CONSTITUTION AND BYLAWS
ASPIRE PLAYERS

ARTICLE 1 - NAME

a. The name of this association of amateur theatre enthusiasts shall be: “A-Spire Players” (hereinafter referred to as: “the Association”).

b. This Association is voluntary and non-profit in nature. Any funds accrued shall be used for the benefit of the Association and its objectives.

ARTICLE 2 - OBJECTIVES

a. The Association exists to provide an opportunity for:

(1) the production and presentation of any form of performing arts; and

(2) the education of the audience and the membership in the performing arts.

b. The above objectives shall be met through membership activity in the:

(1) Production and performance of theatre;
(2) Participation in standing and/or ad hoc committees; and
(3) Promotion of the arts.

c. The number, nature and extent of activities will be determined by current needs and interests, as identified by the general membership.

ARTICLE 3 - MEMBERSHIP

a. Membership is open to all.

b. Membership is determined by the payment of an annual membership fee. This fee will be set annually and may be paid (in full) at any time of year.

c. Membership privileges include:

(1) the right to vote at Annual General Meetings (AGM) and Special General Meetings (SGM);

(2) the opportunity to participate in theatre and/or visual arts production, promotion or performance;

(3) the opportunity to participate in standing and/or ad hoc committees;

(4) the right, upon agreement of the Chair, to present a petition to the Board.

d. The official membership year shall be the same as the “theatre year”, September 1 to August 31. Memberships may be paid up to 60 days in advance of the year.

e. With respect to rehearsals only, paying of memberships fees by a new member may be delayed up to one month as a trial period when starting with a group or production.

ARTICLE 4 - BOARD OF DIRECTORS

a. The business of the Association shall be conducted by a Board of Directors (hereinafter referred to as: “the Board”).

b. The Board of Directors shall consist of:

(1) One Chairperson (hereinafter referred to as: “the Chair”);

(2) One 1st Vice-Chairperson (hereinafter referred to as: "the 1st Vice Chair");

(3) One 2nd Vice-Chairperson (hereinafter referred to as: “the 2nd Vice-Chair”);

(4) One Treasurer (Director of Finance) or one Secretary-Treasurer (Director of Finance);

(5) One Secretary or one Secretary-Treasurer (Director of Finance);

(6) The chairpersons of standing committees (hereinafter referred to as: “Directors”); and

(7) Any additional persons approved by the general membership (also hereinafter referred to as “Directors”).

c. The Chair shall serve as the nominating committee for the appointment of Directors.

d. All appointments to the Board, including the Chair, must receive two-thirds majority consent of those members in attendance at the AGM or SGM.

e. Appointments to the Board are not restricted to the current general membership.

f. The term of office for the Directors and the Chair shall be two years with a maximum of two consecutive terms. The offices shall be fitted such that approximately half of the terms shall commence in a given year.

g. The duties of the Board include, but are not restricted to:

(1) Directing the operation of the Association, appropriately exercising full power in acting for and on behalf of the Association, and, for such purposes, receiving, safeguarding and judiciously expending all grants and other funds of the Association,

(2) Appointing an auditor, whose duty it shall be to audit, at least once annually, the books of the Association;

(3) Considering recommendations made by any person regarding the affairs of the Association;

(4) Appointing signing officers; and

(5) Serving as individual chairpersons of standing committees.

h. Where a matter arises of such urgency that it must be decided between meetings of the Board, that decision must be taken — unanimously — by: the Chair (or, in his/her absence, the 1st Vice-Chair), the Treasurer, and at least one other Director.

i. The signing authorities must be any two of the following: the Chair; the Treasurer; and one other Director.

j. A Director or the Chair may be removed from office by a vote of two-thirds of the members in attendance at the AGM or SGM.

ARTICLE 5 - STANDING COMMITTEES

a. Standing committees shall be struck to plan and implement specific activities in accordance with the direction provided by the Board of Directors. Only Association members may sit on a standing committee. The chairs of all standing committees shall be responsible for producing and presenting:

(1) progress reports, at each Board of Directors meeting; and

(2) comprehensive final reports, at the AGM.

b. Specific titles and responsibilities of standing committees shall be:

(1) The Finance Committee, which shall:

(a) collect and disburse funds; and
(b) produce, at least one week in advance of the AGM, an Annual Financial Statement for the theatre year just concluding and an Annual Budget for the theatre year about to begin;

(2) The Fundraising Committee, which shall raise and deliver to the Finance Committee — funds, including grants, sponsors' contributions and the proceeds from fundraising activities; and

(3) The Membership Committee, which shall:

(a) solicit, acquire, welcome, introduce, and indoctrinate new members; and

(b) collect — and deliver to the Finance Committee — annual membership fees ("dues"); and

(c) maintain accurate, up-to-date membership records.

ARTICLE 6 - MEETINGS

a. Meetings of the general membership shall include:

(1) an Annual General Meeting; and

(2) Special General Meetings (called at the discretion of the Chair).

b. The Board of Directors shall have a minimum of three regular meetings and one AGM per year. Further such meetings may be called at the discretion of the Chair. Other members may attend these Board meetings, as either petitioners or observers.

c. An AGM must be held within the month of September.

d. The minutes of all general and Board meetings are to be recorded and, within ten days, distributed to all Directors. They shall be provided to individual members upon receipt of a request there from.

e. Notification of a meeting must be given to eligible attendees at least seven days prior to the meeting.

f. Quorum shall be:

(1) for Board meetings: half plus one; and

(2) for general meetings: one quarter of the registered (i.e. dues paid) membership.

g. Proxy voting is allowed at any meeting, with a limit of one proxy per member present.

h. Procedural matters not specifically outlined in this constitution shall be dealt with in accordance with Roberts' Rules of Order.

ARTICLE 7 - FISCAL YEAR

The fiscal year of the Association shall be the theatre year (September first to August thirty-first).

ARTICLE 8 - AMENDMENTS

The Constitution and Bylaws of the Association may be altered or amended by a two thirds vote of the registered membership (in person or by proxy) in attendance at any AGM or special meeting called for that purpose. Any proposed amendments must be circulated with the notice of meeting. All approved amendments, deletions or additions shall take effect immediately unless otherwise stated.

Record of Amendments

- Constitution and Bylaws developed by Special Committee, January 6, 1994;
- Reviewed on Feb 1 and 10, 1994.
- Translated by K. Beilby; changes by G. Halidorson;
- Second changes as approved at a meeting, February 10, 1994
- Amended: 22 November 1999
- Amended as approved at a Special General Meeting, 27 Oct 2011
- Amended as approved at Annual General Meeting, 19 Sep 2015