair: Play Selection
- (iii) Chair: Technical Costumes
- (iv) Chair Technical Sets
- (v) Chair: Training
- (vi) Chair: Publicity/Newsletter
- (vii) Chair Social/Membership

B) DUTIES OF THE MANAGEMENT COMMITTEE

- (i) to approve the playbill for the upcoming year.
- (ii) to approve the budget for the each production.
- (iii) to receive updates/reports on all shows.
- (iv) to approve the financial statements at the end of each production
- (v) to approve all general advertising for the P.C.T.
- (vi) to develop a yearly budget for approval at the annual meeting
- (vii) to present an audited financial report at the annual meeting
- (viii) to ensure the standard and good reputation of the PCT is protected
- (viii) to recruit new members to the committee as needed.
- (ix) to set yearly goals/objectives for the PCT
- (x) work in a proactive manner to maintain the integrity and viability of the PCT

C) VACANCIES

- (i) The Management Committee shall appoint a PCT member to fill the vacant position until the next annual general meeting.

D) ELECTIONS

- (i) The Officers and Directors of the Management Committee shall be elected to serve a one year term, from the members at the annual general meeting.
- (ii) Officers and Directors shall hold any one office for a period not to exceed 3 consecutive years.

6) MEETINGS

A) ANNUAL GENERAL MEETING

- (i) The P.C.T. shall hold an annual meeting in the month of September each year and at such place and time as the executive of the Committee shall direct.
- (ii) Notification of the annual meeting shall be made by mail to the members at least 30 days prior to the date of such meeting and shall be accompanied by a copy of the agenda.
- (iii) The following items shall be included in the agenda for the annual meeting:
 - (a) Approval of the minutes of previous annual meeting
 - (b) Reports of officers and/or committee chairs for the previous year
 - (c) Presentation of audited financial statement and proposed budget for approval
 - (d) Election of officers and other members for the ensuing year
 - (e) Any motion of which notice has been given
 - (f) Alteration if any of the By-laws, including a listing of all changes to the bylaws made during the year by the Management Committee.
 - (g) Any other matter admitted by the President as pertinent

B) GENERAL MEETING (Post-Production)

- (i) A general meeting will be held after each production to:
 - report to the membership the final statements of the production,
 - make recommendations to be taken to the Committee for future shows,
 - introduce the Director and Producer of the next production,
 - announce audition dates or if after auditions, introduce the cast of the next production.
- (ii) Notification of the general meeting shall be made by announcement at the final performance(backstage), or phone, fax or mail to the members at least 7 days after each production by the secretary of the Management Committee. An agenda will be distributed at each meeting.

(B) MANAGEMENT COMMITTEE MEETINGS

- (i) The Management Committee shall meet at least 11 times per year and other times at the call of the president or three members of the Committee.
- (ii) Notification of Regular meetings shall be made by announcement or by mail to the members at least 7 days prior to the date of such meeting by the secretary and shall be accompanied by a copy of the agenda.

(C) EXECUTIVE MEETINGS

- (i) The officers (as defined in 4A) of the P.C.T. may meet at the call of the President to discuss and make binding decisions on any matters of urgency that fall between regular management committee meetings and are time sensitive.
- (ii) Such action shall be noted in a special memo placed in the minute book and signed by the person obtaining such concurrence (usually the President) and shall be reported in the minutes of the next Management Committee meeting.

(D) SPECIAL MEETINGS

- (i) Special meetings may be held on the call of the president and he/she shall call a special meeting if requested to do so:
 - (a) in writing by 2 members of the committee.
- (ii) Formal notice of special meetings shall be by phone, fax or in writing and mailed at least 7 days in advance of the meeting, and shall specify time, place and purpose thereof.

(E) QUORUM

- (i) ANNUAL GENERAL: ANNUAL GENERAL: 50% + one of the current members shall constitute a quorum.
- (ii) MANAGEMENT COMMITTEE: 6 Members of the Committee present shall constitute a quorum, at all meetings of the Committee.
- (iii) EXECUTIVE: 3 officers of the executive present shall constitute a quorum at all meetings of the Executive.

NOTE: The count for quorum includes the Chair of the meeting as per Robert's Rules of Order

(F) VOTING

- (i) All questions submitted to the meeting shall be decided by vote of the members according to the Operating Procedure text.
- (ii) Vote shall be by a show of hands, unless the majority of those present shall request a ballot, in which case the vote shall be by ballot.
- (iii) Voting by proxy shall not be permitted.

7) STANDING COMMITTEES

A) The following committees will be organized by the Chair in charge, as per the procedures outline at the end of these bylaws.

- (i) Play Selection
- (ii) Technical
- (iii) Training
- (iv) Publicity (General)
- (v) Social/Membership/Newsletter

8) OPERATING PROCEDURE

The rules contained in Robert's Rules of Order shall govern this committee in all cases to which they are not inconsistent with the by-laws of the Town of Petrolia.

9) FINANCES, PROPERTY AND REAL ESTATE

- A)
- (i) The finances of the P.C.T. shall be administered by the treasurer as directed by the executive and/or management committee. The necessary expenses of the committee shall be met from funds secured by productions or donations. All funds of the P.C.T. shall be deposited to its credit in the Royal bank as directed by the executive committee. All cheques on such account shall be signed by the treasurer together with any one of the following: President, OR Secretary
 - (ii) The fiscal year of the P.C.T. shall commence on July 1st and end on June 30th of the following year.
 - (iii) An independent audit of the P.C.T. finances shall be made for each fiscal year end.
 - (iv) A proposed budget for the P.C.T. finances for the following year shall be presented at the annual general meeting.

10) AMENDMENTS

These by-laws may be amended at any meeting of the Management Committee of the P.C.T., provided that a copy of the proposed amendment(s) shall accompany the notice of the meeting.

POLICIES AND PROCEDURES TO BE ATTACHED TO THE BY-LAWS.

- 1) Finances
- 2) Standing Committees
 - a) Play Selection d) Publicity (General)
 - b) Technical e) Social/Membership/Newsletter
 - c) Training & Scholarship
- 3) Productions
 - a) Budgets
 - b) Approvals
 - c) Reporting
- 4) Job Descriptions
 - a) Director e) Make-up
 - b) Producer f) Wardrobe
 - c) Publicity g) Set Design and Construction
 - d) Technician (Sound and Lights) h) House Manager
 - e) Stage Manager & Backstage Crew
- 5) Inventory for Insurance
 - a) Costumes
 - b) Sets
 - c) Props
 - d) Other
- 6) Insurance coverage
 - a) Officer's and director's liability
 - b) Liability Insurance
 - c) Indebture Insurance
- 7) Scholarship

ACCOUNTABILITY:

EXECUTIVE/OFFICERS (3)

MANAGEMENT COMMITTEE (AND SUB-COMMITTEES)(8-20)

GENERAL MEMBERSHIP: MEMBERS OF THE PETROLIA COMMUNITY THEATRE(50-200)

PCT-1

Policy regarding Finance

1. The Petrolia Community Theatre is a program open to all members of the community providing a service to the community and therefore has the right to seek financial support from the community in return.
2. In the financing/fundraising of the Petrolia Community Theatre, due regard must be given to the effect which the method to be used might have on the reputation, goodwill or integrity of the Theatre.
3. Funds raised for the purpose of the Theatre must be used for Theatre purposes only.
4. Funds must be under the control of at least two members.
5. Adequate financial accounts must be kept and audited. Annual financial statements must be prepared and reported to the membership at the annual meeting.
6. Deposit and investment accounts must be clearly identified as "Petrolia Community Theatre" alone or with name of purpose.
7. Under no circumstances will the group place itself in debt. The expenditures of any show shall not exceed the amount held in the P.C.T. bank account. A financial audit and full review of the operating procedures of the P.C.T. will be done to reduce the risk of indebtiture.
The following two items are "on hold" pending more information.
8. When the organization ceases to exist, title to any remaining property and/or funds, shall be held in trust by the Victoria Hall Promotion Committee for a period of 5 years. If the P.C.T. is reactivated at that time, the property may be used by the group attempting to reactivate the theater. All property and funds shall be given over to them following their first successful show. If the theater is not reactivated after 5 years, all property and/funds shall become the property of Western Ontario Drama League for their use or disposal.
9. All property of the P.C.T. will be insured for fire and theft and renewed on a regular basis.

PCT-3

Policy/Procedure regarding Productions

1. When a play has been approved by the Management Committee, notification will be given to members at the general meeting six months prior to the production for applications to be submitted for Director and Producer.
2. The Management Committee, will review all candidates for Director, make a selection and notify the successful candidate of their appointment and thank the other candidates for the offer.
3. The Director will review all candidates for Producer, make the selection and submit the name to the Management Committee for final approval.
4. The Director and Producer will be given their job descriptions and informed of the reporting procedure.
5. A detailed budget for the show will be presented for approval to the Management Committee one month after their appointment. Under no circumstances is a deficit budget considered acceptable.
6. After the budget has been accepted, the Director and Producer will report to the monthly meetings of the Management Committee on the progress (artistic and administrative). The Show Director and Show Producer will have a voice at these meetings but not a vote.
7. The Vice President will act as a liaison to the Show and attend Production meetings and some rehearsals.
8. After the show, a full report and financial accounting will be made to the management committee and to the next general meeting.

PCT-2

Policy/Procedure regarding Standing Committees

1. The Chairman of the committee will chair the committee or, in their absence, recruit a chairman.
2. Each Standing Committee will make a written report to the Management Committee including: identification of committee (Name of Committee), statement of purpose (why do you exist), method of operation (how), summary of information gathered, summary of work accomplished, committee findings, committee recommendations.
3. Group Historian - honorary position, appointed annually by the Management Committee. The Historian should have 5 minutes (max.) at each annual meeting (and general meetings?) to tell the group a short story about the groups history. This will ensure that we do not forget where we came from, why we are here and what we have accomplished. It will also help members to feel pride in the groups past and understanding of the ups and downs we have had to get where we are today.

Bylaw Amendments.

Bylaw 5)D)i) will now read: The Officers and Directors of the Management Committee shall be elected to serve a one year term, from the members at the annual general meeting.

Bylaw 5)D)ii) will now read: Officers and Directors shall hold any one office for a period not to exceed 3 consecutive years.

The motion for these amendments was made by Wendy and seconded by Bert. Carried.

It was moved by Philip, seconded by Wendy, that

Bylaw 3)B)iv) will now read: No member shall hold more than one position on the management committee at a time. After two consecutive 3year terms, members must take a one year leave-of –absence.

It was moved by Evelyn, seconded by Henry, that

Bylaw 3)A)iii) will have a addendum that states that family membership will cost \$10.00.

Elections:

Open positions: Vice President, Treasurer, Training Chairperson, Play Selection Chairperson and Secretary.

The President's chair was handed over to Bert temporarily for the purposes of voting on the position. Carol was re-instated as President by acclamation. The chair was then turned back to her.

Wendy nominated Philip for the position of Treasurer. He accepted and was acclaimed to this position. (He is now the proud owner of Greg's "Fisherman's Box".)

Evelyn nominated Maureen for the position of Secretary. She accepted and now holds the position.

Warren nominated Doug to be the Play Selection Chairperson. He accepted and is acclaimed.

Bert nominated Connie to be the Vice President. She accepted and is so acclaimed.

Laurissa Vansickle was said to be interested in the position of Training Chairperson, but was not present, so she will be asked about acceptance and so be acclaimed if she consents.

It was moved by Bert, seconded by Doug, that these elections be closed. Carried.

President's Message: Carol extended thanks to all the members of the past Board and welcomed the new members with a wish that they reach their goals. Her personal goal is to train someone to take her present position in the future.

The first meeting of the New Executive will be held at Wendy's residence on Monday, October 16, 2000. We will have a Pot Luck Dinner at 6:30 p.m.

Bert made the motion to adjourn. Carried.