



THEATRE CAPITOL THEATRE INC.
811, RUE MAIN STREET MONCTON, NB

POLICIES & PROCEDURES

Created February 27, 2003

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1.0 PREAMBLE

1.1 PURPOSE OF A POLICY AND PROCEDURES MANUAL

The purpose of the Theatre Capitol Theatre Inc. Policy and Procedures Manual is to provide Management and the Capitol's Board of Directors with a systematic approach to administering policies and practices in the day-to-day operation of the Theatre.

The manual is designed as a fundamental communication tool for those members of management to clarify policies and practices and thus avoids morale problems and complaints.

1.2 WHO SHOULD USE THE MANUAL

The manual is designed for individuals whose primary responsibility is to carry out and administer policies and practices on behalf of the Theatre. Although the policies will be available to all employees the primary users of the manual will be Theatre Management and Board Members.

1.3 AUTHORITY AND RESPONSIBILITY FOR PREPARING THE MANUAL

It is the responsibility of the Personnel and Policy Committee of the Board to oversee the ongoing administration of the Policy Manual. The Committee drafts all Theatre policies with input from the various stakeholders, for final approval by the Board. It is the responsibility of the General Manager to ensure the policies are adhered to and assigned to a member of the Theatre Management team to maintain and update the Manual.

1.4 CODING

The policy manual will be arranged by numerical code. Numbers are used to identify major classifications and sub-classifications.

i.e. 1. Employee Benefits
 1.1 Paid Holidays
 1.2 Health Benefits

1.5 ELEMENTS OF THE POLICY

Each policy will have a policy statement (theory) of the Theatre position on the policy.

In addition there will be an identified procedure (how to) by which the policy is implemented.

1.6 APPROVAL OF POLICIES

The Board of the Theatre will have final approval of all policies and procedures. The policy will have the signature of the President and date stamp.

1.7 LEGISLATIVE REQUIREMENTS

In its relationship with employees, the Theatre must provide, as a minimum, the rights and privileges contained in the Employment Standards Act, and the Days of Rest Act of the Province of New Brunswick. See Appendix "A".

1.8 NON LEGISLATIVE REQUIREMENTS

In other Personnel areas, such as sick leave, resignation procedures, hours of work, overtime, etc., there is little or no legislative obligation on employers. In hours of work, for example, the only significant requirement is that "employees who qualify are given one weekly rest period of at least twenty-four (24) consecutive hours if possible, on Sunday". In the matter of overtime compensation, except for employees on minimum wage, there is no legislative obligation on employers. On sick leave, employee evaluation and training and resignation process, the legislation is silent.

Many large employers, including all government levels, and those with collective bargaining processes, provide benefits well beyond those required by the Provincial legislation. The practice among other employers, usually smaller and not subject to the collective bargaining process, varies greatly, and is influenced by a number of factors, usually economic reality, and by competition; in other words, whether it is possible to recruit and retain good employees unless the "benefit" package is fair and at least as generous as competitors'.

Financial constraints will undoubtedly influence decisions as to the level of benefits which may be accorded employees of the Theatre. However the aim should be to achieve an acceptable balance which will be recognized as fair treatment.

Approved by the President, Théâtre Capitol Theatre Inc.

Dated:

Replaced Policy Dated:

2.0 RECRUITMENT

POLICY STATEMENT

In the recruitment and selection process, the candidate's ability to perform effectively in the position available is the primary factor to be considered.

The objectives are:

- a) to attract as broad a range of candidates as possible, within financial limitations of the corporation;
- b) to ensure fair and consistent practices for recruiting and selecting employees;
- c) to ensure that the hiring process is accessible to both official language communities;
- d) to ensure every attempt will be made to reflect the culture and nature of the communities represented.

2.1 *HIRING PROCEDURES*

The following procedures will apply to all full time positions, but may be modified for contract employment, with approval of the Personnel and Policy Committee:

- a) All positions to be filled must have an approved job description, as well as a statement of qualifications, including experience, knowledge, personal suitability, and, where required, language proficiency.
- b) Applications for employment shall be made in writing and should include a complete resume. Three references are required. References will be checked and verified.
- c) The selected candidate(s) will be employed on a probationary basis for a period of six (6) months, during which period the supervisor will be responsible to evaluate and record performance on a monthly basis.
- d) At the discretion of the General Manager, a selection committee process may be used."
- e) The Capitol will recognize the bilingual aspect of the City of Moncton and the Province.

Approved by the President, Théâtre Capitol Theatre Inc.

Dated:

Replaced Policy Dated:

3.0 HOURS OF EMPLOYMENT

POLICY STATEMENT

The Theatre Capitol Theatre Inc. will maintain a flexible work schedule for its employees to accommodate the nature of the Theatre business. It will ensure that there is a process for employees to maintain an accurate record of hours worked in accordance with provincial legislation and fair labour standards.

3.1 *GENERAL HOURS OF WORK*

- a) Full time salaried staff will be required to work a minimum of 37.5 hours per week.
- b) Part time staff will be required to work designated hours and be compensated on an hourly basis.
- c) On call staff will be required to work when required and will be notified. Compensation will be on an hourly basis.

3.2 *OVERTIME*

Overtime compensation may be granted for work exceeding 40 hours per week in the form of time off for designated employees approved by Management.

A maximum of 37.5 hours can be accumulated and taken during one continuous interval.

Overtime cannot be combined with vacation unless approved by Management.

(For employees on minimum wage, hours of work and overtime will be as defined by Provincial legislation, see Appendix "A")

Approved by the President, Théâtre Capitol Theatre Inc.

Dated:

Replaced Policy Dated:

4.0 EMPLOYEE APPRAISALS & EVALUATION

POLICY STATEMENT

No evaluation system will substitute for effective, ongoing communication between supervisor and employee. The following is intended to help that process.

Management should ensure that each employee has a clear understanding of his/her role, what duties are to be carried out, the required level of performance of those duties, and the factors which will be considered when performance evaluation is made.

Management has an obligation to provide adequate training, to encourage good performance and to formally and periodically evaluate employees. .

4.1 *THE APPRAISAL PROCESS*

a) During the initial probation period there should be regular monthly meetings between the supervisor and the employee to assess progress. The results should be recorded in the employee's file.

b) When probation has been successfully completed, the supervisor should provide feedback to the employee in writing.

c) Thereafter, formally once a year, the supervisor should meet with the employee to discuss the employee's responsibilities, revising if necessary and establish goals and objectives for the coming year. Again, record in writing. Supervisors should do periodic progress reviews during the year.

d) Near the end of each appraisal year the manager/supervisor should meet with the employee, and review areas where the employee has (1) exceeded requirements, (2) fully met requirements, and (3) failed to meet requirements. In the latter case, the supervisor should determine the best way of improving performance (training, counseling, etc.). Results of this interview should be recorded, in writing. (see Appendix "B" for Performance Evaluation Form)

e) The appraisal process is also a very useful tool to identify employees with potential, and to prepare appropriate developmental plans.

Approved by the President, Théâtre Capitol Theatre Inc.

Dated:

Replaced Policy Dated:

5.0 AUTHORIZED ABSENCES

POLICY STATEMENT

The Theatre Capitol Theatre Inc. realizes that there may be times when personal situations may result in full-time employees needing to have time away from work. Apart from our legislative responsibility identified in the Employment Standards Act, Appendix "A", the Theatre has established procedures that recognize the need of employees to be excused from work for periods of time and to mitigate any hardship by granting pay for such absences in specific circumstances.

5.1 VACATION

a) Employees who accumulate the following months of continuous service on their anniversary date are entitled to:

Less than 12 months of continuous service, 2 weeks pro-rated
12 to 24 months of continuous service, 2 weeks
24 to 120 months of continuous service, 3 weeks
120 months or more of continuous service, 4 weeks

b) Due to the nature of the Theatre's business, the General Manager reserves the right to identify periods when vacation must be taken.

c) Employees who are not identified as full-time salaried will receive vacation entitlement in accordance with the Employment Standards Act and be paid as part of their bi-weekly pay.

5.2 PUBLIC HOLIDAYS

a) Following are the paid public holidays provided for under the Employment Standards Act for full-time salaried employees:

New Years Day
Good Friday
Canada Day*
Labor Day
New Brunswick Day
Christmas Day

* Where Canada Day falls on a Sunday, the Monday following shall be observed as a public holiday.

b) In addition to the above six (6) paid holidays, the Provincial Days of Rest Act provides four (4) additional unpaid public holidays for full-time salaried employees:

Victoria Day
Thanksgiving
Remembrance Day
Boxing Day

For additional information and clarification see Appendix "A", Employment Standards Act.

5.3 SICK LEAVE

Every employee shall be eligible to accumulate sick leave credits at the rate of one (1) working day per month for each full calendar month of service, beginning the month following the month in which the employee was initially appointed.

Sick leave credits may be used only for bona fide absences caused by illness or injury.

5.4 LEAVE WITHOUT PAY

An employee may be granted leave without pay for good and sufficient reason provided that the request is made in writing and is approved by Management.

5.5 MATERNITY LEAVE

Maternity leave will be granted in compliance with provincial legislation.

Employers in the Province of New Brunswick shall not:

- a) refuse to employ or hire;
- b) dismiss, suspend or layoff any employee who is pregnant for reasons due solely to her pregnancy.

A pregnant employee wishing to take maternity leave must:

- c) advise her employer four (4) months prior to the probable delivery date or as soon as her pregnancy is confirmed, whichever is later;
- d) provide her employer with a medical doctor's certificate confirming pregnancy and the probable delivery date.

(Appendix 'A' has further guidelines on Provincial legislation)

5.6 PARENTAL LEAVE

See the Employment Standards Act for the Province of New Brunswick in Appendix "A".

5.7 BEREAVEMENT LEAVE

See the Employment Standards Act for the Province of New Brunswick in Appendix "A".

Approved by the President, Théâtre Capitol Theatre Inc.

Dated:

Replaced Policy Dated:

6.0 EMPLOYEE SEPARATION

POLICY STATEMENT

The separation of an employee from his/her employment is a matter to be taken very seriously by Management. It is an area of Theatre Management where careful consideration and the exercise of sound judgement are paramount. The consequences of not doing so could result in undue hardship to the employee and prolong any unnecessary litigation, after the fact.

Alternatives to separation, such as re-training, providing alternative employment, etc. should be exhausted before the final decision is made.

The separation of an employee should normally be undertaken only with the approval of the General Manager, who in turn, should keep the Board of Directors fully informed, through the Personnel and Policy Committee, preferably before the fact.

The following (except in the case of resignation, where the legislation is silent), are adapted from the Employment Standards Act, Appendix "A", and represent the minimum requirements to be adhered to by employers.

6.1 DEFINITIONS

Resignation: Voluntary termination initiated by employee.

Dismissal: Termination of employment for cause, at the direction of Management.

Layoff: Temporary interruption of employment at the direction of Management because of lack of work.

Suspension: Temporary interruption of employment other than layoff, at the direction of Management.

Termination: The severance of employment at the direction of Management.

6.2 RESIGNATION

Regular full-time salaried employees are expected to give notice of resignation in writing two (2) weeks to one (1) month prior to departure.

a) The General Manager is expected to give one (1) month's notice to the President of the Board, or in the absence of the President, to the Vice President.

b) Professional staff are expected to give three (3) weeks notice in writing to the General Manager.

c) Stenographic, clerical and support staff are expected to give two (2) weeks notice in writing to their supervisor.

6.3 *DISMISSAL*

When dismissing an employee for cause, Management must do so in writing, setting out the reasons for the action.

6.4 *LAYOFF, SUSPENSION, AND OTHER TERMINATION*

Normally, where an employee has been employed for a continuous period of six (6) months or more, Management must give a two (2) week written notice when laying off or terminating an employee.

However, Management may pay the employee the wages the employee would have earned during the applicable notice period instead of providing written notice.

Management can layoff an employee without notice where

- a) the layoff is for a period not exceeding six (6) days;
- b) there is lack of work due to any reason unforeseen by Management at the time notice would have been given;
- c) the termination or layoff results from the normal seasonal reduction, closure or suspension of an operation;
- d) the employee has refused reasonable alternative employment offered by the employer instead of being terminated or laid off.

Approved by the President, Théâtre Capitol Theatre Inc.

Dated:

Replaced Policy Dated:

7.0 TRAVEL AND OTHER EXPENSES

POLICY STATEMENT

Employees are reimbursed for reasonable and necessary expenses incurred in carrying out pre-authorized travel and other business-related assignments. An Account of Expenses must be completed for all travel.

7.1 APPROVAL

The approval process for out-of-city travel for business purposes is as follows:

- a) The General Manager may travel within Eastern Canada at his/her own initiative upon advising the President of the Board of Directors, in advance.
- b) The General Manager may approve travel for subordinates within Eastern Canada for business purposes.
- c) All other travel in Canada and mainland United States must be approved in advance by the Executive of the Board of Directors.

7.2 ADVANCES

- a) Advances to support approved travel shall be made to employees by submitting a Request for Travel Advance, (Appendix "C") properly completed and approved by the General Manager. A travel advance will not be given to an employee who has a travel advance which is still outstanding from previous travel.
- b) All employees shall submit a detailed account of expenses incurred with necessary receipts on the Claim for Expense Report (Appendix "D") within fifteen (15) days of returning to the Theatre.

7.1 METHODS OF TRAVEL

Whenever possible, employees are expected to travel by the most direct route and use the most economical means of transportation, taking into consideration the travel time involved and working schedule.

Private Vehicle:

- a) Transportation costs by private automobile will be reimbursed at the rates, per kilometer, as outlined in sub-paragraph 7.10. The number of kilometers will be calculated from the normal place of work to the destination and return.
- b) Employees using their private vehicles at the employer's request will be entitled to claim reimbursement on approved travel outside Municipal boundaries as per sub-paragraph 7.10.
- c) Where an employee chooses to use his/her personal vehicle for transportation instead of air travel, travel expenses will be allowed up to the level of most economical airfare.

Rental Vehicles:

d) Where it is economical to do so, and prior approval has been obtained, an employee may use a rental vehicle. All rental vehicles shall be compact size, or equivalent models. (Any exceptions must be approved on an individual basis). Reimbursement shall include rental charges, kilometer charges, cost of liability insurance waiver, cost of fuel and applicable taxes. Receipts must be produced to substantiate allowable costs.

Airline Transportation:

e) An employee conducting Theatre business requiring utilization of air transportation will use economy class and when travel is known in advance, travel arrangements should be booked ahead to take advantage of lower rates which may be available.

f) The cancelled airline ticket, whether prepaid or being billed through the Account of Expenses, must be appended to the Claim for Expense Report.

g) When a trip extension, i.e., overnight Saturday, may result in substantially reduced air fares, additional costs for accommodations and meals are acceptable when this will result in an overall saving.

Airline Limousines, Buses and Taxis

h) Employees may claim the cost of ground transportation such as airline limousines, hotel buses, etc. The least cost alternative should be chosen. Receipts must be provided.

7.4 ACCOMODATIONS

a) Employees will be reimbursed for actual commercial accommodation costs. Most cities offer a range of moderately priced accommodations and employees should take same into consideration when choosing hotels.

b) Corporate rates should be requested and receipts provided to support such expenditures.

c) Employees who opt to use private accommodations will be reimbursed according to the rate specified in sub-paragraph 7.10.

7.5 MEALS/INCIDENTALS

a) Employees shall be reimbursed for meals according to sub-paragraph 7.10.

b) Reimbursement for meals shall not be made where meals are included as part of the Registration Fees for conferences, seminars, flights, etc.

c) An allowance in accordance with sub-paragraph 7.10 shall be allowed for each day while traveling on approved Theatre business to cover the cost of incidentals. This includes the first and last day of travel, even if these are less than a full business day.

d) Employees will be reimbursed the costs of road, ferry, bridge and tunnel tolls as well as parking charges incurred during business travel.

7.6 *HOSPITALITY*

It is acknowledged that from time to time senior theatre officials may incur costs to facilitate Theatre business. Such costs may include conference room rentals, equipment rentals, hospitality and other related services.

These costs shall be reimbursed and all such claims shall state the purpose of the expenditure and the names of the persons involved. Receipts shall be submitted and expenditures exceeding \$500 shall require prior approval from the Executive of the Board of Directors.

7.7 *LAUNDRY COSTS*

Employees may be reimbursed for reasonable laundry expenditures if business travel exceeds three (3) days.

7.8 *TELEPHONE CALLS*

Employees may be reimbursed the costs incurred for necessary local and long-distance telephone calls related to Theatre business.

7.9 *SPOUSE/FAMILY MEMBER EXPENSES*

Charges incurred for spouse or other family member will be the responsibility of the employee. Exceptions may be considered for events at which a spouse is normally expected to attend and prior approval obtained.

7.10 *PER DIEM*

a) Employees will be reimbursed up to the following amounts:

Breakfast \$ 8.00 Lunch \$ 12.00 Dinner \$ 20.00

Incidentals\$ 5.00

Maximum Daily Eligibility of \$ 45.00

b) The kilometer rate paid to employees on Theatre business will be .27 cents per kilometer when using their personal car on authorized Theatre travel in the Maritime Provinces only.

c) Per Diems will be reviewed on a regular basis to ensure fairness to Theatre staff.

Approved by the President, Théâtre Capitol Theatre Inc.

Dated:

Replaced Policy Dated:

8.0 CONFLICT OF INTEREST

POLICY STATEMENT

Employees shall perform their employment duties and arrange their private affairs in such a manner that public confidence and trust in the integrity, objectivity and impartiality of the Theatre and its employees are conserved and enhanced.

On commencing their employment with the Theatre and thereafter, employees shall arrange their private affairs in a manner that will prevent real, potential or apparent conflicts of interest from arising, but if such conflict does arise between the private interests of the employee and his or her employment duties and responsibilities, then in such event the matter should be reported to the General Manager or in case of the General Manager, to the President of the Board of Directors, provided always that if there is a doubt in the final resolution, the doubt shall be resolved in favour of the Theatre and the public interest.

Approved by the President, Théâtre Capitol Theatre Inc.

Dated:

Replaced Policy Dated:

9.0 LANGUAGE

POLICY STATEMENT

The Theatre is intended to be a source of enjoyment, entertainment and use, primarily for the people of Southeastern New Brunswick and the surrounding areas and for tourists and other visitors to this area.

To contribute toward the full realization of this objective, Management and employees are expected to conduct themselves in a way which will demonstrate that the Theatre is a facility in which both official languages are used and are welcomed, and that the language policies approved by the Board of Directors are followed.

Management will ensure that capability exists within the Theatre staff to promptly provide service and response to requests in both official languages.

Approved by the President, Théâtre Capitol Theatre Inc.

Dated:

Replaced Policy Dated:

10.0 DISCRIMINATION

POLICY STATEMENT

In its employment practices and in dealing with employees, Management will take all necessary measures to ensure that there is no discrimination by reason of race, creed, religion, national origin, age, gender, marital status, political affiliation, family relationship, disability, sexual orientation, or other similar reason.

Approved by the President, Théâtre Capitol Theatre Inc.

Dated:

Replaced Policy Dated:

11.0 COMPENSATION AND BENEFITS

POLICY STATEMENT

The Personnel and Policy Committee will apply the following philosophy, when possible, to Capital Theatre full-time and part-time employees

1.1.1 SALARY ADJUSTMENTS

- a) Annual general salary adjustments will reflect the annual general salary adjustments granted to the City of Moncton Management Personnel.
- b) All salaries will be paid bi-weekly with 26 pay periods each year. In an unusual year, there will be 27 pay periods.
- c) Payment of salaries will be via direct deposit.
- d) Salaries will be reviewed annually.
- e) Salary ranges may be adjusted to reflect changes in general economic conditions and average wage adjustments may occur as a result. .

11.2 BENEFITS

Benefit programs offered to full-time employees will reflect programs granted to the City of Moncton Management Personnel. The cost is shared 50% by the employer and 50% by the employee. Where an employee opts to take the coverage, the premium is automatically deducted from each pay. Theatre Management can provide details of employee benefit programs.

11.3 PAY EQUITY

A policy of equal pay for work of equal value will be respected for all staff positions.

Approved by the President, Théâtre Capitol Theatre Inc.

Dated:

Replaced Policy Dated:

120 PERSONNEL FILES

POLICY STATEMENT

The General Manager will maintain a confidential personnel file for each employee. This file will be available for review by the employee in the presence of the General Manager or his/her designate. The file will include such documentation as employment application, resume, letter of appointment, notice of salary revisions, job description, performance evaluations and relevant correspondence or notations. As evidence of viewing his/her file, the employee will initial and date the material perused.

An employee may request to have information released for personal reasons such as bank loans, mortgages etc. This request must be made in writing to the General Manager. Upon release of this information, at the discretion of the General Manager, a copy of the correspondence will be kept in the employee's personnel file.

Approved by the President, Théâtre Capitol Theatre Inc.

Dated:

Replaced Policy Dated:

13.0 PERSONAL USE OF THEATRE EQUIPMENT

POLICY STATEMENT

a) All employees are expected to refrain from the inappropriate use of Theatre computer equipment for either transmitting personal business (i.e. personal banking) or transmitting or receiving non-work related material via email.

b) The Internet program is to be used for researching issues relating to Theatre business only.

c) Where an employee uses the photocopier or the postage machine for personal business (conducted outside of regular business hours), the Theatre is to be fully reimbursed for all costs (postage, paper, etc.).

d) Inappropriate use of any Theatre equipment may result in disciplinary action or immediate dismissal.

Approved by the President, Théâtre Capitol Theatre Inc.

Dated:

Replaced Policy Dated:

APPENDIX "A"

Employment Standards Act

<http://www.gnb.ca/acts/acts/e-07-2.htm>

APPENDIX "B":

Performance Evaluation Form

see Operations Manager

APPENDIX "C"

Request for Travel Advance

see Accounting Department

APPENDIX "D"

Expense Statement Form

see Accounting Department

APPENDIX "E"

Salary Adjustment Request

see Accounting Department

APPENDIX "F"

Volunteer Handbook

attached

APPENDIX "G"

Théâtre Capitol Theatre Inc. By-Law

attached



A Capitol Volunteer Handbook

By Rick Costain

Revised September 2006
by Claudette Glencross
and Robin Anne Ettles

**WELCOME TO THE CAPITOL THEATRE!
THANK YOU FOR CHOOSING TO GIVE OF YOUR TIME AT OUR FACILITY.**

The Capitol Theatre is pleased to have you among the ranks of our volunteer corps, headed by Ms. Claudette Glencross and supervised by the Front-of-House (FOH) Manager. The corps now numbers approximately 200 people. Rick Costain, former team leader of the Capitol Stars, has graciously prepared this handbook to help guide you along in the process of volunteering at the Capitol Theatre. It is generally structured in a handy Q&A format. Although this handbook is quite comprehensive, there will always be extenuating circumstances or you may have questions about these or other matters. Please do not hesitate to ask your team leader or the Front-of-House Manager!

Volunteering at the Capitol consists mostly of carrying out duties as specified by your team leader and the FOH Manager during our shows. In return for your help, you are welcomed to watch the same entertainment that our patrons pay to see. Through your work, you will also get somewhat of an inside look at the entertainment industry: technical details, artist and public relations, media, venue preparation, etc. Other volunteer activities are optional, but sometimes include helping us prepare subscriber mail-outs for the new season or generally helping out around the premises. Through your volunteer work, you will meet new people not only on your team, but from other teams as well. We celebrate the work of our volunteers at least once a year with a collective meal. Some teams make use of our facilities for meet and greet events, such as potluck dinners, etc. Volunteering is always a social event here at the Capitol!

Also, your suggestions and comments are very helpful to the continued quality of our public image and customer service. If you have anything to say, we'd love to hear from you!

**SO I'M NOW A VOLUNTEER AT THE CAPITOL THEATRE –
WHAT DOES THAT MEAN EXACTLY?**

At the very least, this means that you have come to give some of your time and to enjoy the entertainment provided here. This also means that while wearing a Capitol volunteer jacket and nametag, you are a representative of the Theatre. It is extremely important to be polite, courteous and friendly at all times. Often, patrons think that you are an employee of the Capitol Theatre and you are the first person they see, and their impression of you may be their initial impression of how the Theatre is operated. As they say, one never gets a second chance to make a first impression.

You have also been provided with a booklet detailing the history of the Capitol Theatre and you will receive some training from your team leader and theatre staff. However, sometimes patrons will ask you questions that you are unable to answer. As a general rule of good customer service, it is paramount that the patron's question be answered. If you are unsure, please refer the patron to the FOH Manager or check with a staff

member to get the answer. “Please hold on – I’ll check with a staff member” is far more appreciated by a patron than “I don’t know, I’m just a volunteer”, and speaks much better for our organisation.

HOW DOES THE VOLUNTEER PROGRAM WORK?

If you offer your name as a volunteer to Claudette Glencross, your name will be added on a team list. You will receive a monthly schedule of events and a list of team members and team-leaders. On the schedule are those nights or days your team is designated to work. Approximately seven days before the event, you will be contacted by your team leader to see if you will be available. To make your team leader's life easier, we encourage you to call your team leader yourself to notify him/her if you will be available to work or not. There are many reasons why a volunteer cannot be available for the time his/her team is designated to work and that is why there are approximately 20 members on a team. However, when you offer your name, you should be prepared to make yourself available for those times your team is designated to work. If, for some unseen circumstances you have to cancel after telling the team leader you would be available, you should contact the team leader as soon as possible so that a replacement can be found.

HOW OFTEN DO I HAVE TO BE THERE?

Generally, the teams are on a rotating schedule that comes out each month. On average, each team works twice a month. However, this can vary greatly depending on the time of year and level of rental activity. As a volunteer, we ask that you come for all shows for which YOUR team is scheduled to work unless you absolutely cannot, even if sometimes they do not particularly pique your interest. This is important to the functioning of the theatre and to the planning that your team leader is required to do. It may not be your cup of tea, but you may also find yourself appreciating a different type of entertainment or, in the case of conferences, learning new things. If you are unavailable to work three consecutive events (although of course we realize that certain circumstances are unforeseen), we may question your desire to be a part of our volunteer corps. As will be mentioned below, you are welcome to submit your name for events where your not team is working, above and beyond what your own team is scheduled to work.

HOW OFTEN AND HOW LONG DO I HAVE TO BE THERE? HOW MANY PEOPLE ARE NEEDED? IF I DON'T SHOW, SURELY I WON'T BE MISSED!

There are various factors that affect the number of volunteers needed for any performance. Generally, depending on the size of the house, the type of entertainment, whether the coat check is available to the patrons, the time of day, etc... there are 18 volunteers needed at any given time in the following positions:

Taking tickets (orchestra)	2 ¹
Taking tickets (balcony)	2 ¹
Passing out Programs	2
Coat check	1 ² or 2
Ushers in the Orchestra	6
Ushers in the Balcony	5
One extra to float (merchandise, etc.)	1
Total	20 or 21

WHAT IF I'M A VOLUNTEER BUT OUR GROUP IS NOT SCHEDULED AND I REALLY WANT TO SEE THIS PERFORMANCE?

If you really want to see an event for which your team is not scheduled, approximately 5-7 days before the event you should contact the team leader of the team that is scheduled. Provided there are not too many volunteers for the same event, the team leader can normally accommodate you and have you work with their team for that performance. However, we do not want to create a situation where there are so many volunteers that it looks strange to the patrons, so please try to understand if it is just not possible for that event.

CAN I DO SOMETHING LIKE WORK THE DOOR OR SHOW PEOPLE TO THEIR SEATS AND THEN GO HOME EARLY?

When you commit to work for an event, it is expected that you will stay for the duration of the program unless there are sound reasons why you cannot. This is necessary to meet the Fire Marshall's requirements for having all exits covered in the case of an emergency. If you have to leave before the end of the performance, you **MUST** advise either the Front-of-house Manager or the team leader so that arrangements can be made to fill your post.

¹ One of who should be bilingual when a number of Francophone patrons are expected

² Only during inclement weather and in the winter, and should receive help after the performance from the volunteers who were giving out programs.

WHEN AM I EXPECTED TO ARRIVE AT THE THEATRE? AFTER ALL, THE AUDITORIUM DOORS DON'T OPEN UNTIL ½ HOUR BEFORE THE SHOW STARTS

...

The normal procedure is for the Main Theatre doors to open 1 hour before the performance time, and the performance hall doors are opened ½ hour before show time. **Note: under NO circumstances should either door be opened without instructions from the FOH Manager.** It is also important that hall doors remain closed until the house is officially opened. Touring companies often need to make last minute adjustments before the house opens to the public, and unnecessary traffic can affect their set-up, lighting cues, etc. As a new volunteer, your team leader will likely wish to take you through the house before a performance. Please check with the FOH Manager before doing so.

You should try to be at the Theatre at least 1½ hour before performance time. There are many reasons for this, among them is to assist the team leader so he/she knows for sure who is available for an assignment. Also, volunteers are often needed for other duties such as stuffing programs, or Theatre staff may need to issue special instructions during this time. The FOH Manager him/herself always addresses the team with details specific to the show in question, 10 minutes prior to Main doors opening.

WHAT AM I EXPECTED TO WEAR?

Clothes.

Just kidding, of course. Clothes are indeed mandatory, and we suggest that upon arrival at the theatre you should be dressed in a white top (tie for the gentlemen), and black (or dark) slacks or skirt, and appropriate footwear. Remember you may be standing in one position for more than an hour or you may have to usher in the balcony.

You should then proceed to the coat check to find a maroon jacket or vest that will fit. Many volunteers have their own maroon jacket or vest. If you decide to remain with us for a while, you may wish to purchase or, in the case of some of our volunteers, make your own.

Capitol Theatre volunteers are now required to bring a small flashlight to the shows they are working.

Purses or valuables may be secured in the box office. You are welcome to ask the FOH Manager to bring your purses or valuables there. Please note that the Theatre is not liable for your personal effects. We ask that you NOT go in the Box Office under any circumstances, as it is a restricted area.

OK, I'M DRESSED AND READY - WHAT NEXT?

You should then report to the team leader and get your nametag. If there is a particular job you wish to be assigned to, then you should let the team leader know. However, please note that most team leaders try to rotate members of their team through all assignments. The team leader will then assign you a position or duty, and if you are going to usher, you should have your flashlight ready (all volunteers working in the auditorium should have a flashlight in the event of an emergency). Be ready to accept any job that needs to be done, including ushering in the balcony.

If you are the first volunteer to arrive, please get the nametag box out and ready. They are usually located under the black skirt of the table next to the bar and closest to the stairs.

WHAT IF I'M NOT ASSIGNED TO USHER? WILL I GET TO SEE THE PERFORMANCE?

After your duties in the lobby are complete, you are welcome to go into the hall and enjoy the performance. You should ask the ushers if there are any available seats, or your team leader may have given you an additional assignment to position yourself by one of the exits. There are now jump seats available along the walls for volunteers. Volunteers are NOT to sit in the Opera Boxes. Use of the Opera Boxes is determined by FOH only.

Any volunteers in the auditorium during a performance should remember that they are not paying customers and therefore should respect the right of the theatre patrons who do pay. We should be as discreet as we can, taking care not to disturb the patrons.

Important points for all volunteers to remember, regardless of your assignment:

- coming and going from the hall should be limited, and only when there is an appropriate break in the performance;
- we should try not to block the view of any patrons and we should avoid passing in front of them;
- we should be quiet, and not be talking so that we disturb anyone close by;
- if you work the Balcony, you should be aware that the buttons on the sleeves of the jackets can clink on the brass railing, and should be careful to avoid this;
- do not flash your light in the air or in patron's face – this sometimes happens accidentally, so it is important to be mindful of where the flashlight beam is pointing. Also, it can be distracting to the performer and to the lighting technicians;

- we ask that you take your positions shortly after the Main doors have opened. It can be rather intimidating for patrons to encounter an army of maroon-jacketed individuals sitting in the lobby;
- in addition to your assigned duty, it is the responsibility of all volunteers to ensure that patrons encounter as little disturbance as possible while watching the show. You are encouraged to ask noisy patrons to be quiet, or to ask those using flash cameras to stop doing so. If you notice any of these things but are uncomfortable approaching the patron(s) yourself, please inform the FOH Manager of the situation and where it is located so it can be resolved as soon as possible;
- We ask those people working the coat check or a merchandise table to anticipate the time of intermission and the end of the show so that you can come out and set up a little ahead of the patrons' exiting. Our clients and patrons are greatly appreciative of this.

WHAT DO I DO WITH MY NAMETAG AND FLASHLIGHT WHEN IT'S ALL DONE?

After the performance, you will return your nametag to the table by the bar. Please put your nametag in the corresponding plastic envelope with your team name on it.

We are pleased to offer \$2.00 to those who pay the special events parking fee. Usually, the FOH Manager will ask for a show of hands of those requiring funds during the briefing session. However, sometimes we are hurried with unexpected details and cannot look after reimbursing right away. If this happens, please ask the FOH Manager for the money at the end of the performance.

If you would like an alcoholic beverage, the cash bar is available to you as is it to the public. We ask only that you complete your duties and remove your jacket and nametag before consuming alcohol on the premises unless otherwise indicated by the FOH Manager. Meanwhile, all volunteers working a show are welcome to a complimentary glass of juice, as available in the refrigerator in the staff room next to the coat check.

WHAT DO I HAVE TO DO IF I USHER, OR TAKE TICKETS, ETC.?

The various duties for each position are described on the following pages. Please note that duties are subject to change. We have tried to cover most of the situations you may run into, but if something comes up, just do your best and then find the FOH Manager or one of the theatre staff.

TICKET TAKING

- Greet and welcome the patrons to the Theatre.

- Look to see that the tickets are for the appropriate show, time and/or date. If not, ask them kindly to step aside while you find the FOH Manager, who will help them resolve the situation.
- Tear the stub from the ticket and put it in the container for that purpose.
- Return the main portion of the ticket to the patron as this identifies their seat.
- Elderly or disabled patrons can be directed to the elevator at the end of the lobby. If their tickets are for the Orchestra, tell them to get off at floor number 2. Wheelchair patrons should be asked if they want assistance, and if so, get one of the other volunteers to help.
- Should anyone inquire about the hearing impaired system, direct them to the FOH Manager.
- After everyone is in, then you may take a position inside the theatre. You may be assigned to a particular exit, or you may be asked to help in the coat check after the performance.

PASSING OUT PROGRAMS

- This is usually done at the bottom of the first set of stairs.
- Normally there are enough programs for everyone, but on occasion you may be requested to limit their distribution, in which case you should ask people to share. On other occasions, the performers will sell their own programs, or they will hire the theatre to sell programs. In this instance, we may be asked to work a merchandise booth.
- You may suggest to those patrons wearing a coat that there is a coat check available down stairs at the end of the lobby. If someone has a large or questionable item, please recommend that they check it. If you receive any argument, alert the FOH Manager.
- Should a wheelchair patron enter the theatre, one of you should leave your position to assist them to the elevator and into the orchestra section of the theatre. Or, if the FOH Manager is handy you may ask her/him or escort the patron.
- After everyone is in, then you may take a position inside the theatre. You may be assigned to a particular exit, or you may be asked to help in the coat check after the performance.

COAT CHECK

- There is no charge for the coat check, but the tips help pay for annual volunteer meal, parking and other volunteer activities.
- The coat hangers are all numbered (in sequence) and the tag is on the hook. Give the tag to the patron, and place the coat on the proper hanger. You may have to move some of the racks around to make room, but you should try to keep the sequence in order to make it easier to distribute the coats at the end of the performance.

- After everyone is in, then you may take a position inside the theatre. You should be located near the main exits so you can get to the coat check easily at intermission and at the end of the performance.
- When distributing coats, place the tags in your pocket, and give the patrons their coats. This avoids delays, and with help it does not take long to return the tags to the proper hangers after everyone has received their coat.

USHERING AND GENERAL SEATING PLAN (see last page for seat map)

Seat numbering:

The seats are all numbered on the edge facing up when the seat is in its upright position. The numbers beginning on the north end (farthest from the main doors) starting at 1 and numbered upwards proceeding towards the main doors (House-left). Generally the lower numbers 1-10 are in the far section (House-right) 10-20 are in the centre section, and 20-up are in the near section (House-left).

Row numbering:

The rows are numbered on the arms of the end seats and are alphabetical starting near the stage either at **A** in the Orchestra or **AA** in the balcony and ascending up the alphabet the farther back you go.

Orchestra Section:

This is the proper name for the main floor section. Rows are A to R, with A-G in the section closest to the stage, and H-R in the section further back.

Balcony Section:

Rows in the balcony have double letters and are AA to OO. AA to FF are in the first or lower section of the balcony, and rows GG to OO are in the second or upper section.

Opera Boxes:

These boxes are reserved for patrons or companies who make a special donation to the Theatre. Please give this as a reason if anyone asks. Before the performance it is permissible to allow the curious to see what the view is like from the boxes, but only patrons with tickets should be allowed to sit there. In some exceptional cases, usually requested by the show's promoter, you will be asked to re-seat those with Opera box tickets as the play is not properly viewable from those seats. The FOH Manager will tell you where they can be re-seated. If a patron has an Opera Box Ticket, it will be either designated as Opera-Orch. or Opera-Balc. It will then be designated as Left or Right meaning House-Left or House-Right (your right or left when you face the stage), the next designation is either 1 or 2, with 1 being the box closest to the stage and 2 the box behind the first.

Wheelchairs:

If patrons tell the box office that they will arrive in a wheelchair, arrangements are made to remove seats in row G in the Orchestra so that the wheelchair can be placed in the empty space. There are platforms placed on the floor in these spots to help support the chair. Some wheelchair patrons would rather and are able to be seated. In this case, you can normally store the wheelchair under one of the opera boxes, except for unusual circumstances. Please consult the FOH Manager in this event. After seating these patrons, the Front-of-House Manager should be notified where they are located in the event of an emergency.

Hearing Aids:

Please ask the FOH Manager about the system for the hearing impaired.

Ushering Duties:

- Prior to the performance, at least one volunteer should be at the main doors both in the Orchestra and the Balcony to ensure patrons do not enter the theatre until told it is alright to do so by the FOH Manager.
- When working as an usher, you are expected to show people to their seats. You should never stand and point. Also, you should always offer assistance or ask if you can show patrons to their seat instead of waiting for them to ask. In some instances when help is offered, it is refused, especially by patrons who are familiar with the Theatre. However, we should always offer.
- When ushering in the Balcony, patrons seated on the far side of the lower section can be directed to pass through the balcony lounge (if the lounge is open). This avoids climbing to the second level and then coming back down. Usually the balcony lounge opens for this purpose when people are seated into the upper balcony section.
- You should always be on the lookout for cameras and sound recording devices, unless the FOH Manager has advised that they be all right for that particular performance. Please check with the FOH Manager before each performance.
- Food and beverages, with the exception of bottled water, are strictly prohibited in the auditorium. These items should be politely confiscated at the door.
- If you notice any items such as umbrellas, purses, binoculars, programs, etc. are placed on the balcony ledge, please have the patron place them on the ground or in coat check.
- When the performance begins, volunteers should be posted in the following positions:

Orchestra:

- 2 at the main entrance
- 2 at the far exit
- 1 at each back exit

Balcony:

- 2 at the main entrance
- 2 at the far exit
- 1 at each of the emergency exits in the upper section

These positions should be maintained whenever practical. In the event of an emergency, you should ask the patrons nearest your position to use the exit by you. Because the upper balcony doors are emergency only, and the steps are fire-escape type grates, patrons with high-heels should be directed to either remove their footwear or, in inclement weather (winter), use one of the other exits where possible. You should stay until you are last out, and you should offer assistance at all times. Volunteers working the main entrance should, in an emergency, direct patrons to use the exit to Oak Park, which is just outside the auditorium, rather than to go through the lobby.

Sometimes temperature control is an issue in our theatre. Please do NOT open the upper balcony doors to cool down the balcony. We work in a large, older building, and the system does eventually kick in. If you have several and/or nasty complaints, alert the FOH Manager.

Latecomers will only be allowed to enter the auditorium at an appropriate time when there is a break in the performance, as directed by the FOH Manager. Where possible, they should be taken to the nearest empty seat, and they can occupy the correct seat after intermission.

At intermission, you should assist patrons in finding the rest rooms and the bar. The bar is open during the hour prior to house opening and then again during intermission. It is closed at all other times unless the client has specified otherwise. The Balcony Lounge bar is open when our audience count exceeds 600; please make patrons aware of this when they arrive. Once the initial crowd is out at intermission, others may leave their position as long as one or two volunteers stay by the main doors. Patrons cannot use the exit doors to go outside for a smoke break. They must use the front lobby doors.

Also during intermission, you may be one of two people assigned to stand at the bottom of the stairs by the stage. This is to prevent both staff and patrons from going on or backstage. It is a professional courtesy extended to artists and is also a matter of security. Please politely refer any argument to FOH. If you are assigned to this position, you will take it up again at the end of the show and remain there until all patrons have left the house, or until FOH indicates that it is ok to go. If for some reason you cannot stay at your post for the required duration, it is very important that you inform your team leader so he/she can make sure the position is filled.

At the end of the show, you should remain behind to see that all patrons exit safely. Volunteers posted at the far exit in the Orchestra should see that these doors, which open into the parking lot, are held open. Please ask patrons to watch their step.

After everyone is gone, you should then check the seats for any items left behind. Programs and left items should be picked up, and if previously instructed, some programs are to be recycled. You do not have to pick up what would be considered garbage, such as Kleenex, gum, etc. Crash bars and locks have recently been added to the hall doors, both upstairs and down. These doors usually remain locked until ½ hour before the performance and are closed and locked when most or all patrons have left.

For security and technical purposes, neither patrons nor volunteers are to come back into the hall without permission from FOH once the doors are closed and locked. Both volunteers and patrons are encouraged to use the Oak Park exit just outside the hall doors.

In summary:

- Program givers: please mention coat check is available.
- Coat check people: if possible during intermission stay around to help people to find the washroom.
- The Capitol Theatre has a no photography/no recording policy. This stands at all times unless otherwise informed by the FOH Manager. This is especially important during dance shows.
- NO SMOKING allowed in the building or between entrance doors. There is a substantial fine for those caught smoking in the building. Also, no food or drink allowed in the auditorium, with the exception of bottled water. Please be alert to this during intermission, making sure somebody is at the doors to watch for drinks and foods.
- Unless cleared by FOH, absolutely NO ONE is allowed backstage or on stage. Any argument should be referred directly to FOH.
- FOH exclusively controls the opening of the main doors.
- At intermission and after the show, do not open the doors until the big chandelier lights, or 'house lights' are up and the applause is over.
- It is very important that for the first 15 minutes of the show, one or two ushers stand by the doors in the balcony and orchestra level to sit latecomers. FOH will allow entry at the appropriate time. Tell people at the door where to sit as quietly as possible, unless it is a rock concert.
- Once you have been assigned a station, cover one of the emergency doors and sit as close to it as you can. Avoid bunching up. Also, please take your positions once the main doors are open.
- Should anyone enquire if the performers will present themselves after the show, ask them to enquire with you again during intermission or after the show, and verify with the FOH.
- Those assigned to stand at the foot of the stairs leading to the stage to discourage people from going on stage or backstage are to stay there for the duration of intermission and after the show until all patrons have left the hall. If for some reason you are unable to stay at your post, you must alert your team leader so these positions can be covered. Any argument from staff or patrons should be referred directly to FOH in the lobby.
- After the show please lend a hand picking up left over programs and inserts. This moves peoples quickly out of the auditorium.
- After the show, please lend a helping hand if you notice the coat check is busy.
- After the show, please return nametags to their box - do not leave them on the table.
- If you can't stay for the entire performance, inform your team leader before you leave.

- If ever there is a question that you are not sure of or feel uncomfortable answering, please inform the patron that you will return with an answer and come see the FOH on duty. We are more than happy to assist.

Thank you, and ENJOY!

THEATRE CAPITOL THEATRE INC.

Title: **IN THIS BY -LA W**, Theatre Capitol Theatre Inc. is to be referred to as "the corporation".

Board of Directors: The affairs of the Corporation shall be managed by a Board of Directors.

Term of Office

The term of office of each Municipal Director shall be one (1) year.

Number

There shall be fourteen (14) Directors, of which three (3) will be members of Moncton City Council, two (2) will be members of Riverview Town Council, and two (2) will be members of Dieppe Town Council, an additional five (5) will be appointed by the City of Moncton, and an additional one (1) will be appointed by each the Town Dieppe and the Town of Riverview.

Retiring Members

Retiring Members may be reappointed subject to the provision that a Director who has served two terms may be eligible for reappointment only after an absence of one year. Notwithstanding, the immediate past President shall automatically be a Member of the Board.

Resignation and Removal of Directors

Any Director may resign by giving written notice of resignation to the Board, or to the President or Secretary of the Corporation. Such resignation shall take effect at the time specified in such notice and acceptance of such resignation shall not be necessary to make it effective. Any Director may be removed from office, with or without cause, by a two thirds of vote of all Directors then serving in office, or by the municipality appointing that Director.

Interim Vacancies

Interim vacancies may be filled for the unexpired term by:

- (1) The Municipalities in the case of Municipal Directors;
- (2) The remaining Board Members in the case of Directors at Large, with the approval of the City of Moncton.

Attendance

Any Director who is absent from three consecutive meetings shall be deemed to have resigned from office unless such absence is excused by the Board.

General Manager

The Board shall appoint a General Manager who shall be responsible to the Board for the artistic, administrative and business management of the Corporation. Further the General Manager shall be an ex officio member without vote of the Board and all Committees thereof.

Meetings:

Annual Meetings

The annual meeting of the Board shall normally be held during the month of April each year, or on such other date as may be fixed by the Board.

Regular Meetings

The Board shall conduct regular monthly meetings at the call of the President. However during the regular June meeting of the Board, the Board may vote to suspend meetings for the months of July and August.

Special Meetings

Special meetings may be called at any time by the President or Vice-President or shall be called by the Secretary upon the request, in writing, of any three or more Directors then serving in office. Special Meetings, when held, shall only deal with and act upon those matters in the notice of meeting unless all Board Members are present.

Telephone Meetings

In the event of emergency situations only, Members of the Board or any Committee may participate in meetings through the use of a conference telephone or similar communication equipment so long as all Members participating in such a meeting can hear one another. Participation in a meeting pursuant to this provision constitutes presence in person at such a meeting. Any actions taken at such a meeting shall be ratified and confirmed at the next regular meeting of the Board.

Notice of Meetings

Written notice of time and place of the annual and regular meetings shall be sent to each Director at the last known place of business or residence of the Director at least seven (7) days, but not more than thirty (30) days, prior to the date of such meetings. Written notice of special meetings shall be sent by telephone, facsimile or other electronic communications system, not less than two (2) days prior to the date of such meeting.

Waiver of Notice

Notwithstanding the provisions of any of the foregoing sections, a meeting of the Board of Directors may be held at such time or place as the Board shall designate, and any action taken thereat, if notice thereof is waived in writing by every Director having the right to vote at the meeting shall be considered as if notice had been given according to these bylaws.

Quorum

Unless provided for differently elsewhere in these By-laws, a majority of the Directors then serving in office shall constitute a quorum for all meetings of the Board of Directors.

In the absence of a quorum, a majority of the Directors present may adjourn the meeting until a quorum is obtained.

Voting

At any meeting of Directors, every voting Director present in person at such meeting shall be entitled to one vote, except as otherwise provided by law or by these By-laws, the act of a majority of the Directors present in person at any meeting at which a quorum is present shall be the act of the Directors. The Chair at any meeting of Directors shall only vote in the event of a tie.

Officers:

The principal officers of the Corporation shall be a President, Vice-President, Secretary and Treasurer. All officers shall be elected to office from among the Directors then serving at the time of the election.

Election and Term of Office

The officers of the Corporation shall normally be elected at the annual meeting of the Board, but, where a vacancy exists, may be elected at any meeting of the Board at which a quorum is present by a vote of the majority of the Directors present in person at the meeting. An officer shall be elected to serve a one year term and shall hold office until the next annual meeting of the Board following election, or until such officer's removal as provided for in these By-laws. No Director may serve in one office for more than three (3) consecutive one-year terms. Election to office shall not be used to extend the eligible period of service on the Board of any Director.

Removal of Officers

Any officer may be removed from office, with or without cause, at any regularly scheduled Board Meeting at which a quorum is present by a vote of two-thirds of the number of Directors then serving in office.

Vacancies

Vacancies among the officers, however arising, shall be filled by a majority vote of Directors present at any regular or special meeting of the Board at which a quorum is present.

President

The President shall preside at all meetings of the Board and of the Executive Committee and generally do and perform all acts incident to the office of President, and shall have such additional powers and duties as may from time to time be assigned by the Board. Unless otherwise provided for in these By-laws, the President shall appoint the chairs of each Board Committee and be an ex officio voting member of each Board Committee.

Vice-President

In the absence, or inability to act, of the President, the Vice-President shall exercise the powers and perform the duties of President. The Vice-President shall also generally assist the President and shall have such

other powers and perform such other duties as may from time to time be assigned by the President or by the Board of Trustees.

Treasurer

The Treasurer shall act under the supervision of the Board and shall have charge and custody of and be responsible for, all the funds of the Corporation and shall keep or cause to be kept, and shall be responsible for the keeping of, accurate and adequate record of the assets, liabilities, and transactions of the Corporation. The Treasurer shall deposit, or cause to be deposited, all monies and other valuable effects of the Corporation in the name of and to the credit of the Corporation in such banks, trust companies or other depositories as may be designated from time to time by the Board of Directors. The Treasurer shall disburse or cause to be disbursed monies of the Corporation based upon proper vouchers for such. The Treasurer shall perform all the duties incident to the office of Treasurer and such other duties as may from time to time be assigned by the President or the Board.

Secretary

The Secretary shall keep, or cause to be kept the minutes of all meetings of the Board and of the Executive Committee in one of the minute books provided for that purpose and shall see that the minutes of meetings of the Board and of the Executive Committee are distributed promptly to all members of the Board of Directors. The Secretary shall see that all notices are duly given in accordance with these By-laws and as required by law. The Secretary shall be custodian of the seal of the Corporation and shall affix and attest the seal to any and all documents the execution of which on behalf of the Corporation under its seal shall have been specially or generally authorized by the Board of Trustees. The Secretary shall have charge of the books, records, and papers of the Corporation relating to its organization as a corporation and shall see that all reports, statements, and other documents required by law are properly kept or filed, except to the extent that the same are to be kept or filed by the Treasurer. In general, the Secretary shall perform all duties incident to the office of Secretary and such other duties as may from time to time be assigned by the President or by the Board of Trustees.

Committees:

Executive Committee

The Executive Committee shall consist of seven (7) appointees from the Board of Directors as follows:

- the three (3) members of Moncton City Council;
- one (1) member of Dieppe Town Council;
- one (1) member of Riverview Town Council and two (2) additional members of the Board of Directors.

Committees

The Board may from time to time establish such committees as it deems necessary.

Indemnification: Every person who is or shall have been a Director or Officer of the Corporation and such Director's personal representatives shall be indemnified by the Corporation against all costs and expenses reasonably incurred by or imposed upon such Director in connection with or resulting from any action, suit or proceeding to which such Director may be made party by reason of having been a Director or Officer of the Corporation or of any subsidiary or affiliate thereof, except in relation to such matters as to which such Director shall finally be adjudicated in such action, suit or proceeding to have acted in bad faith and to have been liable by reason of willful misconduct or willful negligence in the performance of their duty as a Director or Officer of the Corporation. Costs and expenses of actions for which this Article provides indemnification shall include among other things, attorneys' fees, damages, and reasonable amount paid in settlement.

Miscellaneous: **Insurance for Directors and Officers**
The Corporation may purchase and maintain insurance for the benefit of any Director or Officer against liabilities, costs, charges and expenses sustained or incurred by such director or officer for failure to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Budget

A budget shall be prepared annually and shall after approval by the Board be presented to the Councils of the City of Moncton and the Town of Dieppe and Riverview. The General Manager is authorized to make expenditures approved in the budget. Any variations from this are to be referred to the Board for action.

Fiscal Year

Fiscal Year is to be the calendar year.

Corporate Seal

A Corporate Seal is to be kept at the officers of the Corporation.

Affiliation

The Corporation, through its Board may become affiliated with appropriate organizations, and/or associations whose objectives are analogous to the Corporation's.

Amendments: The By-laws may be altered, amended, or repealed in whole or in part at any duly organized meeting of the Board of Directors of the Corporation, by a two-thirds majority vote of the voting Directors then serving in office. Any proposal to amend these By-laws shall be included with the notice of meeting at which the amendment is proposed. All amendments shall be consistent with the purposes of incorporation.

The foregoing **By-Law** - 001 was passed and enacted by the Board of Directors on the _____ day of _____ A.D.2003.

President

Policies to be developed:

<u>Policy</u>	<u>Area of Source</u>
1) Rental Policy	House Committee
2) Security and Fire Policy	House Committee
3) Purchasing Policy	House Committee
4) Signing Authority Policy	Finance
5) Capital Improvement Fund	House Committee
6) Donor Wall Policy	Donor Affairs Committee
7) Board Orientation Manual Policy	Executive Committee
8)	