

ROYAL CITY MUSICAL PRODUCTIONS INC. CONSTITUTION, BY-LAWS AND POLICIES REVISED May 15 2013

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 caliber entertainment to the citizens of Guelph and environs through the presentation of Broadway style musicals and plays 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) 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 willful 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. Notice of each meeting shall be telephoned or emailed 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. An Emergency Meeting may be called by the President if there is a time-sensitive issue to discuss. In this case, all Directors must be contacted, agree to attend or give their written proxy by email. These emails will be attached to the minutes of the Emergency Meeting.

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 fulfill 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 Board reserves the right to appoint new committees as required. The following shall be standing committees of the Corporation which function and meet on a regular basis:

a. Nomination Committee

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

b. Artistic Direction Committee

The artistic direction committee is responsible for providing recommendations to the board for the artistic mandate of the company. This committee makes recommendations for show choices and nominates candidates for show direction.

c. Social Committee

The social committee is responsible for the planning and execution of membership-based events as well as for the general communication with the membership that is not carried out by the publicity committee. The committee is charged with keeping the membership engaged and active within the company.

d. Resource and Facilities Committee

RCMPI receives about 70% of its revenues directly from ticket sales for shows leaving a significant challenge to ensure the viability of the company. RCMPI receives funding from a variety of sources including members, local businesses and local government. This committee is responsible for spearheading fundraising initiatives and grant applications. As well, the committee is mandated with analyzing the needs of the company for facility space for rehearsal, storage, set building and performance.

e. Publicity Committee

The Publicity Committee is responsible for advertising the Company and its productions using the annual budgeted funds.

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. Sponsors are notified of meetings by the Resource and Facilities Committee.

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 or Financial review, and the Report of the Nomination 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 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 December 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 May 15, 2013.

PRESIDENT: ___Karen Allen_____

SECRETARY: _____Judy Steibelt_____

This Constitution is hereby signed by all Directors of the Corporation pursuant to the Business Corporation Act, this day of _____May 15, 2013_____.

RCMPI – Approved Policies

The following policies represent all the set policies as recognized by the Board as of June 17, 2012 and ratified at the AGM on May 15th 2013

1. Selection Of Board Of Directors (May 2013)
2. Payment of Honoraria (May 2013)
3. In-camera Procedures (May 2013)
4. Selection of Show Directors (May 2013)
5. Budget Review Procedure (Dec 2004)
6. Use Of Personal Information Policy (11-Aug-2005)
7. Third Party Borrowing Policy (May 2013)
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)
12. Cast Fee Policy (May 2013)
13. Membership Fee Policy (May 2013)
14. Volunteer Hours Policy (May 2013)

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 Nomination Committee to search for candidates for the successive Board of Directors.
2. The Nomination Committee will be composed of five members of the current Board, including the Vice-President, who will chair the committee.
3. The Nomination 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 offstage, 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
 - vi) Have a skill set necessary to fill an Executive position
4. Following its search process of contacting prospective candidates to determine their interest to serve on the Board of Directors the Nomination 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 Inc, therefore, to present honoraria, in certain circumstances, to individuals for production contributions.

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 fulfill a particular position.
3. The gift 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 honoraria:
 - a) The expertise of the individual(s) and the amount of planning time required for the position.
 - b) The essential nature of the contribution 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 the gift.
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 a Board 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

It is the policy of Royal City Musical Productions Inc. (RCMPI) to empower the Artistic Direction Committee to recommend names of candidates to direct its shows to the Board of Directors.

A - Composition of the Artistic Direction Committee

1. The Artistic Direction Committee shall be composed of members of the Board of Directors and members 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 shows and Directors for the positions of Artistic Director, Musical Director and Choreographer. The list of potential shows and/or applicants will be presented to the Board.
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 its recommendation of a show and a directorial team.

C - Guidelines 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 their 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) Technical Rehearsals
 - e) Opening Night Performance
 - f) Post-production reports
8. Candidates will have declared willingness to abide by RCMPI requirements by completing and signing a Director's Contract.

BUDGET REVIEW PROCEDURE

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.

Procedure

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. 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.
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 section 1 above. If the request falls outside of the parameters of the approved budget, the specific expenditure must be reviewed and approved by 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.
4. Upon approval of the revision to the budget, the Treasurer will issue the cheque as requested and enter the expenditure as outlined in section 1 above. 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.
5. The approved Budget is given to the Directorial Team of each show by the Board of Directors before contracts are signed. If the intent of the Directorial Team is to exceed any of the line items, Board approval must be sought and received.

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.

1. This policy is intended to address the requirements of the Freedom of Information and Protection of Privacy Act (FIPPA)
2. As RCMPI does not currently engage in any commercial activities with respect to the personal information collected, the provisions of the FIPPA act do not apply.
3. If this situation changes, this policy will need to be updated accordingly.
4. In spite of the exemption provided in FIPPA 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.

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.

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.

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 individual's information when multiple contacts are included in an informational mailing.

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.

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 is 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 Chair.

The assets of RCMPI fall under three general categories:

- Costumes and Properties
- Set pieces
- Piano / Amplifier and Seat (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 appropriate designated member designated or a member of the Board of Directors. Such a person will be responsible for clearing the request with the Production team of the upcoming show. If no conflict exists, the Facilities Chair (or designate) is to be notified (via email or phone) 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 an agreement on any permanent alteration (paint on a set or prop, or costume alteration) has been reached with the Facilities Chair or designate.

The asset must be returned by the date agreed to. The Facilities Chair (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 organization that relies on the contribution of many for its ongoing operation.

It is the privilege of the Board to recognize 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 recognize 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
2. The Board may consider nominations from the membership for this award, but only those awarded will be notified.
3. 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

Purpose:

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.

Policy:

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 or Board.

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

CAST FEE POLICY

The Cast Fee is set by the board for each show and is only applicable to cast members and is not applicable to any of the production or technical staff.

The Cast Fee is mandatory.

A Family Policy for the cast fee will be created at a declining rate for each show. The Cast Fee will be used to help cover company costs related to performance rights and/or facility rental.

Under special circumstances, cast fees may be reduced or waived on a case by case basis at the discretion of the Board.

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

Membership Fee Policy

The cost of the annual Membership Fee is decided by the Board. Due in September, it is in effect from September 1st to August 31st. All Board members, Committee members, cast and crew are required to pay the annual Membership Fees.

VOLUNTEER HOURS

(2013)

Purpose:

Royal City Musical Productions Inc. is a volunteer organisation that relies on the contribution of many for its ongoing operation. The success of a show is dependent on efforts that go beyond the scope of the work of the production team. Each show must call upon the assistance of its cast in order to achieve many of its financial, logistical, and publicity.

Policy:

In order to promote engagement and fairness, a minimum of **five** volunteer hours are required during each show from each cast member or their agent on their behalf. This commitment is to be secured by a \$50 deposit which will be collected by the Administrative Co-ordinator at the show's first rehearsal, and returned upon completion of the cast member's volunteer hours.

If a cast member would prefer to pay the \$50 and forgo volunteering, the Administrative Co-ordinator should be informed at the first rehearsal.

While cast members are encouraged to exceed the five hour volunteer hour requirement, they must complete the minimum of five hours in order to have their volunteer deposit returned. There will be no pro-rating of contribution.

Volunteering opportunities will be distributed to the cast over the course of the show, however neither the Board nor the Production Team will be responsible to guarantee any amount of volunteer opportunity. Each cast member is responsible to ensure they perform their minimum volunteer requirement.

Cast members may propose their own volunteer contributions. These proposals should be submitted, in writing, to the Administrative Co-ordinator. The Administrative Co-ordinator will approve the proposed volunteer activity, or may consult the Board for a vote on approval of the volunteer activity. If approved, the cast member may perform this activity towards their volunteer hour commitment.