

# ROYAL CITY MUSICAL PRODUCTIONS INC. CONSTITUTION, BY-LAWS AND POLICIES REVISED 2002

## **Constitution - Definition:**

The Constitution is the statement of fundamental principles of the Company.

1. The name of the Corporation shall be "Royal City Musical Productions Incorporated" (RCMPI), hereinafter known as the Corporation.
2. The Corporation was founded in 1978 and incorporated 3 June 1980.
3. The objectives are to provide high calibre entertainment to the citizens of Guelph and environs through the presentation of Broadway style musicals and to provide a forum through which amateur actors, singers, dancers and technicians can express themselves through participation in a collegial theatrical Company.
4. The Corporation shall be managed by a volunteer Board of Directors of which the officers shall consist of President, Vice President, Past President, Secretary, Treasurer and such other officers as the Board of Directors may from time to time determine. President, Vice President, Secretary and Treasurer shall be elected for a term of one year by the Board of Directors from among the numbers attending the first meeting after the Board has been themselves elected. Past Presidents shall be appointed for a one-year term.
5. A General Meeting of the Corporation shall be held annually.
6. Head office of the Corporation shall be in the City of Guelph.
7. The Constitution may be amended by the Board of Directors, modified and or ratified by the members at the next Annual General Meeting of the Corporation.
8. The affairs of the Corporation shall be run in accord with the attached Bylaws and Policies.

## **By-laws – Definition**

The by-laws are a more detailed statement of the Corporation's regulations. Amendments to the by-laws may, from time to time, be made by the Board of Directors. Such amended by-laws may be used until either ratified or modified by the members at the next following general or annual meeting.

## **Policies and Procedures – Definition**

Policies are statements that reflect the goals of the Constitution and provide a framework for action to guide the Board and its members.

Procedures are statements as to how selected by-laws and policies are implemented.

# **By-Laws**

## ***BOARD OF DIRECTORS***

### **Selection Criteria**

Prospective Board members shall have shown commitment to the Corporation to an extent, and for a period of time, which in the opinion of the Nomination Committee, represents enthusiastic support of, and work towards the sustenance, improvement, excellence and welfare of the Corporation.

Prospective Board members shall be paid-up members of the Corporation and where possible, will have reliably served on committees, and/or been dedicatedly involved in some active aspects of show production. Where practical, longevity of inputs of the above shall place a member in a preferred (or priority) rank for consideration as a nominee.

### ***Nature and Composition of the Board of Directors***

The Corporation shall be managed by a volunteer Board of Directors, Officers of which shall consist of a President, a Vice President, a Past President, a Secretary, a Treasurer and such other officers as the Board of Directors may, from time to time determine. President, Vice President, Secretary, and Treasurer shall be elected for a term of one year by the Board of Directors from among the number of the first meeting of the Board after its election. The current Past President shall be appointed for a one-year term.

### ***Election of Members of the Board of Directors***

Board members shall be elected by the membership of the Corporation at the Annual General Meeting by a majority vote. If the number of Board members falls below ten (10) due to resignation, the Board may approve an additional person/persons at a regular Board of Directors Meeting, provided that person/persons meet the criteria stated above.

### ***Removal of a Member of the Board of Directors***

The Board of Directors may, by a majority vote at a regular Board Meeting, remove for just cause, any Director before the expiration of this person's term of office and may, by a majority vote, elect any person duly qualified to replace him/her for the remainder of the term.

### ***Remuneration of Directors***

The Directors shall receive no remuneration for serving on the Board of the Corporation.

### ***Indemnification of Directors***

Every Director of the Corporation, heirs, executors and administrators, and estate and effects respectively, shall at all times be indemnified and saved harmless out of the funds of the Corporation from and against:

- a. All costs, charges and expenses whatsoever sustained in or about any action, suit or proceeding that is brought, commenced or prosecuted against same, for or in respect of any act and deed, matter or thing whatsoever made, done or permitted in or about the execution of the duties of said office; and
- b. All other cost, charges and expenses that are incurred, in or about relating to the affairs thereof, except such costs, charges, or expenses as are occasioned by wilful neglect or default.

### ***Power of the Board of Directors***

The Board of Directors of the Corporation shall be responsible for administration of the Corporation's business, inclusive of establishing or entering into required contracts and seeing to their proper management and satisfaction.

The Board of Directors is expressly empowered to purchase, lease, transfer, dispose of, shares, stocks, rights, warrants, options and other securities, lands, building and other property, moveable or immovable, real or personal, or any right or interest therein owned by the Corporation, for such consideration and upon such terms and conditions as they may deem advisable.

The Board of Directors may appoint an attorney to legally execute any of the above transactions.

### ***Meetings – Board of Directors***

Board of Directors Meetings may be called by the President or designated Director. Notice of each meeting shall be delivered, telephoned or mailed to each Director not less than seven (7) days before the meeting is to take place. The Board may declare a day or days in any month or months for a regular meeting for which no notice need be sent. If all Directors are present a Directors meeting may be held without notice.

### ***Voting – Board of Directors***

**Quorum:** A majority of the Directors (50% plus one excluding the Chairman) shall form a quorum for the purpose of voting a transaction of business. If no quorum exists, business may be discussed and approved in principle, subject to ratification by a quorum of Directors at the next regularly scheduled meeting.

**Voting Process:** Questions arising at any meeting of the Directors shall be decided by the majority of votes. In case of an equality of votes, the President shall have a second casting vote. Voting shall take place by a show of hands unless a Director requests a secret ballot. A declaration of the President that a resolution has been carried or not carried, and an entry to that effect in the minutes shall constitute proof of a vote. A recorded vote may be requested by any Director.

### ***Vacancies – Board of Directors***

Vacancies on the Board of Directors may occur due to the resignation or removal of a Board Member.

The Board may also declare a vacancy on the Board of Directors when deemed necessary to properly fulfil the mandate of the Company. The Board may declare up to 4 vacancies during its term.

Vacancies on the Board of Directors may be filled two ways.

- a. As long as a quorum of Directors remains in office, Directors may elect a qualified member of the Corporation to the Board.

- b. If there is not a quorum of Directors remaining, a General Meeting must be called forthwith and the members of the Corporation shall vote to fill the vacancy/vacancies to the number of minimum authorized Directors.

### ***Duties of the President***

The President shall preside or appoint a Director to preside at all meetings of the members of the Corporation and the Board of Directors. The President or other officer appointed, or other person appointed by the Board of Directors for the purpose, shall sign all cheques and documents. During the absence or the disability of the President, the President's duties and power may be exercised by the Vice President or another Director.

The President may sit as a non-voting member on all standing and ad hoc committees of the Board to which the President is not appointed or elected.

### ***Duties of the Vice President***

The Vice President shall take over any duties of the President in his/her absence. The Vice President shall perform such other duties as may be determined by the President.

### ***Duties of the Secretary***

The Secretary will record all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books kept for that purpose. The Secretary shall be the custodian of all current minutes belonging to the Corporation, which the Secretary shall deliver, when requested, by the Board of Directors. The Secretary shall perform other duties as required by the President.

### ***Duties of the Treasurer***

The Treasurer and/or person performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of accounts, and shall deposit all monies or other valuable effects in the name and to the credit of the Corporation in such bank, banks or financial institution as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the Corporation under the direction of the Board of Directors, receiving proper receipts and vouchers, and shall render to the Board of Directors at the regular meetings thereof or whenever required of the Treasurer, an account of all the transactions as Treasurer, and of the financial position of the Corporation. The Treasurer shall also perform such other duties as may be determined by the President.

### ***Duties of Other Officers***

The Duties of all other officers of the Corporation shall be determined by the Board of Directors according to the requirements of the Corporation in that fiscal year.

### ***Standing Committees of the Board of Directors***

The following shall be standing committees of the Corporation which function and meet on a regular basis:

**a. Nominating Committee**

The nominating committee is responsible for recommending, in accordance with criteria outlined in the Selection Criteria section (see initial Board of Directors section) – names of potential Directors of the Board. These members will be elected at the Annual General Meeting. The composition of the Committee shall be as follows: Up to five (5) members and preferably chaired by the Past President and including the Vice President. The nominating committee shall meet at the call of the President or the Committee Chair.

**b. Show Directors/Producers Search Committees**

The Directors/Producers Search Committees are responsible for recommending names, in accordance with established standards of the Corporation, of potential Directors/Producers to the Board for its approval. The composition of the Committees shall be as follows: Three (3) members of the Board of Directors and two (2) members of the Company at large. The search Committees shall meet at the call of its Chairperson or the President.

**c. Show Selection (Play Reading) Committees**

The show selection committee is responsible for recommending, in accordance with established standards of the Corporation, the names of plays to the Board of Directors for its consideration and approval. The composition of the committee shall be as follows: A maximum of ten (10) members, including at least five (5) members of the Board of Directors. The show selection committee shall meet at the call of its Chairperson or the President.

The above committees **(b. & c.)** may be combined if and when appropriate.

**d. Publicity Committee**

The Board shall establish an ad hoc committee to deal with publicity matters as required.

***Membership***

The membership shall consist of such individuals, businesses, or Corporations who pay dues and/or contribute financially through sponsorship on an annual basis. Each member shall be entitled to one vote on each question arising at any meeting of the Corporation.

**a. Dues**

The amount of annual dues shall be determined from time to time by the Board of Directors.

***Honorary/Life Memberships***

The Board of Directors may, from time to time, designate Honorary Members of the Corporation and define the terms of membership of such members.

***General Meeting***

The members of the Corporation shall meet annually to review and ratify all business transacted by the Board of Directors during the previous year.

At every Annual General Meeting, the agenda shall include the minutes of the previous General Meeting, Presidents Report, Treasurers Report, Auditors Report,

The Appointment of the New Auditors and the Report of the Nominating Committee.

The President shall have power to call, at any time, a General Meeting of the members of the Corporation, notice of the time and place of every General Meeting shall be given to each member by mailing the notice ten (10) days prior or more before said meeting (empowerment).

A quorum shall consist of the members present or represented by proxy.

At all General Meetings, every question shall be decided by a simple majority of the votes of the members present. Every question shall be decided by a show of hands, unless a secret ballot is requested by a member. After a vote has been taken the President will declare whether or not the resolution has been carried and an entry shall be made to that effect in the minutes of the Corporation. In the case of an equality of votes at any General Meeting the President or Chairperson shall be entitled to a second or casting vote.

### ***Fiscal Year***

Unless otherwise determined by the Board of Directors, the fiscal year of the Corporation shall terminate on the last day of February in each year.

### **Safeguarding of Finances and Securities**

The Securities of the Corporation shall be deposited for safekeeping in a financial institution. Withdrawals are to be signed by the appropriate officers of the Board.

### **Borrowing**

The Board of Directors may, on behalf of, and with consent of the Corporation, borrow money on the credit of the Corporation, or issue, sell or pledge securities of the Corporation.

This Constitution is passed by the Board of Directors this day of \_\_\_\_\_.

PRESIDENT: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

This Constitution is hereby signed by all Directors of the Corporation pursuant to the Business Corporation Act, this day of \_\_\_\_\_.

## Constitution and By-Laws Contents

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## **RCMPI – Approved Policies**

The following policies represent all the set policies as recognised by the Board as of December 14<sup>th</sup> 2006 and ratified at the AGM on May 30<sup>th</sup> 2007.

- 1 – Selection Of Board Of Directors (April 2002)
- 2 – Payment of Honoraria (30-Aug-2006)
- 3 – In-camera Procedures (April 2002)
- 4 – Selection of Show Directors For The Fall Show (April 2002)
- 5 – Budget Review Procedure
- 6 – Use Of Personal Information Policy (11-Aug-2005)
- 7 – Third Party Borrowing Policy (28-Feb-2006)
- 8 – Email Voting Policy (11-Jul-2006)
- 9 – Babes In Arms Policy (11-Jul-2006)
- 10 – Honorary Life Membership Policy (30-Aug-2006)
- 11 – Use of Complimentary Tickets (14-Dec-2006)

The following policy was approved by the Board on August 15<sup>th</sup> 2007.

- 12 – Cast Fee Policy (15-Aug-2007)

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## **SELECTION OF BOARD OF DIRECTORS**

It is the policy of Royal City Musical Productions Inc. (RCMPI) to select candidates for its Board of Directors.

1. Annually the Board will appoint a Nominating Committee to search for candidates for the successive Board of Directors.
2. The Nominating Committee will be composed of five members of the current Board, including the Vice-President, who will chair the committee.
3. The Nominating Committee will use the following guidelines in the preparation of its slate of candidates:
  - a) Candidates must be a member in good standing of RCMPI
  - b) Candidates have demonstrated a dedicated interest in RCMPI by meeting at least one of the following criteria –
    - i) Involvement in a show production, either on-stage or off-stage, for at least two years
    - ii) Support of the Company through the personal provision of capital or services
    - iii) Served on a Committee of the Board
    - iv) Assumed a leadership role in the Company
    - v) Been a member of the Company for at least three years
4. Following its search process of contacting prospective candidates to determine their interest to serve on the Board of Directors the Nominating Committee will prepare a slate of names for presentation to the Board.
5. The Board may accept or reject any or all of the proposed names.
6. The slate of prospective Board members will be presented at the Annual General Meeting for election by the general membership in accordance with the Constitution of RCMPI.

## ***PAYMENT OF HONORARIA - 2006***

### **Purpose:**

It is the responsibility of the Board to provide the best skilled production team possible within the constraints of the financial reality of community theatre.

### **Policy:**

It is the policy of Royal City Musical Productions, therefore, to pay honoraria, in certain circumstances, to individuals for services rendered.

1. The Board will set a budget amount for honoraria annually.
2. There will be no automatic entitlement to an honorarium because of an individual being asked to fulfil a particular position.
3. The payment of honoraria to individuals involved in the Company's productions will be at the discretion of the Board.
4. The Board may use, but are not limited to, the following criteria in determining payment of honoraria:
  - a) The expertise of the individual(s) and the amount of planning time required for the position.
  - b) The essential nature of the services to be provided.
5. The Board will enter into a contract with any individual who is offered an honorarium. That contract will specify the amount of the honorarium, the duties and responsibilities of the position and the conditions of payment.
6. In the event that the conditions of payment in the contract are not met due to a shortfall in show revenue, the Board will, in the spirit of goodwill, endeavour to provide reasonable honoraria.

## ***IN-CAMERA PROCEDURES***

It is the policy of Royal City Musical Productions Inc. (RCMPI) to permit its Board of Directors to utilize in-camera procedures to deal with confidential issues at Board Meetings.

1. The Board of Directors may move into an in-camera portion of a meeting when one of the following criteria is met:
  - a) Sensitive personnel or financial issues are being discussed;
  - b) Non-performance of company/production duties, as assigned and agreed to, is being discussed.
2. The Board will only move into an in-camera portion of a meeting when it receives the consent of the majority of the members present.
3. The minutes of an Executive Meeting will indicate that the Board moved into an in-camera portion and not record the ensuing discussion. Decisions made in-camera, however, shall be recorded in the public minutes.
4. A Board member absent from an in-camera portion of a meeting may receive information on the discussion and decision(s) reached at the meeting from the President

## ***SELECTION OF SHOW DIRECTORS FOR THE FALL SHOW***

It is the policy of Royal City Musical Productions Inc. (RCMPI) to establish a Directors' Search Committee to recommend names of candidates to direct its shows to the Board of Directors.

### **A - Composition of the Directors' Search Committee**

1. The Directors' Search Committee shall be composed of three members of the Board of Directors and two member of the Company at large.
2. Committee members representing the Company at large should have an understanding of the production of a RCMPI show.

### **B - Role of the Committee**

1. The Committee shall compile a list of potential Directors for the positions of Artistic Director, Musical Director and Choreographer
2. After ascertaining interest and availability of potential Directors the Committee shall interview these candidates using the criteria outlined in Section C.
3. The Committee shall examine the credentials of Directorial candidates, determine their attitude toward working with RCMPI and other potential Directors, explore their concept of the show and record appropriate information on the candidates.
4. After the completion of the interview process, the Committee will provide the Board with a priority listing of candidates in each of the three Directorial positions and recommend a Team of Directors to the Board for its consideration.

### **C - Criteria for acquiring Show Directors**

1. Candidates will have directed, or co-directed a musical theatre production for a primarily adult, ticket purchasing audience.
2. Candidates will provide written documentation of their experience in theatre, specifically musical theatre.
3. Candidates will provide references who can comment objectively on their quality of theatrical work.
4. Candidates, where applicable, will document special, formal, theatrical, musical or dance training.

5. Candidates, where possible, will provide media reviews of shows for which they had pertinent Directorial responsibility.
6. Candidates will declare any membership status (including those pending) in unions, guilds or other organizations which could in any way impinge upon an association with RCMPI, requiring the Company to pay any fees and/or require permission to work in any capacity with it.
7. Candidates will identify and declare themselves prepared to accept time and work commitments for the following:
  - a) Pre-audition/rehearsal meetings
  - b) Auditions
  - c) Rehearsals
  - d) Preview(s)
  - e) Opening Night Performance
  - f) Post-production reports
8. Candidates will have enunciated willingness to abide by RCMPI requirements by completing and signing a Director's Contract.

## **BUDGET REVIEW PROCEDURE**

(Draft from 12-Oct-2004 – Modified and approved 8-Dec-2004)

Final version not currently available.

### 1. Purpose:

To outline procedures for the review of revisions to an approved budget for specific jobs and/or operations managed, undertaken or overseen by Royal City Musical Productions Incorporated and its Board of Directors.

### 2. Procedure

#### 2.1

A budget approved by the RCMPI Board for a job or operation will be entered and maintained electronically by the acting Treasurer. The Treasurer will issue cheques as requested by appropriate delegates of RCMPI. Expenditures against current and active jobs or operations will be reviewed item by item upon data entry.

#### 2.2

It is the responsibility of the delegate requesting funds to provide information as requested by the Treasurer as to the nature of the expenditure. It is the responsibility of the Treasurer to confirm that the expenditure falls within the parameters of the approved budget.

#### 2.3

If the request falls within the parameters of the approved budget, the Treasurer will issue the cheque and enter the expenditure as outlined in 2.1. If the request falls outside of the parameters of the approved budget, the specific expenditure must be reviewed and approved by the Treasurer and one of either the President or Vice-President. It is the responsibility of the Treasurer to initiate the review by contacting the President and Vice-President regarding the proposed budget revision.

#### 2.4

Upon approval of the revision to the budget, the Treasurer will issue the cheque as requested and enter the expenditure as outlined in 2.1. If the revision to the budget is not approved, the Treasurer will inform the delegate of the refusal to revise the budget and a cheque will not be issued.

## **USE OF PERSONAL INFORMATION**

It is the policy of Royal City Musical Productions Inc. (RCMPI) to collect and retain personal information on members, past members, contacts and suppliers to provide good communications to promote the activities of RCMPI.

7. This policy is intended to address the requirements of the Personal Information Protection and Electronic Documents Act (PIPED act) that started to come into effect across Canada on January 1, 2001.
8. As RCMPI does not currently engage in any commercial with respect to the personal information collected, the provisions of the PIPED act do not apply. If this situation changes, this policy will need to be updated accordingly.
9. In spite of the exemption provided in PIPED to charitable organizations that are not engaged in commercial activity, it is prudent to have a policy on the collection and use of personal information. This policy is intended to provide consistency in the use of information and to outline the efforts required to protect the information.

### **Information Collected:**

RCMPI will collect personal information including name, address, telephone number, email address and membership level (as available) for current and potential members.

RCMPI may also collect personal information that is useful in the operation of its activities; including: age, skills and interests relevant to RCMPI.

RCMPI may also collect other information specific to a particular production as deemed necessary by the producer. This information will be kept separate from the general membership information.

### **Information for Minors (Individuals under the age of 16):**

RCMPI often uses minors in its productions. Parental or Guardian consent must be obtained prior to collecting information from (or for) minors. The parent or guardian should be given a copy of this policy. Special consideration should be given to requests from parents or guardians of minors regarding the use of information for minors and the length of time the information is kept on file<sup>1</sup>.

### **Intended Use:**

RCMPI will use personal information collected in the management and operation of the company and to inform members and potential members of current activities, opportunities and community events.

### **Collection of Information:**

Personal information is currently collected using paper membership forms. RCMPI may use electronic means to collect information.

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<sup>1</sup> It is reasonable to expect that the parent or guardian may want to be included on all informational listings or that the minor not be included on any information listings. It may also be appropriate for the information for minors to be deleted as soon as active membership lapses.

### **Storage of Information / Access to information:**

Personal Information collected by RCMPI will be kept in either paper or electronic format and will be the responsibility of the chair of the membership committee or other person designated by the board (Responsible Person). The Responsible Person will take reasonable efforts to ensure that this information is protected from loss and/or misuse.

The Responsible Person will control access to the personal information in his/her care and will be guided by the Board on the appropriate use of the information. Anyone who has provided personal information that is held by RCMPI, may request to view that information and may ask that the information is updated or removed.

Unless a specific request is received to remove information or a specific request is made to retain information, personal information of potential members will be removed within 5 years of the information being collected or within 5 years from the most recent active membership date whichever is later.

### **Limit of Use:**

By default, personal information will be used solely for the purpose for which it was collected. RCMPI members may be given the option to allow the Responsible Person to divulge personal information at his/her discretion to promote the interests of the individual<sup>2</sup>.

If a use other than that stated (or generally implied) when the information was collected is anticipated, the individuals affected should be given the option to remove their information.

Unless otherwise stated when the information was collected, personal information will be used solely for the purposes of the operation of the company.

Specifically: personal information will not be shared with, or disclosed to, other organizations or individuals; personal information will not be sold or otherwise distributed outside of RCMPI.

Care will be taken to protect individuals information when multiple contacts are included in an informational mailing<sup>3</sup>.

### **Use of Information During Productions:**

Personal information collected by RCMPI may be provided to production staff involved in a current production to facilitate communication with cast and crew. Individuals to whom this information is provided must undertake to respect the sensitivity of the information and take reasonable precautions to safeguard the information from loss or misuse. In addition, the producer may collect additional personal information that is relevant to the production (e.g. costume measurements). The purpose for collecting any information under this section must be clearly communicated to the individual from whom the information is being collected at the time the information is collected. All such information must be appropriately safeguarded and must be disposed of or deleted within a reasonable time after the end of the production<sup>4</sup>.

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<sup>2</sup> This section is intended to allow members to allow their email address or other information to be passed to other interested parties for auditions, technical assistance, etc. Without this advance permission, members should be contacted by RCMPI on behalf of the interested party.

<sup>3</sup> This section is intended to imply that bulk mailings should not have email addresses exposed. This can be accomplished most easily by use of the BCC address function. For productions, where there is merit in the idea of allowing a cast to contact each other, all cast members should be given the opportunity to have their email addresses hidden on all production correspondence.

<sup>4</sup> Post production reports should include confirmation of the deletion or destruction of personal information that is collected specifically for a show.

## **THIRD PARTY BORROWING**

It is the policy of Royal City Musical Productions Inc. (RCMPI) to provide guidelines for third party (or individual members of RCMPI) borrowing of our assets. Not for profit organizations will be asked for a donation or "service in kind". Fees for "Profit" organizations will be brought before the Board of Directors.

1. This policy will help provide security of our assets by providing a system of tracking all assets that have been borrowed and having the Board of Directors informed of where our assets are at any given time.
2. This policy will help foster better "borrowing relationships" with other community and theatre groups in that we will have specific contact people and specific guidelines that are clear to which everyone can abide by.
3. While this policy cannot provide for the safety of anyone entering our premises, any third party cannot enter our "space" without being accompanied by a designated member who has authorized access.

### **Assets of Royal City Musical Productions Inc.**

The Board of Directors of RCMPI are ultimately responsible for providing reasonable safety and security of the assets of the Company. The model and serial number of the piano, amplifier and CD player are to be logged and kept in a safe place by the Facilities Chairperson.

The assets of RCMPI fall under three general categories:

Costumes and Properties

Set pieces (numbered and inventoried)

Piano / Amplifier and Seat (clearly labelled RCMPI ) / CD Player (clearly labelled RCMPI)

Access to these assets should be only through the Board of Directors who hold keys to locked spaces or the designated members (Most Responsible Person) who have responsibility (and keys) for specific assets.

### **Request for an Asset**

When a party wishes to borrow an asset, the request must be directed through the most responsible member designated or a member of the Board of Directors.

The most responsible member (or Director) will be responsible for clearing the request with the Production team of the upcoming show.

If no conflict exists, the Facilities Chairperson (or designate) is to be notified (voicemail or email should be sufficient) and the following information logged:

- a) What asset has been borrowed, (Asset number if assigned)
- b) Who is borrowing it (Group, Contact name and number),
- c) When it was borrowed, When it is expected to be returned (a specific date). If this date is unreasonably long, it must be passed through the Board of Directors.

### **Returning an Asset**

The asset must be returned cleaned and in its original condition unless agreement on any permanent alteration (paint on a set or prop, or costume alteration) has been reached with the Most Responsible Person.

The asset must be returned by the date agreed to. The Facilities Chairperson (or designate) will contact the borrower to establish the status of the asset if a week has passed without contact from the borrower.

If the asset is returned to another Board of Director (or designate) it is the responsibility of that person to make arrangements for returning the item to its storage space and notifying the Facilities Chairperson (or designate) that the asset can be signed off the log sheet.

### **Continuity of Information**

The logged information is to be part of the Facilities Committee report at monthly Board meetings so there is a permanent record of RCMPI assets out on loan at any given time.

## ***POLICY ON E-MAIL VOTING***

The Board President, may call a vote by e-mail when he or she determines that the best interests of the company are served by seeking a decision of the Board before the next Board meeting.

The Board President will send the resolution to be considered and, board members shall have 48 hours to raise points of discussion followed by 24 hours to vote.

The Board President will clearly state the deadline in the email message containing the resolution. After the 48-hour period of discussion, the President will send a message restating the motion, including any amendments and the board members shall have 24 hours to vote on the motion.

### **Process**

A motion to be voted on must have a mover and a seconder.

The President must distribute a "vote notice" to all board members, including:

1. Motion to be voted on
2. Name of the mover and the seconder
3. Sufficient documentation to allow board members to make an informed decision
4. Date that the motion will close for discussion
5. Voting period

All board members must have reasonable access to the motion. Board members without access to email must be informed by telephone or some other reasonable means.

The Secretary of the Board will ensure that all board members are notified of relevant discussion on the motion. All board members must acknowledge receipt of the motion by replying to the notice. If a board member has not responded by the end of the discussion period, the Secretary of the Board should attempt to contact that board member to confirm that the notice has been received. If a board member does not respond or cannot be contacted, they must be recorded as a "defer" vote.

### **Voting Options:**

- Yea – in favor of the motion
- Nay – against the motion
- Abstain
- Defer

The Secretary of the Board will count the votes at the end of the voting period and report the outcome to all board members.

In a situation where at least 40% of board members vote to "defer", regardless of the other votes, the vote will be invalid and the motion deferred to the next scheduled meeting.

A motion will pass if a majority of all board members have voted in favor of the motion. In the case of exactly 50% of the board members voting in favor of the motion, the President will have the option of casting a second vote or deferring the motion to the next scheduled meeting.

All votes completed by e-mail will be ratified at the next board meeting and recorded in the minutes.

## ***STATEMENT ON BABES IN ARMS FOR PERFORMANCES***

RCMPI does not permit babes in arms to any of its performances.

The intent of this policy is to try to ensure a performance atmosphere that is conducive to the enjoyment by the general public of the shows that RCMPI produces.

All exceptions are at the sole discretion of the Board of RCMPI and may be granted or refused without prejudice. The Board is not required to provide justification for its decision but is required to consider the impact on all patrons when granting an exception.

The Board of RCMPI may make general exceptions to this statement for shows that are particularly appropriate for young children.

## **HONORARY LIFE MEMBERSHIP - 2006**

### Purpose:

Royal City Musical Productions Inc. is a volunteer organisation that relies on the contribution of many for its ongoing operation.

It is the privilege of the Board to recognise those individuals that have made significant and long-term contributions to the growth and development of RCMPI.

### Policy:

1. Honorary Life Memberships should be used to recognise outstanding, ongoing contributions to RCMPI by individuals.
2. The Board may use, but are not limited to, the following criteria in determining a member's suitability for an award of Life Membership:
  - a. Long term, ongoing contributions that enhance RCMPI
  - b. A significant contribution towards the growth or development of RCMPI
3. The Board may consider nominations from the membership for this award, but only those awarded will be notified.
4. The award of Life Member will grant membership in RCMPI for life without further payments of membership dues. Life Members will be granted all the benefits of membership including voting privileges.

## ***USE OF COMPLIMENTARY TICKETS***

It is common within the theatre community for complimentary tickets to be used as reward or recognition of efforts made by individuals or organizations for the benefit of the production. It is also common for cast members and others to be granted complimentary tickets for friends and family to boost audience numbers or encourage show promotion.

RCMPI produces shows with relatively large cast and production teams and relies heavily on ticket revenues for the financial health of the Company.

It is the policy of RCMPI that complimentary tickets are appropriate in a very limited number of situations that may vary from show to show and will be used sparingly.

Prior to tickets for a production going on sale, the Board will allocate a block of tickets to the Production Coordinator. Complimentary tickets will then be allocated *only* at the discretion of the Production Coordinator.

The Production Coordinator will update the Board on a regular basis as to the status of these tickets.

## **CAST FEE POLICY**

The Cast Fee for the current production (Fall 2007) will be \$40. This fee is only applicable to cast members and is not applicable to any of the production or technical staff. If there are events to which cast are provided free access, such as a fall Gala for example, due to the fact that this is included in the Cast Fee, if any of the production or technical team members wish to attend the event, there will be a fee charged to those individuals. The fee will not be charged to the directorial team consisting of the Director, Musical Director and Choreographer or the Stage Manager.

The Cast Fee is mandatory.

A Family Policy has been created for the Cast Fee. The fee for the first Family member would be \$40, and each additional family member would be charged \$25.

The Cast Fee consists of two parts. Of the fee, a portion is allocated to the company in lieu of any fundraising requests to be made to cast members and to assist the company to remain a viable entity. In the past, assisting with fundraising was expected of all cast members. Based on input from differing sources, it was felt that a charge to all cast members would be more equitable and would remove the burden of fundraising from the cast members during the course of the production. The second part of the Cast Fee will be used to help cover various company costs related to the production of the show and the nature of these costs could vary from show to show. These production costs can include, but are not limited to items such as script photocopying, music CD production, costuming and dry cleaning, event tickets and so on.

Any questions regarding the Cast Fee should be directed to the Board of Directors.