

KING'S PLAYERS

DRAFT CONSTITUTION

OCTOBER 14, 2010

*"Ensuring the continuity and leadership of the King's Players
Theatre Company"*



CONSTITUTION OF THE KING'S PLAYERS

“Ensuring the continuity and leadership of the King’s Players Theatre Company”

Article 1 - Name and Logo:

The club’s official name will be “**KING’S PLAYERS**”, and may be referred to as “**KING’S PLAYERS THEATRE COMPANY**”. No other name will be used in the advertisement or representation of the club. The club shall be visually represented with the “Heart / Lightning Bolt Logo”.

Article 2 - Club Mandate:

Promote theatre and within the King’s Community and the broader London community and increase visibility and accessibility of theatre on campus. The club also endeavors to improve and develop the skills of its members. The King’s Players aim to be a welcoming community and have a variety of events appealing to both its members and the broader community.

Article 3 - Structure of the King’s Players:

- (1) There shall be two levels of government, the Presidential and the Members Council.
 - a. The Presidential is the branch of King’s Players that is directly involved in decision making leading up to the main production, scheduling, marketing of events, and completion of events.
 - b. The Members Council, is an open assembly of King’s Players Members who work with the presidency on events and other areas of interest.

Article 4 - Membership:

- (1) The club’s membership is open to all undergraduate students;
- (2) Any non-student members, including staff members, do not have voting rights;
- (3) The majority of voting executive members will be undergraduate students; and,
- (4) No member, nor any relative of the member, may profit or receive any benefit in any dealings or actions taken on behalf of the club, unless that member has previously declared a conflict of interest at a club meeting.
- (5) Membership reform will be part of the 2010-2011 constitution.

Article 5 - Executive

- (1) The 2010-2011 Executive Council shall officially consist of the following:
 - a. President
 - b. Vice President
 - c. Treasurer

(2) There will not be less than three (3) Executive members at any one time.

(3) Collectively, the Executive Committee will ensure that the club's activities do not infringe the KUCSC's and the University's policies and procedures, and municipal, provincial and federal Laws.

(4) The president reserves the right to add additional executive members or remove executive members at his/hers discretion with general consensus of the existing executive.

Article 6 - Responsibilities of the Executive

(1) The President & Vice President will:

- a. Be responsible for establishing the club agenda in consultation with the Members Council;
- b. Oversee the other members of the executive in fulfilling their responsibilities;
- c. Chair all meetings;
- d. Have KUCSC Finance Office signing authority for the club; and,
- e. Assign KUCSC Finance Office signing authority to no more than two (2) additional executive members.
- f. Monitor the e-mail of the club, or delegate this responsibility to another executive member.
- g. Reserve the right to direct or appoint director the annual Main Production.
- h. Reserve the power to call Members Council.

(2) The Treasurer will:

- a. Oversee all financial dealings of the club;
- b. Keep complete records of all financial dealings of the club; and,
- c. Have KUCSC Finance Office signing authority for the club.
- d. Abide by the Financial policies laid out in this constitution.

(3) The Members Council:

- a. Is made up of membership card holders in the current year.
- b. Is a consultative body that works towards the planning and carrying out of events.
- c. Roles are assigned on an as-needed basis by the President & Vice President.

Article 7 – Finance Policy

The purpose of this policy is to offer a guideline of how to deal with monies and finances.

1) Club membership

- 1.1 King's players will have a membership fee that all members are obligated to pay prior to participation in activities. This fee will guarantee free access to all meetings (as a season pass) and regular scheduled events with the

exception the annual King's Players Main Production. Members will also be issued with a T-shirt.

1.2 All membership fees collected by club executives during club's week will be handed in to the Clubs Finance Commissioner at the end of the day. It is the responsibility of the Treasurer and/or President to make sure these funds get to the KUCSC exec office.

1.3 All budgeted membership fees must be collected by October 15th.

1.4 All membership fees must be collected within the participant's second meeting or they may be denied entry.

1.5 Members will not be denied participation based on financial hardship.

2) Duties of the Treasurer

2.1 The Treasurer will report to the President and Vice President of King's Players.

2.2 The Treasurer is required to deal with all finances, fees and monies related to the aforementioned club.

2.3 The Treasurer will be responsible for insuring that all monies/membership fees/ entrance fees and any revenues of any kind are deposited to the Club's Finance Commissioner within 1-3 days of receiving them. A detailed record of said revenues will be kept. This includes entrances fees from the Main Production as well as smaller productions.

2.4 If asked by the VP Finance or the Club's Finance Commissioner, the Treasurer under the supervision of the president, will release financial statements of the club's current revenues and expenses.

3) Budget/Check requisition

3.1 The Treasurer, in conjunction with the President and Vice President, will create a detailed budget at the beginning of their term. This budget will include all events King's Player's expects to have throughout the next fiscal year. The budget will abide by all KUCSC regulations and policies.

3.2 The Treasurer will be responsible for ensuring check requisitions are handed in on time. It is however the responsibility of the respective executives to ensure that their requisition is within the budget and has been approved prior. For example, should there be a requisition for an item pertaining to the Main Production's budget, it will be the Director's responsibility to ensure the item is indeed within their budget.

4) Sponsorship

4.1 With permission from the KUCSC, the Treasurer and/or President will try to obtain sponsorship from companies and/or organizations that the KUCSC deems appropriate. Such sponsorship initiatives may include but are not limited to sponsors for the King's Player's Main Production.

5) End of year procedures

5.1 It will be the responsibility of the Treasurer and/or President and Vice President to ensure that a detailed summary and end of year report of the club's finances are given to the Club's Commissioners no later than April 1st. This

report will include a detailed statement of earnings for the club's previous fiscal year outlining all revenues and expenses.

6) General Policy Guidelines

6.1 Only executive members, or members under the supervision of executive members will handle money at any time.

6.2 All money must be given to the Treasurer or President immediately following the completion of an activity.

6.3 Money from ticket sales or any other source shall **never** be spent on the purchase of alcohol.

Article 8 - Communication

(1) The KUCSC designated club email will be checked regularly. The club's email is the KUCSC's primary means of communication with the club;

(2) The email account filed with the KUCSC will be checked at least one (1) times each week; and,

(3) The email account filed with the KUCSC will be the primary address available to members to communicate with executive members.

Article 9 - Meetings

(1) The Members Council shall meet once per month during the school year, as well as hold the Annual General Meeting, and,

(2) Members will receive notice of a meeting at least seven (7) days prior to the meeting taking place.

Article 10 - Elections

*Having a strong executive team is vital to the success of any club. The Election Rules for the King's Players will be designed to allow for flexibility in the makeup of the executive team, on the part of the president-elect (in consultation with the current president and vice-president) to ensure continuity and responsibility of the club as a viable theatre organization. **For additional clarity, a diagram is attached at the end of this constitution.***

(1) Elections Policy of the King's Players:

a): Leadership Applications will be accepted at the beginning of the election period. The requirements are as follows:

- Must be a King's Student.
- Minimum 70% average.
- No failed courses in the past year.
- Must have at least two seasons in the club.
- Must obtain 15 signatures of support from existing members for candidacy.
- Must submit a theatre resume demonstrating their qualifications for the position.
- Interviews may be held.

b) **Application Review** will be completed by the President and Vice President (unless either are seeking reelection). If both are seeking reelection then the Members Council shall act as the review panel. Accepted candidates continue through the election process.

c) **Declined Candidates** may appeal to the Members Council for inclusion in the election. In order to become approved to following occurs:

- Candidate must demonstrate that minimum requirements have been met.
- Moves on with either presidential approval or 60% of members council approval (must be 10 voting members present)

d) Voter Qualifications

1. Must be a member in good standing with the club.
2. Must be a membership card holder prior to Christmas break in the season.

e) Election Procedure

1. Leadership applications (excluding academic information) are made available to the membership.
2. Each member will have a maximum of 4 minutes to present themselves to the membership prior to the vote. Audience must be respectful of candidates.
3. Members are not permitted to establish a "Social Media, Internet, or Poster Presence". An election website and social media page will be officially hosted by the club.
4. Voting will take place in a runoff style (ie. If 3 candidates are running, the candidate with the least amount of votes in the first round is eliminated and a second round of voting is held between the two other candidates).
5. President is determined to be the candidate with the most number of votes at the end of the process. Second most votes becomes the Vice President.

f) Treasurer and Members Council

1. Treasurer is appointed by President and Vice President. In the event of disagreement, the President shall select the treasurer.
2. Members council should be called within two weeks of election to discuss plans for upcoming season.

g) Presidential Privilege

1. To ensure continuity of the club, the outgoing President and Vice President may continue to work with the President and Vice President on matters of club interest.
2. If outgoing President and Vice President are graduating from King's they become Alumni and shall act ex-officio and are no longer able to vote in Member's Council.

(2) Once the new Executive has been elected, the outgoing President must forward a list of the new Executive members with their telephone numbers and email addresses to the Clubs Commissioners of the KUCSC within three (3) business days of the election taking place.

Article 11 – Member Removal

(1) Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal;

(2) The member up for removal shall have the right to defend her actions;

(3) A two-thirds majority vote of the current executive members present in favor of removal is required;

(4) The member will be removed from the club's membership and will lose any privileges associated with being a member of the club; and,

(5) An executive will be removed in accordance with this section. Where an executive member has been removed only as an executive member, subsection (4) will not apply.

Article 12 – Conflict of Interest

(1) Each club member shall abide by the conflict of interest provisions written in the Clubs Policy.

Article 13 – Refund Policy

(1) Any member of the club may apply for a refund within one (1) month of becoming a member, or within one (1) week of the club's first official event, if:

a. There has been a misinterpretation of the club's mandate and proposed activities as specified to the member when signing for membership;

(2) Any member of the club may apply for a refund after one (1) month of becoming a member, or after one (1) week of the club's first official event for extenuating circumstances, which include:

a. Serious organizational issues with the Executive members that lead to a lack of communication with the club's members or a lack of programming as promoted to potential members, and,

b. Any circumstance that seriously hampers the member's ability to enjoy membership in the club;

(3) Where the Executive and the members cannot resolve a refund issue within ten (10) days after the club is first notified that the member is seeking a refund, the Executive or the member may request assistance from the KUCSC Clubs Finance Commissioner.

a. The Clubs Finance Commissioner will act as an arbitrator;

b. The Clubs Finance Commissioner will meet with a representative from the club and the member to hear each party's position; and,

c. The Clubs Finance Commissioner will make a decision based upon the information.

The decision of the Clubs Finance Commissioner will be final and binding.

Article 14 – Conflict Resolution

(1) A club member may only seek assistance or guidance from the KUCSC Clubs Commissioner after the member has been unable to resolve an issue with the executive members.

Article 15 – Agency Clause

(1) **KING'S PLAYERS** is not an agent of the King's University College Students' Council (the "KUCSC"), and its views and actions do not represent those of the KUCSC.

Article 16 – Freedom of Theatrical Expression

(1) The King's Players will endeavor to promote and protect freedom of expression within the theatre, to allow its members to approach and explore difficult issues on the stage.

(2) *Repeated, directed, personal* statements designed specifically to offend *individual* members are not acceptable.

- a. It is not simply enough that an individual finds offence with a particular scene / statement. It must be demonstrated that the statements were *specifically* directed at the member.

Article 17 – Constitutional Amendment

(1) A constitutional amendment requires 2/3 of members council consent (with at least 12 members present) consent plus presidential and vice-presidential consent to be permitted.

Interpretation of this constitution rests with the President and KUCSC Clubs Commissioner / VP Operations

FIGURE A: ELECTION DIAGRAM

