



MEMORANDUM

To: All TSI Voting Members
From: Melissa Biro, Executive Director
Date: August 18, 2020
Subject: 60 Day Notice of Annual General Meeting

As per policy approved at the General Meeting in April 1999, Theatre Saskatchewan Inc. procedures will be as follows:

1. Theatre Saskatchewan Inc. will inform Voting Member Clubs of the Annual General Meeting with sixty (60) days' notice. With this notice, we will ask for any changes and/or additions to policy, and any other items for discussion. These written changes and additions must be received by the office and mailed to the Voting Members within thirty (30) days of the upcoming AGM. The Annual General Meeting will be held:

Saturday, October 17th, 2020
2:00 p.m. to 4:00 p.m.
Regina Performing Arts Centre
1077 Angus Street
and virtually through Zoom

At this time, all changes and additions will require a 50% + 1 vote in order to pass.

2. All changes and additions must be in the office by **Friday, September 11, 2020 at 4:00 p.m.** Late submissions, without prior review, will require a 2/3 majority in order to be presented at the meeting.
3. In order to have a vote at the Annual General Meeting, typically your group will have to have paid your next year's \$140.00 membership fee, but in an effort of COVID-19 relief, TSI is **waiving ALL membership fees** for previous members for the 2020-2021 fiscal year. *However*, you will need to notify us if you would like to take advantage of this free renewal. This renewal may include an upgrade from your \$40.00 Associate Membership to a \$140.00 Full Membership.

RSVP

Please contact the office if you plan to attend the AGM in person so we can ensure proper distancing and enough supplies. RSVP to the office by **Friday, September 11, 2020.**

Please call if you have any questions or concerns.

Sincerely,

Melissa Biro
Executive Director

Enclosures

1. Board Nomination Form
2. Proposed Constitution and Bylaw changes





NOMINATIONS FOR THE 2020-2021 BOARD OF DIRECTORS

This is the Nomination Form for nominees to Theatre Saskatchewan Board of Directors for 2020-2021. Three Director at Large positions will be available as well as the position of the President. All nomination forms must be received by the nomination committee by **SEPTEMBER 12, 2020**

Part 1: must be completed by the nominator

Part 2: must be completed by the nominees

Terms of Office

1. The President shall be elected for a 1-year term and may serve 2 consecutive terms.
2. Directors at Large may serve for a 2-year term to a maximum of 3 consecutive terms.
3. Two Directors at Large will be elected on alternate years.

Election of Officers

Nominations

- i. The President shall appoint a Nominating Committee 45 days prior to the Annual General Meeting.
- ii. The Nominating Committee shall be chaired by the Past President, or, in the event of a vacancy of that office, a Board member appointed by the President.
- iii. The Nominating Committee shall solicit and receive nominations for vacancies on the Executive.
- iv. Nominations shall be submitted to the Nominating Committee Chairperson at least **14 days** prior to the Annual General Meeting.
- v. Nominations must be signed by the Nominee and the Nominator.
- vi. Only Members in good standing may nominate or run for office.
- vii. Any member wishing to be nominated for the office of President must have served at least one year as an Executive member.
- viii. Nominations can be accepted from the floor if the nominee is present.

Election of Officers

- i. The election of a President and Directors at large shall be held at the Annual General Meeting.
- ii. The Nominating Committee Chairperson shall present the names of the members nominated for the vacancies on the Executive.
- iii. For each vacancy, the Chairperson shall call for nominations **THREE TIMES** from the floor.
- iv. In the event that the number of nominated members equals the number of vacancies on the Executive, the members nominated shall be elected by acclamation.
- v. A secret ballot shall be held when the number of nominated members exceeds the number of vacancies on the Executive.

Voting

- i. The Representative of each member organization in good standing and in attendance at the Annual General Meeting shall have voting privileges.
- ii. All executive members in attendance at the Annual General Meeting shall have voting privileges.
- iii. There shall be no voting by proxy.

Meetings

1. The membership shall meet at least once a year at the Annual General Meeting.
2. Between membership meetings, the affairs of the Association shall be administered by the Executive and will meet no less than **FOUR (4)** times annually or as deemed necessary by the President.
3. The Annual Meeting shall be held within 4 months of the Fiscal Year end.
4. An additional General Meeting may be held at the written request of a minimum of 12 Active member groups. The meeting shall be held within 45 days of the receipt of this request.



Nomination Form for Election to the 2020-2021 Theatre Saskatchewan Executive

Nomination form must be returned to Theatre Saskatchewan by **SEPTEMBER 12, 2020**.
Please include a bio and picture of the nominee.

Part 1: To be completed by the nominator:

I, _____, am a member in good standing of Theatre Saskatchewan and hereby nominate:

_____ of _____
Theatre Saskatchewan Member Club

for election to Theatre Saskatchewan’s Executive as (please circle):

President

Director At Large

_____,
Signature of Nominator

Date

Part 2: To be completed by the nominee:

I accept the nomination and allow my name to stand for election.

_____,
Signature of Nominee

Date

Address of Nominee: _____

Telephone: _____

Email: _____

CONSTITUTION

CURRENT VERSION	PROPOSED CHANGES or ADDITIONS
ARTICLE II – AIMS AND OBJECTIVES	
<p>ONE PURPOSE: To provide a vehicle for creative expression through drama.</p>	<p>ONE PURPOSE: To advance community theatre in Saskatchewan</p>
<p>TWO OBJECTIVES</p> <ul style="list-style-type: none"> ii. To cooperate with organizations whose objectives advance drama in Saskatchewan. v. To facilitate and promote participation in provincial drama activities. vii. To inform members of drama activities, to further the Association’s educational programs, to develop members’ production skills and to promote the use of Saskatchewan theatrical resources. 	<p>TWO OBJECTIVES</p> <ul style="list-style-type: none"> ii. To cooperate with organizations whose objectives advance theatre in Saskatchewan. v. To facilitate and promote participation in provincial theatre activities. vii. To inform members of theatre activities, to further the Association’s educational programs, to develop members’ production skills and to promote the use of Saskatchewan theatrical resources.
ARTICLE III - MEMBERSHIP	
<p>ONE There shall be Two (2) classes of membership.</p> <p>1. CLUB MEMBERSHIP - Available to all non-profit, volunteer based theatre groups in Saskatchewan. Benefits include:</p> <ul style="list-style-type: none"> 1. Full Voting membership at all General Meetings 2. Grant eligibility 3. Access to the library 4. Festival participation 5. Communications <p>2. ASSOCIATE MEMBERSHIP – Available to any individual in Saskatchewan</p>	<p>ONE There shall be Two (2) classes of membership.</p> <p>1. MEMBERSHIP - Available to all non-profit, volunteer based, community theatre groups in Saskatchewan. Benefits:</p> <ul style="list-style-type: none"> a. Voting rights at General Meetings (one) b. Grant eligibility c. Festival and program participation d. Library access e. Communications f. Members eligible for board nomination <p>2. ASSOCIATE MEMBERSHIP – Available to any individual, organization or community theatre company in Saskatchewan. Benefits:</p> <ul style="list-style-type: none"> a. Program participation b. Library access c. Communications d. Members eligible for board nomination

<p>TWO A CLUB MEMBER shall delegate one person as a representative with voting privileges at General Meetings.</p>	<p>TWO MEMBERS shall delegate one person as a representative with voting privileges at General Meetings.</p>
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ARTICLE IV – BOARD GOVERNANCE

<p>ONE THE BOARD OF DIRECTORS</p> <ul style="list-style-type: none"> i. The Board of Directors shall consist of the Past President, the President, and five (5) members at large. ii. The Board of Directors shall be nominated and elected by the members. iii. The Vice President shall be appointed by the Board of Directors. 	<p>ONE THE BOARD OF DIRECTORS</p> <ul style="list-style-type: none"> i. The Board of Directors shall consist of the Past President, the President, and five (5) members at large; with up to one position being held by an associate member. ii. The Board of Directors shall be nominated and elected by the membership. iii. The President shall be nominated and elected by the membership iv. A director shall be appointed by the Board of Directors to serve as Vice-President. v. A director shall be appointed by the Board of Directors to serve as Chair of the Finance Committee.
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<p>TWO OFFICERS</p> <ul style="list-style-type: none"> i. The OFFICERS shall consist of the Past President, President, and Vice-President ii. The OFFICERS shall be nominated and elected by the membership 	<p>TWO OFFICERS</p> <ul style="list-style-type: none"> i. The OFFICERS shall consist of the President, Vice-President, and Finance Chair ii.
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ARTICLE VI - AMENDMENTS

<p>ONE This constitution may be amended only by a two-thirds majority of votes cast at General Meeting after sixty (60) days notice of such proposed amendments has been given in writing to all VOTING MEMBERS.</p>	<p>ONE This constitution may be amended only by a two-thirds majority of votes cast at a General Meeting after sixty (60) days' notice of such proposed amendments has been given in writing to all Members in good standing.</p>
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BYLAWS

CURRENT VERSION	PROPOSED CHANGES or ADDITIONS
IV - FINANCIAL	
<p>THREE Monetary assistance for Member Funding, Scholarships and the Apprentice Program shall be allocated to Active Members as funds permit and at the discretion of the Board of Directors.</p>	<p>THREE Monetary assistance for Member Funding, Scholarships and the Apprentice Program shall be allocated to Members in good standing as funds permit and at the discretion of the Board of Directors.</p>
V - MEETINGS	
<p>ONE Members shall meet once per year at the Annual General Meeting.</p>	<p>ONE Members shall meet at least once a year at the Annual General Meeting.</p>
VII - ELECTION OF BOARD OF DIRECTORS	
<p>ONE Nominations</p> <ul style="list-style-type: none"> i. The President shall appoint a Nominating Committee at least 45 days prior to the Annual General Meeting. iv. Nominations and bios shall be submitted to the Nominating Committee Chairperson at least 35 days prior to the Annual General Meeting. vii. Any member wishing to be nominated for the office of President must have served at least one year as a member of the Board of Directors. 	<p>ONE Nominations</p> <ul style="list-style-type: none"> i. The President shall appoint a Nominating Committee at least 60 days prior to the Annual General Meeting. iv. Nominations and bios shall be submitted to the Nominating Committee Chairperson at least 40 days prior to the Annual General Meeting who will then forward them to the Executive Director to be sent out with the 30-day notice. vii. Any member wishing to be nominated for the office of President must have served at least one year as a member of the Board of Directors within the previous 5 years
<p>TWO</p> <ul style="list-style-type: none"> i. Voting The VOTING MEMBERS in good standing and in attendance at the Annual General Meeting shall have voting privileges. ii. All current members of the Board of Directors in attendance at the Annual General Meeting, including those whose terms are about to expire, shall have 	<p>TWO</p> <ul style="list-style-type: none"> i. The Members in good standing and in attendance at the Annual General Meeting shall have voting privileges. ii. All current members of the Board of Directors in attendance at the Annual General Meeting, including those whose terms are about to expire, shall have

<p>voting privileges unless their club representative are present.</p>	<p>voting privileges unless their club representative is present.</p>
<p>THREE Election of Officers i. In the event that the number of nominated members equals the number of vacancies on the Board, the members nominated shall be elected by acclamation.</p>	<p>THREE Election of Officers i. In the event that the number of nominated members equals the number of vacancies on the Board, the members nominated shall be declared acclaimed.</p>
VIII - TERMS OF OFFICE	
<p>ONE</p>	<p>ONE iii. Once a director has served the maximum terms they must take 1 term (2 years) before running for the Board of Directors again.</p>