# ANNE SHIRLEY

## THEATRE COMPANY

# GOVERNING DOCUMENTS

*Constitution · Policies · Code of Conduct*

Version 1.0

Adopted April 2026

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## Definitions

The Company - The Anne Shirley Theatre Company (ASTC).

The Executive - The group of elected and appointed individuals responsible for overseeing the operations and governance of the Company.

Member - Any individual participating in or affiliated with the Company's activities, including cast, crew, and Executive members, as defined by the Company.

Current Membership - The Current Membership defines the Membership of The Company for any given academic year and will consist of: The Executive, The production teams of both the Play and the Musical, and The casts of both the Play and the Musical.

Total Membership - The Current Membership, All Trent University Students who pay the ASTC Levy as defined by the by-laws of the Trent Central Student Association (TCSA) (hereafter referred to as levy-paying Members), and ASTC Alumni

Levy-Paying Member - A Member who has paid any required fees or levies as determined by the Company and is thereby eligible for participation, voting, or other privileges as outlined in this document.

ASTC Alumni - people who have belonged to The Current Membership at any point since The Company's founding

Annual General Meeting (AGM) - A Member who has paid any required fees or levies as determined by the Company and is thereby eligible for participation, voting, or other privileges as outlined in this document.

Production - Any theatrical performance, event, or showcase organized and presented by the Company.

Season - The designated period of time in which the Company conducts its productions and activities, typically spanning one academic year.

Cast - Members selected to perform in a Production.

Production Team - Members responsible for the technical, creative, and operational aspects of a Production, excluding performers.

# The Constitution of Anne Shirley Theatre Company

*Amended by the Executive on Apr 7th, 2026.*

*Last Edited on Apr 16th, 2026 by Helen Whalen*

## 1 Name

1.1 The official name of the organization shall be 'Anne Shirley Theatre Company' (hereafter referred to as The Company). The Executive may alter the name of The Company to 'Anne Shirley Theatre Group' when applying for funding to emphasize that The Company is a not-for-profit and non-incorporated organization.

## 2 Objective

2.1 The Company shall endeavour to introduce theatre to Trent University and the surrounding area through the production of a Musical and a Play each scholastic year. All aspects of programming produced by The Company will be as accessible to as many students as possible. Through this, The Company will provide opportunities for students to experience all aspects of theatre, both on and off the stage.

2.2 The ASTC strives to create a safe space for individuals in all of its endeavours. Violence, bullying, or discrimination will not be tolerated in any capacity.

## 3 Membership

3.1 The Membership of The Company shall be divided into two groups: The Current Membership and the Total Membership.

3.2 All Trent University students, Alumni and Members of the community are eligible to join these groups based on parameters set out in articles 6, 7, 8, 9, and 10.

3.3 The Current Membership of The Company must always be 2/3 levy-paying Members.

## 4 Meetings

4.1 The Company shall hold one AGM within one month of the final performance of its final annual production.

4.1.1 The purpose of the meeting will be to select the new President and Vice President as well as to recap the season and future projections for The Company.

4.1.2 These meetings shall be open to the public however only those belonging to the Total Membership of The Company may vote.

4.1.3 At least 2/3 of the votes being cast at an AGM must belong to levy-paying Members and Alumni. To maintain this ratio, non-levy-paying Members in attendance can volunteer to withhold their vote, and in cases where this does not occur, the President shall randomly assign voting privileges to non-levy-paying Members in attendance.

4.2 If any of the aforementioned purposes are not met at the AGM, a second meeting may be held in the fall, before the fall reading break.

4.3 The Company shall hold meetings of the Executive at least once monthly.

4.3.1 Attendance at these meetings shall be mandatory for all Members of the Executive.

4.3.2 Meeting agendas should be made available to The Company where possible, and minutes of all meetings must be recorded and made available on The Company's website no later than 48 hours after the meeting.

4.3.3 The President will call meetings of the Executive provided they have a quorum for a meeting. The President will notify the Executive and all other Members of The Company as far in advance as possible. The quorum for meetings of the Executive shall be two-thirds (2/3) of the total Members of the Executive. Advance notice for meetings shall be no less than one week prior to the proposed meeting, unless on an emergency basis, in which case it is recommended that there be 24 hours' notice.

4.4 Meetings of the Production Teams, Rehearsals and cast meetings shall be held at the discretion of the Artistic Directors respectively. Cast Members, Members of the Production Team, and Members of the Executive shall be required to attend at the discretion of the Artistic Directors.

4.5 Parties may be refused entry to any meeting of The Company on the discretion of the President or Vice-President, reasoning for this must be provided to the Executive, who can overturn this decision if it deems necessary. This provision acts as a protocol to ensure Article 2.2 is upheld.

## 5 Executive

5.1 The Executive shall act as the governing authority of The Company on all matters not relating to the artistic aspects of the annual productions.

5.2 The Executive shall be composed of at least five members and no more than 15 members. The Executive must at minimum be composed of: The President (1), Vice President(1), Treasurer (1), and Artistic Directors(2). The executive may also include: The Executive Assistant(s) (1-2), Publicity Coordinator (1-2), Events Coordinator (1-2), and Technical Coordinator (1-2).

5.3 The roles of the Executive are as follows:

5.3.1 **The duties of the President shall be:**

- To plan, and chair all meetings of the Executive and General Membership. As such, the President shall not vote in any meeting of The Company unless the said vote is required to break a tie.
- To act as one of the signing officers on the Bank account(s) of The Company.
- To oversee the liaison with outside organizations both at Trent University and within the broader community for all non-publicity-related purposes.
- To supervise and work closely with artistic directors, to assist in booking production venue(s), liaise with licensing organizations, and any other major contractual and financial obligation of The Company
- To ensure accountability and responsibility in the spending of Company resources, with specific responsibility over the spending of funds received by the levy, in a manner that directly supports the growth, sustainability, and operational efficiency of the company.

- To write amendments to the Constitution with approval from the Executive.
- To facilitate the election of Performer Representatives at the beginning of the year.
- To provide general oversight in the operation of The Company. It shall be the responsibility of the President and Vice-President to absorb or delegate the duties of vacant positions.
- The President shall meet with Artistic Directors at least once a month to discuss productions and to oversee all functions of the company. These meetings will discuss connecting with the cast in positive ways to streamline communication between the Executive Board and the artistic teams.
- To collaborate with the Vice-President in overseeing all donations made on behalf of or received by The Company.

5.3.2 **The duties of the Vice President shall be:**

- To perform the duties of the President in the case of absence or vacancy.
- To act as one of the signing officers on the Bank account(s) of The Company.
- To coordinate ticket sales for any Company production or event.
- To work closely with and assist the Events Coordinator(s) to ensure events are feasible, successful, and accessible.
- To work closely with the Publicity Coordinator(s) to ensure all assets are up to company standards, are executed in conjunction with the events calendar, and contain all necessary credits and company logos.
- To assist with bookings for events, meetings, or rehearsals where required.
- To act as head of planning for The Company to ensure that items such as meetings, events, and rehearsals do not overlap.
- To be responsible for any donations being given on behalf of, or received by The Company.
- To collaborate with the President in overseeing all donations made on behalf of or received by The Company.

5.3.3 **The duties of the Treasurer shall be:**

- To maintain all financial records of The Company's activities.
- To acquire the levy and facilitate levy refunds.
- To ensure that financial records associated with the spending of Levy money are transparent and that The Company can be accountable for this spending.
- To facilitate the creation of The Company's budget alongside the President and the Artistic Director(s).
- To be a signing officer on the Bank account(s) of The Company.
- To be the primary facilitator of all Company spending and reimbursement of expenses.
- To provide printed quarterly financial statements to the executive board

5.3.4 **The duties of the Publicity Coordinator shall be:**

- To be responsible for all advertising for The Company's activities in print and/or digitally, including, but not limited to, auditions, ticket sales, fundraising functions, social networking functions, and performances.

- To produce and manufacture the program for all Productions at the discretion of the Director(s)
- To assist in the distribution of posters for all Company-wide events and Productions.

5.3.5 **The duties of the Events Coordinator shall be:**

- To plan events on behalf of The Company, open to the general public, that do not specifically pertain to the Play or the Musical.
- To assist the Vice-President in the planning of Company-wide social events.
- To assist in the putting up of posters for events.

5.3.6 **The duties of the Executive Assistant(s) shall be:**

- Recording and distributing the minutes of the Executive and general meetings to the Membership.
- To coordinate all complimentary ticket donations and their reservation.
- To maintain any official Company emails.
- To be open and willing to assist all other Members of the Executive in the completion of their duties as prescribed by the President and Vice President.
- To run the front of house for The Company's productions, and to organize, acquire and distribute concessions and refreshments during the production as needed.
    - If the Executive Assistant(s) wishes to be a part of either of the productions, they must inform the Executive and work to find another Executive Member who shall perform front-of-house duties at said production.

5.3.7 **The duties of the Musical Artistic Director(s) shall be:**

- To speak on behalf of the Musical production at Executive meetings.
- To work with the President to determine the best performance venue for the production.
- The oversight and selection of the Musical production team and cast.
- The booking of all rehearsal spaces utilized by the Musical throughout the year with approval from the Vice-President.
- The development of a promotional strategy for the Musical in tandem with the Publicity Coordinator(s) subject to approval from the Executive including the putting up of posters.
- To have final authority over all artistic aspects of the Musical, including, but not limited to, auditions, set design, technical design, costume design, and props.
- To work with the President to select a Music Director(s) if necessary to facilitate the learning of music and band selection. This person shall receive an honorarium on behalf of The Company.
- To create and update a working budget for the entirety of the production and to communicate the budget with the Treasurer.

- To oversee the creation and updating of a working budget for the entirety of the production and to ensure ongoing communication of the budget with the Treasurer.
- To recruit and appoint a Production Manager to oversee the high-level logistical and technical aspects of the production, including but not limited to scheduling, budgeting, set, props, costumes, lighting, and sound.
    - If the Production Manager role remains unfilled at least one month prior to auditions, the Executive Board shall appoint an individual into this role

5.3.8 **The duties of the Play Artistic Director(s) shall be:**

- To speak on behalf of the Play production at Executive meetings.
- To work with the President to determine the best performance venue for the production.
- The oversight and selection of the Play production team and cast.
- The booking of all rehearsal spaces utilized by the Play throughout the year with approval from the Vice-President.
- The development of a promotional strategy for the Play in tandem with the Publicity Coordinator(s) subject to approval from the Executive including the putting up of posters.
- To have final authority over all artistic aspects of the Play, including, but not limited to, auditions, set design, technical design, costume design, and props.
- To create and update a working budget for the entirety of the production and to communicate the budget with the Treasurer.
- To oversee the creation and updating of a working budget for the entirety of the production and to ensure ongoing communication of the budget with the Treasurer.
- To recruit and appoint a Production Manager to oversee the high-level logistical and technical aspects of the production, including but not limited to scheduling, budgeting, set, props, costumes, lighting, and sound.
    - If the Production Manager role remains unfilled at least one month prior to auditions, the Executive Board shall appoint an individual into this role

5.3.9 **The duties of the Technical Assistant shall be:**

- To provide support to the Director(s) with technical aspects of their show including lighting, sound, equipment and in any way they see fit
- To aid and assist in the rental of any technical equipment needed for the Musical or the Play, that the Company does not have direct access to.
- To communicate with the technical advisor or technical staff member appointed at the venues for both the Play and the Musical.
- To be responsible for the proper care and cleanup of the Company's technical equipment during all uses
- To ensure the safe return of all technical equipment; should be in the same condition after the show runs as they were before

- If the Technical Assistant is unable to attend each show during the run, they must communicate this to the Director(s) so that another crew member may take charge of the microphones and other technology being used by the Company.
- To be knowledgeable in the ways of operating, handling, and storing technical equipment
- To inform the Executive team of the proper care, and components of all Company microphones and technical equipment.
- "To track, manage, and oversee all use of technical equipment and provide records available to the executive board"

5.3.10 **The duties of the Cast Representative shall be:**

- To attend all meetings of the Executive as a non-voting member and to speak on behalf of their respective cast.
- To communicate all relevant Executive updates, decisions, and announcements to their respective cast in a timely manner.
- To gather feedback, concerns, suggestions, and questions from members of their respective cast and bring these forward to the Executive.
- To act as a liaison between the Executive and their respective cast to ensure open and respectful communication.
- To advocate for the wellbeing, accessibility, and interests of the members of their respective cast.
- To maintain confidentiality regarding any concerns or information shared with them where appropriate.
- To encourage members of their respective cast to bring forward any concerns relating to the Production or the Company.
- To inform the Executive of any significant concerns, conflicts, or possible Code of Conduct issues affecting their respective cast.
- If the Cast Representative is unable to attend an Executive meeting, they must communicate this to the President and provide any feedback or concerns from their cast in advance where possible.
- To assist in ensuring that members of their respective cast are aware of important dates, deadlines, events, and opportunities within the Company.
- To work with the Artistic Director(s) and Executive to help resolve minor concerns where appropriate.
- To not be responsible for investigating complaints, making disciplinary decisions, or acting in place of the Executive Board.

5.4 It shall be the duty of all Executive Members to be punctual, to represent The Company in a professional manner, and to perform additional duties in the case of vacant positions or to assist other Members when needed.

5.5 The positions of Publicity Coordinator, Events Coordinator, Executive Assistant, Musical Artistic Director and Play Artistic Director may be held by two individuals.

5.6 No one person may hold more than one Executive position, however, a person may be assigned the duties of any Executive position in the event of a vacancy.

5.7 All decisions of the Executive shall be followed by a formal vote in which the majority shall be 50% (+1).
5.8 The term of the Executive shall last from the close of the AGM at which they are elected until the close of the AGM the following academic year.
5.9 The Executive, unless otherwise noted in this document, shall not infringe nor interfere with the activities of the Production Teams insofar as they relate to the artistic elements of the yearly productions or operations.
5.10 Members of the Executive are permitted to be a part of the Play or the Musical.
5.11 From each Production, a non-voting performer representative will be selected. They will be required to attend each meeting of the Executive and will be responsible for informing their respective casts of all activities of the Executive. They will speak on behalf of their respective casts and be responsible for receiving feedback from their respective cast in any way they deem to be most appropriate.
5.12 Any Member of the Executive who is directly or indirectly externally affected by a voting procedure is encouraged to voluntarily abstain from those proceedings if they determine their judgement is affected. If this Member obliges not to abstain, a motion may be put forward by a Member of the Executive to require this person to abstain. If this motion is seconded by another Member of the Executive, it is put to a vote requiring a 2/3 majority of the Executive to remove this person's voting rights for the current proceedings. This shall be a private vote.

**6 Elections and Appointments**

6.1 Upon the AGM, the President and Vice-President will be voted on by the Total Membership.
6.1.1 The roles of President and Vice President may only be held by a member who has previously served at least one season on the Executive Board. However, in extraordinary circumstances, the Board may vote to grant an exception upon request.
6.2 After the AGM, the President and Vice-President of the past year and the President and Vice-President who had just been elected will meet to interview and select the new members of the Executive Board.
6.2.1 If in the case that one of the members of the new President and Vice-Presidents are the same people, they will represent both old and new positions.
6.2.2 The group of four may ask past executive members to sit in on the interviews of their past position.

6.3 The Group of Four must come to a unanimous vote on the selected people for the new Executive Board. If a unanimous decision cannot be reached, at the Fall General Meeting (GM), the positions will be available for the public to apply for.

6.3.1 In the case that a position is not filled after both the AGM and the GM, then the new Executive Board will vote on bringing in new members to the board. They only are allowed to vote in members that were interviewed by the President and Vice-President of the past year and the President and Vice-President who had just been elected.

6.4 All applications for roles must be submitted 7 days prior to the AGM and GM.

6.4.1 In the case that there is an empty position everyone that is a part of the Current Membership will be notified. They will have the opportunity to email no later than 3 days before the AGM to run for the empty position.

6.5 The non-voting position of Cast Representative for both the Musical and the Play will be filled using a secret ballot vote by all Cast Members.

6.6 Should a Member of the Executive be unable or is seen as having failed in their duties, a 2/3 majority vote is required to dismiss that person from the Executive. The responsibilities of that person will be assigned as necessary to other Members of the Executive, or, if necessary, a non-voting, ex-officio volunteer may be appointed to assume the aforementioned position.

6.7 Should a Member of the Executive resign, the responsibilities of that person will be assigned as necessary to other Members of the Executive, or, if necessary, a non-voting, ex-officio volunteer may be appointed to assume the aforementioned position. A new person will first be selected from the people with confidence if positions have not been filled.

6.8 In the event the President is unable or unwilling to continue their duties, the Vice-President shall immediately assume the title of Interim President, and the President is to be stripped of all of their privileges, including signatory, representation and account access privileges. An emergency meeting shall be called at which the Vice-President shall be subject to a vote requiring a 2/3 majority to be named President officially.The duties of the Vice-President are to be distributed among the remainder of the Executive.

6.8.1 If the Vice-President is unwilling or unable to fulfill these duties the Executive shall vote to appoint a different Member of the Executive to the role.

## 7 Performers

7.1 Performers shall include the cast of all yearly productions.

7.2 Where possible, no more than 1/3 of the Performers shall be Members of the Community at large outside of Trent University.

7.3 All ASTC productions shall be cast at an open audition where all parts are open and available. Selection of musicians may be done privately or by audition based on the discretion of the Artistic Director(s).

7.4 Performers shall be selected based solely on talent and suitability for the roles in the yearly production, according to the vision of the Musical Artistic Director(s), and the Play Artistic Director(s). No other factors shall influence this decision in accordance with 2.2.

7.5 Performers may hold a position on the Executive, and on the Production Team at the advisement of the Artistic Director.

## 8 Finances

8.1 Company funds may only be spent in accordance with the approved annual budget.

8.2 The Treasurer, President, and Vice-President shall serve as the official signing officers of the Company and shall have signing authority over bank accounts and invoices.

8.3 The Treasurer will maintain an accurate budget and annual financial record (in accordance with the TCSA and Levy Council) and make these available to the Executive at any time. Quarterly reports shall be shared with the President

8.4 The finances of The Company must be made public upon request to ensure accountability regarding the spending of all funds associated with the Levy.

8.4.1 Annual Financial Records must be updated by the treasurer monthly and tracked in the pre-approved excel template or Quickbooks.

8.4.2 Monthly financial statements from the bank are to be downloaded and stored in the executive drive (or currently used cloud storage solution)

8.5 Levy refunds must be distributed as requested as soon as the first Levy cheque is acquired. This will be overseen by the Treasurer. Please see policy 5

8.6 A guaranteed base budget (as outlined below) shall be given to each production.

8.6.1 A base budget of $5000 will be allocated to any play production.

8.6.2 A base budget of $15,000 will be allocated to any musical production.

8.6.3 A base budget of $3000 will be allocated to the annual events budget.

8.6.4 A base budget of $1500 will be allocated to a Financial Aid Budget

8.7 A meeting shall be held between the Artistic Directors (and optionally their production teams), the Treasurer, the Vice-President and President before the Fall General Meeting to solidify the production budgets.

8.7.1 Artistic Directors will have the opportunity to provide a proposed budget to the Treasurer for editing within the meeting.

8.7.2 The final budget must be approved by both the Treasurer and the President.

8.8 Any amendments to the budget after the fall GM must be approved by a majority vote.

8.9 In the case that an Artistic Director's proposed budget is less than the guaranteed budget, those funds may be allocated to another production or company expenses by a majority executive vote.

8.10 Reimbursement requests shall be made within a month of the purchase date through a secure form and receipts must be provided.

8.10.1 Reimbursement requests submitted after the month deadline shall be fulfilled at the discretion of the Treasurer in accordance with the budget.

8.10.2 Any reimbursement request that exceeds the pre-approved budget will not be processed until the Executive Team reviews and approves the additional expenditure.

8.10.3 Any reimbursement request that exceeds the pre-approved budget without prior authorization shall be the financial responsibility of the individual who incurred the expenditure

## 9 Amendments

9.1 This document may only be amended through one of the following two processes

9.1.1 Adoption of the amendment by 2/3 of the Executive, provided these amendments are made available to the general membership

9.1.2 Adoption of the amendment by a 2/3 majority at an AGM

9.1.3 Changes to the constitution can only be made after the productions conclude, unless in an emergency situation, in which it must be a unanimous vote.

9.2 Amendments to this document will take effect upon the close of the meeting in which they are voted on, unless these amendments directly affect proceedings underway, in which case they are adopted immediately.

9.3 Non-operational edits may be made as necessary to ensure correct wording and use, though these cannot affect the operations of The Company or the meaning of this document in any way.

9.3.1 The Executive must be in consensus when these non-operational changes are made.

9.4 Operational changes can only be made at the end of the season.

The Policies of Anne Shirley Theatre Company

*Amended by the Executive on Apr 7th, 2026.*

*Last Edited on Apr 16th, 2026 by Helen Whalen*

# 1. Executive Meeting Scheduling Policy

**Purpose**
To encourage consistent Executive attendance and improve meeting planning by scheduling meetings as early as possible each semester.

**Scope**
This policy applies to the President and all members of the Executive Board.

**Policy Statement**
Executive meetings shall be scheduled at the beginning of each semester.

**Procedures**

1. At the beginning of each semester, the President must review Executive availability.
2. The President will schedule regular Executive meetings for the semester as early as possible.
3. Scheduled meeting dates shall be communicated to the Executive in a timely manner.
4. Where changes are necessary, the President shall provide reasonable notice.

**Responsibilities**

- **President:** coordinates and schedules Executive meetings.
- **Executive Board Members:** provide availability and attend scheduled meetings.

**Timelines**
Executive meeting scheduling should be completed at the start of each semester where feasible.

**Exceptions**
This policy is intended as a recommendation and may be adjusted where availability or unforeseen circumstances prevent advance scheduling.

**Related Documents**

- Constitution
- Executive duties documents, if applicable

**Review and Amendments**
This policy may be amended by a majority vote of the Executive Board.

# 2. Production Selection Policy

**Purpose**
To establish a clear process for selecting productions for the upcoming season and to support informed decision-making by incoming and outgoing leadership.

**Scope**
This policy applies to the Old/New process, the Executive Board, and Artistic Directors involved in season selection.

**Policy Statement**
Production selection for the upcoming season shall take place through an Old/New process involving proposal, review, and vote.

**Procedures**

1. Within two weeks of the selection of the new Executive Board, an Old/New Meeting shall be held.
2. At this meeting, the incoming Artistic Directors shall present pitches for two to four proposed productions.
3. Within one month of the first Old/New Meeting, the Old/New shall meet for a final time to determine the productions for the upcoming season.
4. Between these meetings, all individuals involved in the selection process are expected to research, read, and review the proposed productions in their entirety.
5. Once this review process is complete, the proposed productions shall be voted on.

**Responsibilities**

- **Artistic Directors:** prepare and present production pitches and proposed materials.
- **Old/New Participants:** review proposed productions in full and participate in discussion and voting.
- **President:** ensure meetings occur within the expected timeline.

**Timelines**

- First Old/New Meeting: within two weeks of the selection of the new Executive Board.
- Final Old/New Meeting: within one month of the first Old/New Meeting.

**Exceptions**
Any deviation from these timelines may be approved by the Executive where necessary due to scheduling or other operational concerns.

**Related Documents**

- Constitution
- Season planning procedures, if applicable

**Review and Amendments**
This policy may be amended by a majority vote of the Executive Board.

## 3. Group Funding Policy

**Purpose**
To establish a fair and transparent process for providing financial support to external arts groups that enrich the arts experience at Trent University and in the surrounding community.

**Scope**
This policy applies to the Executive Board, the President, the Treasurer, any Group Funding Committee, and all groups applying for Company funding.

**Policy Statement**
The Company may maintain a Group Funding program, subject to financial feasibility, to support eligible arts groups.

**Procedures**

1. The Company should aim to develop a Group Funding budget of no less than $2500 each year.
2. The President and Treasurer may review the yearly budget and bring forward a motion to the Executive regarding whether Group Funding is financially feasible for that year.
3. Applications for Group Funding shall be submitted in the manner determined by the Executive.
4. The Executive may establish funding deadlines for the full academic year, first semester, second semester, and summer term.
5. If no deadlines are established, the Executive shall consider applications received during the academic year.
6. Applications shall be reviewed by the Executive.
7. The Executive may decide on an application based solely on the written application or may request that representatives of the group present at an upcoming Executive meeting.
8. If the volume of proposals requires it, a Group Funding Committee may be established.

9. The Group Funding Committee, if created, shall review applications and report its recommendations to the Executive.
10. No funding shall be released without Executive approval.
11. The Company shall enter into a funding agreement with any approved group before funds are released.
12. The sitting Executive may only fund projects that take place during that Executive's defined term.

**Responsibilities**

- **President:** assists in assessing feasibility and coordinates funding agreements.
- **Treasurer:** reviews budget feasibility, oversees the funding process, and chairs any Group Funding Committee.
- **Executive Board:** reviews and approves applications and final funding decisions.
- **Applicant Groups:** provide complete applications and any requested presentations or supporting documents.

**Eligibility / Requirements**

1. A group must have at least two-thirds of its current membership made up of current Trent University students.
2. Groups that do not meet this requirement may still be considered on a case-by-case basis.
3. Funded groups should contribute to a richer and more diverse arts experience at Trent University and in the surrounding community.

**Approvals**
Group Funding decisions require approval by the Executive.

**Timelines**

- Funding timelines and deadlines may be set by the Executive each term or academic year.
- Only projects occurring during the current Executive's term may be funded.

**Exceptions**
The Executive may consider ineligible groups on a case-by-case basis.
The Executive may determine in a given year that Group Funding is not financially feasible.

**Related Documents**

- Constitution
- Annual budget
- Funding agreement template
- Community Arts Support Policy

**Review and Amendments**
This policy may be amended by a majority vote of the Executive Board.

# 4. Levy Refund Administration Policy

**Purpose**
To establish a consistent administrative process for collecting the information necessary to process levy refund requests.

**Scope**
This policy applies to the Treasurer, any Executive members assisting with refunds, and students requesting levy refunds.

**Policy Statement**
Students requesting a levy refund must provide the required information before a refund can be processed.

**Procedures**

1. Students requesting a levy refund must submit all required information in form provided on our website (anneshirleytheatre@trentu.ca).
2. Required information shall include:
    - Full Name
    - Student Number
    - Trent Email
    - E-Transfer Email
    - the semester for which the refund is being requested, being Fall, Winter, or Both
    - a screenshot of their fee breakdown
3. Refund requests shall not be processed until all required information has been received and the levy cheque has been issued.
4. The Treasurer shall oversee the collection and processing of levy refund information.

**Responsibilities**

- **Treasurer:** oversees the refund process and confirms required information has been submitted.
- **Students requesting refunds:** provide complete and accurate information.

**Eligibility / Requirements**
Students must provide all required identifying and fee information in order for a refund request to be considered complete.

**Approvals**
Refunds shall be administered in accordance with applicable Company, TCSA, and levy requirements.

**Exceptions**
Requests missing required information may be held pending until the missing information is received.

**Related Documents**

- Finance procedures
- Levy refund forms or templates
- Constitution

**Review and Amendments**
This policy may be amended by a majority vote of the Executive Board.

# 5. Equipment Rental and Lending Policy

**Purpose**
To establish a fair and consistent process for lending or renting Company props, costumes, set pieces, and technical equipment while protecting Company property.

**Scope**
This policy applies to all Executive members involved in equipment management and to all individuals or groups seeking to borrow or rent Company property.

**Policy Statement**
The Company may lend or rent equipment when such equipment is not required for Company use and when the requested use does not pose an unreasonable risk to the property.

**Procedures**

1. The Company may lend or rent props, costumes, set pieces, and technical equipment during any period in which they are not being used by the Company.
2. A group or individual seeking to borrow equipment must submit a request to the Company by email detailing what they would like to borrow.
3. Requests may be approved provided that:
    - there is no booking conflict; and
    - there is no reasonable concern that the equipment will be damaged.

4. All approved rentals or loans must be accompanied by a signed agreement setting out the terms of use and requiring the return of the equipment in the same condition in which it was borrowed.
5. A key-holding member of the Executive must accompany the renter to the Company office and track all items borrowed.
6. Where two conflicting requests arise, preference shall be given to the booking that serves the greatest number of levy-paying Members.
7. The Company may charge a fee for equipment use at its discretion.
8. The Company may request sponsorship recognition, advertisement in programs, and/or recognition on promotional materials as part of the rental agreement.

**Responsibilities**

- **President:** may assist in approving terms, fees, and recognition arrangements.
- **Treasurer:** may assist in approving fees and tracking rental-related financial matters.
- **Key-holding Executive Member:** supervises access to equipment and tracks borrowed items.
- **Renter/Borrower:** uses equipment responsibly and returns all items in the agreed condition.

**Eligibility / Requirements**

1. Requests must be submitted by email.
2. Equipment must be available and not required for Company use.
3. The renter or borrower must sign any required agreement before taking possession of Company property.

**Approvals**
Equipment requests may be approved by the appropriate Executive authority, subject to availability and risk assessment.
Any fee or recognition arrangement shall be determined by the President, Treasurer, and renter as applicable.

**Timelines**
Requests should be submitted with reasonable notice to allow for review, coordination, and access arrangements.

**Exceptions**
The Company reserves the right to refuse or restrict rentals where:

- the equipment is in need of repair;
- the equipment has been repeatedly damaged by renters;

- there is reasonable concern the equipment may be damaged; or
- a renter has previously damaged Company equipment.

The Company also reserves the right to refuse future rentals to any renter who damages Company property.

**Related Documents**

- Rental agreement template
- Inventory procedures
- Constitution

**Review and Amendments**
This policy may be amended by a majority vote of the Executive Board.

## 6. Successorship Policy

**Purpose**
To ensure a smooth transition between outgoing and incoming Executive Board members by preserving institutional knowledge, clarifying responsibilities, and supporting continuity within the Company.

**Scope**
This policy applies to all outgoing and incoming members of the Executive Board.

**Policy Statement**
The Company shall maintain a formal transition process between outgoing and incoming Executive members. This process shall include Old/New meetings, the review of upcoming productions, and the preparation of transition documents for each Executive position.

**Procedures**

1. Within two weeks after the selection of the new Executive Board, an Old/New Meeting shall be held.
2. At this meeting, the new Artistic Directors will present their pitches of two to four productions.
3. Within a month after the first Old/New Meeting, the Old/New will assemble for the final time to decide on the productions for the upcoming season.
4. In between the Old/New meetings, it is expected that everyone apart of the Old/New will have researched, read, and reviewed the proposed productions in their entirety.
5. Once this is complete, the productions will be voted on.

6. Each outgoing Executive member is required to create a transition document for the incoming member in their position.
7. This transition document must be shared prior to or during the Old/New process.
8. The transition document should include, but is not limited to:
    - the responsibilities of the role;
    - important timelines and deadlines;
    - ongoing projects and relevant updates;
    - key contacts;
    - access information for documents, accounts, and platforms;
    - templates, forms, and important resources;
    - advice, recommendations, and lessons learned.
9. Outgoing Executive members are expected to review their transition document with their successor and answer questions during the transition period.
10. Transition documents shall be stored in the executive drive or current cloud storage solution for future reference.

**Responsibilities**

- **Outgoing Executive Members:** prepare accurate and thorough transition documents and support their successors during the transition period.
- **Incoming Executive Members:** review transition materials and seek clarification where necessary.
- **Artistic Directors:** present production pitches and participate in the Old/New production selection process.
- **President:** oversee the completion of the transition process and ensure transition documents are shared and stored appropriately.

**Timelines**

- The first Old/New Meeting shall occur within two weeks after the selection of the new Executive Board.
- The final Old/New Meeting shall occur within one month of the first Old/New Meeting.
- Transition documents should be completed and shared prior to or during the Old/New process.

**Exceptions**

Any deviation from these timelines may be permitted where necessary due to scheduling or other operational concerns, as determined by the Executive.

**Related Documents**

- Constitution

- Executive role descriptions
- Executive drive or current cloud storage records

**Review and Amendments**
This policy may be amended by a majority vote of the Executive Board.

# 7. Levy-Paying Performer Requirement Policy

**Purpose**
To clarify how the Company will apply and enforce the requirement that at least two-thirds (2/3) of performers in each Production are current levy-paying Trent University students.

**Scope**
This policy applies to all Productions of the Company.

**Policy Statement**
The Company shall aim to ensure that at least two-thirds (2/3) of the Cast of each Production is made up of current levy-paying Trent University students. This requirement shall apply only to stage performers and shall be assessed separately for each Production.

**Procedures**
1. After casting is completed, the Artistic Director(s) shall provide the President with a list of cast members and indicate which performers are current levy-paying Trent University students. Only stage performers shall be included in this calculation.
2. Production Team members, musicians, volunteers, and Executive members shall not be included unless they are also part of the Cast.
3. Alumni shall not be considered current students for the purpose of this calculation.
4. If a Production does not meet the two-thirds (2/3) target, the Artistic Director(s) must notify the Executive.
5. The Executive may then:
- approve the casting of additional levy-paying students;
- request reasonable changes to the cast where possible; or
- approve an exception where the ratio cannot reasonably be achieved.
6. Any exception must be approved by a two-thirds (2/3) vote of the Executive.

**Responsibilities**
Artistic Director(s): confirm the composition of the Cast and communicate compliance concerns to the Executive.
President: review the cast list and monitor compliance with this policy.
Executive Board: review exceptions and determine next steps where the target is not met.

**Timelines**
The cast list should be reviewed as soon as reasonably possible after casting has concluded. Any exception should be considered before rehearsals are significantly underway.

**Exceptions**
An exception to the two-thirds (2/3) target may be granted by a two-thirds (2/3) vote of the Executive where the ratio cannot reasonably be achieved.

**Related Documents**
Constitution
Audition materials
Cast lists

**Review and Amendments**
This policy may be amended by a majority vote of the Executive Board.

# 8. AGM Voting Eligibility Policy

**Purpose**
To clarify voting eligibility at the Annual General Meeting and the treatment of ASTC Alumni within that process.

**Scope**
This policy applies to all Annual General Meetings of the Company.

**Policy Statement**
ASTC Alumni may vote at the AGM as members of the Total Membership. However, at least two-thirds (2/3) of all votes cast at the AGM must belong to current levy-paying Trent University students.

**Procedures**
ASTC Alumni shall be permitted to vote at the AGM.
The President shall monitor the number of votes cast by levy-paying and non-levy-paying members.
If necessary to maintain the required voting ratio, non-levy-paying members in attendance may volunteer to withhold their vote.
If the required ratio is still not met, the President may randomly assign which non-levy-paying members are able to vote.
The voting process should be explained to attendees before voting begins.

**Responsibilities**
President: oversee the voting process and ensure the required ratio is maintained.
Members in attendance: cooperate with any process necessary to maintain the required ratio.

**Timelines**
This policy shall apply at the time of each AGM vote.

**Exceptions**
No exceptions shall be made unless otherwise required by the Constitution or applicable governing rules.

**Related Documents**
Constitution
AGM procedures
Membership definitions

**Review and Amendments**
This policy may be amended by a majority vote of the Executive Board.

# 9. Executive Transition Document Policy

**Purpose**
To ensure continuity between outgoing and incoming Executive members by preserving role-specific knowledge and resources.

**Scope**
This policy applies to all outgoing and incoming members of the Executive Board.

**Policy Statement**
All outgoing Executive members are required to prepare a transition document for the incoming member in their position.

**Procedures**
1. Each outgoing Executive member shall prepare a transition document before the conclusion of their term.
2. This transition document should include, but is not limited to:
- the responsibilities of the role;
- important timelines and deadlines;
- ongoing projects and relevant updates;
- key contacts;

- access information for documents, accounts, and platforms;
- templates, forms, and important resources;
- advice, recommendations, and lessons learned.

3. Outgoing Executive members are expected to review their transition document with their successor and answer questions during the transition period.
4. Transition documents shall be stored in the executive drive or current cloud storage solution for future reference.
5. The Executive Assistant shall create and maintain a standard transition document template for future use.

**Responsibilities**
Outgoing Executive Members: prepare accurate and thorough transition documents and support their successors during the transition period.
Incoming Executive Members: review transition materials and seek clarification where necessary.
Executive Assistant: create and maintain a standard transition template.
President: oversee completion of the transition process and ensure transition documents are shared and stored appropriately.

**Timelines**
Transition documents should be completed and shared prior to the conclusion of the outgoing member's term.
Transition documents should ideally be reviewed during the Old/New process.

**Exceptions**
Any deviation from these timelines may be permitted where necessary due to scheduling or other operational concerns, as determined by the Executive.

**Related Documents**
Constitution
Executive role descriptions
Executive drive or current cloud storage records
Successorship Policy

**Review and Amendments**
This policy may be amended by a majority vote of the Executive Board.

# 10. Code of Conduct Reporting and Escalation Policy

**Purpose**
To establish a clear and consistent process for reporting, escalating, and responding to concerns related to the Code of Conduct.

**Scope**
This policy applies to all members of the Company, including the Executive Board, cast members, crew members, volunteers, and any other individuals participating in Company activities.

**Policy Statement**
Any member who experiences or witnesses behaviour that may violate the Code of Conduct is encouraged to report the concern to any voting or non-voting member of the Executive. The Company may respond to Code of Conduct concerns using supportive, restorative, or disciplinary measures as appropriate.

**Procedures**
1. Reports must be made verbally, by email, or through a Company reporting form.
2. The Executive member receiving the report must complete an Incident Escalation Form within forty-eight (48) hours.
3. The Incident Escalation Form shall include:
- the date and location of the incident;
-the individuals involved;
-a summary of the concern;
- whether immediate safety concerns exist;
- what steps have already been taken; and
- what additional support or action may be required.
4. The President and Vice-President shall be informed of the concern unless they are directly involved.
5. Where the President or Vice-President is directly involved, the remaining Executive shall determine an alternate process.
6. The Executive shall review the concern as soon as reasonably possible.
7. The Company may respond by:
- taking no further action;
- issuing a verbal warning;
- issuing a written warning;
- requiring mediation;
- creating a behavioural agreement;
- placing a member on probation;
- restricting participation in certain activities;
- removing a member from a role, production, or candidacy; or
- suspending or removing a member from the Company.

8. Any action beyond a written warning shall require a majority vote of the Executive.
The term “formal complaint” shall be replaced in Company documents with “report,” “concern,” or “incident,” as appropriate.

**Responsibilities**
Executive Members: receive reports, complete escalation documentation, and maintain confidentiality where possible.
President and Vice-President: oversee the review of concerns unless directly involved.
Executive Board: review concerns and determine appropriate next steps.
Members of the Company: report concerns and cooperate with any review process where appropriate.

**Timelines**
An Incident Escalation Form should be completed within forty-eight (48) hours of a report being received.
Concerns should be reviewed by the Executive as soon as reasonably possible.

**Exceptions**
Where immediate safety concerns exist, the Company may take temporary protective action before completing its usual review process.

**Related Documents**
Code of Conduct
Constitution
Incident Escalation Form
Support resource list

**Review and Amendments**
This policy may be amended by a majority vote of the Executive Board.

# 11. Member Support Resources Policy

**Purpose**
To ensure that members have access to appropriate support resources when concerns arise within the Company.

**Scope**
This policy applies to all members of the Company.

**Policy Statement**
The Company shall maintain and make available a list of support resources for members who experience conflict, bullying, harassment, discrimination, or other concerns related to Company participation.

**Procedures**
1. The Executive shall maintain a current list of support resources.
2. This list may include:
- Trent University Student Wellness Centre;
- Human Rights Office;
- Campus Security;
- Student Accessibility Services;
- local crisis or counselling resources; and
- a designated Executive contact for support and reporting.
3. The resource list should be made available in a manner accessible to members of the Company.
4. The Executive should review the list regularly and update it where needed.

**Responsibilities**
Executive Board: maintain and update the resource list.
President or designated Executive member: ensure the list is accessible to members.

**Timelines**
The support resource list should be reviewed at least once per academic year.

**Exceptions**
Where a listed resource is unavailable, the Executive should identify a reasonable alternative where possible.

**Related Documents**
Code of Conduct
Reporting and Escalation Policy
Company communication materials

**Review and Amendments**
This policy may be amended by a majority vote of the Executive Board.

If you want, I can now turn these into one clean block that starts at “8.” and reads exactly like the rest of your policy section so you can paste it straight into the document.

# 12. Performer Costs and Financial Aid Policy

**Purpose**
To ensure that performers are informed of expected participation costs before joining a Production and are made aware of available financial support.

**Scope**
This policy applies to all Productions of the Company.

**Policy Statement**
Artistic Directors must communicate any expected performer costs before auditions and must inform participants of the availability of Company financial aid.

**Procedures**
1. Prior to auditions, the Artistic Director(s) shall provide a written estimate of any expected costs associated with participation in the Production.
2. These costs may include, but are not limited to:
- costumes;
- scripts;
- transportation;
- dance shoes;
- cast apparel; and
- optional social activities.
3. This estimate shall be distributed with audition information or no later than the first day of auditions.
4. The Treasurer shall create and maintain a confidential Financial Aid Request Form.
5. Information about the Financial Aid Request Form shall be distributed alongside cost estimates.
6. Requests for financial aid shall be reviewed confidentially by the Treasurer and either the President or Vice-President.
7. Financial aid decisions shall be communicated privately to the applicant.

**Responsibilities**
Artistic Director(s): communicate anticipated performer costs before auditions.
Treasurer: create and maintain the Financial Aid Request Form and review requests.
President or Vice-President: assist in reviewing financial aid requests where required.

**Timelines**
Cost estimates must be shared before auditions begin or no later than the first day of auditions. The Financial Aid Request Form should be available at the same time as audition information where possible.

**Exceptions**
Where a cost cannot reasonably be anticipated before auditions, it should be communicated as soon as reasonably possible once known.

**Related Documents**
Constitution
Annual budget
Financial Aid Request Form
Audition materials

**Review and Amendments**
This policy may be amended by a majority vote of the Executive Board.

# Anne Shirley Theatre Company's Code of Conduct

*Amended by the Executive on Apr 7th, 2026.*

*Last Edited on Apr 7th, 2026 by Helen Whalen*

## 1. Introduction

The Company is committed to fostering a safe, respectful, and inclusive environment for all members. This Code of Conduct sets out the standards of behaviour expected from all individuals participating in Company activities.

## 2. Application

This Code of Conduct applies to all members of the Company, including the Executive Board, cast members, crew members, volunteers, and any other individuals participating in Company activities, productions, rehearsals, performances, meetings, or elections.

## 3. Campaigning Conduct

3.1 Campaigning from the members will consist of social media posts, posters, or any positive ways to support their agenda.

3.2 Campaigning WILL NOT include bullying or harassing other people running for positions. If this is the case, they will immediately be removed from running for their position.

## 4. Equity, Diversity and Inclusion

4.1 The Company affirms its commitment to fostering an environment that is equitable, diverse, and inclusive. We recognize that there is an invaluable advantage that comes from embracing a broad scope of perspectives, backgrounds, and experiences which helps to enrich our community and achieve our collective goals.

4.2 The Company maintains a zero-tolerance policy towards bullying in any form. Bullying is defined as any repeated or severe behaviour intended to intimidate, degrade, humiliate, or offend any member of the Total Membership.

4.3 Any member of the Total Membership who witnesses or experiences bullying is encouraged to promptly report a formal complaint to any voting or non-voting member of the Executive.

4.4 All formal complaints must be confirmed with a first-hand account or witness. Any reports involving hearsay will not be handled as a formal complaint unless necessary.

4.5 Reports of bullying are required to be immediately brought forward to the Executive Board and will be handled confidentially and immediately investigated.

4.6 The Executive holds the right to take disciplinary action as deemed necessary which may include warnings, probation, suspension, or removal from their role.

4.7 The Company will provide support to victims of bullying including mediation and implementing safety measures.

5. Substance Use

6.1 The actors will be representing themselves and the rest of the cast and the Theatre Company as a whole.

6.2 As a result, do not participate in the use of recreational drugs, alcohol, and other substances before or during rehearsals and performances.

6.3 If this becomes a problem, you may be removed from the production.

7. Reporting and Enforcement

7.1 Any member who experiences or witnesses conduct that violates this Code of Conduct is encouraged to report it to a voting or non-voting member of the Executive.

7.2 Reports will be handled confidentially and investigated by the Executive Board.

7.3 The Executive Board reserves the right to take disciplinary action as deemed necessary.

7.4 Disciplinary action may include warnings, probation, suspension, removal from a role, removal from a production, or removal from candidacy.

8. Acknowledgement

8.1 All members participating in Company activities are expected to read and follow this Code of Conduct.

8.2 Participation in the Company constitutes an expectation that members will act in accordance with this Code of Conduct.