

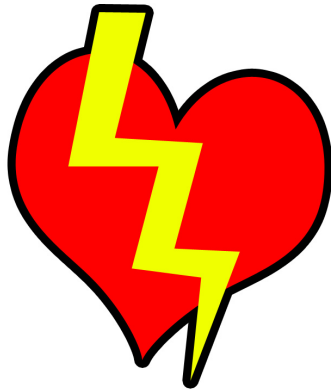
# KING'S PLAYERS

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## CONSTITUTION DRAFT

FEBRUARY 7, 2013

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



KING'S PLAYERS



# CONSTITUTION 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" or "KING'S UNIVERSITY COLLEGE PLAYERS". 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 & alumni 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.

## Article 5 - Executive

- (1) The executive shall officially consist of the following:
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Main Production Director (If not President or Vice President)
- (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 their discretion with general consensus of the existing executive.

(5) In the event of an "election by consensus" the makeup of the executive may change to reflect that consensus.

#### 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 power to call Members Council.
- h. Between them, run all weekly meetings.
- i. The president shall serve as the representative of the club in official capacities (such as presenting to the KUCSC) unless otherwise agreed.

(2) Main Production Director

- a. Be responsible for all elements of the King's Players main production. All elements from show selection to scheduling are at their discretion.
  - i. Main Production director should not schedule rehearsals to conflict with King's Players weekly meetings unless agreed to with the President.
- b. President / Vice President may be the main production director if (s)elected.

(3) The Treasurer will:

- a. Oversee all financial dealings of the club (including main production);
- 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.

(4) 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 15<sup>th</sup>.
- 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 (3) 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) Main (Musical) Production Director Selection

The King's Players recognize that the main production director plays a special role in the professional operation of the company and requires specialized skills to perform their role effectively. To ensure continuity of leadership, the main production director is selected by the previous director.

- a) The director of the current year's main production, as well as the President and Vice President of the club will select the director of the main production.
- b) That director should put out a call for interested parties to meet with them and submit an application form.
- c) Following meeting with the candidates the current director, President and Vice President make the selection.
- d) Once the selection is made, the candidate must come before the club for a vote. The candidate must be approved by 60% of the present voting members.
  - a. Should the candidate be declined by the membership, the director of the current production must select a different director until one is approved by the membership.
- e) Main Production director can hold the position of President of Vice President within the club. If they do not, they become the fourth member of the executive (President, Vice President, Treasurer, Director).

### (1b) Secondary (Drama) Production Director Selection

The King's Players recognize that the secondary production director plays a special role in the professional operation of the company and requires specialized skills to perform their role effectively. To ensure continuity of leadership, the main production director is selected by the previous director.

- f) The director of the current year's secondary production, as well as the President and Vice President of the club will select the director of the secondary production.
- g) That director should put out a call for interested parties to meet with them and submit an application form.
- h) Following meeting with the candidates the current director, President and Vice President make the selection.
- i) Once the selection is made, the candidate must come before the club for a vote. The candidate must be approved by 60% of the present voting members.
  - a. Should the candidate be declined by the membership, the director of the current production must select a different director until one is approved by the membership.
- j) Main Production director can hold the position of President of Vice President within the club. If they do not, they become the fourth member of the executive (President, Vice President, Treasurer, Director).

### (2) Election by Consensus Policy of the King's Players:

As a close-knit club, the King's Players may choose to avoid the election process by running an "Election by Consensus". The goal of this process is to encourage consensus and team building, as well as a sense of continuity of leadership within the club.

a) Election by Consensus Procedure

- a. President & Vice President of the Club announces plans for an election by consensus.
  - i. President may choose to go straight to General Election if they wish.
  - ii. Election by Consensus must be agreed to by both President and Vice President.
- b. Interested parties declare their intentions to the president to participate and form the leadership core of the club and then meet with the current president and vice president.
- c. After discussion with interested candidates, the current president lays out a leadership structure which must be agreed to by all candidates who are included in it.
  - i. Structure may include more positions than the standard President, Vice President, Treasurer model.
  - ii. Election by Consensus must follow after the selection of the Main Production director, as there is a possibility that they may also become President or Vice President.
- d. Once agreed to by the candidates the proposed structure goes to a vote of the assembled members with one week notice.
- e. Vote must pass with 75% of members present at the vote in agreement.
- f. If the vote does not pass, the current president will have one week to adjust the structure (if they choose to) and attempt the vote again. If the vote fails a second time, the club is required to go to General Election.

(3) General 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.
- Must have at least one season in the club to apply for presidency.
- Must obtain 10 signatures of support from existing members for candidacy (existing members may sign signatures of support for multiple candidates)
- 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 40% 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.
3. Individuals running in the election as well as existing executive are permitted to participate in the vote.

e) General 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 to which candidates can submit their information.
4. Voting will take place in an instant runoff style (ie. If 3 candidates are running, voters rank each candidate in order of preference).
5. Each candidate is assigned a score based on the votes (ie. A ballot that ranks a candidate 1st gives that candidate one point. A ballot that ranks the candidate third gives that candidate 3 points). The candidate with the lowest score is the winner, second lowest score is the runner up.
6. Each candidate may appoint a representative to observe the vote counting.
6. President is determined to be the candidate who wins the election, the runner up 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 their 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) 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 – Alumni

- (1) The King's Players officially welcome graduated UWO alumni to join in to weekly meeting programs and participate in King's Player programs.
- (2) Alumni may participate in small in-house shows, provided members of the executive approve and opportunity is not being taken away from current students.
- (3) Alumni participating in King's Players programs are required to pay membership fees.
- (4) Alumni may not vote in King's Players elections and are not part of member's council.

#### Article 18 – 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.
- (2) Should the King's Players Club be transferred out of the clubs system, this constitution's policies (including election policies, freedom of expression, executive roles, and club mandate) shall be carried forward with the theatre company without change.

Interpretation of this constitution rests with the President of the KUCSC and KUCSC Clubs Commissioners.

FIGURE A: STANDARD ELECTION DIAGRAM

