



Bylaws, Policies and Customs of St Luke's Players

updated July 2014

ST LUKE’S PLAYERS TABLE OF CONTENT

Introduction4
 Bylaws4
 Bylaws, an extraction4
 Meetings4
 Membership dues4
 Selection of plays and similar materials4
 ST. LUKE'S PLAYERS CONSTITUTION 1984 (AMENDED MARCH 11, 1988)5
 ARTICLE I5
 NAME5
 ARTICLE II5
 OBJECT5
 ARTICLE III5
 MEMBERSHIP5
 ARTICLE IV5
 MEMBERSHIP DUES5
 ARTICLE V5
 EXECUTIVE OFFICERS5
 ARTICLE VI5
 MEETINGS5
 ARTICLE VII6
 QUORUM6
 ARTICLE VIII6
 AMENDMENT6
 ST. LUKE'S PLAYERS BY-LAWS 19847
 ARTICLE I7
 MEETINGS7
 ARTICLE II8
 MEMBERSHIP8
 ARTICLE III8
 MEMBERSHIP DUES8
 ARTICLE IV ELECTION OF OFFICERS9
 ARTICLE V10
 REVOCATION OF OFFICE10
 ARTICLE VI10
 DUTIES OF THE EXECUTIVE OFFICERS10
 ARTICLE VII11
 RULES OF ORDER11
 ARTICLE VIII11
 SELECTION OF PLAYS AND SIMILAR MATERIALS11
 ARTICLE IX12
 APPOINTMENT OF DIRECTORS12
 ARTICLE X12
 CASTING12
 ARTICLE XI12
 PRODUCER12
 ARTICLE XII12
 AMEND MENTS TO THE BY-LAWS12

ST LUKE’S PLAYERS TABLE OF CONTENT

ARTICLE XIII12
 DISTRIBUTION OF PROCEEDS12
ARTICLE XIV13
 DISSOLUTION13
ARTICLE XV13
 FISCAL YEAR.....13
ARTICLE XVI13
 AUDITOR.....13
Policies14
 Annual Donation to St. Luke’s Church (governing by-law article XIII)14
 Distribution of proceeds14
 Policy on the Capital and Maintenance Reserve Fund14
 Policy on COMPLIMENTARY TICKETS and VOUCHERS.....15
 Complimentary attendance at Preview Performance.....15
 Complimentary ticket vouchers for cast and crew.....15
 Complimentary ticket vouchers for the director/producer15
 Complimentary ticket vouchers for ticket outlets.....15
 Complimentary ticket vouchers for Langham Court Theatre.....15
 Complimentary ticket voucher to the winner of the draw at each show15
 Complimentary tickets for Lakehill Preschool.....16
 Complimentary tickets for St Luke’s Church16
 Policy on use of our e-mail lists.....16
Customs.....17
 Season Ticket holder restriction.....17
 Season Tickets17
 Preshow announcement17
 Actors and props17

Introduction

Bylaws are formal, hard to change as changes must be presented at a meeting at least three months ahead of the Annual General Meeting (AGM) and voted on with a two-thirds majority at the AGM. The Bylaws and Constitution are attached.

Policies are less formal, can be instigated by a motion at an Executive meeting or at any general meeting.

Customs are the least formal, often are just guidelines to help a volunteer do a job.

Bylaws, an extraction

Meetings

An ANNUAL GENERAL MEETING (AGM) shall be held between the dates of MAY 30 and SEPTEMBER 30 each year, the exact date to be set by the PRESIDENT and/or a majority of the EXECUTIVE.

QUORUM at an EXECUTIVE MEETING shall be FOUR elected Executive Officers. (Note: Quorum for a General Meeting is defined in the Constitution.)

Membership dues

ANNUAL MEMBERSHIP DUES shall be established at the AGM and shall remain in effect until new dues have been adopted.

Dues are payable on joining and at each AGM thereafter.

Persons joining part way through the year may have their dues assessed on a Pro-Rata basis, as determined by the Treasurer, or by the Executive as a whole. For this purpose the Fee-Year shall be deemed to end on June 30.

At an AGM a Paid-Up Member is one who has paid dues for the ensuing year.

Only persons who are Paid-Up Members in good standing may vote at any General Meeting, AGM, or Special General Meeting.

Only Paid-Up Members may be elected to the Executive.

Honorary Life Members pay no Membership Dues. Nevertheless, they are deemed to be Paid-Up Members.

Selection of plays and similar materials

Any Person may submit a Play or Play Title (or the title of any other proposed Production) for consideration at any Meeting.

A decision as to which Production(s) shall be produced shall be made by the President, or by the Executive, or by any Meeting of the General Membership.

The President may appoint one or more Members to act as a Play-Reading Committee for the purpose of selecting suitable Plays, etc.

All proposed Plays and other forms of entertainment are subject to the approval of the Rector of St. Luke's Church or the Rector's Appointee.

(A further bylaw is given below under Policies.)

ST. LUKE'S PLAYERS CONSTITUTION 1984 (AMENDED MARCH 11, 1988)

ARTICLE I

NAME

The NAME of this organization shall be ST. LUKE'S PLAYERS.

ARTICLE II

OBJECT

SEC. 1: ST. LUKE'S PLAYERS is a non-profit organization, the object of which shall be to promote amateur theatre and to produce theatrical entertainment for the enjoyment of the members and the public.

SEC. 2: ST. LUKE'S PLAYERS shall be carried on without purpose of gain for its members, and any profits or other gains shall be used to promote its objects.

ARTICLE III

MEMBERSHIP

MEMBERSHIP in ST. LUKE'S PLAYERS is open to any person interested in amateur theatre, subject to the provisions of the BY-LAWS.

ARTICLE IV

MEMBERSHIP DUES

MEMBERSHIP DUES shall be as prescribed in the BY-LAWS

ARTICLE V

EXECUTIVE OFFICERS

SEC. 1: The EXECUTIVE OFFICERS shall be as stated in the BY-LAWS.

SEC. 2: ELECTION of officers shall be held at each ANNUAL GENERAL MEETING, or at a SPECIAL GENERAL MEETING called for this purpose in accordance with the BY-LAWS.

SEC. 3: The TERM OF OFFICE shall extend from one ANNUAL GENERAL MEETING to the next.

SEC. 4: An EXECUTIVE OFFICER may be removed from office for just cause, in accordance with the BY-LAWS.

ARTICLE VI

MEETINGS

SEC. 1: A GENERAL MEETING may be called in accordance with the provisions set out in the BY-LAWS.

SEC. 2: An ANNUAL GENERAL MEETING shall be called at least once in each calendar year and in accordance with the provisions of the BY -LAWS.

SEC. 3: A SPECIAL GENERAL MEETING may be called to amend the Constitution or to deal with any other grave matter, in accordance the provisions of the BY -LAWS.

SEC. 4: An EXECUTIVE MEETING may be called at the discretion of the PRESIDENT, or in his/her absence, of the VICE-PRESIDENT, or of any four (4) EXECUTIVE MEMBERS acting together.

ARTICLE VII

QUORUM

SEC. 1: At a GENERAL MEETING, an ANNUAL GENERAL MEETING, or a SPECIAL GENERAL MEETING a QUORUM shall consist of TEN (10) Paid-Up Members in good standing.

SEC. 2: At an EXECUTIVE MEETING a QUORUM shall be as laid down in the BY-LAWS.

ARTICLE VIII

AMENDMENT

SEC. 1: This CONSTITUTION or any part of it may be amended only at an ANNUAL GENERAL MEETING or at a SPECIAL GENERAL MEETING called for that purpose.

SEC. 2: Notice of the intent to amend the CONSTITUTION shall be made at the GENERAL MEETING immediately prior to the meeting at which the amendment is to be presented.

SEC. 3: A genuine effort shall be made by the Executive to notify each Paid-Up Member in good standing of the intent to amend the CONSTITUTION. This notification shall be made at least TWO WEEKS in advance of the meeting at which the AMENDMENT is to be presented.

SEC. 4: Any AMENDMENT to the CONSTITUTION shall require a TWO-THIRDS majority of those voting, a Quorum being present.

***** END *****

ST. LUKE'S PLAYERS BY-LAWS 1984

(AMENDED MAY 2, 1986; MARCH 11, 1988; JUNE 20, 1990; JUNE 26, 2010)

ARTICLE I

MEETINGS

SEC. 1: GENERAL MEETINGS

- A. A GENERAL MEETING may be called at any time by the PRESIDENT or in his/her absence, the VICE-PRESIDENT, or by any TWO other members of the EXECUTIVE acting together.
- B. GENERAL MEETING **must** be called by the PRESIDENT, or failing him/her, by any other member of the EXECUTIVE, within two weeks of receiving a petition to that effect signed by at least TWELVE Paid-Up Members in good standing.

SEC. 2: ANNUAL GENERAL MEETINGS

An ANNUAL GENERAL MEETING shall be held between the dates of MAY 30 and SEPTEMBER 30 each year, the exact date to be set by the PRESIDENT and/or a majority of the EXECUTIVE.

SEC. 3: SPECIAL GENERAL MEETING

A SPECIAL GENERAL MEETING may be called at any time by the PRESIDENT and/or a majority of the EXECUTIVE for one or more of the following reasons:

- A. Amendment of the Constitution and/or By-Laws.
- B. Election of Officer(s) where a vacancy (or vacancies) has occurred.
- C. Any other grave matter.

Once the reason for calling the SPECIAL GENERAL MEETING has been dealt with, any other matters may be brought before the Membership that might regularly be considered by a General Meeting-

SEC. 4: NOTIFICATION OF MEETINGS

- A. At least ONE WEEK prior to the date of a GENERAL MEETING or an ANNUAL GENERAL MEETING the EXECUTIVE shall make a genuine effort to notify each Paid-Up Member in good standing.
- B. At least TWO WEEKS prior to the date of a SPECIAL GENERAL MEETING the EXECUTIVE shall make a genuine effort to notify each Paid-Up Member in good standing.

SEC. 5: EXECUTIVE MEETINGS

- A. An EXECUTIVE MEETING may be called at the discretion of the PRESIDENT, or in his/her absence the VICE-PRESIDENT, or by any TWO members of the EXECUTIVE acting together.
- B. QUORUM at an EXECUTIVE MEETING shall be FOUR elected Executive Officers. (Note: Quorum for a General Meeting is defined in the Constitution.)

- C. Decisions reached by the Executive as the result of telephone, e-mails or other informal discussions shall be confirmed or rescinded at the next Executive Meeting by a majority of those present, assuming a Quorum.

ARTICLE II

MEMBERSHIP

SEC. 1: Membership shall be open to any person with an interest in the theatre.

SEC. 2: Applications for membership shall be made to the Secretary or Treasurer and shall be accompanied by the Membership Fee.

SEC. 3: Membership may be refused or revoked for just cause by a majority vote of the Executive Officers present at a duly convened Executive Meeting, subject to ratification at the next General Meeting or Annual General Meeting by a Two-Thirds majority vote of those voting.

Membership may also be refused or revoked by a Two-Thirds majority vote at any General Meeting or Annual General Meeting at which a Quorum is present.

SEC. 4: HONORARY LIFE MEMBERSHIP

- A. Honorary Life Membership may be conferred on any person by a Two-Thirds majority vote of those present at any Annual General Meeting.
- B. Persons so honoured shall have all the privileges, rights, duties and responsibilities of regular Members, but they are not required to pay Dues.

ARTICLE III

MEMBERSHIP DUES

SEC. 1: ANNUAL MEMBERSHIP DUES shall be established at any Annual General Meeting and shall remain in effect until new dues have been adopted.

SEC. 2: Dues are payable on joining and at each Annual General Meeting thereafter.

SEC. 3: Persons joining part way through the year may have their dues assessed on a Pro-Rata basis, as determined by the Treasurer, or by the Executive as a whole. For this purpose the Fee-Year shall be deemed to end on June 30.

SEC. 4: At an Annual General Meeting a Paid-Up Member is one who has paid dues for the ensuing year.

SEC. 5: Only persons who are Paid-Up Members in good standing may vote at any General Meeting, Annual General meeting, or Special General Meeting.

SEC. 6: Only Paid-Up Members may be elected to the Executive.

SEC. 7: Honorary Life Members pay no Membership Dues. Nevertheless, they are deemed to be Paid-Up Members.

ARTICLE IV ELECTION OF OFFICERS

SEC. 1: The EXECUTIVE OFFICERS shall be:

***HONORARY PRESIDENT** (The Rector of St. Luke's Church)

PRESIDENT

VICE- PRESIDENT

SECRETARY

TREASURER

Up to FIVE (5) MEMBERS-AT-LARGE

***IMMEDIATE PAST PRESIDENT**

(*These Members are Non-Elected and Non-Voting at Executive Meetings.)

SEC. 2: NOMINATIONS

- A. NOMINATIONS for Executive Officers shall be made by a NOMINATING COMMITTEE appointed by the President or the Executive at least TWO WEEKS prior to the Election. The Nominating Committee shall consist of one or more Paid-Up Members in good standing.
- B. The Nominating Committee shall present its report at the Annual General Meeting at which the Elections are to be held and shall present only the names of Paid-Up Members in good standing who have consented to serve if elected.
- C. Further nominations may be made from the floor at the time of the Elections.
- D. Except for the case of Acclamation, all voting shall be by Secret Ballot, with a Majority of those voting necessary for a choice.
- E. Members of the Nominating Committee may stand for Election for any Office.
- F. The Honorary President or his Appointee shall take the Chair during the Elections.

SEC. 3:

- A. Should the position of President become vacant the Vice-President shall immediately assume that Office.
- B. Any other Vacancy in the elected Executive Membership shall be filled by a Special Election held at a Special General Meeting following the occurrence of the Vacancy, or by Appointment by the President.

ARTICLE V

REVOCAION OF OFFICE

Any Elected Executive Officer may be removed from Office for any just cause by a Two-Thirds Majority vote of those voting at any General Meeting or Special General Meeting, assuming a Quorum.

ARTICLE VI

DUTIES OF THE EXECUTIVE OFFICERS

SEC. 1: PRESIDENT

- A. To preside over any General Meeting, Annual General Meeting, Special General Meeting, or Executive Meeting in accordance with **Robert's Rules of Order** where they do not conflict with the Constitution or By-Laws.
- B. To assume overall guidance and direction of the activities of St. Luke's Players.
- C. The President shall be an *Ex-Officio* Member of all Committees except the Nominating Committee.
- D. The President shall take no action binding on the Players without either prior authority or subsequent ratification of the Membership or the Executive.

SEC. 2: VICE-PRESIDENT

- A. To assume the duties of the President should the latter be absent for any reason.
- B. To assist the President in the performance of his/her duties.
- C. To assume responsibility for one or more of the areas listed under Sec.5(3).

SEC. 3: SECRETARY

- A. To record the minutes of each meeting in accordance with Robert's Rules of Order.
- B. To maintain an up-to-date list of the names, addresses, and telephone numbers of all members and any other persons who the Executive may feel have an interest in the Players. This duty might be shared with the Treasurer.
- C. To conduct any necessary correspondence.
- D. To preside at any meeting at which both the President and Vice-President are absent until a *pro-tem* Chairperson shall be elected.

SEC. 4: TREASURER

- A. To keep records of all receipts, expenses, disbursements and other financial matters of the Players.
- B. To prepare a report of the Income and Expenditures of each Production.
- C. To prepare an Annual Report of the Income, Expenditures, and Financial Position of the Players, and to present this Report at each Annual General Meeting.

ST LUKE'S PLAYERS BY-LAWS

- D. To collect Membership Dues and to issue Receipts and Membership Cards. An additional duty might be maintaining an up-to-date list of all members, see Article III, Sec. 3 (B).
- E. To collect and maintain a list of Season Ticket Holders with names, addresses, telephone numbers, etc.
- F. To make any disbursements as required in the operation of the Players.

SEC. 5: MEMBERS-AT-LARGE

- A. To carry out any Duties as the President or the Executive as a whole shall request.
- B. One Member-at-Large may assume responsibility for one or more of these areas:
 - I. Technical and Backstage matters
 - II. Costumes, Make-up and Properties
 - III. Publicity
 - IV. Play Selection
 - V. Membership

SEC. 6: SIGNING OFFICERS

- A. The signing Officers shall be: the PRESIDENT, the VICE-PRESIDENT, the SECRETARY, and the TREASURER.
- B. Each Disbursement shall be authorized by any TWO of the four Signing Officers.

ARTICLE VII

RULES OF ORDER

Rules of Order at all Meetings shall be ROBERT'S RULES OF ORDER NEWLY REVISED, insofar as they do not conflict with the provisions of the Constitution and By-Laws.

ARTICLE VIII

SELECTION OF PLAYS AND SIMILAR MATERIALS

SEC. 1: Any Person may submit a Play or Play Title (or the title of any other proposed Production) for consideration at any Meeting.

SEC. 2: A decision as to which Production(s) shall be produced shall be made by the President, or by the Executive, or by any Meeting of the General Membership.

SEC. 3: The President may appoint one or more Members to act as a Play-Reading Committee for the purpose of selecting suitable Plays, etc. (See also Article VI, Sec.5(B),)

SEC. 4: All proposed Plays and other forms of entertainment are subject to the approval of the Rector of St. Luke's Church or the Rector's Appointee.

ARTICLE IX

APPOINTMENT OF DIRECTORS

A DIRECTOR for each Production shall be appointed or approved by the President or by the Executive as a whole.

ARTICLE X

CASTING

SEC. 1: Any Paid-Up Member in Good Standing may read for any part in any proposed Production.

SEC. 2: The Director should give every consideration to Members when casting a play, but is not restricted to selecting a Cast from the Membership.

Nevertheless, any person in the cast or participating in a Production in a major capacity is required to pay Membership Dues.

ARTICLE XI

PRODUCER

Each Production shall have a PRODUCER (who may also be the Director) whose responsibilities shall cover all aspects of the Production apart from the duties assumed by the Director.

ARTICLE XII

AMEND MENTS TO THE BY-LAWS

AMENDMENTS to these BY-LAWS may be made at any General Meeting, Annual General Meeting or Special General Meeting by a Two-Thirds Majority of those voting, provided that the amendment was submitted in writing at the previous General Meeting or Annual General Meeting.

ARTICLE XIII

DISTRIBUTION OF PROCEEDS

Inasmuch as ST. LUKE'S PLAYERS is a Non-Profit Organization, the Net Proceeds from each year's activities shall be distributed as follows:

- A. At least Eighty Percent (80%) of the Net Proceeds of the Year's Productions shall be donated to ST. LUKE'S CHURCH in appreciation of the facilities and support given.
- B. A sufficient amount of the remaining funds shall be set aside to cover the initial expenses of the next season's production(s).
- C. Amounts as may be decided by the Executive or by the Membership at a General Meeting or Annual General Meeting shall be set aside to improve the standard of Productions by such means as the purchase of equipment, flats, etc., and the hiring of qualified persons to conduct workshops and direct plays.

ST LUKE'S PLAYERS BY-LAWS

- D. Any monies not earmarked for such purposes as mentioned in Paragraphs B. and C. shall be donated to ST. LUKE'S CHURCH.

ARTICLE XIV

DISSOLUTION

SEC. 1: Should ST. LUKE'S PLAYERS cease to function as a group as laid down in the Constitution and By-Laws:

- A. All outstanding debts shall be paid.
- B. Any remaining assets, equipment, costumes, monies, etc., shall be held in trust for the period of ONE YEAR from the date of the cessation of the group's activities.
- C. If at the end of one year- ST. LUKE'S PLAYERS shows no signs of resuming activities all assets shall be disposed of in accordance with the INCOME TAX ACT.

SEC. 2: Should the PLAYERS continue as a group but cease to be affiliated with ST. LUKE'S CHURCH, the assets shall be retained for the use of the group in its new situation.

ARTICLE XV

FISCAL YEAR

The FISCAL YEAR of ST. LUKE'S PLAYERS shall be from JULY 1st to JUNE 30th of the following year. Within THIRTY (30) DAYS of the end of each Fiscal Year the serving Treasurer of ST. LUKE'S PLAYERS shall make the Financial Accounts available to the appointed AUDITOR.

ARTICLE XVI

AUDITOR

An AUDITOR shall be appointed from the Membership to examine the Financial Accounts of ST. LUKE'S PLAYERS. The Auditor shall be responsible for preparing a Statement showing the current Financial Position of the Players. This appointment will be made at the Annual General Meeting and the person selected will not be a Member of St. Luke's Players Executive.

*****END*****

Policies

Annual Donation to St. Luke's Church (governing by-law article XIII)

Distribution of proceeds

Inasmuch as ST. LUKE'S PLAYERS is a Non-Profit Organization, the Net Proceeds from each year's activities shall be distributed as follows:

- E. At least Eighty Percent (80%) of the Net Proceeds of the Year's Productions shall be donated to ST. LUKE'S CHURCH in appreciation of the facilities and support given.
- F. A sufficient amount of the remaining funds shall be set aside to cover the initial expenses of the next season's production(s).
- G. Amounts as may be decided by the Executive or by the Membership at a General Meeting or Annual General Meeting shall be set aside to improve the standard of Productions by such means as the purchase of equipment, flats, etc., and the hiring of qualified persons to conduct workshops and direct plays.
- H. Any monies not earmarked for such purposes as mentioned in Paragraphs B. and C. shall be donated to ST. LUKE'S CHURCH.

This policy explains how to calculate item A: 80 % of the Net Proceeds of the year's productions.

Total Income

Include: Ticket money, at door, ticket outlets and season ticket revenue.

Exclude: Advertising income, Concession money, Sponsorship money, Donations, Grants, and Membership dues

Total Expenses

Include: Production expenses of the current season, Administration costs of the current season,

Any delayed production expenses from the previous season.

Exclude: Concession expenses, Capital expenses, and Production expenses for the next season's production(s) as they are reported the following year.

Net Proceeds of the Year's = Total income – Total expenses. The Church gets 80 % of the Net Proceeds.

Policy on the Capital and Maintenance Reserve Fund

c) Discussion on the Capital and Maintenance Reserve Fund relative to the March 2011 motion. The recorded March motion was "we include 10% of our Gross Profit (Net Income in the Profit and Loss statement) into the Capital and Maintenance Reserve Fund, provided that this does not reduce our contribution to St Luke's Church compared with the previous year and to be shown as a production expense and this motion to reviewed annually".

Motion: Neville moved that the amount to contribute to the Fund is to be interpreted as 10 % of ticket sales; Pearl seconded motion; motion carried. (from Minutes of 21 July, 2012) There was an earlier motion in June 2009 but the above supersedes it.

Policy on COMPLIMENTARY TICKETS and VOUCHERS (updated June 2014)

Tickets are in different colours, corresponding to the different performances. The colours repeat in the second week.

The **Complimentary Tickets** are for a specific performance date. The **Ticket Vouchers** must be exchanged for Tickets at the ticket outlets, or at the door, and are good for any performance. It should be remembered by holders of ticket Vouchers wanting to exchange them at the door, that these are given on a "first come, first served basis" and are not always guaranteed.

Complimentary attendance at Preview Performance

Any volunteer who helps with the production in any capacity is entitled and encouraged to invite up to 2 people to attend the Preview Performance. There is no charge. Tickets are not required, except for the panto (again at no charge), due to its popularity and limited hall capacity.

Complimentary ticket vouchers for cast and crew

Any volunteer who helps with the production (other than the panto) in any capacity is entitled to request one complimentary voucher, which can be redeemed for a ticket for an evening or matinee performance at any ticket outlet, or at the door (subject to seats being available). The stage manager will distribute the vouchers to the cast. The head of each department will distribute the vouchers to the crew and other volunteers at their discretion. Complimentary tickets for the panto will be for the Preview Performance only.

Complimentary ticket vouchers for the director/producer

The director/producer receives a total of 10 ticket vouchers between them to be given to the press or to people who have been helpful in the production. The publicity team may also request some of these ticket vouchers. The producer may request additional ticket vouchers.

Complimentary ticket vouchers for ticket outlets

Two complimentary ticket vouchers are provided to the ticket distribution outlets.

Complimentary ticket vouchers for Langham Court Theatre

Langham Court Theatre receives four complimentary tickets for each show for a total of sixteen tickets. We receive four complimentary tickets for five of their shows for a total of twenty tickets.

Complimentary ticket voucher to the winner of the draw at each show

A draw will be made at each show except the Preview. The prize is one ticket for the next scheduled show.

Complimentary tickets for Lakehill Preschool

Receive 10 tickets for the first Thursday of each show.

Complimentary tickets for St Luke's Church

Receive 10 tickets for the first Thursday of each show.

Policy on use of our e-mail lists

Use of our e-mail address lists by other groups. It was decided that we will not allow our lists to be used by professional groups. (from Minutes of 21 July, 2011). This was re-affirmed at the 7 February 2013 meeting.

Policy on Auditions

Auditions will be held to select the cast for each play. If a cast member resigns from a part for any reason or when all parts are not cast in the first round of auditions, further auditions will be held to fill the vacancy. (from Minutes of 5th October 2014)

Customs:

Season Ticket holder restriction. No seat reservation for Season Ticket holders for the panto (from April 5, 2012 Minutes).

Season Tickets

are donated as door prize or silent auction for fundraisers. Usually two tickets with a request that they be given to two separate winners.

Two tickets are given to the SLP Webmaster

Season ticket money will be split evenly amongst the seasons' productions

Ticket voucher swop. Langham Court and St Luke's Players have been swopping ticket vouchers, for the past few years. The distribution by us is done on a random draw basis of the membership list, 2 tickets to each of the 3 winners; records are kept so no member wins twice.

Preshow announcement Before each performance a pre-scripted announcement will be made (from March 3, 2011 Minutes).

Actors and props. Actors should not buy their own props and costumes without appropriate agreement. (from Nov 4, 2010 Minutes. There was a discussion on budgets and problems that happen when actors buy props and their own costumes without the knowledge or agreement of the appropriate production person.)

Audience Survey results. The results of audience surveys should be made available to new Play Reading Committee members.

Show Budgets. Budget for each show needs to be approved by the Executive.

Show Liaison. One Executive member to be appointed as Liaison for each show.

Scripts. A copy of the script of each production to be kept in the script archives.