

# **Constitution of the Association of British Columbia Drama Educators**

Amended at the AGM Oct. 22, 2016

## **Name**

The name of this association shall be the Association of British Columbia Drama Educators, hereinafter called the ABCDE.

## **Purpose of the Organization**

In accordance with policy 33.06 of the Members' Guide to the BCTF the objective of the ABCDE shall be to promote Drama Education by:

1. Supporting, encouraging, and developing dramatic activity, interest, and knowledge among children and youth in British Columbia.
2. Facilitating communication among and acting as spokesperson for all those engaged in drama/theatre education.
3. Encouraging, promoting and facilitating further training for drama/theatre teachers, instructors, and leaders.
4. Promoting the establishment and/or improvement of training courses for teachers of drama/theatre, instructors and leaders.

## **Base of Operation**

The operation of the ABCDE is to be carried on throughout the province of British Columbia but chiefly through the BCTF office located in Vancouver.

## **Article 1 - Membership**

The membership year shall be for 12 consecutive months from the date the application is processed by the BCTF. The ABCDE shall also participate in the two-year membership pilot program as permitted as of the 2015 BCTF AGM.

1. 1. ACTIVE - Active membership shall be open to any person who is an active member of the BCTF upon payment of the appropriate PSA fee. An active member shall be entitled to vote and hold office.
1. 2. ASSOCIATE - Associate membership shall be open to any associate member of the BCTF upon payment of the appropriate PSA fee. An associate member shall be entitled to vote and to hold office in the PSA for positions other than president, vice-president, and representative to an outside agency.
1. 3. STUDENT ASSOCIATE - Student Associate membership shall be open to any student enrolled in programs of study in university/college programs leading to certification as teachers upon payment of the appropriate PSA fee. A student associate shall be entitled to vote and to hold office in the PSA positions other than president, vice-president, and representative to an outside agency.
1. 4. RETIRED - Retired-teacher membership shall be open to any honorary-associate member of the BCTF, upon payment of the appropriate PSA fee. A retired-teacher/honourary associate member shall be entitled to vote and hold office in the PSA for positions other than president, vice-president, and representative to an outside agency.
1. 5. HONOURARY-LIFE - Honourary-life membership may be conferred by the PSA. Honourary Lifetime Memberships shall be awarded at the discretion of the executive. The honorary-life member's eligibility to vote or hold office depends upon his/her BCTF-member status.
1. 6. SUBSCRIBER - Subscription is available to an institution or person who is not a regular, associate, student, retired, or honorary-life member. A subscriber shall not be entitled to vote or hold office. The subscription year shall be for 12 consecutive months from the date the application is processed at the BCTF.

## **Article 2 – Fees**

All annual membership/subscription fees shall be established by resolution at each annual general meeting.

### **Article 3 - Financial Records**

1. A written report shall be made annually to the membership, by the treasurer, detailing receipts and expenditures, explaining the ABCDE's fiscal status.
2. The fiscal year for the ABCDE shall end on June 30.
3. Financial records of the ABCDE shall be maintained by the BCTF.

### **Article 4 - Executive Committee**

1. All members of the ABCDE executive shall be BCTF members.
2. The majority of the ABCDE executive shall be active BCTF members.
3. The ABCDE president, vice-president, and outside representatives shall be active BCTF members.
4. The Executive Committee shall consist of the elected officers of the ABCDE, the immediate past president and appointed officers of the association.
5. The term of office of the president shall be for two years retiring at the AGM ending the second of those two years, and every executive member shall be retired at each AGM. All executive members shall be eligible for reelection.
6. Members of the Executive Committee shall report annually on the program of the Association at the Annual General Meeting.
7. The Executive Committee shall report annually on the program of the ABCDE activities proposed for the current year by submitting a written report to the BCTF by September 30, or as the BCTF requires.

### **Article 5 - Officers and Committees**

1. The affairs of the ABCDE shall be managed by the Executive Committee elected at the annual general meeting from the membership. The executive shall consist of president, past president, vice-president, secretary, treasurer, and three members at large if a Communications Director is elected.
2. Each executive member shall be retired at each Annual General Meeting but shall be eligible for reelection.
3. Any vacancy occurring in the executive between annual general meetings may be filled by an appointment of the executive.
4. The executive shall have and exercise all powers of the ABCDE as fully and completely as the ABCDE could in general meeting, subject always, however, to this constitution.
5. A majority of the executive shall form a quorum for the transaction of business.
6. The executive may meet together for the dispatch of business, adjourn, or otherwise regulate their meetings as they see fit, but there shall be at least four meetings per year.
7. Questions arising at any meeting shall be decided by a majority of votes. In cases of an equality of votes, the president shall have the casting vote.
8. A resolution in writing signed by all the executive personally shall be valid and effectual as if it had been passed at a meeting of the executive duly called and constituted.
9. The signing officers for the banking business of the ABCDE shall be the president and treasurer.

### **Article 6 - Duties of the Executive Officers**

#### **1. President**

- a. Shall preside at all meetings of the ABCDE.
- b. Shall call and preside at all meetings of the executive and with the secretary shall notify the officers of the meetings.
- c. Shall be a member, ex-officio, of all committees set up within the organization.
- d. Shall have signing authority with the treasurer.
- e. Shall appoint all necessary committee chairpersons.

#### **2. Past President**

- a. Shall attend the meetings of the ABCDE and of the executive so that the officers may benefit from

his/her experience in the business of the organization.

### **3. Vice President**

- a. Shall attend all meetings of the ABCDE and of the executive to become conversant with the affairs of the organization and thus qualify him/herself as a presidential candidate.
- b. Shall perform other such duties as may from time to time be required of them.
- c. Shall preside at all meetings which the president is unable to attend.

### **4. Secretary**

- a. Shall keep a record of all meetings of the ABCDE and of the executive.
- b. With the president, shall notify the officers of all meetings.
- c. After the conclusion of each executive meeting, shall send out copies of the minutes to the officers of the ABCDE.
- d. Shall look after the ABCDE's records.
- e. Shall perform other such duties as may from time to time be required.

### **5. Treasurer**

- a. Shall keep a record of all monies of the ABCDE and conduct all banking.
- b. Shall account for all receipts and expenditures of the ABCDE.
- c. Shall submit an annual statement for audit and present this statement at the Annual General Meeting of the ABCDE.
- d. Shall have signing authority with the president.
- e. Shall perform other such duties as may from time to time be required.

### **6. Members-at-Large**

- a. Shall perform such duties as may from time to time be required such as scholarship selection committee, Youthwrite coordinator, honour ensemble coordinator, membership promotion, national liaison, etc.

### **7. Communications Director**

- a. Shall perform the editing and publishing of 3 annual electronic newsletters.
- b. Shall set a publication schedule with the assistance of the executive.
- c. Shall either edit the ABCDE website (and other Social Media Forums) or liaise with the volunteer website editor.

## **Article 7 - General Meetings**

1. The Annual General Meeting of the ABCDE shall be held each year at a place in British Columbia and on a day to be fixed by the executive.
2. Notice of the time and place of all general meetings shall be given to the members two weeks prior to the meeting. This notice shall include the agenda of such a meeting.
3. Other meetings of the members, whether general or special, may be called by the executive.
4. Any group of 20 members in good standing may, at any time, on written submission to the secretary, call for a special general meeting. The secretary must, within one month thereafter, call such a meeting.
5. Ten percent of the membership in good standing or 12 members in good standing, whichever is greater and present in person, shall constitute a quorum at any meeting of members and every member in good standing shall be entitled to one vote and no more.

## **Article 8 - Constitution**

1. The constitution of the ABCDE may be amended only at an annual general meeting or a special general meeting by special resolution passed by a three quarters majority.
2. Notice of resolution to change the constitution: At least two weeks' notice of motions to change the constitution shall be given to members.

3. Amendments to, or revisions of, the constitution of the ABCDE become effective only upon the approval of the BCTF Executive Committee.
4. A copy of the constitution of the ABCDE shall be filed with the BCTF.

**Article 9 - Examination of Records**

1. Upon written request to the president of the ABCDE, any member may examine the records of the ABCDE.
2. Regular inspection and auditing of the financial records of the ABCDE will be done as a regular part of the annual audit of the BCTF.