

CONSTITUTION

1. The name of the society is the **Chilliwack Players' Guild**
2. The purposes of the society are the following:
 - a) To present theatrical entertainment to the general public.
 - b) The cultivation and appreciation of dramatics and the fostering of interest in amateur theatre in and around the Chilliwack area.
 - c) To broaden the knowledge of all members of the society in all branches of amateur theatrical work.
 - d) For the purposes of the Society's objectives, to acquire and take by purchase, donation, or otherwise, land and buildings suitable for theatres, and to lease, operate, let, build, improve, and develop such lands and buildings.

BY-LAWS

Be it resolved that the By-Laws of the Chilliwack Players' Guild be altered as follows:

BY-LAWS of the Chilliwack Players' Guild (hereinafter known as the Guild)

1. Membership Eligibility

The Guild shall be open to any person interested in the objectives of the Guild and complying with its requirements. Any participant in a Guild production (either cast or crew) must be a member in good standing.

2. Membership Year

Membership in the Guild shall be on a yearly basis: from the Annual General Meeting being the date of issue to the Annual General Meeting date of the following year.

3. Classification of Membership

- a) General/Adult – Any person or institution.
- b) Family Membership – A special rate applying to all members of a family unit, living in the same household.
- c) Life (No longer offered) – A person nominated by the executive to be approved at an Annual General Meeting by the membership at large. This person shall be considered to have rendered extraordinary service to the Guild over a long period of time.
- d) Youth – Any person under the age of eighteen (18).
- e) Honorary – To be utilized at the discretion of the executive.

4. Acceptance of Members

In accepting members, the Guild requires that the individual seeking membership shall agree to observe the following rules:

- a) Cooperate with the Guild policy.
- b) Participate in Guild activities
- c) Accept and comply with the By-Laws of the Guild.

Complying with a), b), and c) shall constitute a member in good standing.

5. Membership Dues

These may be reviewed at any General Meeting and shall be reviewed at each Annual General Meeting.

6. Expulsion of Members

The membership shall have the power to expel or suspend any member whose conduct shall be considered by them to be improper, unbecoming or likely to endanger the interest or character of the Guild or who wilfully commit a breach of the By-Laws or the Guild. No member shall be expelled or suspended without first being notified of the charges and then given the opportunity to be heard by the Board of Directors at a meeting called for that purpose. Such notification shall be sufficient if mailed to the member's

usual place of address by registered letter at least five days prior to the meeting.

7. Conduct of Members

- a) Members will be expected to present a positive image of the Guild to the public.
- b) Members shall accord respect and courtesy to their fellow members.

8. Board of Directors

The administration of the affairs of the Guild shall be vested in a Board of Directors consisting of the following:

Twelve (12) members in good standing in the Guild as well as the past president. The positions shall be as follows:

President – The President shall preside at all meetings of the Guild and of the Board of Directors and conduct them in an orderly manner.

Vice-President – The Vice-President shall assume the duties of the President in his or her absence. The Vice-President will also organize workshops for the Guild.

Secretary – The Secretary shall take minutes of all Board of Directors and General meetings. The Secretary shall conduct the correspondence arising out of Guild business.

Treasurer - The Treasurer shall have custody and control of the books of the Guild and shall keep accurate and up-to-date records of all the Guild's financial activities and various assignments as the need arises.

The Board of Directors shall be elected at the Annual General Meeting. Six (6) members shall be elected to the Board of Directors for a two (2) year term at each Annual General Meeting.

9. Exercise of Borrowing Power

The Board of Directors shall have power to borrow funds for the purposes of the Society only if authorized to do so upon a majority vote of a regularly called meeting of the members, subject to the Society Act.

10. Nomination for the Board of Directors

- a) The nomination committee shall consist of a member in good standing selected by the Board of Directors. The committee shall present a roster of names for nomination for election at the Annual General Meeting after a list of nominated members has been posted at the meeting.
- b) The resignation or death of a Board of Director member shall constitute a vacancy.

- c) Interim appointments to fill vacancies on the Board of Directors by reason of death, resignation, or expulsion may be made by the President with the approval of a majority of the members of the Board of Directors, such appointees to service until a successor is elected by voting members at a regular or special membership meeting.

11. Election of the Board of Directors

The Board of Directors shall be elected by secret ballot at the Annual General Meeting by a majority vote.

12. Preparation and Custody of Minutes of Proceedings of Meetings of the Society and of the Directors' Meetings and other Books and Records of the Society.

The Board of Directors shall order to be kept books and records showing the following:

- (a) Minutes of every meeting of the Society. The Secretary shall have custody of these minutes.
- (b) Minutes of every meeting of the Board of Directors. The Secretary shall have custody of these minutes.
- (c) Sufficient and proper records showing full details of all official matters of the Society.
- (d) Membership records showing the full names and addresses of all members.

13. Audit

- a) The auditor for the following year shall be appointed by the membership at the Annual General Meeting.
- b) The fiscal year end for the Guild shall be July 31st of each year.

14. Meetings

- a) The Annual General Meeting of the Guild shall be held in September of each year at a time and place to be fixed by the Board of Directors. Fourteen (14) days electronic notice of this meeting will be sent to each member. Written notice shall be provided if the member does not receive electronic communication.
- b) The Board of Directors shall meet and the General membership shall meet monthly in September, October, November, December, January, February, March, April, May and June, at times and places to be decided by the president.
- c) A quorum shall consist of twelve (12) members in good standing including three (3) Board of Director members, at any Annual General Meeting, or general meeting of the Guild. A quorum at a Board of Directors' meeting shall consist of seven (7) members.
- d) At meetings, all questions shall be decided by a majority of votes cast except where by statute or by the By-Laws, a particular majority is required. In the case of an equality of votes, the president shall cast a deciding vote. In the case of elections, it shall be the vote of the nominating chairman.

- e) In the event that a quorum is not reached at an Annual General Meeting, the meeting shall be adjourned and reconvened in not less than fourteen (14) days, not more than twenty-one (21) days during which time notice of postponement shall be given to all members. Those attending the reconvened meeting shall form a quorum.
- f) The voting rights of each class of member are as follows:
 - (i) General/Adult – each membership possesses one vote.
 - (ii) Life – each membership possesses one vote.
 - (iii) Family – each member over the age of eighteen (18) possesses one vote.
 - (iv) Youth – Any member eighteen (18) or younger with no voting powers.
 - (v) Honorary –No voting powers.

15. Proxies

Proxies shall not be used at any meeting of the Guild.

16. Business to be Covered at Meetings

The following business shall be covered at a General and Board Meeting:

- Calling of a meeting to order.
- Reading and approval of the minutes of the previous meeting.
- Reports of Committees.
- Business arising out of the minutes.
- New business.
- Adjournment.

17. Disposal of Assets

In the event of the dissolution of the Guild, all assets shall be liquidated, debts paid and the remaining funds, if any, distributed at the discretion of the members in good standing.

18. Amendment of the By-Laws

To amend the By-Laws of the Guild, a 3/4 (three quarters) majority vote is required at one general meeting.

19. Operation of Society

The operations of the Society will be chiefly carried out in the Chilliwack and District area.