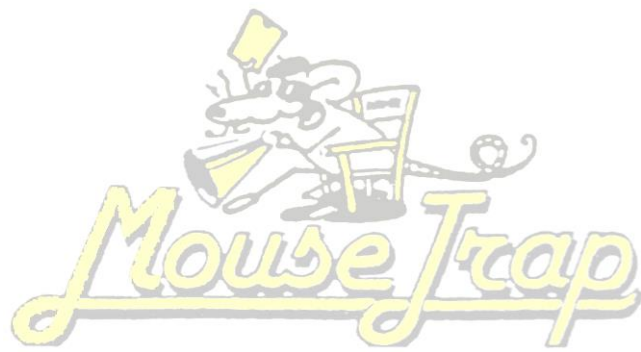


Mousetrap Theatre Company Inc.

By-Laws

These By-Laws are supplementary to the to the Mousetrap Theatre Company Inc. rules of association. The association rules are to be read in the first instance and take precedence over these by-laws.

Please Note: - any printed copies may NOT be the latest version



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Election of officers

President – *the President and any financial member in accordance with By-Law (14e) may be nominated as President*

Management Committee - *members shall consist of the President, Secretary, Treasurer, Senior Vice-President & Junior Vice-President. The President, Secretary & Treasurer may hold any other single office simultaneously within the company. (Amended 20th October 2014)*

All committee members are required to hold a current Blue Card registered to the Mousetrap Theatre.
Ref page 9-10 (Amended 26th April 2015)

After the election of the management committee at the Annual General Meeting (A.G.M.) the following additional officers shall be elected.

- a. President of 'Behind the Seen' (in the event of one functioning.)
- b. *Publicity Officer*
- c. *Wardrobe Supervisor*
- d. *Canteen coordinator*
- e. *Front of house coordinator*
- f. *Membership Secretary*
- g. *Library Officer*
- h. *Newsletter Editor*
- i. *Workshop Director – (expressions of interests for the position to be called at A.G.M. and decided upon by the first Management meeting following the A.G.M.)*
- j. *Festival Director*

NOTE: *Where possible a member should nominate for or hold only one position at any one time. Maximum positions to be held is two (2.) Excludes Senior Management.*

Patrons

The company at its A.G.M. will invite nominations for the position of patron/patrons; with a maximum of three (3) to be decided by vote.

Technical

At the first meeting of the management committee after the A.G.M. a Technical Advisor, Resident Stage Manager and a Properties Manager will be chosen by the committee.

Production committee members

The Production committee will consist of the President, Secretary & five financial members. At the first meeting of the management committee after the A.G.M. five members will be appointed to serve on the Production Committee. These members to be selected from names submitted by those members wishing to serve on the committee and the decision will be by vote.

All committee members are required to hold a current Blue Card registered to the Mousetrap Theatre.
Ref page 9-10 (Amended 26th April 2015)

Behind The Seen (B.T.S)

B.T.S is a sub-committee of Mousetrap Theatre Company. Membership is open to all financial members of the Mousetrap Theatre Company.

Roles & Responsibilities

1. *B.T.S. committee shall consist of the following(A Minimum of three (3)members)*
 - a. *President (BTS)*
 - b. *Vice President (BTS) (optional)*
 - c. *Secretary (BTS)*
 - d. *Treasurer (BTS)*
 - e. *Non-executive members*

2. *B.T.S. will be responsible for*
 - a. *Fund raising activities for the theatre.*
 - b. *Functions that the theatre may choose to run*
 - c. *Coordinating the Murrumba Drama Festival*
 - d. *Fund small projects & or buy items required by the theatre.*

3. *President (BTS)*
 - a. *Report to the Management Committee*
 - b. *Coordinate BTS meetings*
 - c. *Ensure that B.T.S Treasurer keeps accurate financial records of BTS activities. Signed records to be provided to Mousetrap Treasurer as required.*

Workshops

In the event of one functioning, the workshop will normally be operated as a separate function of normal Mousetrap activities. The Workshop Director will be appointed by the management committee and will be fully answerable to the Management Committee. The workshop will be open to school age children . Fees for workshop attendance shall be determined by the Management committee. The committee shall review annually all operating costs associated with the operation of the workshop before determining the fees for the following year. This shall be done at the first meeting of the management committee following the Annual General meeting.

Please Note: - NO Junior members are permitted inside the theatre building without the supervision of at least TWO (2) adult members.

The workshop director will ensure the following is carried out:

- a. *They (the Director) maintain a current Blue Card registered to the Mousetrap Theatre or an exemption if eligible. Ref page 9-10*

- b. *Workshop assistants, Backstage Children's and Youth Supervisor, and Stage Crew hold a current Blue Card registered to the Mousetrap Theatre or an exemption if eligible & must be a financial member. Ref page 9-10*

- c. *A report to monthly general meetings on Workshop Progress*
- d. *Workshop fees shall be paid for each attendance.*
- e. *Name, age, address & contact details for each person joining workshop be recorded.*
- f. *Each person joining workshop must become a member of the Mousetrap Theatre Company Inc. This should occur as soon as practicable. Accident Insurance protection does not commence until the membership fee is paid*
- g. *Attendance records must be kept and fees taken and a financial statement of fees taken shall be provided to treasurer.*
- h. *Those participating in workshops should be of good conduct and enter into such activities as are directed by the director of workshop activities and comply with Clause 13 of the "Obligation of Cast & Crew"*
- i. *Any person who is not displaying sufficient interest in activities, or whose conduct is considered to be unsatisfactory, will be requested to leave the workshop and that person will leave the theatre accordingly*
- j. *In the performance segment of the workshop, the nature of the performance, shall be of such artistic nature as is taught within the confines of workshops and shall be performed before at least three (3) members of the production committee for approval prior to public performance*
- k. *Members should realize that the performance segment is part of the workshop and is not intended to be a company production therefore minimum use should be made of theatre properties. Where any of these are required, the person responsible for the performance must contact the theatre officer responsible for the properties*
- l. *It is essential that the scenery etc. Should not be interfered with or altered in any way whatsoever, without the prior approval of the theatre officer responsible thereof.*
- m. *It is a requirement that if scenery, costumes or other properties are used in productions, they shall immediately at the conclusion of the performance, be returned satisfactorily to their original place, or as soon after as is practicable.*
- n. *In all workshop activities there must be an observance of any rules or requirements of the company concerning the use of theatre building and properties.*
- o. *Two (2) members of the production committee shall have the right to attend any of the workshop classes as observers having given the director of that workshop prior notice. Additional members of the production committee may attend if the workshop director is agreeable to this.*
- p. *In the event that the running of the Workshop is not run on a voluntary basis and is contracted out to a person, persons or organization on behalf of the Mousetrap Theatre, the following conditions must apply:*
 - A) *Supply appropriate Blue Card for the Mousetrap Theatre or an exemption if eligible.
(Ref page 9-10)*
 - B) *Supply full details of teaching /acting qualifications*
 - C) *Supply full details of teaching program & learning outcomes*
 - D) *Supply details of all workshop sessions*
 - E) *Supply full details of assistants & accreditation*
 - F) *Supply full details of all fees & charges*
 - G) *Supply ABN & Invoicing details*
 - H) *Supply details of public liability insurance*

NOTE: A fee will be paid to the Workshop Director as decided by the Management Committee.

Production Committees Responsibilities

The production committee shall consist of the president, secretary and five other members voted in by the management committee.

- a. The production committee is responsible for the selection of plays, musicals, pantomimes, cabarets or variety shows and all other works for performance with the exception of festival plays
- b. The production committee is responsible for determination of plays, performances and times of performance for company productions. *The production committee shall as far as practicable, prepare a program of the company's public performances each year. They must ensure where possible that there is a minimum of 8 weeks between major productions. 10 weeks should be allocated for the major musical production.*
- c. Where performance involves dancing or musical segments, a dance/musical director can be invited to the meeting of the production committee.
- d. The committee shall appoint a member as Production Committee liaison for each production. *The director may attend monthly Production Committee meetings during the rehearsal period to discuss any issue that may become apparent.*
- e. *Productions to be performed to a paying audience shall be viewed by the Production Committee no later than 2 weeks before opening night or when full runs of the rehearsal begin,*
- f. Its responsibility shall not include material which is a segment of the normal activities of the workshops, B.T.S. or any other group of the company at which attendance is restricted to members of that group.
- g. Whenever practicable, directors for public performances and their selections for performances shall be invited from the members of the company generally.
- h. All members of the production committee shall be given the opportunity of reading all plays, musicals, pantomimes, cabarets and variety shows and other works submitted for performances and all available members shall have read work before it is selected for performance within an acceptable time frame.
- i. The production committee will elect a coordinator for the one act play nights that will assemble stage manager, tech and crew as required.
- j. Before directing a major play, *members who have not previously directed* must have first directed a one act play that is judged competent by the production committee. Likewise, a member must have competently directed a major play before directing a musical. *New members who have not directed for Mousetrap but have previously directed for other groups should provide evidence of competency prior to being granted permission to direct for the Mousetrap Theatre .If no evidence is provided then the above conditions apply*

All committee members are required to hold a current Blue Card registered to the Mousetrap Theatre .
Ref page 9-10 (Amended 26th April 2015)

Festivals

- q. One act plays, *including junior plays*, must be performed publically to a paying audience at the Mousetrap Theatre *or before the production committee before they will be considered for representation of the Mousetrap Theatre Company at drama festivals.*
- r. The Murrumba drama festival director has the right to refuse any play entered in the Murrumba drama festival.
- s. If the festival director is in any doubt as to the suitability of a play, he/she may approach the production committee for further opinion.

- t. If a play is rejected, the director of the said play has the right to approach the production committee for an opinion.

Casting meetings

- a. Upon the selection of a director and work to be performed, a casting meeting shall be held to which all members shall be invited. Non mousetrap members are also eligible to audition for roles. *The director should ensure that castings are fully advertised*
- b. At the casting meeting there shall always be one (1) member of the production committee to assist in and advise upon the selection of persons for roles in that production, but the final decision shall at all times, rest with the director.
- c. It is left to the integrity and discretion of the director to ask any person to read for a part, but this person shall not be told that he/she has a part until this has been decided at a casting meeting.
- d. Selection of a role may be made from and after the casting meeting, if, in the opinion of the director and the associates, this action is fair and reasonable.
- e. *A member may audition prior to the casting meeting if unable to attend casting meeting at the discretion of the director. The director must inform casting meeting if this has occurred. The director should advise the assisting production committee member prior to this occurring.*
- f. *It is a requirement of all persons auditioning for a part, to advise the director of any conflict that could occur with attending all rehearsal. Directors should confirm this prior to final selection.*
- g. Except where otherwise decided by the production committee, only members who are financial may take part in a production.
- h. *For adult cabarets the minimum age for performers is 16 years*
- i. *Cabaret casting shall be exempt & at the discretion of Director*

Responsibilities of the director

- u. Subject to the observance of the following, the director shall have the co-operation and assistance of competent members in respect of their responsibilities.
- v. The director shall be responsible for the arranging of, or the assignment of personnel for the arrangement of: stage lighting and audio effects, costumes, stage management and stage crew in respect of their production.
- w. *The director may appoint a production manager/coordinator if deemed necessary. The production manager/ coordinator will be responsible for all the administrative functions associated with the production. This does not include ticketing which will be the responsibility of a person or persons who will "man" the phone while tickets are on sale and or "man" the box office during performances. This can be done by more than one person.*
- x. The director and/or publicity officer shall advise and check with the secretary or president any promotional material for which they are responsible.

- y. Each director is responsible for developing a budget, in consultation with the treasurer, which will be assessed by the management committee. Once accepted, any variation to this need to be ratified at a meeting of the management committee. *If no budget is available, the director will be allocated a production allowance based on the average of the expenses for previous 12 months of productions. All receipts must be provided for production expenses.*
- z. *Directors are to ensure that all cast members are financial as soon as practical after the casting meeting .They shall also provide the cast & crew with a copy of section 13 of these by-laws;"*
Obligations of cast & crew
- aa. The director shall have the right to change the role of any participant if thought in the best interest of the production
- bb. The director shall have the right to terminate the participation of a member and make a replacement if such an action is thought necessary by the director in the interest of the production.
- cc. Great care shall be taken with all sets, scenery and property for the duration of the production. Items on loan, which are not attached or fixed, must be secured between rehearsals and performances. Loaned items of value must be advised to the insurance company via the secretary. The director of the said production will be responsible for the safe return in good order, of any items on loan, as early as is practicable after the conclusion of the show.
- dd. As soon as is practicable after the casting meeting, directors shall liaise with the technical advisor for the requirements of the production. They must also liaise with the technical advisor for appointment of tech personnel for the production.
- ee. Lighting and sound operators are to be chosen by the director in consultation with the Technical Advisor as early as possible. **Only trained operators can assume this role.**
- ff. After each rehearsal or workshop the theatre shall be left in a clean and tidy condition with all windows and doors, *including toilet doors*, securely fastened, lights extinguished and fans and air conditioning turned off *and security alarm armed*. It shall be the responsibility of those present to co-operate with the director in this directive.
- gg. The director shall be responsible for all rehearsals in connection with the production. *They are to liaise with the secretary to book their rehearsal periods. Directors must ensure that there is no double booking with other productions unless it is absolutely necessary. Production week (i.e. week prior to opening night) must be kept clear of all other productions.*
- hh. Prior to submission, directors must liaise with the secretary to negotiate the availability of the rights to perform and the obtaining of scripts. They will also need to obtain performance rights for all productions containing music such as Pantomimes & Cabarets, Workshop productions etc. *The application for performance rights for musical numbers should be made at submission. A copy of all performance rights agreement must be kept on file with all Mousetrap documentation.*
- ii. *Tea, coffee and milk will be provided by the Mousetrap Theatre for all rehearsals.*
- jj. *At the completion of the production, the director will ensure that all materials, flats, furniture are returned to original storage places and the stage, back stage & theatre are left in a clean & tidy & safe condition. All curtains & legs must be returned to normal rigged position. Loaned furniture must be returned as soon as possible. All costumes washed if necessary & returned and wardrobe supervisor advised.*
- kk. *In productions that include cast, crew or any involvement by persons under the age of 18, we encourage all adult members to obtain a current Blue Card registered to the Mousetrap Theatre or an exemption if eligible*

Productions

Set Construction

- a. *The Mousetrap will provide all basic materials for set construction. This will include theatre lighting, flats, doors, door furniture, carpet, hardware (screws etc.) & basic furniture. Special items & paint (not including paint for stage floor) will be funded from expense budget.*

2. Hiring

Hiring of the Mousetrap Theatre for use by other groups or individuals will not be permitted. Permission maybe granted to financial members by the management committee for one off private functions. Application to the committee should be sent in writing to the secretary at least one month before the event. Members will be required to sign a liability & damages hire agreement.

Obligation of cast and crew

- a. *Must be a financial member. The Company's Accident Insurance Policy states that a person must be a member before coverage applies.*
- b. *Those taking part in a production shall attend rehearsals at such times as required by the director and remain at call in such places as required*
- c. *Cast members must behave and conduct themselves appropriately, be considerate of others and be co-operative in making rehearsals pleasant and successful for others.*
- d. *Cast members must refrain from interfering in any way with stage sets, scenery and properties both on or off the stage unless authorized to do so.*
- e. *Performers are to be seen by the audience only when they are on stage. Once members are dressed for their role, they shall not, during the period of the performance, enter the main body of the theatre or any adjacent rooms accessible to the public unless directed to do so.*
- f. *Looking at the audience through the curtains or in the wings is strictly prohibited.*
- g. *Members of the cast must be at such places as directed and must be ready at all times to respond to their cues.*
- h. *When "off stage" there must be strict obedience to the instructions of the director, stage manager, or other persons in authority*
- i. *Quietness off stage is essential. Any necessary conversation must be in subdued tones.*
- j. **Partaking of intoxicating beverages in the theatre either before or during a performance is strictly prohibited.** *Any illegal substances will not be tolerated by the company and the person or persons concerned will be referred to the management committee.*
- k. **No food or drink is to be consumed in the dressing rooms.**
- l. *Smoking is only permitted **outside** theatre perimeter fence **or** in a designated area *and while not wearing hired or borrowed costumes. Ref 14d**
- m. *Costumes and personal props used by members of the cast and crew if left at the theatre should be placed neatly and tidily in the appointed place.*

- n. No unauthorized persons are allowed back stage during or after a performance with the exception of the president or secretary. Any other exception to this rule must be authorized by the stage Manager
- o. On the commencement of a performance of a show, the stage manager becomes the director's representative and is responsible for the smooth running of the production. Members of the production shall be at the theatre at the time advised by the stage manager.
- p. After the final performance, all members of the cast using the company's costumes shall return them as directed and assist in the final cleanup of the dressing rooms, stage, back stage area, auditorium & foyer.
- q. Practical jokes or other actions by cast members while on stage that are not approved by the Director are forbidden.

General

- a. Any new membership does not become valid until ratified by the management committee
- b. It is an auditing requirement that all purchases (with the exception of emergencies) must be approved at a general or management committee meeting.
- c. Photo copying or recording of any copyright material without the permission of the copyright holder is illegal and strictly prohibited in this theatre.
- d. Smoking is only allowed in a designated area or outside of the perimeter fence.**
- e. Elected members of the management committee must have been financial members of the company for twelve months.
- f. All authorized key holders must sign for the receipt and return of the keys and are responsible for their replacement if lost
- g. Productions other than one act plays and workshops shall have wherever possible, two guaranteed rehearsal times allotted to them per week with a third rehearsal time subject to negotiation with other productions in rehearsal at that time. Any disputes shall be referred to the production committee.
- h. After each rehearsal or workshop the theatre shall be left in a clean and tidy condition with all windows and doors, **including toilet doors**, securely fastened, lights extinguished and fans and air conditioning turned off *and security alarm armed*. It shall be the responsibility of those present to co-operate with the director in this directive.
- i. In the case of an emergency situation where a decision requires urgent attention the president can give a ruling on this. In the event of the president not being available then the senior or junior vice president shall act in this respect.
- j. All members who are required to hold a Blue Card **must** ensure that is linked to the Mousetrap theatre. Ref age 9-10 (Amended 26th April 2015).

Note:- All alcohol must be stored in a locked cupboard and must not be left in a refrigerator or place that children can access.

Blue Card Requirements

Persons **required** to hold a current Blue Card are:-

- All members of the Management and Production Committees
- Junior Workshop teacher/coordinator and his/her assistants (back stage crew etc.)
- Backstage Children's and Youth supervisor
- All persons required under legislation

Note: We also encourage members to hold a Blue Card or Exemption

Blue Card Requirements explained and links

1. Mousetrap cannot force members to apply for a Positive Notice blue card unless they are working in an area considered, by the Commission, to be "Regulated, Child-Related Employment". General Membership cannot be made conditional upon application/receipt of a Blue Card.

Note the paragraph at the bottom of the page regarding making Blue Cards compulsory.

<https://www.bluecard.qld.gov.au/volunteercoordseducationproviders/whoneedsabluecard.html>

2. Blue Cards, or exemptions, must be held by any person conducting activities aimed at children or mainly children and by those making decisions regarding child-related activities.
3. Those **not** required, under the legislation, to apply for, or hold, a Blue Card include, Canteen staff, Cleaners, Grounds persons, members of a mixed age cast. (The same as a sporting team.)

Note.

Our category of operation falls between Sport and Recreation, and Churches, Clubs, and Associations. See link

<https://www.bluecard.qld.gov.au/faqs/Do-I-need-a-bluecard/Adults-involved-in-the-same-team.html>

<https://www.bluecard.qld.gov.au/volunteers/Sportandactiver recreation.html>

And

<https://www.bluecard.qld.gov.au/volunteers/Churchesclubsandassociationsinvolvingchildren.html>

This link makes note of Canteen staff, among other persons who do/not require Blue Cards.

See specifically page 2 for the list of examples.

<https://www.bluecard.qld.gov.au/pdf/infosheets/Information-Sheet-Sporting-Industry.pdf>

4. If a person begins in a Regulated, Child Related role with Mousetrap, and holds a Blue Card obtained through another organisation, or an employer, the relevant form must be completed and submitted through the President or Secretary of Mousetrap Theatre Co. to ensure compliance with the current legislation.

Note. The Blue Card system works in 2 ways, certification and notification. If a Blue Card application is lodged through, for example, Mousetrap Theatre, and the person then goes to work with another organisation, they must complete and lodge the form below to have that organisation added to the list registered to their Blue Card. Without this process in place, the card is next-to-worthless as the other organisation would not be informed if

there was a change to the card holder's status, e.g. disqualification or suspension. **This is a requirement under Blue Card legislation.** Cont.....

<http://www.bluecard.qld.gov.au/volunteercoordseducationproviders/youobligations.html>
[https://www.bluecard.qld.gov.au/pdf/forms/PSBA12950-Authorisation-to-Confirm-a-Valid-Card-Application_P3_\(AC\).pdf](https://www.bluecard.qld.gov.au/pdf/forms/PSBA12950-Authorisation-to-Confirm-a-Valid-Card-Application_P3_(AC).pdf)

Note. People who work in certain fields are not required to hold a Blue Card, and, instead, must apply for an exemption as per the link below. The same notification situation applies as for the above. Please also note the following paragraph on the right hand side of this document, as it reinforces that Blue Card Services should only be accepting applications from those in regulated positions.

“Blue Card Services can only screen for activities that are regulated by the *Working with Children (Risk Management and Screening) Act 2000*. If the work is not covered by the blue card system, the person does not require an exemption card and Blue Card Services is unable to screen the applicant”

<http://www.bluecard.qld.gov.au/pdf/flowcharts/Apply-for-an-exemption-card.pdf>

5. We encourage members to apply for a Blue Card, or Exemption, or to register their existing card with Mousetrap Theatre Co. However, we cannot legally enforce compliance unless the person's involvement falls under the scope of the Act. (see point 1, above)
- 6 The Mousetrap will also maintain a Register of Blue Cards and Exemptions, as per the template supplied on the Blue Card website.

