

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.

b) Adult Members:

18 years of age and over

c) Youth Members:

Not yet 18 years of age

3) MEMBERS OF THE EXECUTIVE

a) Officers are President, Vice-President, Secretary, and Treasurer.

b) Chairs of Committees are Activities, Membership, Publicity, Social, and Technical.

c) Officers and Chairs on Executive are elected by voting Members at the Annual Meeting. They are expected to serve for a 2-year period. They should be re-elected annually.

d) On vacancy occurring by resignation or otherwise, position filled by appointment of Executive until the next Annual General Meeting. Only Adult 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 Executive, be requested to relinquish office, and if so requested must resign.

f) At the discretion of the Executive, 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 50% of the 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:

- i) Chief Executive Officer, exercises general supervision of activities of the Club
- ii) 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 a tied vote
- iii) Member, ex officio, of all committees of the Club
- iv) Chair of Production and Nominating Committees (Points 5 & 6)
- v) Writes and presents a report for at the Annual General Meeting

##### b) Vice President:

- i) In case of absence of the President exercises the powers and performs the duties of the President

##### c) Secretary:

- i) Keeps minutes of all meetings of the Club and Executive
- ii) Issues notices of all meetings of the Club and Executive
- iii) Issues minutes of previous meeting to Executive prior to next meeting
- iv) May reserve halls for club functions
- v) Determines location for Executive meetings

##### d) Treasurer:

- i) Has charge of and is responsible for all financial activities of the Club; depositing funds in a chartered bank approved by the Executive
- ii) Pays all debts and accounts after approval
- iii) Receives all annual fees and other revenues approved by Executive
- iv) 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 January 1st, ends December 31st)
- v) Approves accounting procedures for each show and expenditures by Chairs of Committees.

#### 5) PRODUCTION COMMITTEE

- President (Chair), Chair of Technical, Chair of Social committee, and Producer (once appointed)
- Responsible to the Club for the efficient management and success of each show
- Determines the number of shows, dates, and venue
- Announces plans sufficiently in advance (4 months)
- Obtains scripts, settles royalties

- Selects Director, Producer and Stage Manager
- Arranges for auditions at least 14 weeks before the date of production
- Assists the Director with casting
- Arranges rehearsal space
- Ensures preparation of budget for show and its submission to Executive for approval

6) NOMINATION COMMITTEE

- Chaired by Past President
- Past President (Chair) plus 2 others from general membership
- Is appointed at the Annual General Meeting
- Reports list of nominations for Executive and other positions for upcoming year to the current Executive
- Invites nominations from Members for positions on Executive or other positions to be submitted in writing with two member signatures
- Presents slate of nominations at Annual General Meeting.
- If 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 program of activities of a theatrical nature in which all members may participate
- 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: seasonal parties, refreshments at Executive meetings and other meetings
- Organizes cast parties in collaboration with the Producer
- Arranges locales of parties, plans with and assists hosts with dispositions of furniture etc., and organizes cleanup.
- Maintains inventory of Club bar and supplies
- With agreement of Executive sets fees for each party and arranges for its collection at the door when applicable
- 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
- 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, paid advertisements, radio announcements, social media, and email marketing
- Arranges for all print materials for activities and productions when applicable
- Arranges for photographs of current productions to be taken
- In collaboration with Archivist, arranges for displays concerning past and present productions as appropriate

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

- Responsible for stage materials and equipment, properties, lighting, 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
- Is member of Production Committee
- Writes and presents a report at the Annual General Meeting

12) MEMBERS AT LARGE (Non-voting positions)

a) ARCHIVIST

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

b) YOUTH LIAISON:

- i) Maintains a liaison with Youth Group members
- ii) Represents the Youth Group and organizes its activities in collaboration with the Activities Chair
- iii) Attends Executive meetings, when applicable, to discuss Youth Group activities and issues

iv) Recruits new Youth members

13) 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
- 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.

14) 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 possible date
- c) The Publicity Chair and Secretary 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 May 31st, but after the end of the Club's financial year on December 31st.
- e) The agenda for the AGM shall include:
  - i) Reception of reports by Officers and Chairs of Committees as required
  - ii) Reception of the financial statement for the year
  - iii) Election of Officers and Chairs for the ensuing year
  - iv) Ratification of actions requiring approval of the Executive of the previous year
  - v) Any other business
- f) A quorum shall be constituted by 10 members personally present the meeting
- g) Voting shall be by a 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  
\_\_\_\_\_ (date)

Ratified by the Membership at the AGM  
\_\_\_\_\_ (date)

April 20, 2005

Revisions include:

Ratified by the Membership at the AGM

May 18, 2005

Amendment to include Youth Liaison Member at Large

Approved by the Executive

May 9, 2006