

Youth Theatre Coalition Constitution

1. Identity

- A. The name of the organization is the *Youth Theatre Coalition* also known as the *Y.T.C.*, which will be the shortened name of the organization.

2. Purpose

The *Youth Theatre Coalition* will

- A. Provide a learning experience for youth in all aspects of theatre and musical theatre.
- B. Provide youth with opportunities to work alongside adult mentors who are active in the local community.
- C. Provide youth with opportunities to participate in theatrical and/or musical workshops at least once a year.

3. The Constitution

- A. The *Youth Theatre Coalition* Constitution will be the governing document over the organization and will be considered the authority on all *Youth Theatre Coalition* activities.
- B. Any activity that is deemed unconstitutional by 75% of the Board of Directors will not be considered.
- C. This document will be considered effective on the day it is signed by the original board of directors. The constitution was signed on January 12 of 2009.

4. Constitutional Amendments

- A. Any member of the *Youth Theatre Coalition* may make a motion to amend this constitution.
- B. The Board of Directors will vote on constitutional amendments, not every member of the *Youth Theatre Coalition*.
- C. Any amendment must be tabled at least two (2) weeks prior to being voted on by the Board of Directors.
- D. For an amendment to carry, seventy-five percent (75%) of the Board of Directors must vote in favour of the amendment.

5. Provisions

- A. The organization will be carried on without purpose of gain for its members, and any profits or other assets of the organization will be used to solely promote and carry out its objectives.

6. Member Eligibility

- A. In order to be a member of the *Youth Theatre Coalition*:

- a. One must be an age from ten (10) to twenty (20). However the Board of Directors reserves the right to allow younger members into the organization based on maturity and organization.
 - b. One must have filled out the membership form and paid the membership fee.
- B. Membership status may be revoked by the Board of Directors if it seems that a member has shown constant misconduct or has defiled the name of the *Youth Theatre Coalition*.

7. Fiscal Year

- A. The fiscal year will begin on September 30 and end on September 29.
- B. At the Annual General Meeting the exiting Treasurer will provide to the newly elected Board of Directors, a proposal budget. The incoming Board of Directors will then take that proposal budget and build upon it for their term as governing officials.

8. The Annual General Meeting (AGM)

- A. The Annual General Meeting will be held once every year in September.
- B. At the Annual General Meeting a new Board of Directors will be nominated and elected by the members of the *Youth Theatre Coalition*.
- C. The exiting members of the Board of Directors will present a detailed yearend report that recaps the occurrences throughout the past year.
- D. The Treasurer will present a proposal budget to the incoming Board of Directors for the next fiscal period.
- E. The Annual General Meeting will be held under “Robert’s Rules”.

9. Governing Officials

- A. The organization will elect new officials every year. The term of office for each official will last one year from two weeks after the date of election.
- B. If an official relinquishes his or her position before their term is due the Board of Directors may appoint an interim member to take the empty position for the rest of the term. The board of directors may also decide that it is not necessary to fill the position and in that case the position will remain unfilled until the next election.
- C. All positions on the Board of Directors will be elected; the only time an official will be appointed will be if the case occurs listed in section 13, subsection B in this document.
- D. To run for the positions of President, Vice-President, or Treasurer one must be a member of the *Youth Theatre Coalition* and at least sixteen (16) years of age and not a previously impeached member.
- E. To run for the positions of Executive Director, Secretary, or Director one must be a member of the *Youth Theatre Coalition* and not a previously impeached member.

10. Impeachment

- A. Any member of the Board of Directors can introduce a motion of non-confidence in a member on the Board of Directors, if he or she feels that the member in question has greatly ignored their duties.
- B. The member being impeached upon must be given two (2) weeks notice before the motion is tabled.
- C. At the meeting when the impeachment is tabled, a discussion shall ensue between the member who is being impeached upon and the member who introduced the motion of non-confidence. They must provide the reasons for their opinions.
- D. After the discussion between the two specific members the entire Board of Directors will engage in a discussion about the motion of non-confidence.
- E. A vote will then happen, 75% of the Board of Directors must vote in favour of the motion of non-confidence in order for the member in question is relieved of his or her position on the Board of Directors.
- F. Impeached members will never be allowed to run for a position on the Board of Directors again.

11. **The Board of Directors**

- A. The *Youth Theatre Coalition*'s governing body will be the Board of Directors.
- B. The Board of Directors will be made up of 6-11 people who are elected by members of the *Youth Theatre Coalition* that attend the Annual General Meeting.
- C. The positions on the Board of Directors will be:
 - 1 President
 - 1 Vice-President
 - 2 Executive Directors
 - 1 Secretary
 - 1 Treasurer
 - 0-7 Directors
- D. The Board of Directors must be elected at the Annual General Meeting held in September.
- E. The newly elected Board of Directors will take their positions officially exactly two weeks after the Annual General Meeting. Therefore the current Board of Directors will govern officially until two weeks after the Annual General Meeting.
- F. Will meet once a month (monthly).
- G. Will meet with the Advisory Council once every two months.
- H. Will select a musical or play to be produced by the *Youth Theatre Coalition* by voting on three nominated plays presented by the Directors on the *Youth Theatre Coalition*.
- I. Will listen very closely and take seriously the advice presented by the Advisory Council.
- J. Will ensure the operation of the *Youth Theatre Coalition* runs smoothly.
- K. Has the right to revoke membership status if a member has shown constant misconduct and/or defiled the name of the *Youth Theatre Coalition*'s Board of Directors. The Board

of Directors will take a vote on whether the member should be ejected from the organization. The Board of Directors must agree unanimously on the ejection of a member before their membership status will be revoked.

12. Unfilled Positions

- A. If the positions of President or Vice-President are not filled at the Annual General Meeting the existing elected officials shall find and appoint someone to the position(s).
- B. If the positions of Treasurer, Secretary, Executive Directors, or Directors are not filled at the Annual General Meeting the existing elected officials may choose to find and appoint people to the unfilled position(s) or to let the positions remain unfilled until the next Annual General Meeting.
- C. If the existing elected officials choose to let the positions go unfilled then they themselves are responsible for taking on the roles involved in each unfilled position.
- D. Sixty five percent (65%) of the members of the Board of Directors must be present to have achieved quorum.

13. Meetings of the Board of Directors

- A. All members of the Board of Directors are expected to attend every meeting.
- B. Seventy-five percent (75%) of the Board of Directors must be present for any amendments, impeachments, or any other type of proposal or proposition to be voted upon.
- C. The Board of Directors will meet twice every month (bi-monthly).

14. The Roles and Responsibilities of the Members of the Board of Directors

- A. President
 - a. There will be one (1) elected to the Board of Directors for each term.
 - b. Will represent the members of the *Youth Theatre Coalition*.
 - c. Will be available to answer all questions, concerns, and complaints, honestly and truthfully and to the best of his or her ability.
 - d. Will consult the Advisory Council and the other members of the Board of Directors on matters of great significance
 - e. Will set the agenda for all Board of Directors meeting, all Advisory Council Meetings, and all other meetings that are held under the *Youth Theatre Coalition's* name, including the Annual General Meeting.
 - f. Will take great responsibility in the peaceful operation of the *Youth Theatre Coalition*.
 - g. Will chair all meetings held under the name of the *Youth Theatre Coalition*.
 - h. Will delegate projects and responsibilities to other members of the Board of Directors.

- i. Must attend most, if not all, meetings, activities, and projects held under the *Youth Theatre Coalition* name.
- j. Must ensure that the quality of events, meetings, activities, and projects is maintained.
- k. Will consult the appropriate people on the Advisory Council for guidance and suggestions.

B. Vice-President

- a. There will be one (1) elected to the Board of Directors for each term.
- b. Will assume the role of the President in the President's absence at meetings, events, and activities.
- c. Will assist the President with his or her responsibilities, as defined in section nine (9), subsection A, of this constitution.
- d. Will act as a liaison between the Board of Directors and all parties within and outside of the *Youth Theatre Coalition*.
- e. Will be in charge of ensuring that the *Youth Theatre Coalition* Constitution is followed at all times.
- f. Will consult the appropriate people on the Advisory Council for guidance and suggestions.

C. Executive Directors

- a. There will be two (2) elected to the Board of Directors for each term.
- b. Will work together to plan and carry out fundraisers for the *Youth Theatre Coalition*.
- c. Will work together with the Treasurer and the President to plan a fundraising budget for their term on the Board of Directors.
- d. Will speak at every meeting of the Board of Directors about past, current and upcoming fundraising.
- e. Will consult the appropriate people on the Advisory Council for guidance and suggestions.

D. Treasurer

- a. There will be one (1) elected to the Board of Directors for each term.
- b. Will assume the role of the President in the President's and Vice-President's absence at meetings, events, and activities.
- c. Will work together with the President and Vice-President to prepare a yearly budget.
- d. Will keep and maintain records of all financial transactions.
- e. Will present an updated budget at every Board of Directors meeting.
- f. Will present a proposed budget to the incoming Board of Directors at the Annual General Meeting.
- g. Will be in charge of keeping track of all membership fees given to him or her by the secretary.
- h. Will consult the appropriate people on the Advisory Council for guidance and suggestions.

E. Secretary

- a. There will be one (1) elected to the Board of Directors for each term.
- b. Will record the minutes of all Board of Directors meetings, Advisory Council Meetings, and any other meeting held under the name of the *Youth Theatre Coalition*.
- c. Will send the minutes of each meeting to the involved parties via email.
- d. Will be responsible for the keeping of attendance records for all meetings held under the name of the *Youth Theatre Coalition*.
- e. Will be in charge of keeping and maintaining all records pertaining to the meetings, activities, projects, and events.
- f. Will be in charge of collecting all membership forms and adding new members into the records.
- g. Will be in charge of collecting all membership fees with the membership forms and passing the fees onto the treasurer with a detailed list of whose membership fees they are.
- h. Will consult the appropriate people on the Advisory Council for guidance and suggestions.

F. Directors

- a. There will be zero to five (0-5) elected for each term.
- b. Will form a musical/play selection committee to select a play or musical.
- c. Will present three selections to the Board of Directors where the Board of Directors shall take a vote on the play or musical to produce.
- d. Will find and approach people to take on positions in the production of the play/musical (ex. Director, Musical Director, Producer).
- e. Will ensure that the production of the play or musical runs smoothly.
- f. Will give progress reports on the production of the play or musical to the Board of Directors.
- g. Will work to publicize the *Youth Theatre Coalition*.
- i. Will consult the appropriate people on the Advisory Council for guidance and suggestions.

G. General Guidelines

- a. All members on the Board of Directors are expected to attend all meetings, activities, events, or projects that are planned by the *Youth Theatre Coalition* and assist in any way possible.
- b. All members of the Board of Directors are expected to interact politely and kindly with all parties within and outside the *Youth Theatre Coalition*.
- c. All members of the Board of Directors are reminded that they represent all members of the *Youth Theatre Coalition* at meetings and in the community.
- d. Each member of the Board of Directors shall be ready and willing to form and head committees.

15. Resignation

- A. If a member on the Board of Directors chooses to resign before the end of their term the remaining Members on the Board of Directors will decide if the position needs to be filled before the Annual General Meeting.
- B. If the remaining members on the Board of Directors decide to fill the vacant position then an interim member will be appointed by the Board of Directors.
- C. If the remaining members on the Board of Directors decide not to fill the vacant position then the position will remain empty until the next Annual General Meeting. In that case the remaining members on the Board of Directors will take on the roles involved in the unfilled positions.
- D. If the President resigns before the end of his or her term then the Vice-President will assume the position of President. The Board of Directors will then find and appoint a member of the *Youth Theatre Coalition* to become the new Vice-President.

16. Advisory Council

- A. The purpose of the *Youth Theatre Coalition* Advisory Council will be to assist the *Youth Theatre Coalition's* Board of Directors in the smooth operation of the organization.
- B. The members of the Advisory Council will be selected and approached by the Board of Directors.
- C. The Advisory Council will meet once every two months with the Board of Directors to discuss problems that the *Youth Theatre Coalition* is facing and find solutions to those problems.
- D. The Advisory Council will hold no authority over the organization but the Board of Directors will listen very closely and act seriously to the advice presented by the Advisory Council.

We, as the elected members of the *Youth Theatre Coalition* Board of Directors place this constitution into effect including the constitutional amendments as the governing document over the *Youth Theatre Coalition*. We also swear to uphold and abide by the constitution as the elected leaders of the organization.

Original Board of Directors:

Tyler Livingstone - President
Lacey Mooney - Vice-President
Sabrina Perry - Secretary
Hannah Dyck - Executive Director
Claire Porteous - Executive Director
Kirsten Haylow - Director
Taylor Gammon - Director

Jantien Sneyd - Director
Rachael Jones - Director