

## **A-Spire Players Inc Standing Policies**

The following is a summary of standing policies as previously agreed to by the Board of Directors and/or the membership:

### PARTICIPATION

In order to ensure that A-Spire Players can continue to put on shows including our in-house productions and hosting visiting groups, all active members, are expected to volunteer annually as either: production crew for another in-house production; technical support for visiting groups; or assisting with support activities including Facilities Management (repairs, cleaning), Volunteer Coordination (phoning, event planning) or Front of House (including ticket purchases, reservations, advertising and ticket sales)

### HARASSMENT

The theatre is a place of creative expression and every member of our organization has the right to enter a safe, bully-free space when they enter our theatre. Members shall not engage in or facilitate any discriminatory or harassing behaviour directed toward other members or any others in the context of activities of the organization.

### PRODUCTIONS BY MEMBERS

1. The accepted policies, procedures and expectations with respect to member productions are included in the Member Productions Agreement.
2. Changes from arrangements as identified in the Member Production Agreement must be approved by the Board of Directors.

### PRODUCTIONS BY VISITING GROUPS

1. The accepted policies, procedures and expectations with respect to productions by visiting groups/organizations are included in the Visiting Production Agreement.
2. Changes from arrangements as identified in the Visiting Production Agreement must be approved by the Board of Directors.

## YOUTH PARTICIPATION

1. All members shall adhere to the Manitoba Code of Conduct for Working With Child Performers.
2. Parental Representation. For child performers participating a production or program, it is expected that a parent, guardian or another adult designated by the parent/guardian(s) will be present during all rehearsals, meetings and performances where the child performer is present. An adult member may be designated by the parent/guardian(s).
3. PRC/VSS. Where A-Spire Players agrees to run a program specifically for youth, all participating members over 18 years of age shall be required to provide a Police Record Check (PRC) and Vulnerable Sector Screening (VSS) that is current within the past five (5) years.
4. Youth Membership. Youth, under 18 years of age as of date their membership is paid, may join A-Spire Players under a Youth Membership with the following conditions and allowances:
  - a. A reduced membership fee per person;
  - b. As a non-voting member (but their input is always welcome);
  - c. They may participate in all A-Spire Players activities with written parent/guardian approval for each program or production;
  - d. A parent, guardian or another adult designated by the parent(s)/guardian(s) is expected to be present during all rehearsals, meetings and performances where the youth is present. An adult member may be the designated adult;
  - e. They may not access the theatre except under the supervision of an adult member;
  - f. For the purpose of determining funding for performances, a reduced rate will be used for youth member participation;
  - g. Youth members, on turning 18 years of age, may pay the difference in membership fees and become an adult member; and
  - h. For the purpose of administration of youth programs, youth membership participation/registration forms, contact information and youth membership fees will be collected and maintained by the program Primary Point of Contact, with a nominal roll and fees forwarded monthly to the Treasurer of A-Spire Players.

## FINANCIAL

1. Amateur Status. Members may not receive remuneration for their performances. Payments or Donations for where members perform shall be made to A-Spire Players.

2. Fund Raising for Outside Organizations and Causes. Where it has been previously agreed by the Board of Directors, profits raised by a member group from an event may be pledged and given in support of another organization or cause.
3. Accounting Principles. The Treasurer shall follow the Generally Accepted Accounting Principles (GAAP) in recording the finances of the organization.
4. All disbursement of funds made on behalf of the organization shall be completed by cheque.
5. Budgets for Productions. On request by a member to put on or prepare for a member production, the Board of Directors may authorize individual expenditures and/or allocate Budgeted Funds to the production. Standard conditions including the value, responsibility, control, usage and reporting of Budgeted funds are to be included in the Member Production Agreement.
6. Expenditure Authority. All expenditures on behalf of A-Spire Players Inc. must be pre-authorized:
  - a. by the Board of Directors; or
  - b. in the case of a member production, by the member assigned as Primary Contact for the production and the expense must fall within the production's Budgeted Funds as pre-authorized by the Board of Directors.
7. Advances. Budgeted Funds for a member production may be provided to the group in advance as Issued Funds. Standard conditions on Issued funds are to be included in the Member Production Agreement.
8. Reimbursement. Where authorized, members shall pay for the purchase first and then submit for reimbursement by either the Treasurer or the Primary Contact where Issued Funds (advances) have been provided for the member production.
9. Except for mileage travel expenses, no funds may be reimbursed without a receipt.
10. Travel Expenses. Where a trip has been authorized by the Board of Directors, the following expenses may be authorized:
  - a. Mileage for one vehicle, as measured on Google Maps starting from the Gimli Unitarian Church to the destination location and return; and
  - b. One meal per participant, for each 5.5 hours scheduled away from home between 5:30am to 10:00pm each day of the trip.
11. Travel expenses will be paid out at applicable current rates as set by the Canadian National Joint Council with:
  - a. Mileage – based on the Kilometric rate for Manitoba – Receipt(s) not required;

- b. Meals – to a maximum of the full Lunch Meal Allowance for within Canada multiplied by the total number of meals authorized - Receipt(s) required.

#### TICKET SALES

1. Free Access to Performances. Only members of the cast and crew, front of house staff, existing lifetime memberships and those individuals required under contractual law will be permitted free access to performances. Family members and friends of cast and crew will be expected to purchase tickets.
2. Children/Infants. Children under the age of two will not be charged for performances.
3. Lost Tickets. For a performance, where an individual claims to have purchased but lost their ticket, they will be asked to wait prior to the performance, until a count of the redeemed tickets validates that their ticket has not already been redeemed.
4. Max Ticket Sales. A maximum of seventy (70) tickets will be distributed and/or reserved for each performance. A remainder of ten (10) tickets will be retained for last minute sales at the door, crew members not required backstage and individuals required under contractual law to have free access including existing lifetime memberships with free access to all performances.
5. Free Tickets. With the exception of those lifetime memberships with free access to all performances, already previously issued by A-Spire Players, there will no further commitments on ticket sales including free tickets or access that extend beyond the current theatre year.

#### EXTERNAL CONTACTS

1. Official meetings of A-Spire Players with outside groups or organizations must be attended by a minimum of two board members.

#### DISCIPLINARY/ADMINISTRATIVE ACTION

1. Failure of a member to adhere to the policies and protocols of the organization may, at the discretion of the Board of Directors, result in disciplinary or administrative action being taken against the member including:
  - a. Written Warnings;
  - b. Limiting or adding conditions to participation; and
  - c. Suspension of membership for up to maximum of 14 months.
2. In severe and/or criminal cases, at a Annual General Meeting or a Special General Meeting called for this purpose, the Board of Directors may recommend for approval of membership to
  - a. Banishment from future memberships; and/or
  - b. In the case of Board members, removal from the Board of Directors.