



**Invitation**  
**Annual General Meeting for the 2022-2023 Season**  
**Wednesday, August 23, 2023 at 7:30 p.m.**  
**By ZOOM**

Hello Members of Scarborough Players,

**Invitation to your AGM**

**Mark Your Calendars – Wednesday, August 23 at 7:30 p.m. on ZOOM**

We are looking forward to our AGM to celebrate the work accomplished in our 2022-2023 Season. Once again, we will be hosting this AGM on ZOOM to ensure that all our members will feel safe to gather.

This is the Registration Link to register.

[https://us06web.zoom.us/meeting/register/tZAuduCoqjgiHnHxuwEC\\_LERUxjizYcrlWlu](https://us06web.zoom.us/meeting/register/tZAuduCoqjgiHnHxuwEC_LERUxjizYcrlWlu)

Note: After registering, you will receive a confirmation email containing the actual ZOOM link to join the meeting. Please pin or save to easily find on August 23<sup>rd</sup>.

The AGM is your opportunity to engage in the work of this past year and be a part of moving forward. Our AGM also provides opportunities to meet and see friends and colleagues again and to renew acquaintances. There will be an overview of the past season and a view to the next season. Your participation matters!

Due to the impact of the pandemic and the difficulty in gathering or in participating in a production, renewing membership has been difficult. The current membership fee this year is **\$20 for individuals** and **\$30 for family**. There will be a vote on fees as part of the AGM. Since we are returning as much to normal as possible this upcoming season, your membership fee will once again include free access to any Players' show, depending on availability of seats, and 50% off for up to 4 tickets to the opening night of any Scarborough Players, Scarborough Theatre Guild or Scarborough Music Theatre show. Currently, you may renew your membership online (TS Website under Buy Tickets and retail).

For these benefits and others, renewing membership for 2023-2024 will be required. Remember, if you have been a member for 12 years, you become a Life Member. Also, if you serve on the Board, membership is given.

Not only does the AGM provide an opportunity to review the work of your Board of Directors but provides you an opportunity to step forward to serve on your Board for the 2023-2024 Season.

There will be an election of our Board of Directors. If you are interested in serving on the Board please send a note to Ciara Crozier at [ciaracrozier@gmail.com](mailto:ciaracrozier@gmail.com) indicating your interest and the Board position of interest to you.

New members bring new ideas and are most welcomed. Information about your role as a member and the various Board positions are listed below. For your consideration -

## Membership and Board Responsibilities according to our current Constitution

Note: Though our current Constitution- bylaws are under review, this AGM will as of this date, operate under the current bylaws.

### I. MEMBERSHIP

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- a) Membership shall be open to all persons aged EIGHTEEN and over.
- b) Associate Membership shall be open to all persons *under* the age of EIGHTEEN.
- c) Life Membership shall be granted to any person who has been a member for 12 full and consecutive years.
- d) The Theatre Coordinators shall be granted membership to the Scarborough Players with all rights and privileges of a member.

### II. MEMBERSHIP PRIVILEGES AND RESPONSIBILITIES

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- a) In this constitution, the term 'member' shall be any person who supports the objectives of Scarborough Players to the satisfaction of the membership.
- b) Any individual who agrees to serve on the Board shall enjoy membership privileges without payment of dues while serving on the Board
- c) Each member shall have the right to vote at the Annual General Meeting or any Other General Meeting.
- d) A member shall be eligible to be nominated for any office on the Board, with the following exceptions: The positions of President and Treasurer are open to nominations of only those persons who have been members in good standing for the past two full and consecutive years.
- e) Members are encouraged to assist the Players by undertaking a variety of tasks and/or duties other than those of acting and directing. Duties may include things such as Unit cleanups, committee participation, make up, backstage crew, painting, etc.
- f) Life Members shall enjoy all the privileges of membership, without payment of dues.
- g) An associate member has all privileges and responsibilities of a member with the exception of voting privileges and election to the Board.

#### 1. MEMBERS OF THE BOARD

- a) The Board shall consist of: President, Vice-President, Treasurer, Secretary, Publicity & Marketing Coordinator, Membership Coordinator, Front of House Coordinator, and up to five Members At Large
- b) The Board may also include the Past President. This position is available, if so desired by the individual, to the immediate Past President in relation to the newly elected President.
- c) All Board members shall be entitled to vote at all Board Meetings.
- d) There shall be two signing officers: President and Treasurer.

#### 2. TERMS OF OFFICE

- a) Members of the Board shall be elected for a term of one year.
- b) No member of the Board shall hold the same position on the Board for more than three consecutive years unless the membership agrees to waive this stipulation due to special circumstances.
- c) The Past President position is served for one year in succession of his/her term regardless of the duration of the term or terms of the newly elected President.

3. PRESIDENT

- a) Shall call all Board Meetings and act as Chair.
- b) Shall ensure that all provisions in this constitution are implemented.
- c) Shall ensure that all Board members perform their particular duties.
- d) Shall represent the Players at Playhouse 66/Theatre Scarborough meetings when available.
- e) Shall be a signing officer.
- f) Shall be an ex-officio member of all committees.
- g) Shall perform such other duties as the Board may direct.

4. VICE-PRESIDENT

- a) Shall assume the duties of the President when the President is unavailable.
- b) Shall perform such other duties as the Board may direct.

5. TREASURER

- a) Shall receive and pay out all monies of the Players and shall record all such transactions in books provided by the Players.
- b) Shall be responsible for accounts payable i.e. rent, insurance, utilities, telephone, etc.
- c) Shall deposit all funds on hand in the bank account of the Players.
- d) Shall be a signing officer.
- e) Shall prepare a financial statement for each Board meeting.
- f) Shall issue a balanced statement of receipts and disbursements for the fiscal year end at the Annual General Meeting.
- g) Shall promptly deliver to a successor all records and monies.
- h) Shall be available for the yearly audit, to provide information and present the books to the auditors.
- i) Shall perform such other duties as the Board may direct.

6. SECRETARY

- a) Shall record the minutes of all meetings.
- b) Shall provide the Board with minutes of the previous meeting.
- c) Shall notify the Board and the membership of all meetings (this may be done through the Monthly Newsletter).
- d) Shall notify members of their appointment to committees.
- e) Shall keep lists of all members, committee Chairs and committee members.
- f) Shall keep and turn over to a successor all books, papers and other properties pertaining to this office.
- g) Shall undertake the correspondence of the Players and file copies of all such correspondence, e.g. Act-Co, etc.
- h) Shall perform such other duties as the Board may direct.

7. PUBLICITY & MARKETING COORDINATOR

- a) Shall approach all media for external advertising and promotional purposes.
- b) Shall ensure that all promotional materials are accurate, appropriate and prepared for issuing deadlines and that costs of same are approved by the Board.
- c) Shall send out reminders to media, organize promotional meetings and ensure a representative from the Players is available for greeting purposes.

- d) Shall arrange for complimentary tickets to be available for reviewers, special groups, adjudicating committee members, etc.
- e) Shall assist in and be an ex-officio member of the Playhouse 66/Theatre Scarborough Publicity and Marketing Committee, as well as any grants, sponsorships, and fundraiser committees or initiatives.
- f) Shall perform such other duties as the Board may direct.

8. MEMBERSHIP COORDINATOR

- a) Shall meet and provide orientation to all new members.
- b) Shall collect membership dues, issue a membership card and surrender all monies collected to the Treasurer.
- c) Shall prepare and issue a membership list, and keep this list accurate throughout the membership year.
- d) Shall contact members who have not renewed their membership, with reminders to consider renewing membership and the ongoing benefits of being a member
- e) Shall assist the Editor of the Monthly Newsletter by providing a supplementary list of new members after the casting of each new show.
- f) Shall issue a copy of the constitution to all members on an annual basis.
- g) Shall perform such other duties as the Board may direct.

9. FRONT OF HOUSE COORDINATOR

- a) Shall ensure that the minimum of number of members or friends as required by Playhouse 66/Theatre Scarborough Front of House Policy are available each performance night to distribute programs and take tickets, and shall appoint one of these persons House Manager, to carry out the Playhouse Front of House Policies for the Theatre (Appendix C).
- b) Shall perform such other duties as the Board may direct.

10. MEMBER(S) AT LARGE

- a) Shall perform such duties as the Board may direct.

11. PAST PRESIDENT

- a) Shall act as an advisor to the President.
- b) Shall hold this position for one year.
- c) Shall perform such other duties as the Board may direct.

We look forward to seeing you on ZOOM on Wednesday, August 23, 2023 at 7:30 p.m. on ZOOM

Thanks so much

Take Care

Katherine

On behalf of the Scarborough Players Board