

HUDSON PLAYERS CLUB

BY-LAWS

1. NAME

The name of the club is “The Hudson Players Club”

2. CLASSES OF MEMBERS

- a. Honorary Life Members:
Approved at an Annual General Meeting, on recommendation of the Executive, for long-term contribution to the Club. Exercise all rights and privileges of Senior Members. Do not pay membership fees and receive complimentary tickets for major productions. This class also includes Past Presidents no longer resident in Hudson, but these do not receive the tickets.
- b. Senior Members:
21 years of age and over
- c. Junior Members:
Not yet 21 years of age

3. MEMBERS OF EXECUTIVE

- a. Officers are President; Vice-President; Secretary; Treasurer.
- b. Chairs of Committees are currently Activities, Membership, Publicity, Social, Stage and Communications.
- c. Officers and Chairs on Executive elected by voting Members at Annual Meeting. Expected to serve for a 2-year period. Desirable to arrange election of half the number in any one year to ensure continuity.
- d. On vacancy occurring by resignation or otherwise, position filled by appointment of Executive until the next Annual General Meeting. Only Senior or Life Members in good standing are eligible for election or appointment to the Executive.
- e. An Officer or Chair failing to attend 3 consecutive meetings of the Executive may, at the discretion of the President, be requested to relinquish office, and if so requested must resign.

- f. At the discretion of the President, the same individual may hold more than one position/office concurrently; a position may be left vacant; a new position or positions created. All such arrangements are subject to approval by vote at the next Annual General Meeting if not already approved at the time of election of the Executive as a whole.
- g. The voting membership of the Executive shall not exceed 10. Quorum is 5, or 50% of total voting membership.
- h. The immediate Past President is a member of the Executive having a voice but no vote.

4. DUTIES OF OFFICERS

- a. President:
 - Chief Executive Officer, exercises general supervision and affairs of the Club
 - Presides at meetings of the Club and of the Executive, has casting vote in addition to his/her own vote as a Member in case of tied vote
 - Member, ex officio, of all committees of the Club
 - Chair of Production and Nominating Committees (Points 5 and 6)
 - Writes report for AGM
- b. Vice President:
 - In case of absence of the President, or in case of President's temporary disability, exercises the powers and performs the duties of the President
- c. Secretary:
 - Keeps minutes of all meetings of Club and Executive
 - Conducts correspondence under direction of President
 - Issues notices of all meetings of Club and Executive
 - Issues minutes of previous meeting to Executive prior to next meeting
 - Reserves halls for play-reading rehearsals and performances
 - Reserves halls for monthly meetings
- d. Treasurer:
 - Has charge of, is responsible for, all monies of the Club, depositing them in a chartered bank approved by the Executive.
 - Pays all debts and accounts after approval by the Executive
 - Collects all annual fees, assessments and other revenues approved by Executive.

- Prepares for approval by Executive, and presents at each Annual General Meeting, a balance sheet and statement of revenue and expenses for the preceding financial year (begins May 1st: ends April 30th)
- Approves accounting procedures for each show and for expenditures by Chairs of Committees.

5. PRODUCTION COMMITTEE:

- President (Chair), Treasurer, Chair of Activities, Chair of Stage, Producer (when appointed)
- Responsible to the Club for the success or failure of each show
- Determines the number, dates, venue and character of productions undertaken each year. Announces plans sufficiently in advance (4 months)
- Obtains scripts, settles royalties for each production
- Selects Director, Producer and Stage Manager for each production
- Arranges for auditions at least 14 weeks before the date of production.
- Assists the Director with casting
- Arranges first rehearsal space
- Ensures preparation of budget for show and its submission to Executive for approval

6. NOMINATION COMMITTEE:

- President (Chair) plus 2 others from general membership
- Is appointed no later than April 1st
- Reports list of nominations for Executive and other positions for following year, to the current Executive not later than May 1st
- Invites nominations from Members for positions on Executive, or other positions, to be submitted in writing with two signatures by April 30th
- Presents slate of nominations at Annual General Meeting. Where two or more nominations for any position have been received (in writing or from the floor or both) supervises the conduct of voting on the candidates

7. ACTIVITIES COMMITTEE: Chair plus others recruited or appointed

- Arranges a monthly program of activities of a theatrical nature in which all members may participate (allowing for major productions)
- Locates and acquires scripts
- Recruits directors to undertake play-readings and assists them in finding suitable scripts

- Organizes the work of a Play-Reading Committee with a view to selection of major productions as well as of readings
- Is member of Production Committee
- Writes and presents a report at the Annual General Meeting

8. SOCIAL COMMITTEE; Chair plus others recruited or appointed

- Organizes all social activities of the Club: Cast parties, seasonal parties, refreshments at monthly meetings and other meetings
- Arranges locales of parties, plans with and assists hosts and hostesses with dispositions of furniture etc, arranges for cleanup if necessary with paid help
- Maintains inventory of Club bar, recruits Barman
- With agreement of Executive sets fees for each party and arranges for its collection at the door
- Organizes the provision of food in buffet or other style according to the situation
- Keeps account of income and expenditures, submits annual statement to the Treasurer
- Writes and presents a report at the Annual General Meeting

9. MEMBERSHIP COMMITTEE: Chair plus others recruited or appointed

- Maintains up-to-date list of members with street and email addresses and telephone numbers. Supplies copies of such lists to Executive and to others if required
- Maintains a list of members desiring active participation in the club for use by the Production Committee
- Recruits members by circulation of notices etc and by personal approach at parties, readings etc
- Obtains payment of membership fees and issues membership cards accordingly
- Terminates Newsletter distribution to non-paying members after due warning
- Organizes a Telephone Committee for rapid communication of urgent news to club members
- Arranges for collection of door fees at each monthly meeting
- Keeps an account of monies taken and submits annual statement to treasurer
- Writes and presents a report at the Annual General Meeting

10. PUBLICITY COMMITTEE: Chair plus others recruited or appointed

- Arranges for newspaper articles and radio announcements
- Arranges for posters, banners, paid advertisements of all kinds
- Arranges for photographs of current productions to be taken.
- In collaboration with Archivist, arranges for displays concerning past and present productions as appropriate
- Ensures safe keeping of all publicity material

11. STAGE COMMITTEE: Chair plus others recruited or appointed (Costumes)

- Responsible for stage materials and equipment, properties, lighting, make-up and costumes belonging to the Club
- Responsible for the readiness of the above for use in productions
- Arranges for upkeep, repairs and storage
- Maintains an inventory of the above and records all loans of equipment
- Recruits and trains backstage personnel in anticipation of productions
- Grooms potential stage Managers
- Is member of Production Committee
- Writes and presents a report at the Annual General Meeting

12. COMMUNICATIONS COMMITTEE: Chair plus others recruited or appointed

- Responsible for the prompt production of the monthly newsletter within 7 days of the last Executive Meeting
- Responsible for informing Club members in writing of any news other than the regular information e.g. AGM information

13. MEMBERS AT LARGE (Non-voting positions):

a. COSTUMES:

- Working with the Stage Committee to maintain and inventory of all costumes
- Ensure their readiness for all production
- Arrange for upkeep, repair and storage
- Record any loans made to other groups
- Work closely with the Production Committee

b. ARCHIVIST:

- Recovers all documents, posters, photographs, crits, tapes etc recording the activities of the Club
- Organizes safe keeping and swift access to all such records

- c. LIBRARIAN:
 - Maintains and operates for the benefit of members a useful library of scripts and technical books

- e. YOUTH LIAISON:
 - Maintains a liaison with Youth Group members
 - Represents the Youth Group and its activities
 - Attends Executive meetings, when applicable, to discuss Youth Group activities and issues

14. MEMBERSHIP:

- a. Annual fees for membership shall be set by the Executive, subject to approval of members at a General Meeting
- b. Each paid-up member is entitled to participate in all productions, play readings, monthly and social meetings and General Meetings of the Club
- c. Each paid-up member is entitled to receive a copy of each Newsletter published
- d. Each paid-up member is entitled to receive a copy of the Club By-Laws
- e. Each paid-up member will receive annually a membership card on payment of the fee and may be required to produce it as evidence of membership when called upon to do so
- f. Each paid-up member may invite one or more guest to attend any of the Club activities (excluding the Annual General Meeting). Appropriate fees will be charged
- g. Only Honorary Life and Senior Members may vote at the Annual General Meetings.

15. GENERAL MEETINGS:

- a. The President, with the approval of the Executive, may call a General Meeting at any time
- b. Any 10 members entitled to vote may call a General Meeting by request in writing to the Secretary and signed by each of them. The President and Secretary will then arrange for the meeting to be held at the earliest feasible date
- c. The Communications Committee shall notify the time and place of each General Meeting to every member entitled to vote, indicating its purpose in summary manner, not less than 5 days before and in the case of the AGM, not less than 10 days before.

- d. The Annual General Meeting is called by the President after consultation with the Executive, before the 31st May but after the end of the Club's financial year on 30th April
- e. The agenda for the AGM shall include:
 - Reception of reports by Officers and Chairs of Committees as required.
 - Reception of the financial statement for the year
 - Election of Officers and Chairs for the ensuing year
 - Ratification of actions requiring approval of the Executive of the previous year
 - Any other business
- f. A quorum shall be constituted by 10 members personally present the meeting
- g. Voting shall be by show of hands, unless any member calls for a ballot. Should a ballot be called for, the President shall appoint 2 scrutineers, from among those present, to count the votes. The scrutineers may vote.

Approved by the Executive
20th April 2005

Ratified by the Membership at the AGM
18th May 2005

Amendment to include Youth Liaison Member at Large
Approved by the Executive
9th May 2006