



**TORONTO CATHOLIC DISTRICT
SCHOOL BOARD**

Staff Arts Constitution

Revised 2019

ARTICLE 1: PURPOSE

- a) The purpose of *TCDSB Staff Arts* is to promote the Arts and Arts Education by providing performance and related production opportunities to all current staff and retirees of the Toronto Catholic District School Board.
- b) *Staff Arts* will endeavor to present the following productions annually:
- Choir** - early December
- Comedy/Drama** - (options) early November, end of February, early March
- Musical** – (options) April, end of May, early June
- c) From time to time *Staff Arts* may present an additional or alternate artistic activity in Music, Visual Arts, Dance or Drama.

ARTICLE 2: ORGANIZATION

- a) Governance for *Staff Arts* will be the responsibility of a Board of Directors, comprised of the following members:
- Chair
 - Vice Chair
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Counsellors (8 maximum)
- b) All Board members should be current or retired employees of the TCDSB. With majority approval of the Board, a non-TCDSB employee may be invited to sit on the Board. To the extent possible, the majority of Board members should be current TCDSB employees.
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- c) The Chair, the Vice Chair, the President and the Vice-President form an *Executive Committee*. The function of the Executive Committee is to consider matters of a very personal and sensitive nature and to make decisions and take action as required. Such decisions and actions will be reported to the whole Board.

ARTICLE 3: TERMS OF OFFICE

The term of office for all members of the Board, including the Chair, Vice Chair, President and Vice-President shall be three years, which may be repeated.

ARTICLE 4: ELECTIONS AND APPOINTMENTS:

- a) Eleven members of the Board shall be appointed by the existing Board for a period of three years. The Board shall take into consideration the experience of potential members, their willingness to actively participate on the Board, including as a member of an Administrative Team, and the overall balance of current and retired and non-TCDSB employees.
- The appointments shall take place in November every third year beginning in 2019 or as vacancies occur.
- b) Three members of the Board shall be elected at an Annual General Meeting (AGM) in November of every third year beginning in November 2019. To be eligible for election, the candidate must:
- have actively participated as a performer or production team member in a minimum of two *Staff Arts* productions (Choir/Comedy/Musical) within the previous three school years (September to June),
 - attend the AGM at which the election occurs,
 - complete and submit a nomination form prior to the date of the AGM,
 - be elected by eligible voters attending the AGM,
 - agree to serve on the Board for a minimum of three years,
 - agree to attend meetings of the Board,
 - agree to actively participate on one or more of the Administrative Teams.
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- c) Eligible voters must have actively participated as a performer or production team member in a minimum of two *Staff Arts* productions (Choir/Comedy/Musical) within the previous three school years (September to June).
- d) Unsuccessful candidates may be eligible for appointment to the Board.
- e) Members leaving prior to the completion of their three year term may be replaced for the duration of their term by appointment by the Board.
- f) *Executive Committee* members (the Chair, Vice-Chair, President and Vice-President), will be appointed by the Board for three year terms beginning in January 2020 which may be repeated.
- g) Eligible candidates for the *Executive Committee* must be current members of the Board. Candidates for the position of Chair and President must have served as Board members for a minimum of three years prior to their appointment.
- h) The Treasurer and Secretary will be appointed by the Board for three year terms beginning January 2020 and must be current Board members.

ARTICLE 5: RESPONSIBILITIES OF THE BOARD OF DIRECTORS

- a) To be responsible for, and have final authority over, all matters pertaining to Staff Arts.
- b) To select producers and directors for all Staff Arts productions.
- c) To maintain confidentiality as required.
- d) To meet as required, but not less than five times per year. The agenda outline for these meetings is included in Appendix A. Items requiring decisions for the five mandatory meetings shall be as follows:

September

- Prepare a slate of potential appointments to vacant Board of Directors and/or heads of Administrative Team positions
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- Review and/or update plans for current season
- Plan the AGM for the upcoming November
- Treasurer's report
- Update budgets for each production

November: Annual General Meeting

- Elect three members to the Board of Directors (according to 3 year cycle)
- Appoint members to vacant Board of Directors and/or heads of Administrative Team positions (according to a 3 year cycle)
- Annual review of Constitution
- Review and/or update plans for current season
- Treasurer's report
- Review budgets for each production

January

- Appointment of the Executive Committee and Treasurer and Secretary by the Board of Directors (according to a 3 year cycle).
- Review Choir Concert event and propose plans for next season. (Plans to include director(s), producer(s), performance dates, locations, ticket prices, budget)
- Update plans for current season
- Treasurer's Report

April

- Appoint members to vacant Board of Directors
 - Review comedy/drama and propose any additional plans for the following season (Plans to include director, performance dates, locations, ticket prices, budget)
 - Propose plans for next season's Musical (Plans to include director, producer, performance dates, locations, ticket prices, budget, titles)
 - Treasurer's Report and review of Comedy budget
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June

- Approve plans for next season's productions
- Set dates for interviews for Choir and Comedy/Drama directors and Musical director(s).
- Treasurer's Report and review of Musical budget

ARTICLE 6: DUTIES OF THE BOARD OF DIRECTORS**CHAIR**

- Member of the Executive Committee
- Acts as spokesperson for Staff Arts
- Calls meetings as required and sets the agenda(s)
- Has cheque and contract signing authority

VICE CHAIR

- Member of the Executive Committee
- Performs duties of the Chair in the absence of the chair
- Assists Chair and performs duties as assigned by the Chair

PRESIDENT

- Member of the Executive Committee
- Responsible for rights, royalties, and rentals
- Has cheque and contract signing authority

VICE PRESIDENT

- Member of the Executive Committee
 - Performs duties of the President in the absence of the President
 - Assists President and performs duties as assigned by the President
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SECRETARY

- Records and distributes minutes of all meetings
- Manages correspondence as required
- Informs Board of Directors of meetings
- Publishes meeting agenda prior to meeting date
- Communicates information as needed to executive members
- Sends out and collects nominations for Barry Diemert Award and forwards nominations to selection committee

TREASURER

- Maintains all financial records
- Reports financial statements at Board meetings
- Has cheque signing authority

COUNSELLORS

- Attend board meetings
- Provide an expertise and perspective that will enhance the concept and development of Staff Arts
- Responsible for Administrative Teams as required, and report to Board.

ARTICLE 7: ADMINISTRATIVE TEAMS

To assist the Board of Directors of *Staff Arts* there will also be Administrative teams, managed by the Board Counsellors, responsible for the following day-to-day operations:

a) Marketing

- Publicity, advertising, program – flyers, brochures
 - Mailing lists
 - Guest letters as directed by the Board of Directors
 - Social media
 - Website
 - Building community relations
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b) Box Office

- Tickets
- Dress Rehearsal
- Staffing: Box Office, House Managers, Ushers, Concessions

c) Accommodation

- Permits
- Facilities

d) Materials Management

- Storage, recording and tracking of props, scenery, costumes, make-up, music, scripts, refreshment carts, fridge, water cooler, sound equipment, light equipment and all other assets of Staff Arts.
- Transportation

e) Archives

- Keeping history of *Staff Arts*, videos, photos, recordings, programs, posters.

f) Fundraising

- Generating sponsorships, program advertising, donations, and providing appropriate invoices and letters of thanks
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i) **Appendix A**

TCSB STAFF ARTS

AGENDA

DATE: _____

1. Prayer
 Apologies
 Memorials
 2. Approval of Agenda
 3. Review and Approval of minutes of previous meeting
 4. Presentations
 5. Communications/Reports
 6. Inquiries/Miscellaneous
 7. Next meeting
 8. Adjournment
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