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# Policies

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*In accordance with CMT's By-Law No.1  
dated September 2021*

**Clarkson Music Theatre Inc Policies**  
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*dated September 2021*

Table of Contents

Section Number	Page
I. Conduct at Board Meetings	2
A. Code of Conduct	
B. Zoom Standards	
II. Board of Directors' roles and duties	2
A. President	2
B. Vice President	3
C. Secretary	4
D. Treasurer	5
E. Director of Administration	6
F. Director of Production	7
G. Director of Finance / Fundraising / Sponsorship	8
H. Director of Membership	9
I. Director of Marketing	10
J. Director of Social Media	11
K. Resident Music Consultant	11
L. Ex-Officio Officers (Bookkeeper, Past President)	12
III. Insurance	13
IV. Committee descriptions and duties	13
A. Social Committee	13
B. Special Events (Ad Hoc)	13
C. Fundraising Committee	14
D. Writing Committee	14
V. Annual and General Meeting Procedures	14 to 18
Appendix A - Priority of Governance	19
Appendix B - Year at a Glance March 2021	20-21

## **I. Clarkson Music Theatre (CMT) Conduct at Board Meetings**

### **A. Code of Conduct at meetings (*adapted from ACTCO Guidelines*)**

1. Keep the meeting professional and respectful.
2. Respect the solidarity and confidentiality of the meeting. At the direction of the President, all matters raised at Board meetings are considered confidential and information shared shall be considered “in camera”.
3. Keep discussions on topic.
4. Allow and encourage others to offer dissenting or different opinions.
5. Disagree respectfully.
6. Keep a flexible open mind.
7. Respect each other’s time.
8. Avoid side conversation. One person speaks at a time.

### **B. Zoom standards (*adapted from ACTCO Guidelines*)**

1. If there is a background noise where you are, please mute yourself if you are not the speaker.
2. Keep a neutral, not-distracting background.
3. Use the raised hand in participant’s panel to be added to the speaker’s list.
4. Chat should only be used for relevant Board business or questions.
5. Please leave video on whenever possible.

## **II. Board of Directors’ Roles and Duties**

*Following are the general roles and duties of the Individual Directors on the CMT Board. These duties may be reallocated to alternate Board members from time to time based on individual expertise, interest, skill, knowledge and/or experience of the pool of Directors, at the discretion of the President and the consent of the Director so affected. The roles and duties described below complement those outlined in CMT’s By-Law No.1 and are not meant to supersede those listed in By-Law No.1. Additional to the roles and duties listed herein, Directors may serve on a variety of committees (e.g. Producer, Bingo Volunteer, Gala Committee etc.) for the benefit of CMT.*

### **A. President**

1. The President is an elected officer of the Corporation standing for election specifically for the role of President, with a two-year term and may stand for re-election as stipulated in By-Law No.1. As an elected

official, the President has a vote. All Directors of the corporation shall be members in good standing having paid requisite membership dues if applicable to his/ her status (Lifetime Members are deemed fully paid members).

2. The President is the chief executive officer of the Corporation.
3. The importance of the office is reflected by the separate election of this officer by the membership at large, and by the entitlement of an outgoing President to remain on the Board of Directors for the following membership year *ex officio* as past President, although without a vote concerning matters addressed by the Board of Directors.
4. The President is a signing authority for the Corporation.
5. The President's duties include but are not limited to:
  - (i) Chair of meetings of the Board of Directors and of general meetings of the membership.
  - (ii) The principal external and public representative of CMT, and in that role shall sustain and promote the reputation and goodwill of the Corporation.
  - (iii) The principal signing officer of the Corporation, whose signature is required where provided for in By-Law No.1 or as otherwise required by law.
  - (iv) Representing CMT on other Boards such as MTM, MTA and other organizations as required. (e.g. ACTCO, Presidents' meetings in the GTA).

#### **B. Vice-President**

1. The Vice-President is appointed from the elected Board of Directors by simple majority vote of the Board.
2. The role of a Vice-President is required should the President not reside in Mississauga.
3. The Vice-President acts to support the duties of the President.

### **C. Secretary**

1. The Secretary is an elected officer of the Corporation.
2. The Secretary stands for election with a two-year term and may stand for re-election as stipulated in By-Law No.1. As an elected official, the Director has a vote. The Director will attend all Board meetings as is the expectation of all officers of CMT. All Directors of the corporation shall be members in good standing having paid requisite membership dues if applicable to his/ her status (Lifetime Members are deemed fully paid members).
3. The Secretary shall be responsible for the maintenance and safekeeping of all the records of the Corporation, subject to limited powers of delegation involving the indexing, storage and conservation of archives, awards, trophies, and other memorabilia.
4. The Secretary shall record and sign minutes of all meetings of the Corporation, including Directors' meetings, AGM and general membership meetings. The minutes shall include:
  - i. The date, time, and place of the meeting.
  - ii. Those present and those absent.
  - iii. A reading/revision/adoption of minutes from the immediately prior meeting.
  - iv. A summary of the agenda proposed by the chair.
  - v. Treasurer's report with current financial statements and balance sheets.
  - vi. Committee reports with any proposed actions approved or rejected.
  - vii. Agenda items referenced in the Year-at-a-Glance.
  - viii. Recurring, unfinished, tabled, and other business.
  - ix. Adjournment with date, time, and place of the next meeting.
5. Subject to confirmation by the Board of Directors, the Secretary shall be a signing officer of the Corporation with the authority to sign cheques.

**D. Treasurer**

1. The Treasurer is an elected officer of the Corporation.
2. The Treasurer stands for election with a two-year term and may stand for re-election as stipulated in By-Law No.1. As an elected official, the Director has a vote. The Director will attend all Board meetings as is the expectation of all officers of CMT. All Directors of the corporation shall be members in good standing having paid requisite membership dues if applicable to his/ her status (Lifetime Members are deemed fully paid members).
3. The Treasurer shall act as the chief financial officer and, as a fiduciary of the Corporation, the officeholder preferably has some bookkeeping or accounting experience. The Treasurer may be appointed from the Directors of the Corporation, but, where the Treasurer does not have the necessary knowledge to fulfill the day to day bookkeeping and accounting work for the corporation, the Board of Directors shall appoint or hire by majority vote a bookkeeper from outside the Board, who will work under the supervision of the Treasurer.
4. The Treasurer is a signing officer of the Corporation and shall maintain such financial records and bank accounts, and submit filings mandated by any governmental authority (e.g. T3010 Report, HST Refund Application, etc.) as are necessary for the proper administration of the affairs of the Corporation, with participation and cooperation of the Director of Administration. The Treasurer has authority to sign cheques.
5. There shall be careful and diligent regard by the Treasurer to any requirements that must be met by the Corporation in order to maintain its charitable status and in the conduct of those fundraising activities, with the cooperation and guidance of the Director of Fundraising, that the Board of Directors considers to be in the interest of CMT.
6. The Treasurer shall report monthly to the Board of Directors and at (annual) general membership meetings as required.
7. Where necessary, the Treasurer, with the approval of the Board, ensures that CMT retain an auditor to conduct an audit and submit a

report to the Board and to those authorities that require same concerning any and all corporate financial matters.

### **E. Director of Administration**

1. The Director of Administration is an elected officer of the Corporation.
2. The Director stands for election with a two-year term and may stand for re-election as stipulated in By-Law No.1. As an elected official, the Director has a vote. The Director will attend all Board meetings as is the expectation of all officers of CMT. All Directors of the corporation shall be members in good standing having paid requisite membership dues if applicable to his/ her status (Lifetime Members are deemed fully paid members).
3. The Director of Administration shall monitor the criteria set by the City of Mississauga and other organizations (for such purposes as affiliation, charitable status, etc.) and report same to the Board, as necessary.
4. The Director of Administration is empowered to sign contracts, applications (e.g. MCGA reports) and correspondence on behalf of the Board as may fall under his/her jurisdiction in the execution of his/her duties.
5. The Director of Administration is a signing officer of the Corporation with authority to sign cheques.
6. The Director of Administration oversees deposits (ticket sales, membership fees, other income) and handles investments upon advice from the Board.
7. The Director of Administration shall be an officer who is responsible for the general management of the Corporation. Without limiting the mandate of this officer, the mandate shall
  - i. Include preparation of a schedule for all events during the Corporation's administrative/fiscal year and liaise with the Director of Finance where appropriate.

- ii. The Director of Administration shall perform such other tasks as are assigned by the Board (e.g. oversee charitable donation distribution, Annual Performing Arts Scholarship, City Affiliation etc.)

## **F. Director of Production**

1. The Director of Production is an elected officer of the Corporation.
2. The Director stands for election with a two-year term and may stand for re-election as stipulated in By-Law No.1. As an elected official, the Director has a vote. The Director will attend all Board meetings as is the expectation of all officers of CMT. All Directors of the corporation shall be members in good standing having paid requisite membership dues if applicable to his/ her status (Lifetime Members are deemed fully paid members).
3. The Director of Production shall supervise all productions/performances undertaken by CMT. This supervision shall include assisting in formulation of production and performance policies.
4. The Director of Production chairs the Show Selection Committee.
5. The Director of Production secures the performance rights for the main stage production.
6. The Director of Production prepares show budgets and presents them to the Board for approval.
7. The Director of Production oversees the appointment of producers and other production staff.
8. The Director of Production oversees scheduling with performance and rehearsal venues and corresponding rehearsal and set construction schedules, with delegation to committees and production staff as appropriate, while retaining ultimate responsibility for progress and status reports of all production matters to the Board of Directors on an ongoing basis.



9. The Director of Production is empowered to sign contracts, applications, and memberships (e.g. website, licenses, Dropbox) on behalf of the Board as may fall under his/her jurisdiction in the execution of his/her duties.
10. The Director of Production ensures that no production budget (including all contracts, production royalties, facility costs, set and costume rentals, performance fees and honoraria contemplated for any production/show) shall be confirmed without discussion with and approval by the Board of Directors.
11. The Director of Production shall oversee the maintenance of an Internet web site and other media and information resources for CMT to update information on Productions. The Director of Production is an administrator of CMT's Facebook page.

#### **G. Director of Finance, Fundraising and Sponsorship**

1. The Director of Finance is an elected officer of the Corporation.
2. The Director of Finance stands for election with a two-year term and may stand for re-election as stipulated in By-Law No.1. As an elected official, the Director has a vote. The Director will attend all Board meetings as is the expectation of all officers of CMT. All Directors of the corporation shall be members in good standing having paid requisite membership dues if applicable to his/ her status (Lifetime Members are deemed fully paid members).
3. The Director of Finance's principal duties shall include supervision of CMT's participation in MCGA and other fundraising activities that are regulated by government agencies, and in such a role, the Director of Finance shall have signing authority for all bank accounts. The Director of Finance ensures that CMT complies with the requirements of MCGA (e.g. Permit Application, Attestation Report, Board of Directors' list, Financial Statements) and with the City on fundraising matters.
4. The Director of Finance coordinates the Volunteers for MCGA (e.g. training, staffing, etc.)

5. The Director of Finance shall report monthly to the Board on this portfolio.
6. The Director of Finance may search for and secure corporate and other sponsorships, Patrons and Donors for the MTM Encore Series and for CMT.
7. The Director of Finance shall assist with the preparation of the Corporate Budget and with other matters as required in conjunction with the Director of Administration.
8. The Director of Finance is empowered to sign contracts, applications, and correspondence on behalf of the Board as may fall under his/her jurisdiction in the execution of his/her duties. The Director of Finance has authority to sign cheques.

#### **H. Director of Membership**

1. The Director of Membership is an elected officer of the Corporation.
2. The Director of Membership stands for election with a two-year term and may stand for re-election as stipulated in By-Law No.1. As an elected official, the Director has a vote. The Director will attend all Board meetings as is the expectation of all officers of CMT. All Directors of the corporation shall be members in good standing having paid requisite membership dues if applicable to his/ her status (Lifetime Members are deemed fully paid members).
3. The Director of Membership collects membership dues, accounts for same and maintains the current membership list as well as the database of past members.
4. The Director of Membership tracks Lifetime members (25 years continuous membership) to bring their status forward for review before each AGM.
5. The Director of Membership serves as the Privacy Officer for CMT and ensures that privacy requirements are maintained in all membership records.

6. The Director of Membership is the Communications officer and sends out notices to the general membership as required from time to time.
7. The Director of Membership keeps Member Profile sheets on file (to certify permission to: contact members and to post photos on social media).
8. The Director of Membership tracks the Membership list to identify the percentage of Mississauga residents. He/ she will report said percentage to the Director of Administration after the AGM in order to complete the Affiliation Application.

#### **I. Director of Marketing**

1. The Director of Marketing is an elected officer of the Corporation.
2. The Director of Marketing stands for election with a two-year term and may stand for re-election as stipulated in By-Law No.1. As an elected official, the Director has a vote. The Director will attend all Board meetings as is the expectation of all officers of CMT. All Directors of the corporation shall be members in good standing having paid requisite membership dues if applicable to his/ her status (Lifetime Members are deemed fully paid members).
3. The Director of Marketing is responsible for the promotion of:
  - a. all external/public activities and media relations of CMT;
  - b. the Corporation's activities;
  - c. promotion within any web site on the Internet established by the Corporation;
  - d. advertising;
  - e. press releases;
  - f. ticket sales.
4. The Director of Marketing works with *Music Theatre Mississauga* and other theatre associations as required and in such other projects that require marketing and promotion of CMT with the intention of maintaining, at all times, an effective and vibrant connection to the public within the greater Toronto area.

5. The Director of Marketing may be involved in budget recommendations made by the production committee as these pertain to marketing and publicity.
6. The Director of Marketing shall chair the marketing and public relations committee and such other committees that involve marketing.

#### **J. Director of Social Media**

1. The Director of Social Media is an elected officer of the Corporation.
2. The Director of Social Media stands for election with a two-year term and may stand for re-election as stipulated in By-Law No.1. As an elected official, the Director has a vote. The Director will attend all Board meetings as is the expectation of all officers of CMT. All Directors of the corporation shall be members in good standing having paid requisite membership dues if applicable to his/ her status (Lifetime Members are deemed fully paid members).
3. The Director of Social Media manages Social Media accounts such as: Twitter and Instagram accounts.
4. The Director of Social Media is an administrator on CMT's Facebook page.
5. The Director of Social Media develops ways and means to promote CMT and its shows through social media.
6. The Director of Social Media handles the creation and sales of memorabilia (e.g. T-shirts, hats etc.)

#### **K. Resident Music Consultant (RMC)**

1. The Resident Music Consultant (RMC) is an elected officer of the Corporation.
2. To be elected, the Board of Directors approves his/ her nomination, and the RMC stands for election with a two-year term and may stand for re-election. As an elected official, the RMC has a vote. The RMC

will attend all Board meetings as is the expectation of all officers of CMT. All Directors of the corporation shall be members in good standing having paid requisite membership dues if applicable to his/her status (Lifetime Members are deemed fully paid members).

3. The RMC shall advise on matters related to mainstage musical performance.
4. The RMC may advise on the selection of Music Directors during any Interview process for the Artistic team for productions presented by CMT unless the RMC is submitting his/her name for consideration as MD.
5. The RMC shall sit on CMT's Show Selection Committee.
6. The RMC may advise on orchestra selection when requested to do so.
7. The RMC shall serve without remuneration, although payment may be authorized for reasonable expenses incurred and approved by the Board or an honorarium where the RMC joins a production as Music Director.
8. The RMC shall conduct auditions for General membership.
9. The RMC may sit on the Audition Panel in an advisory capacity to assist in the casting process.
10. The RMC shall update the Board as required regarding pertinent matters related to music theatre productions. (e.g.: new technology, MainStage, different types of orchestration for newer shows, Keyboard programming, Rehearse-a-Score, etc.) and their impact on budget going forward as Music Theatre changes.

## **L. Ex-officio Officers**

### **1. Bookkeeper**

In the absence of a Treasurer, a bookkeeper may be appointed or hired by the Board of Directors by simple majority vote and is responsible for those duties specified by the Board. The bookkeeper has no vote.

## **2. Past President**

Upon expiry of a President's term in office, the President shall become the Immediate Past President and shall serve on the Board of Directors *ex officio* for a period of ONE (1) Year until the next Annual General meeting. The Immediate Past President shall not be a director of the corporation and shall not be entitled to vote on any Board matter or at any *Music Theatre Mississauga* meeting. The Immediate Past President shall counsel the Board as requested concerning ongoing business of CMT to afford continuity for the incoming President as well as *Music Theatre Mississauga* business.

### **III. Insurance**

The Board of Directors shall maintain, on an annual basis, property and third-party liability insurance for the Corporation's activities as required by the nature of its activities, performance venues and as otherwise required by law. Furthermore, the Board shall authorize Director's liability insurance to be in place through a reputable insurance broker/insurer, premiums for all insurance coverage to be paid with funds that can be used for such a purpose.

### **IV. Committee Descriptions and Duties**

*Please see CMT's By-Law No.1 for information on the Production Committee, the Audition Committee, and the Selection Committee.*

#### **A. Social Committee**

This committee shall organize and promote fellowship within the membership. Its members shall be involved in the organization of cast parties and other social functions (e.g. Year End Celebration) that are considered by the committee to be appropriate for enhancing the society of the membership. Unless otherwise approved by the Board of Directors, all functions shall pay for themselves.

#### **B. Special Events Committee**

This committee sits Ad Hoc to facilitate special events such as Anniversary Gala for CMT, special awards ceremonies and other events deemed necessary by the Board. The President assigns a Director or officer to chair this committee.

### **C. Fundraising Committee**

This committee shall be chaired by a qualified Board member such as the Director of Finance, with the object of raising funds on a charitable basis to offset some costs of productions undertaken by CMT. Such fundraising, with the approval of the Board of Directors, may include participation in government-licensed lotteries and games (e.g. Bingo), having regard at all times to the requirements and regulations that govern these undertakings. This committee shall report to the Board on at least a monthly basis.

### **D. Writing Committee**

This committee serves to write / collate / edit material for disbursement to the Board or Membership. Writings can be through Facebook Updates (e.g. show updates, Death notices, President's message, etc.), Website News Articles, Document updates (for Board and/or theatre community), and Membership Newsletters (sent directly to the membership 3-5 times a year with news on upcoming shows, Announcements, AGM and General Meeting invitations). This Ad Hoc committee is appointed by and serves at the pleasure of the President.

## **V. Annual and General Meeting Procedures**

1. The Board shall give forty-five (45) days notice of the date of the AGM and an invitation to nominate candidates for Board vacancies using the Nomination form provided therein. This same notice goes to the City of Mississauga.
2. To nominate a candidate at the AGM, the following is required:
  - a. A Nominator and a Seconder, both of whom are members in good standing.
  - b. The Candidate's acceptance of the nomination.
  - c. The Candidates contact information (telephone, email) to be sent to the Secretary or Delegate within 30 days prior to the AGM for verification by the Director of Membership. (See By-Law No.1 Section IV / Paragraph b)
3. For other general meetings of the membership, the Board of Directors shall mandate the Secretary or designate to send out and otherwise publish written notice to the membership at least fourteen (14) days before the date of the general meeting. "Notice" may be by electronic

transmission and include attachments as required. In the event of an urgent matter that the Board of Directors determine ought to be placed before the general membership, the notice period may be reduced as appropriate. The Secretary or designate shall make best efforts to ensure that any such “notices” of meetings are effectively given in order to encourage excellent attendance.

4. All “notices” for a general meeting of the membership shall include the date, time and place of the general or annual meeting (or link to virtual meeting), an agenda approved by the Board of Directors and a means to send a proxy and ballot if unable to attend. Furthermore, the AGM notice should include Committee Chair reports, any resolutions to be passed, minutes of the last AGM, slate of nominees and a link to a copy of By-Law No.1.
5. Submission of proxy and ballot closes 7 days prior to AGM or the general meeting.
6. The President shall preside over a committee to carry out those preparations as are necessary for the proper administration of any meeting.
7. Where elections are to be conducted, the Secretary or designate shall act as Chief Returning Officer. The membership shall approve a designated official to act as scrutineer regarding votes cast and the counting of same. Where a candidate for President and candidates for Directors are not acclaimed, an election by secret ballot shall take place. Those candidates with the most votes shall be elected to the Board of Directors.
8. There shall be made available at a general meeting copies of the proposed agenda and slate of nominees proposed by the Board of Directors (if appropriate).
9. At general meetings where the removal of a Director and/or President has been resolved by the Board, the minutes of pertinent meetings stamped “CONFIDENTIAL”, shall be circulated amongst the membership for use only at the meeting, to be collected at the conclusion of the meeting;



10. Copies of By-Law No.1 and the minutes of the most recent annual general meeting shall be posted and otherwise available for inspection by any member at the meeting. Members shall have the first TEN (10) MINUTES after the time set for commencement of the meeting to inspect these documents.
  
11. The AGM shall follow the proposed agenda, provided that the members present shall firstly confirm the agenda by a show of hands and/or vocal vote, with or without amendments. There shall be included in the agenda as an absolute requirement:
  - a. A confirmation of the previous meeting's AGM minutes (which may entail a waiving of the reading of said minutes)
  - b. A confirmation of quorum which meets the requirements laid out in By-Law No.1 with regard to the business of the general meeting.
  - c. The Secretary's report addressing any unfinished business from a prior general meeting
  - d. President's Report
  - e. Treasurer's report that shall include sufficient copies for circulation amongst the members in attendance of the Corporation's financial statements marked "CONFIDENTIAL", as approved by the Board of Directors and signed by the Treasurer and the President. The Treasurer will make a motion to approve the auditor for the coming year
  - f. Committee chair reports
  - g. A report by the chief electoral officer with an outline of any election that will take place, any slate proposed by the Board of Directors and call for nominations from the floor except for virtual meetings where nominations cannot be accepted
  - h. Resolutions tabled to be voted upon and those procedures to be followed for any votes that may take place
  - i. Any other business.
  
12. Where resolutions are proposed at a general meeting, any such resolution (by a proposer and a seconder, both of whom shall be members of the Corporation in good standing, with the exception that a resolution tabled by the Board of Directors need not have a seconder) shall be recorded by the Secretary. The Chair of the Meeting shall set aside reasonable fixed time limits for discussion and debate of any resolution brought forward. Voting on resolutions and amendments of same may be by way of a show of hands. Nothing in this paragraph shall prevent a member from calling for a ballot vote on any resolution and, in the absence of any special voting

requirement, **resolutions may be passed by simple majority vote of those present (in person and/or by proxy) or verbal acclamation.**

13. Members may submit their written proxy and ballot to the Secretary who will cast a vote on their behalf provided that the proxy identifies the member, and the proxy and ballot are duly signed and dated. Proxies and ballots may be signed and delivered by electronic means.
14. Resolutions are passed by simple majority vote (in person or by proxy) of those in attendance at the AGM.
15. Proposal and ratification of Amendments to By-Law No.1.

Where the Board has reviewed and ratified a major resolution to be presented to the Membership at the AGM

- the Membership may be provided the opportunity before the AGM to review and respond to such resolution. See Precis for suggested timelines.
- The resolution may be amended as necessary after due consideration by the Board, but it is ultimately for the Board and not the attendees at any consultation meeting to decide what is placed before the AGM
- After which, such resolution shall be ratified by simple majority vote of the membership in attendance at the AGM (in person or by proxy).

PROVIDED FURTHER that the By-law, as amended from time to time, shall conform in form and content to the requirements of *Music Theatre Mississauga*, the City of Mississauga, in order that the By-law and those empowered by it may function without impediment, wholly in accord with the applicable law.

## Precis of Timeline for AGM

Days before AGM	Task	Completed by:
45 days	Notice sent to membership and city flagging the date of the AGM and an invitation to the membership to send nominations for Board positions which are open	President + newsletter editor + Membership Director
30 days	Nominations for Board positions from membership closes.	Secretary
29 days	Membership Director ratifies slate of nominees sent by membership.	Membership Director
25 days	Board submits their Directors' reports to the AGM document editor (which will be collated for mailing to membership).	Directors' reports are due to Newsletter Editor
14 days	Notice sent to membership which includes: AGM Agenda, slate of nominees, Directors reports, electronic proxy and ballot (due in seven days), minutes of last AGM, any major documents which require ratification by the membership.	Newsletter Editor
14 days	Directors' reports are transferred to slides for use in Virtual meeting	Zoom Moderator
8-10 days	If insufficient proxies seem to be a problem for the passage of major resolutions, Members who have not sent their proxy and ballot are called by a phone committee to ask for their proxy and ballot.	Board
7 days	Proxy closes. Secretary confirms numbers	Secretary
3-7 days	Board meets to rehearse AGM	Board
0 days Sept.15	CMT AGM	Board
1 – 10 days after AGM	Board meets to consolidate roles to be assumed by Directors.	Board

In the event of the need to ratify a major document or resolution, at an AGM (e.g. By-Law No.1), these timelines shall apply:

38 days August 8	Membership receives important documents which require membership ratification (e.g. By-Law No.1) to review before the AGM. A date is set inviting members to give feedback.	President + Membership officer
30 days August 16	General meeting of membership to provide feedback for the documents being ratified at the AGM. Members are asked to submit their questions or concerns to a designated director 5 days before this general meeting.	AD Hoc committee for document + Zoom moderator

## Appendix A

Priority of Governance which bind the operations of Clarkson Music Theatre:

1. Applicable Law (Federal, Provincial and Municipal Law) mandates the governance and rules of all corporations and Institutions
2. Clarkson Music Theatre's Letters Patent 897027 dated July 1 1990, by which CMT is incorporated.
3. By-Law No.1 duly ratified of the Board June 2021 and ratified by a majority vote of its Membership September 2021
4. Clarkson Music Theatre Policies updated annually (last September 2021)

## Appendix B: Year at a Glance as of March 2021

Year	Task	Who is responsible?
January	<ol style="list-style-type: none"> <li>1. Donations</li> <li>2. Fundraising report to city</li> <li>3. Artistic team confirmed</li> <li>4. Fall Production: Review Status of CMT members for chorus for fall show + board approval of members of audition panel</li> <li>5. Investment statement request</li> </ol>	<ol style="list-style-type: none"> <li>1. Board chooses – Nick implements</li> <li>2. Susan</li> <li>3. Christine</li> <li>4. Christine</li> <li>5. Nick</li> </ol>
February	<ol style="list-style-type: none"> <li>6. Fundraising report to city</li> <li>7. Declare show for following year with MTM</li> </ol>	<ol style="list-style-type: none"> <li>6. Susan</li> <li>7. Christine and Rita</li> </ol>
March	<ol style="list-style-type: none"> <li>8. Board Insurance</li> <li>9. Scholarship details posted</li> <li>10. Fundraising report to city</li> <li>11. Close November Show Books</li> <li>12. Register new Concert members</li> </ol>	<ol style="list-style-type: none"> <li>8. Rita</li> <li>9. Nick to Boards / Christine media</li> <li>10. Susan</li> <li>11. Rita</li> <li>12. Kevin</li> </ol>
April	<ol style="list-style-type: none"> <li>13. Budget for next fiscal year struck</li> <li>14. Fundraising report to city</li> <li>15. Investment account stmt received and reviewed</li> <li>16. Book the next show with marketing agent</li> </ol>	<ol style="list-style-type: none"> <li>13. Susan + Nick</li> <li>14. Susan</li> <li>15. Nick</li> <li>16. Christine</li> </ol>
May	<ol style="list-style-type: none"> <li>17. Info Night</li> <li>18. Auditions (late May or June)</li> <li>19. Books to Accountant to prepare Annual Statements.</li> <li>20. Select Scholarship winner (after May 15)</li> <li>21. Fundraising report to city</li> </ol>	<ol style="list-style-type: none"> <li>17. Christine</li> <li>18. Producers</li> <li>19. Treasurer</li> <li>20. Board choose; Nick contacts winner</li> <li>21. Susan</li> </ol>
June	<ol style="list-style-type: none"> <li>22. Hire Spring concert MD</li> <li>23. Fundraising report to city</li> </ol>	<ol style="list-style-type: none"> <li>22. Spring concert producers</li> <li>23. Susan</li> </ol>
July	<ol style="list-style-type: none"> <li>24. Fundraising report to city</li> <li>25. Advise membership and city of AGM</li> <li>25B Summer Social</li> </ol>	<ol style="list-style-type: none"> <li>24. Susan</li> <li>25. Christine / Kevin and Nick and Joanne</li> <li>25B Rita + John</li> </ol>
August	<ol style="list-style-type: none"> <li>26. Financial statements prepared</li> <li>27. Christmas Cheer MD and Producers chosen</li> <li>28. Fundraising report to city</li> <li>28B. Slate of Board Positions finalized</li> <li>28C Lifetime member identified</li> </ol>	<ol style="list-style-type: none"> <li>26. Lorne / Accountant</li> <li>27. Rita</li> <li>28. Susan</li> <li>28B. Board</li> <li>28 C Kevin</li> </ol>
September	<ol style="list-style-type: none"> <li>29. 3010 report submitted</li> <li>30. AGM</li> <li>31. Financial stmt to city</li> <li>32. Updated Exec list to city / Fundraising</li> <li>33. Signing officers to city. Fundraising</li> <li>34. Rehearsals begin for Christmas Cheer and Nov show</li> <li>35. Fundraising report to city</li> <li>36. Compliance report and budget for city</li> <li>37. Budget report for city</li> <li>38. Register fall show and Christmas members</li> <li>38B. Affiliation application submitted</li> </ol>	<ol style="list-style-type: none"> <li>29. Lorne (Accountant)/ Nick / Rita signs</li> <li>30. Rita</li> <li>31. Susan</li> <li>32. Christine / Susan</li> <li>33. Susan</li> <li>34. Rehearsal space Booked by Rita</li> <li>35. Susan</li> <li>36. Susan/ signed by Rita or Director</li> <li>37. Nick and Susan</li> <li>38. Kevin</li> <li>38B. Nick</li> </ol>
October	<ol style="list-style-type: none"> <li>39. Fundraising report to city</li> <li>40. Revised Membership list for Susan, Rita and Christine</li> </ol>	<ol style="list-style-type: none"> <li>39. Susan</li> <li>40. Kevin</li> </ol>
November	<ol style="list-style-type: none"> <li>41. Fundraising report to city</li> </ol>	<ol style="list-style-type: none"> <li>41. Susan</li> </ol>

September 2021	CLARKSON MUSIC THEATRE POLICIES
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December	<ul style="list-style-type: none"> <li>42. Production team confirmed</li> <li>43. Fundraising report to city</li> <li>44. Update Dropbox CMT important files</li> <li>45. Wine and Cheese Social</li> <li>46. ADHOC Selection Committee maintains 5 year show list</li> </ul>	<ul style="list-style-type: none"> <li>42. Christine</li> <li>43. Susan</li> <li>44. Joanne, Christine, Nick, Kevin</li> <li>45. Board, Rita + Laura</li> <li>46. Christine / Jenny, Rita. Board Approved</li> </ul>
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