### **OLT POLICIES**

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# BUDGET AND SPENDING

***Purpose***

Each year (Spring), the Board focusses on short and long term financial and operational planning. The key elements: the Treasurer drafts and presents an annual Operating Budget; and the VP Capital Assets presents a 3-year Capital Budget for the approval of the Board. These budgets are reviewed periodically and can be revised as required.

***Production Expenditures***

Production expenditures will vary depending on the requirements of each play. The Season Planning Committee and Play Directors will identify any unusual expenditure requirements to the Board.

***Capital Expenditures***

Capital expenditures are set at $1,500 or more for the following classes of items, to be depreciated over the following periods:

* buildings 40 years
* equipment and fixtures 10 years
* vehicles 10 years.
* computer equipment/software 3 years

***Spending Procedures***

* expenditures over-budget 10% or more, must be approved by the Board
* for payment, invoices must be initialled by Director/Chair having responsibility for spending
* capital expenditures require at least two quotes by suppliers
* expenditures for informatics, HVAC, etc may be made without a second quote, if supplied by a current contractor

***Reserve Fund budgeting***

Board motion passed November 17, 2017 requires the theatre to create a capital reserve fund of $150,000 per year and an operating fund of $20,000 per year. This resolution is a “proxy” for amortization of capital assets and also a contingency for unforeseen operational costs approved by the Board

**November 23, 2005. Revised November 22, 2006, January 20, 2015, November 26, 2015, May 21, 2019**

# MONETARY INVESTMENTS

***Purpose***

Revenue not immediately needed for annual expenditures, should be invested to ensure: reasonable return, and security of the money; and should respect any legal constraints on investment activities.

***Monetary Investments***

Monetary investments exclude material assets and current accounts.

***Investment Objectives***

Preservation of capital, encourage donations for investment and do not expose investments to undue risk:

* income generation - a portion of funds should be invested in lower volatility fixed income and equity securities
* growth - moderate volatility – a portion in equity securities and alternative investments to achieve long term capital and guard against eroding effect of inflation.

***Investment Decisions***

The Board will annually review and approve investment options. Investments must comply with Sections 26 to 30 of the Ontario Trustee Act (investments authorized by other Acts or regulations, investment standards, Trustee delegation, duty of agents, protection from liability, assessment of damages, regulations). The nature of income (interest, dividends, capital gains) need not be a consideration due to OLT tax exempt status.

***Investment Support***

Board may empower an investment manager to exercise certain functions in accordance with all applicable policies/ legislation:

* reporting to the Board significant issues/material changes to: structure, personnel, ownership, investment philosophies and economic events
* voting and related duties acquired through investment
* providing quarterly portfolio statements
* providing quarterly compliance certificates re investment policy
* participating in annual reviews
* determining both the appropriate level of asset diversification and percentage of the funds to be invested outside of Canada
* evaluating against industry bench-marks over a four year period:

1. U.S and International Equity: S&P 500
2. Liquid assets: PC 91-day T-Bills
3. Fixed income: PC Short-Term (1-5 yrs.) / PC Mid-Term (5-10 yrs.).

***Liquidity Considerations***

Accounts balances should not exceed monthly expenses, considering projected short-term and long-term expenditure forecasts.

***Debt Investments Guidelines***

* at least 45%, not more than 75%, should be in debt instruments. No more than 40% may be in the debt instruments of the Government of Canada or Ontario - no more than 25% in a single other provincial government
* short-term debt instruments issued by corporations and financial institutions should be at investment grade quality rating (R1)
* fixed income debt instruments restricted to a minimum rating of BBB
* no more than 15% may be with a single financial institution/corporation
* exception - up to 25% may be a short-term instrument (not more than 60 days) with the major banks
* long-term instruments should not be more than 10 yrs. and the weighted average term should be 3 to 5 yrs - subject to expenditure requirements

***Equity Instruments and Mutual Funds***

* at least 25%, but not more than 45%, of investments must be in equity instruments or mutual funds
* no more than 5% may be in the equity instruments of a single corporation or a single mutual fund.

***Reporting***

The Treasurer reports to the Board semi-annually on the investment portfolio.

***Conflict of Interest***

Board members must comply with Section 71 (disclosure of interests) of the Corporations Act. They could be in a conflict of interest if they gain any financial or other advantage; or if they cannot give objective, unbiased advice, or otherwise fulfill their responsibilities as a trustee.

**Adopted on March 17, 2004. Revised May 26, 2004, January 11, 2006, May 31, 2006, January 14, 2008, January 24, 2012, April 2, 2013, May 21, 2019**

# PRIVACY of INFORMATION

***Purpose***

OLT is committed to respecting the personal information of its patrons, members, donors, volunteers, staff, Board members, web-users and other stakeholders:

* per the requirements of federal and provincial laws, specifically, the Personal Information Protection and Electronic Documents Act (PIPEDA)
* these laws are to be regularly reviewed and the policy updated.

All staff and agents are bound by agreement to comply with this policy, both during and after their employment, and are encouraged to identify situations or procedures that may cause personal information to be at risk.

The Board may vary the application of this policy to limit or refuse the disclosure of the information.

***Personal Information***

OLT collects personal information from ticket-buyers, members, donors, volunteers and others by electronic media (e-mail, web access, etc), telephone, paper-based, and in person. This information is stored in our ticketing, volunteer and other databases and in hard copy files.

Personal information **is**: any information that can be used to distinguish, identify or contact a specific individual - including an individual's opinions or beliefs, and

is used only to better serve patrons and to expand volunteering:

* + providing information, re: tickets, memberships, donations ongoing events and news
  + thanking supporters, issue tax receipts
  + inviting supporters to special events
  + soliciting subscriptions and donations.

Personal information **is not**:

* + publicly available information - addresses and telephone numbers as published in telephone directories
  + organizational information - the name, title or business address or telephone number of an employee of an organization
  + information that does not identify individual persons, such as web traffic, surveys and demographics.

Unless still in use, or required by law to be preserved, financial and sensitive information must be destroyed no more than two years after it is collected.

Only authorized personnel have access to personal information. Every effort will be made to protect information from unauthorized physical and electronic access:

* + individual financial details re level of financial support may only be published with their consent
  + financial or credit card information can only be confirmed, not released
  + system access passwords must be maintained to industry standards
  + physical data (paper, computers, etc.) must be secured - stored in the safe or locked cabinets - from theft or unauthorized disclosure
  + remote back-up or external system must be to industry-standard encryption and limited to functions critical to theatre operations.

Unneeded personal information must be made anonymous or destroyed:

* + physical data should be shredded/destroyed
  + archives of financial/ticketing information in a secure format/location
  + electronic media must be destroyed/ wiped, including any drives, memory device or systems.

On request, individuals may have access to and be informed about the use of their information

OLT never sells or rents personal information to any third party. Information can only be provided to another organization on written agreement, to ensure:

* + protection of information and assume responsibility for any injury if this policy is not followed
  + a record is kept of shared information for a period of 3 years
  + data collected about patrons on behalf of third parties should be treated in a similar manner to OLT patron data
  + this responsibility is to supersede internal policies and usage of information.

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**Adopted April 21, 2004. Revised/approved January 31st, 2009. Revised November 27, 2017,May 21, 2019**

# PERSONNEL PRIVACY

The OLT values the privacy of information, and ensures personnel are familiar, comply with, and sign a written agreement re privacy.

OLT collects, uses and discloses information to:

* hire and pay appropriately, and remit statutory deductions
* provide health and other benefits
* manage performance records, fitness evaluations, license information, attendance, leave of absence and vacation records, etc
* for emergency contact purposes.

OLT may consent to disclose information from time to time, and will advise individuals of the purposes, and obtain their consent. Consent may be expressed or implied.

Third parties who receive information include:

* insurance companies benefit and pension administrators, banks and other financial institutions
* government agencies such as the Canada Revenue Agency, Canada Pension Plan, Employment Insurance Commission, Workplace Safety and Insurance Board
* payroll and benefit administrations
* lawyers and benefit consultants
* computer and security firms

OLT is not responsible for the use or disclosures of the personal information by third party data recipients.

To ensure that individual’s information is accurate, complete, and secure:

* individuals are responsible for updating their personal information
* information is retained and destroyed in accordance with the applicable laws, and document/data retention policies.

Individuals must be authorized to collect, use and disclose personal information about other individuals.

**Approved May 26, 2004. Revised and Approved January 31st, 2009. Revised May 21, 2019**

# RESPECTFUL WORKPLACE POLICY AND PROCEDURES

The OLT is committed to building and preserving a safe, productive and healthy working environment based on mutual respect, and is committed to taking all reasonable steps to protect our employees and volunteers. The Board, staff and volunteers have pledged to a workplace that fosters openness and acceptance; acts of discrimination, any form of harassment, or acts or threats of workplace violence will not be tolerated. All reports of any form of harassment, violence or discrimination will be taken seriously.

***Purpose***

It is the primary objective for all associated with our theatre to ensure the working environment:

* + promotes a positive experience and a harmonious and respectful working environment
  + ensures compliance with the requirements of the Ontario Workplace Health and Safety Act (“OWHSA”) relating to workplace violence and harassment
  + sets high standards of service integrity, minimizes discord, and promotes the effective resolution of conflicts.

***Scope***

The policy applies to all OLT staff, volunteers, guests, and contractors. The conduct prohibited by this policy specifically includes, but not limited to discrimination, violence, or harassment by any means - verbal/nonverbal, written and/or digital, including electronic and social media communication.

***Expectations***

Staff and volunteers are expected to:

* + treat one another and the public with dignity, respect and openness
  + act with honesty and integrity
  + observe high standards of appearance and conduct
  + avoid conflicts of interest
  + conduct themselves in a manner that reflects positively on the public image, fully supports our mission/mandate, and is in the best traditions of the Theatre.

***Procedure for addressing concerns/complaints***

OLT recognizes that individuals who experience or observe discrimination, harassment, or violence may be reluctant to report.

OLT will not retaliate in any way against anyone who files a complaint in good faith or who acts as a witness in good faith relative to a complaint.

OLT prohibits retaliation by anyone against another individual who makes a complaint in good faith or acts as a witness. Anyone who retaliates may be subject to discipline, up to and including dismissal for cause. Any, and all staff/volunteers bearing witness to bullying, harassment or discrimination are asked to document the incident and report it to the Board Designate(s).

Those who believe they have experienced harassment, bullying or discrimination should:

* + if comfortable doing so, communicate disapproval in clear terms to the person(s) engaging in the unwelcome behaviour, and request that the behaviour cease
  + this is not a mandatory first step, and no employee/volunteer should feel pressured to confront another person if they are not comfortable doing so
  + if the complainant is not comfortable with addressing the alleged harasser directly, they should make the issue known to the Board Designate(s) so this person may act on the complainant’s behalf
  + if informal attempts to address and resolve the issue are not appropriate (i.e. if the issue involves violence or sexual harassment), or are proving to be ineffective, a formal complaint should be filed with the Designate(s)
  + if the complaint is against the Board Designate, the complaint is to be brought to a designated independent, external HR Firm, who will then inform the President of the Board of Directors
  + threats or violence of a serious nature, such as sexual or physical assaults, should be reported by calling 911 immediately. Please notify the Board Designate, as soon as possible afterwards.

***Appointment of the Board Designate***

The Board shall designate two individuals from the membership to oversee concerns and complaints. OLT will train and assure competency of the Board Designates who receive ‘Respectful Workplace’ training from an independent, external HR Firm.

***APPENDIX: DEFINITIONS***

OLT adheres to The Ontario Workers Health and Safety Association (OWHSA) definition of Workplace Abuses:

* + The OWHSA defines “Workplace violence” as:

1. the exercise of physical force by a person against a worker, in a workplace, that causes; or could cause physical injury to the worker, or
2. an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker, or
3. a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
   * “Workplace harassment” as
4. engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
5. workplace sexual harassment.
   * “Workplace sexual harassment” as
6. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
7. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

**Board Designates Contact Information**

Chris Ralph  
Contact information:

chrisralph.emails@gmail.com

Venetia Lawless

Contact Information: [venetialawless@gmail.com](mailto:venetialawless@gmail.com)

**External HR Firm**  
Name: KORN FERRY

**Approved May 26, 2004 by the Board of Directors. Revised and Approved January 31st, 2019. Revised April 2, 2024**

# ACTIVITIES INVOLVING CHILDREN

***Purpose***

This policy ensures that all reasonable precautions are taken for the safety of children and young adults when they are participating in OLT activities.

It applies to all activities on the premises or carried on under its direction. All OLT personnel, agents and volunteers are required to comply with this policy as a condition of their employment or participation in OLT activities.

***Definitions***

* + “care-giver” - is a person who has custody of a child or is legally authorized to care for the child
  + “child”- is a person under the age of 16 years
  + “young adult” - is a person who is at least 16 years of age, but under 19 years of age.

***Requirements***

Before supervising children, an employee, agent or volunteer must complete and sign a registration form that includes the following information:

* + their name, address, date of birth
  + a criminal records check issued by a police service within 10 weeks
  + at least two references.

Assistants in educational programs for children must have their criminal record checks updated annually. Others must have their criminal record checks updated at least every 3 years.

This section does not apply to a caregiver supervising their own child, but it applies if the caregiver is supervising other children.

***Registration Children***

For a child to participate in an activity, including a stage production, the child’s caregiver, or a person authorized in writing by the caregiver, must be present to supervise. The following registration information is required:

* + name, address and age of child
  + name and address of the care-giver
  + information re allergy or medical condition that could endanger the child
  + name of any person authorized to pick up the child
  + permission for the child to leave the theatre unaccompanied.

***Duties of personnel and volunteers***

**Children** - activities are to be conducted in rooms or spaces either without doors (lobby spaces or the stage) or in rooms with glass panel doors, or doors should be kept open.

* every effort will be made to ensure that at least two adults are present from the time children arrive until they leave.
* persons supervising must take reasonable care to ensure that children are not neglected or subjected to any form of abuse
* any neglect or abuse involving a child should reported immediately
* only caregiver or person the caregiver authorizes will pick-up children .
* clear, consistent and age appropriate discipline limits are to be established, and a positive approach to discipline practised

Note - children must take care of their own bathroom and other personal needs unless they are disabled:

**Young Adults -** are permitted to participate in stage productions, theatre classes and other activities without parental consent.

Supervisors will take reasonable care to ensure that young adults do not engage in illegal or improper activities.

***Reporting Duties***

A person who supervises a child or young adult under the age of 18 must be aware of the need to report to a Children’s Aid Society if the child or young adult is in need of protection

* Section 125, [Children, Youth and Family Services Act](https://www.ontario.ca/laws/statute/17c14#BK168) (SO 2017, c.14 - child in need of protection <https://www.ontario.ca/laws/statute/17c14>.

**Approved May 15, 2007. Revised August 27, 2009, November 8, 2010, July 24, 2017, May 21, 2019**

# COMPUTER AND COMMUNICATION SYSTEM USE POLICY

***Purpose***

OLT provides and supports computer and communication hardware, software and services as operational. All personnel, volunteers and contractors must use the resources appropriately and follow policies

The purpose of this policy is to identify appropriate computer, telephone and fax use and outline inappropriate use, to:

* protect volunteer, staff and patron’s personal data
* protect the systems from unauthorised access
* protect the business interest, and
* ensure compliance with legal requirements.

***Critical Areas***

**Password protection *-*** follow industry standards, alpha-numeric and include special characters if possible, and keep private and secure:

* never tell anyone your password
* never write down a password
* never communicate a password by any media
* log-off or lock a computer before leaving
* change passwords regularly or if some potential of compromise
* avoid real words, names or easily guessed information.

**Virus protection *-*** minimise risk:

* all external data sources - email, hard drive, data key, CD, DVD, etc – should be scanned for viruses before opening
* do not connect, if the integrity source cannot be verified
* delete unsolicited email attachments, installs, or media from a non-protected system.

**Software *-*** no unauthorized software may be installed

**Copyright *-***. any created material (text, pictures, clipart, music or software) is not to be use unless a documented licence agreement or permission

**Personal files *-*** the capacity of the theatre computers is limited

* store only OLT related files and data
* do not store large amounts of personal files.

**WiFi *-*** internet access must be used responsibly:

* usernames/passwords are available at the box-office
* bandwidth is limited - only specific OLT purpose files downloaded
* OLT is not be liable for any damage or injury caused by using the WiFi
* use of the WiFi may be monitored - subject to Canadian laws, including criminal laws relating to accessing and downloading pornography
* users agree to comply with this policy on logon.

**Commercial E-mail Messages (CEM) *-*** [Canadian Anti-spam Legislation](http://laws-lois.justice.gc.ca/eng/acts/E-1.6/index.html) (SC 2010, c. 23) imposes requirements on the sending of “commercial electronic messages”. It applies to organizations and to individuals. To determine if a message is a CEM, ask the following questions, does it:

* encourage participation in a commercial activity (buying or selling a product or service, including tickets to a performance)?
* contain hyperlinks or contact information that would encourage the participation in a commercial activity?
* include an offer to buy or sell a product or service?
* include offers to provide a business, investment or gaming opportunity?
* does it advertise or promote a person who does any of the above?

If the answer to any of these questions is “yes”, the message is a CEM and is subject to the [Legislation,](http://laws-lois.justice.gc.ca/eng/acts/E-1.6/index.html) unless considered an exception in the [Regulations](http://laws-lois.justice.gc.ca/eng/regulations/SOR-2013-221/index.html) (ss. 2-3), such as: messages to a personal friend or family member, or messages sent primarily as fundraising for the OLT.

**Requirements for sending a CEM**

The addressees must consent to receive the message – these addressees will be maintained on email lists (subscribers, donors, volunteers) in the Box Office.

The message must contain:

* OLT’s name, mailing address and one of the following: telephone number, email address or web address
* a mechanism to allow the addressee to unsubscribe.

All CEMs to subscribers or donors must be reviewed by the Box Office.

OLT is responsible for messages sent by volunteers in relation to our productions, including messages to casts and crews about purchasing items like tickets or tee-shirts.

The following rules apply to managing and authorizing the use of volunteer email lists. Messages are to be sent:

* only to those on the OLT distribution lists, who have consented to receive these types of messages
* by blind cc so that the recipients cannot see the addresses of others.

**Inappropriate use** can include:

* non-incidental (interfering, persistent, continued or sustained) use of computer/communication systems
* installing software unless specifically approved
* attempting to bypass system security, restrictions or tampering with system files or applications
* unauthorized access to system files or personal data including the sharing of data found within those systems without prior authorization
* attempting to disrupt the integrity of the system
* violating Canadian laws, which prohibit offensive (discriminatory, pornographic) documents, images, messages and emails
* copying of copyright-protected materials or personal data.

***Enforcement***

The use of the computer and communications systems, data, and messages is subject to monitoring at all times.

All personnel, volunteers or contractors who violate or disregard this policy are subject to disciplinary action.

**Approved August 7, 2008. Revised March 10, 2014, October 2, 2014, May 21, 2019**

# HEALTH AND SAFETY POLICY

The safety of the public, and anyone who works at the Theatre is critical. Health and Safety takes priority and there is no task so urgent that it cannot be completed safely. It is everyone’s responsibility to recognize hazards in the workplace, to protect their own safety while they are working in the theatre, and to respect health and safety policies. Through continuous, cooperative and joint efforts, a healthy climate will be created and health and safety goals will be achieved.

Every effort must be made to ensure compliance with all laws relating to the safety of operations and health of those involved.

The OLT has a Joint Occupational Health & Safety committee (JOHS) chaired by the Technical Director/Facilities Manager who will appoint other committee members annually. The committee will meet at least four times a year.

The JOHS has authority to set standard procedures and will reference best practice guidelines such as:

* + *Safety Guidelines for Live Performance in Ontario*, Ministry of Labour, 2005
  + *To Act in Safety*, Theatre Ontario
  + *Safety & Health In Arts Production & Entertainment (SHAPE)*
  + *Safe Stages (Best Practises), Theatre Alberta*
  + *Entertainment Technician Certification Program - Entertainment Services & Technology Association*

The Board has authority to ensure the application of this policy, issue directives and take remedial action if necessary.

The Chair will report to the Board at least once each year on the application of, and compliance with, this policy.

**Approved March 19, 2009. Revised May 21, 2019**

# CORNERSTONE NOMINATIONS AND RECOGNITION

The OLT recognizes volunteers who have made or are making an extraordinary contribution to the legacy of the theatre.

**Recognition/Nomination Criteria**

Annually, the Board will publish a call for nominations annually setting out the criteria, and a closing date for submission of nominations. There are three main criteria:

* Leadership - individuals who have made an outstanding contribution through their leadership role in founding, growth or management of the theatre
* Artistry/operation - individuals who have made an outstanding contribution in support of productions
* Qualification period - individuals must have made their contributions during a total of at least 20 seasons. This requirement may be shortened in the case of individuals who have gone on to achieve a high-profile career in the performing arts.

**Nominations Process**

* Any present or past OLT member or volunteer may submit a nomination form.
* The form must be signed by at least 2 present or past members or volunteers and include an explanation of why the nominee deserves to be recognized.
* The Board will review the nominations submitted and will include any nominations reviewed but not selected during the previous five years.
* From that list the Board will select no more than five nominees for induction each year.

**Cornerstone Inductees**

All inductees are recognized in the lobby and on the sculpture in front of the Theatre.

**Approved August 27, 2009. Revised November 28, 2012, May 30, 2016, May 21, 2019**

# BURSARIES FOR THEATRE ARTS TRAINING

**Purpose of the bursary is to support training for:**

* Adults - currently involved in theatrical activities
* Children - theatre education programs offered at the OLT.

**Eligibility**

* Adults - must be at least 18 years of age and have worked on at least two productions at the OLT
* Children
  + must be 9-17 years of age
  + have a genuine interest in theatre
  + be without the financial resources to attend a program at the OLT

**Applications**

* Adult – application form will include:
  + - a description of the training program including the cost
    - summary of relevant theatre experience
    - two references to support the applicant’s suitability
* Children – application form will include:
  + - name of the training program
    - information about the applicant
    - name of any referring organization

**Publicity**

Information about adult and children bursaries are published on OLT notice boards, website, and may be distributed to referral organizations.

**Awards Decisions**

* The Board will consider applications and award bursaries
* Total amount of all bursaries will be identified in the annual budgeting process
* Adult bursaries will be to a maximum amount of $1,500
* Children’s bursary will cover the total cost of the program.

**Approved May 28, 2003. Revised November 28, 2003, November 8, 2010, May 21, 2019**

# ACCESSIBILITY

Every reasonable effort is made to ensure programs and services are available to patrons, members, and volunteers who have physical, visual, verbal or auditory disabilities.

***Box office -*** *h*ours are posted on front door and website, and the box office can be accessed three ways:

* telephone at 613-233-8948, ext 1
* in-person during open hours, through front door at 400 King Edward Ave
* online at [www.ottawalittletheatre.com](http://www.ottawalittletheatre.com/)

***Attending the OLT***

* The OLT does not have its own parking lot, however there are parking options in the immediate area.
* Patrons who have a mobility disability:
  + the Besserer St. entrance provides step-free direct access to the auditorium
  + volunteers are available at all entrances to welcome people, take tickets, hand out programs and guide them to their seats.
  + a patron with a disability can be accompanied by a support person who also requires a ticket
  + a patron with disabilities and a service animals are welcome
  + Para Transpo is a city service which must be booked at least one day before the performance attended and will drop off at the Besserer St. entrance.
* Notes for Patrons with a disability:
  + the floor of the auditorium declines so caution is advised
  + six wheelchair seating locations have been established in compliance with the fire code
  + every effort will be made to seat a support person as close as possible to the patron
  + wheelchair ramps are available upon request
  + walkers will be placed at the nearest location that does not obstruct fire exits
  + ushers will ensure walkers are returned at intermission and the end of the show
  + the Besserer St entrance has a disability accessible washroom

patrons with hearing disability have access to hearing assist devices, located at the coat check and the Besserer St entrance free of charge.

**Approved August 27, 2011**. **Revised May 21, 2019**

# PROFESSIONAL ACTORS AND DIRECTORS

OLT is a volunteer-based theatre providing wide range of opportunities for volunteers to be involved in theatre.

Participation of members of professional arts associations (ACTRA, Equity, IATSE) is welcomed, but the OLT does not pay professional fees.

**Approved October 25, 2012. Revised May 21, 2019**

# ARCHIVAL ACQUISITIONS

**The Archives Committee will, on an annual basis:**

* solicit, procure, review, itemize, catalogue and prepare for periodic transfer to the City of Ottawa Archives
* enter retained material into the Master Inventory ensure the database is kept current and accessible
* oversee the storage and ultimate disposal of unwanted material
* liaise with the City of Ottawa Archives regarding requests to access, use and return archival material
* provide archival support to Committees and special project teams/committees as required
* review annually the archival policy and procedures.

The Archives committee will, review for retention or destruction:

* all newly solicited and donated archival material
* intake from all appropriate areas of the operation
* a Master Inventory database of all archival material is maintained and subdivided according to the following areas of interest

|  |  |
| --- | --- |
| **AREAS OF INTEREST** | **CATEGORY** |
| *Annual General Meeting* | GM |
| *Board of Directors Meetings* | BM |
| *Box Office and Attendance* | BO |
| *Buildings and Equipment* | BE |
| *Cornerstone Project* | CS |
| *Festivals, Competitions, Co-productions* | FC |
| *Fundraising post-100th Anniversary* | FR |
| *Grants* | GR |
| *Learning at OLT* | LO |
| *Main Stage House Programs* | MS |
| *Marketing Material: Brochures, Flyers, Posters, etc.* | MM |
| *Newspaper Clippings (play reviews and articles, etc.)* | NC |
| *National One-Act Playwriting Competition* | NP |
| *OLT History (includes newspaper clippings of historical importance)* | HI |
| *Photos* | PH |
| *Scrapbooks Personal* | SCP |
| *Scrapbooks OLT* | SCT |
| *Theatre for Children* | CT |
| *100th Anniversary Collection* | AN |

* The following guide should be used in soliciting, collecting and reviewing, for retention or destruction, all material for inclusion in the OLT archive.

***Guide for Material Retention***

* Annual reports
* Audits
* Autographs
* Board meeting minutes
* Box Office reports
* Brochures
* Design sketches/blueprints
* Ephemera
* Fundraising event material
* Invoices
* Letters from patrons
* Marketing material
* National Playwriting Competition scripts/info on adjudicators/ adjudicator critiques
* Negatives
* Newspaper clippings
* Photographs
* Posters
* Programs
* Radio and TV clips and Recorded Interviews
* Scrapbooks
* Signature books
* Special collections (e.g. Karsh photos)
* Wallet cards

A review of each annual collection of items will be performed between mid-October (post-audit) and mid-December (post-AGM) to ensure excess administrative records (e.g. financials that are more than seven years old) are included at the appropriate time.

Transfers to the City of Ottawa Archives will be arranged for at a time agreed upon with appropriate City of Ottawa staff.

***Liaising with City of Ottawa Archives***

The Committee will when required, and as able, act as liaison with City of Ottawa staff regarding requests to access, use and return OLT archival material on deposit with the City of Ottawa Archives.

***Destruction Protocol***

The Committee will arrange to store material designated for destruction and coordinate the disposal of these records through the use of commercial shredding as necessary.

***Policy/Procedure Review Process***

On an annual basis, the Committee will undertake a review of the Terms of Reference and Archival Policy and Procedures to ensure they remain current and valid.

Any revisions to the Terms of Reference, Policy and Procedures will require Board approval.

**Approved May 30, 2017. Revised May 21, 2019**

# PERSONNEL CONTRACTS AND EVALUATIONS

All personnel paid by Ottawa Little Theatre will have written contracts. Contracts will generally be for a year term, and include a probationary period and termination clauses.

Independent contractors will also receive a contract confirming the agreed upon rate of pay, a start and finish date (if applicable), a clear termination clause, a work schedule, HST registration information, and details on when paycheque(s) will be issued.

Contractors may be offered to participate in the OLT employee benefit plan e.g. health/dental coverage

All employees will receive a copy of the OLT Respectful Workplace Policy as part of their contract.

**Approved July 22, 2009. Revised November 27, 2017, May 21, 2019**

# OLT BYLAWS

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# INTERPRETATION

1. In all by-laws and special resolutions of the Theatre:
   1. "Act" means the Corporations Act of the Province of Ontario;
   2. "annual meeting" means the annual meeting of members required by section 293 (Annual Meetings) of the Act;
   3. "Board" means the board of directors of the Theatre;
   4. "director" means a director of the Theatre;
   5. "member" means a person, as provided in section 5, ("person" includes a corporation);
   6. "President" means president of the Theatre;
   7. "Vice-president" means vice-president of the Theatre;
   8. "Secretary" means secretary of the Theatre;
   9. "Treasurer" means treasurer of the Theatre;
   10. "Theatre" means the Ottawa Little Theatre, incorporated under the Act.
   11. “poll” means a survey taken (generally show of hands) before a formal vote, to gauge the preliminary/potential voting on an issue
   12. “vote” means a formal indication of support presented thru a motion/resolution.
2. In all by-laws and resolutions of the Theatre:
   1. the singular includes the plural and the plural the singular;
   2. the masculine includes the feminine and the feminine includes the masculine and;
   3. where a given number of days' notice or notice extending over a period of time is required to be given, the day of service or posting of the notice shall, unless otherwise provided, be counted in the number of days or the period.
3. Whenever reference is made in any by-law or any special resolution of the Theatre to any statute or section of a statute, the reference shall extend to any amendment or re-enactment of the statute or section.

# HEAD OFFICE

1. The head office of the Theatre shall be in the City of Ottawa, in the Province of Ontario. The directors may from time to time, by resolution, change the location of the head office of the Theatre as designated by the Theatre's Letters Patent, or by special resolution of the Theatre.

**MEMBERS**

1. There is one class of active member consisting of the following persons who submit a request for membership to the Theatre Box Office:
   1. persons recorded in the subscription records of the Theatre as “seated life members”;
   2. persons who hold a subscription to the current season;
   3. persons named on the current list of volunteers of the Theatre; or
   4. persons who, during the current or preceding fiscal year, make either a monetary donation or a donation of services or property. Donations must be at least a minimum amount, or value, to be determined by resolution of the Board. [[1]](#footnote-1)

**6**. (1) A member may resign from membership upon notice in writing to the Box Office, or

(2) cease to meet the requirements of at least one of paragraphs 5(a) to (d).

# ANNUAL MEETINGS

**7**. (1) Subject to compliance with section 293 (*Annual Meetings*) of the Act, the **Annual General Meeting** of members must be held each year, on a day and at a time that the directors determine by resolution.

(2) At the annual meeting, the directors shall present a report of the affairs of the Theatre for the previous year, financial statements, auditor's report and any other information or reports relating to the Theatre's affairs that the directors decide to present.

**Special Meetings**

**8**. Special meetings of the members may be convened by order of the President, a Vice-President, or the Board to be held at any date and time.

**Notice**

**9**. (1) A printed, written or typewritten notice of each meeting of members must be given to each member and to the auditor of the Theatre.

(2) The notice must state the day, hour and place of the meeting and the general nature of the business to be transacted.

(3) The notice must be given by personally delivering, mailing or emailing at least ten days before the day of the meeting to the address on the membership list.

(4) Notice of the day, hour and place of each annual meeting shall also be published in the program of the last play running at least four weeks before the day of the meeting.

**10**. (1) Omission to give notice of a meeting of members does not invalidate any proceedings at the meeting (including passage of resolutions) if:

1. all the members and the auditor are present at the meeting;
2. all absent members and the auditor (if absent) have given their written consent to the meeting being held in their absence; or
3. the omission was accidental.

(2) A member or the auditor may waive his or her right to object to an omission of notice or to an irregularity in a notice or in a meeting.

**Chair**

**11**. The President or a Vice-president shall chair each meeting of members, but in the absence of the President and every Vice-president, the members present at a meeting may choose another director as chair. If no director is present, or if all the directors present decline to act as chair, the members present may choose one of their number to act as chair.

(1) The chair of the nominating committee also chairs the portion of the annual general meeting that deals with the election of directors.

**Quorum**

1**2**. (1) Six members form a quorum of a meeting of members for the choice of a chair and the adjournment of the meeting, but for all other purposes, twenty (20) members form a quorum.

(2) No business may be transacted at any meeting unless the requisite quorum is present at the commencement of the business.

**Voting**

**13**. (1) Every question submitted to a meeting of members shall be decided by a majority of votes, except in the case of the confirmation of a by-law made under the following sections of the Act: section 59 (*Borrowing Powers*), 70 (*Executive* *Committee*), 130 (*By-Laws Respective Delegates*) or 132 (*Disposition of property on dissolution*); or the confirmation of a special resolution.

(2) Each member is entitled to one vote, which may, in accordance with the Act section 84 (*Proxies*), be exercised by a nominee appointed by proxy to attend and act at the meeting.

(3) Any member may demand that a poll be taken on any question. If no demand is made, voting shall be by a show of hands and a declaration by the chair that a resolution has been carried, or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority is conclusive evidence of the fact; without proof of the number or proportion of votes recorded in favour of or against the motion.

(4) In case of an equality of votes on either a show of hands or a poll, the chair must cast a second or deciding vote.

(5) If at any meeting a poll is demanded on the election of a chair or on the question of adjournment, it must be taken immediately without adjournment.

(6) If a poll is demanded on any other question it can be taken at a time as directed by the chair.

(7) The result of a poll shall be deemed to be a resolution of the meeting.

(8) A demand for a poll may be withdrawn.

**Adjournments**

**14**. The chair may, with the consent of a majority of the members present, adjourn a meeting. No notice of adjournment need be given and a quorum need not be present.

# BOARD OF DIRECTORS

**15.** (1) The Theatre shall have a Board of nine directors, each of whom must be a member and be otherwise qualified in accordance with the Act Section 286 (*Qualification of directors*).

(2) The number of directors may be increased or decreased by special resolution, in accordance with the Act Section 285 (*Change in number of directors).*

(3) The directors to be elected at each annual meeting shall, despite subsection 13(3), be elected by poll if there are more candidates than positions up for election.

(4) Each director holds office until the second annual meeting after the director's election.

(5) Each director is eligible for re-election, if qualified.

**Vacancies**

**16.** (1) A director ceases to hold office, if the director:

1. ceases to be qualified as a director;
2. resigns by notice in writing to the President; or
3. fails to attend four consecutive regular meetings of the Board without the consent of the Board, as expressed by resolution passed at or before the fourth such meeting.

(2) In the case of a vacancy, the Board may appoint any member to replace the director for the remainder of the term.

(3) If a position on the Board is not filled at an Annual General Meeting, the Board may appoint any member to fill the position.

(4) The members may remove a director by resolution passed by at least two-thirds of the votes cast at a special meeting, if notice has been given of the intention to propose the resolution.

(5) If the members remove a director at a special meeting, they may, by a majority of the votes cast at the meeting, elect any member to replace the director.

**Nominating Committee**

**17**. (1) A nominating committee will be established for the purpose of finding candidates for election to the Board, for the positions that will become vacant at the next annual meeting.

(2) The committee is chaired by the chair of the Volunteer Committee.

(3) The committee is composed of at least 3 members including the following:

1. a member of the Board whose term does not expire at the next Annual General Meeting; and
2. a past executive officer of the Theatre (president, vice-president, secretary or treasurer).

(4) The Board appoints the members of the committee not later than August 31 each year to serve until the next Annual General Meeting.

(5) Each year the names of the Nominating Committee members shall be published in, or with, the program for the first play of the regular season.

1. This notice will include the procedure and deadline for receipt of nominations. The deadline is 4 pm on the Friday one week prior to the Annual General Meeting.

(7) A nomination from a member must be in writing, be signed by two other members, and be received by the Box Office on or before the deadline

(8) The committee shall post the names of all nominees at the front doors to the Theatre, in the Green Room and on the Theatre’s website immediately after the deadline

(9) If any nomination is withdrawn after the deadline, the committee may find and substitute other nominees.

**Place of Meetings**

**18**. Except as otherwise required by law, the Board may hold its meetings at any place that it may determine.

**Quorum**

**19.** Five directors form a quorum for the transaction of business by the Board.

**Time and Notice**

**20.** (1) No formal notice of any meeting of the Board is necessary if all the directors are present, or if those absent have signified their consent to the meeting being held in their absence.

(2) Meetings can be called on direction in writing of two directors.

(3) Notice of the meetings must be delivered to each director not less than one day before the meeting is to take place.

(4) The statutory declaration of the President or Secretary that notice has been given pursuant to the by-law is conclusive evidence of the notice.

(5) The Board may appoint a day in any month for regular meetings at an hour to be named, and for a regular meeting no notice need be sent.

(6) A meeting may also be held, without notice, immediately after the annual meeting.

(7) No error or omission in giving a notice for a meeting invalidates the meeting or any decisions made at the meeting, and any director may at any time waive notice of the meeting and may ratify and approve any decision made at the meeting.

**Business and Voting**

**21.** (1) The directors may consider or transact any business at a meeting of the Board.

(2) Questions arising at the meeting shall be decided by a majority of votes.

(3) In case of any equality of votes, the director chairing the meeting must cast a second or deciding vote.

(4) All votes at the meeting must be taken by ballot if demanded by any director present, but if no demand is made the vote must be taken in the usual way.

(5) A declaration by the director chairing the meeting that a resolution has been carried and an entry to that effect in the minutes is admissible in evidence as prima facie proof of the fact; without proof of the number or proportion of the votes recorded in favour of or against the resolution.

**Management** **Powers**

**22**. The Board shall manage the affairs of the Theatre in all things and may, on behalf of the Theatre, enter into any contract for services, into which the Theatre may lawfully enter and generally may exercise all other powers and do all other things that the Theatre is authorized to exercise and do.

**By-laws**

**23**. The Board may pass by-laws relating to the Theatre or to the conduct of its affairs, as authorized by the Act.

**Remuneration**

**24**. (1) The directors shall serve without remuneration; and may not directly or indirectly receive any profit from their positions, except that they may be paid reasonable expenses incurred in the exercise of their duties.

(2) No person employed by, or acting under contract with, the Theatre, may be elected as a director.

(3) A director who becomes an employee of the Theatre after being elected may continue as a director by a resolution of the Board, carried by a majority of at least three-quarters of the directors who vote on the resolution.

(4) A director may not act under a contract with the Theatre unless he or she has complied with Section 71 (Disclosure by directors of interests in contracts) of the Act and is permitted by a resolution of the Board carried by a majority of at least three-quarters of the directors who vote on the resolution.

# OFFICERS

**25**. (1) **Senior Officers (Executive)** shall be a President, no more than three Vice-presidents, a Secretary and a Treasurer.

(2) One person may hold more than one office at the same time, but shall not hold the offices of President and Vice-president at the same time.

(3) The President and Vice-presidents shall be elected by the directors from among themselves no later than six weeks after each annual meeting.

(4) The President and Vice-presidents shall hold office until the next election.

(5) The Secretary and Treasurer need not be directors, but shall be elected by the directors no later than six weeks after each annual meeting.

**President**

**26**. (1) The President is the senior executive officer of the Theatre and has responsibility for its general policies and strategic direction.

(2) The President shall, when present, chair all meetings of the Board and all meetings of the members and has any other powers and duties assigned by the Board or incident to the office of President.

**Vice-presidents**

**27**. (1) The Vice-President(s), in order of seniority, has (have) all the powers and duties of the President in the President's absence or inability or refusal to act.

(2) The Vice-President(s) has (have) any other powers and duties assigned by the Board or incident to the office of Vice-president.

**Secretary**

**28**. (1) The secretary, when present, shall act as secretary of all meetings of the Board and meetings of the members;

1. Has charge of the minute books of the Theatre and the documents and registers referred to in section 300 (*Documents and registers*) of the Act; and
2. Has any other powers and duties assigned by the Board or incident to the Secretary's office.

**Treasurer**

**29**. (1) Subject to the provisions of any resolution of the Board, the Treasurer:

1. has the care and custody of all the funds and securities of the Theatre and shall deposit them in the name of the Theatre in any bank or with any depository that the Board directs; and
2. has any other powers and duties assigned by the Board or incident to the Treasurer's office.

(2) The Treasurer may be required to give any bond for the faithful performance of the Treasurer's duties that the Board in its discretion may require. But no director is liable for failure to require a bond or for the insufficiency of a bond, or for any loss by reason of the failure of the Theatre to receive any indemnity provided by a bond.

**Other Officers and Agents**

**30**. (1) The directors may appoint, or contract any other officers and agents necessary, who may exercise the powers and shall perform the duties assigned to them by the Board.

(2) The other officers of the Theatre need not be directors and the employment of all officers shall be settled from time to time by the Board.

**Delegation**

**31**. If any officer is absent or unable to act, or refuses to act, or for any other reason that the Board may consider sufficient, the Board may delegate all or any of the powers of the officer to any other officer, or to any director for the time being.

**Vacancies**

**32**. The President, a Vice-President, the Secretary or the Treasurer cease to hold office if he or she dies; or resigns by notice in writing to the Board.

**33**. The directors may remove the President or a Vice-president by resolution at a meeting of the Board with notice given specifying the intention to pass the resolution.

**34**. All officers, other than the President and Vice-Presidents, in the absence of agreement to the contrary, are subject to removal by resolution of the Board at any time, with or without cause.

**35**. If any office becomes vacant, the Board may select a director to fill the vacancy, as long as there is a quorum.

**Indemnity**

**36**. Every director or officer of the Theatre or other person who has undertaken or is about to undertake any liability on behalf of the Theatre and its administrators and assigns and estate and effects, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Theatre, from and against all costs, charges and expenses that the director, officer or other person incurs

1. in or about any action, suit or proceeding that is brought commenced or prosecuted against him or her for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him in the execution of the duties of his or her office; or
2. in relation to the affairs of the Theatre, except costs, charges or expenses that are occasioned by his or her own wilful neglect or default.

**Liability of Directors and Officers**

**37**. (1) No director, or officer for the time being, of the Theatre shall be liable for

1. acts, receipts, neglects or defaults of any other director or officer or employee, or joining in any receipt or act for conformity;
2. any loss, damage or expense happening to the Theatre through the insufficiency or deficiency of title to any property acquired by the Theatre or for or on behalf of it;
3. the insufficiency or deficiency of any security in or upon which any of the moneys of the Theatre are invested;
4. any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or corporation with whom or which any moneys, securities or effects are lodged or deposited; or
5. any other loss, damage or misfortune in the execution of the duties of his office or trust, or in relation to it, unless it happened by or through his own wrongful and wilful act, and wilful neglect or default.

(2) The directors have no responsibility in respect of any contract, act or transaction, whether or not entered into or done on behalf of the Theatre, unless it was authorized by the Board.

# COMMITTEES

**38**. The Board may, from time to time, establish committees of volunteers to carry-out various projects and activities.

**39**. A majority of the members of a committee forms a quorum for the transaction of business by the committee.

**40**. All committees report to the Board, and the chair of the committees has observer status at Board meetings.

# BUSINESS MATTERS

**Corporate Seal**

**41**. The seal, an impression of which is stamped in the margin of this page, is the corporate seal of the Theatre.

**Cheques, Drafts, Notes Etc.**

**42**. All cheques, drafts or orders for the payment of money, and all notes of acceptance and bills of exchange must be signed by such officer or other person, and in such manner, as the Board may designate by resolution.

**Execution of Legal Documents**

**43**. (1) Contracts, documents or instruments in writing requiring the signature of the Theatre may be signed by the President or a Vice-President, together with the Secretary or the Treasurer, and all contracts, documents or instruments in writing so signed are binding on the Theatre, without any further authorization or formality.

(2) Despite subsection (1), the Board may by resolution appoint any officer or other person to act on behalf of the Theatre, whether to sign contracts, documents or instruments in writing generally, or to sign specific contracts, documents or instruments in writing, and all contracts, documents or instruments in writing so signed are binding on the Theatre, without any further authorization or formality.

(3) The corporate seal of the Theatre may, when required, be affixed to contracts, documents or instruments in writing.

(4) In this section, the term "contracts, documents or instruments in writing" includes deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, bonds, debentures or other securities and all paper writings.

(5) Without limiting the generality of the foregoing, the President, or a Vice-President, together with the Secretary or the Treasurer, are authorized

1. to sell, assign, transfer, exchange, convert or convey any and all shares, bonds, debentures, rights, warrants or other securities owned by or registered in the name of the Theatre; and
2. to sign and execute (under the corporate seal of the Theatre or otherwise) all assignments, transfers, conveyances, powers of attorney and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting or conveying any such shares, bonds, debentures, rights, warrants or other securities.

**Borrowing**

**44**. (1) The Board may from time to time;

1. borrow money on the credit of the Theatre;
2. issue, sell or pledge securities of the Theatre; and
3. charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Theatre, including book debts, rights, powers, and undertakings to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Theatre.

(2) The Board may authorize any director, officer or employee of the Theatre, or any other person,

1. to make arrangements with reference to the moneys borrowed or to be borrowed and as to the terms and conditions of the loan, and as to securities to be given, with power to vary or modify the arrangements, terms and conditions; and
2. to give such additional securities for any moneys borrowed or remaining due by the Theatre as the Board may authorize, and generally to manage, transact and settle the borrowing of money by the Theatre.

**Fiscal Year**

**45**. The fiscal year of the Theatre ends on August 31st in each year.

**Dissolution**

**46**. If the Theatre is dissolved, then its property shall be converted into money and any of the money remaining after payment of its debts and liabilities shall be paid to the Community Foundation of Ottawa-Carleton to be used to provide funds for registered charitable organizations as follows:

1. to fund children’s theatre in the City of Ottawa to at least the amount standing to the credit of the Sybil Cooke Memorial Award Fund in the accounts of the Theatre, and if the remaining money is less than this amount, then to the amount of the remaining money; and
2. to fund other activities related to the performing arts in the City of Ottawa, including, without limiting the generality of the foregoing, the presentation of theatrical, musical or dance works.

# Notice of Amendments:

The Ottawa Little Theatre General By~~-~~laws were passed by the Board of Directors on November 11, 1992 and confirmed by the members on December 6, 1992. The following amendments were subsequently made:

|  |  |  |
| --- | --- | --- |
| Amendment No. | Passed by Board of Directors | Confirmed by Members |
| 1 | November 16, 1994 | December 4, 1994 |
| 2 | March 6, 1996 | December 1, 1996 |
| 4 | March 5, 1997 | December 7, 1997 |
| 5 | June 26, 2002 | December 1, 2002 |
| 6 | October 23, 2002 | December 1, 2002 |
| 7 | July 22, 2006 | December 3, 2006 |
| 8 | July 22, 2006 | September 12, 2006 |
| 10 | November 19, 2008 | December 7, 2008 |
| 12 | December 5, 2010 | December 5, 2010 |
| 13 | December 5, 2010 | December 5, 2010 |
| 15 | January 11, 2011 | December 4, 2011 |
| 16 | June 3, 2012 | December 2, 2012 |
| 17 | November 22, 2014 | December 14, 2014 |
| 18 | August 8, 2016 | December 10, 2016 |
| 19 | May 21, 2019 | November 16, 2019 |

The following amendments were passed by the Board of Directors, but were not confirmed by the members

|  |  |
| --- | --- |
| Amendment No. | Passed by Board of Directors |
| 3 | October 9, 1996 |
| 9 | January 14, 2008 |
| 11 | January 23, 2010 |

1. The Board set this amount at $20 by resolution on December 5, 2016. [↑](#footnote-ref-1)