

**Community Players
Bloomington, Illinois**

Bylaws
2010

ARTICLE I . MEMBERSHIP

- A. *General membership* shall include all season ticket holders.
- B. *Voting membership* shall be available to all individuals who have been actively involved in any capacity, in at least one production over the last five (5) seasons and are willing to subscribe to the by-laws. Voting members are not required to hold a season ticket but are required to pay annual dues as established by the Board of Governors
- C. All *voting members* shall have a vote in the election of the Board of Governors, known as the Board. Each voting member shall have one (1) vote. Members must be present to vote.
- D. Only voting members 18 years of age and over shall serve on the Board of Governors.
- E. Only voting members shall serve as members of Standing or Ad Hoc Committees.
- F. The Board shall establish the dues for each class of membership annually. Anyone wishing to be a member and not able to afford the dues can be granted a charitable membership (General and/or Voting) with the approval of the President.
- G. The Membership Term shall end May 31 of each year.
- H. For new voting members, dues shall be reduced by one-half after December 1 of each year, for the remainder of the current membership term.
- I. Dues are non-refundable unless approved by the President as a charitable act.
- J. All members are welcome and encouraged to attend Board meetings.
- K. No member may act as a representative of the organization without explicit approval of the Board.

ARTICLE II The Board of Governors

Section 1. Duties

A. To approve the selection of plays to be produced and to contract for their production.

B. To approve Producers and Directors for each production and approve the amount of remuneration for such services as recommended by the Finance Committee.

C. To appoint special task forces as deemed necessary.

D. To create such standing rules and Production Guidelines for its conduct as shall not conflict with the Constitution and Bylaws.

E. To conduct an annual audit of the Treasurer's reports and records to be completed within ninety (90) days after the close of the fiscal year. The fiscal year runs from June 1 to May 31.

F. The Board of Governors retains the right of recall, by a vote of three-fourths (3/4) of the Board members present, a quorum being present, at any meeting of said Board. To remove a Governor from said Board for failure to perform his/her duties as prescribed by the bylaws requires notice be given not later than the meeting prior to the meeting at which the vote is taken.

G. To attend all Board of Governors meetings. Members with three (3) consecutive unexcused absences are subject to removal from the Board as described in Article II Section 1F of the bylaws.

Section 2. Duties of Individual Members of the Board of Governors

A. The **President**, a voting member only in the case of a tie of voting Board members, shall:

1. Preside at all meetings of the Membership and Board of Governors;
2. Be responsible for ensuring that the Constitution, Bylaws, and all standing rules (including the Production Guidelines) as set forth by the Board of Governors are followed;
3. Be responsible for approving all charitable tickets and/or charitable memberships;
4. Appoint standing committee chairs if not specified by the Bylaws;
5. Appoints Governor Emeritus(i);
6. Be Chair of the Executive Committee;
7. Appoint Ad Hoc committees as the need arises;
8. Serve as ex-officio member of all committees;

B. The **Vice-President** – a voting member of the Board, shall

1. In the absence of the President, assume the duties of the President;
2. Be responsible for maintenance and distribution of building keys;
3. Be Chair of the Constitution and Bylaw Committee;
4. Be Chair of the Fundraising Committee;
5. Serve on the Executive Committee;
6. Serve on the Finance Committee;
7. Serve as ex-officio of the Playreading Committee

C. The **Vice-President/President Elect** shall serve a one (1)-year term as Vice-President preceding his/her term as President. The Vice-President/President Elect must serve on the Board at least two (2) years prior to being elected Vice-President.

D. The **Past President** shall serve a one (1)-year term as Vice-President following his/her term as President.

E. The **Secretary**, a voting member of the Board, shall:

1. Submit and keep a record of the proceedings of all meetings of the Membership and the Board of Governors and distribute to the Board within one (1) week of the meeting;
2. Attend to all general correspondence of the officers and Chairs of the committees of the organization;
3. Notify the Board of all regular and called meetings of the Membership and Board of Governors;
4. Attend to all bereavement and serious illness acknowledgements as directed by the Board.
5. Maintain the master calendar for the theatre;
6. Coordinate mail/email pick-up and distribution;
7. Serve on the Executive Committee.

F. The **Treasurer**, a voting member of the Board, shall:

1. Be custodian of the funds of the organization and pay all bills pertaining to productions, utilities, and approved submitted expenditures;

2. Keep an itemized account of receipts and expenditures;
3. Submit a written report, in full to the Board of Governors at each monthly meeting, and to the Membership at the Annual Membership meeting;
4. Create rental contracts;
5. Submit the budget for the upcoming fiscal year to the Board of Governors by the January Board Meeting of the preceding year.
6. Be bonded.
7. Be responsible for tax returns and related business;
8. Be responsible for maintaining Insurance Policies including Bonding themselves and the Box Office Chair *JDS - is this the same as number 6? At least the second part....perhaps combine?*
9. Complete and submit any state, federal and local grant proposals with the assistance of an appointed committee
10. Serve as Chair of the Finance Committee;
11. Serve on the Fundraising Committee;
12. Serve on the Executive Committee;

G. The **Box Office Chair**, a voting member of the Board, shall:

1. Be responsible for seat reservations and sale of single admission tickets for each performance;
2. Be responsible for the ticket sales system;
3. Supervise and schedule copy machine maintenance;
4. Deposit all receipts from the sale of season tickets and make full account of same to the Treasurer and Membership Chair;
5. Supervise the solicitation of individual season ticket holders;
6. Initiate season ticket drive for the upcoming season beginning with the final production of the current season;
7. Present a detailed report of attendance and receipts at the regular Board of Governors meeting following each production;

8. Be responsible for the purchase or printing of tickets;
9. Deposit all receipts from the sale of single admission tickets, concession donations and other incidental items, and make full account of same to the Treasurer *JDS - presently I am making these deposits. However, I enjoy the idea of this remaining/becoming a Box Office responsibility ;*
10. Schedule appropriate personnel to work in the Box Office;
11. Turn in the hours worked for each production to the Treasurer at the close of that production;
12. Be bonded.
13. Serve on the Finance Committee;
14. Serve on the Playreading Committee;
15. Coordinate phone/internet services and related issues.

H. The **Membership Chair**, a voting member of the Board, shall:

1. Be responsible for, and custodian of, Voting membership files;
2. Arrange for advertising to promote group sales with Marketing Chair;
3. Assist the production team in the auditioning and casting of all productions;
4. Be responsible for ensuring that the production team gets all appropriate forms and follows the casting guidelines as set forth by the Board of Governors;
5. Be responsible for keeping volunteer/casting files up-to-date;
6. Work to establish a personnel list of production assistants, ushers, etc., to be called upon as needed;
7. Serve as Chair of the Volunteer Committee;
8. Serve on the Fundraising Committee;
9. Serve on the Finance Committee.
10. Maintain volunteer application forms and serve as Conduct Official.

I. The **Marketing Chair**, a voting member of the Board, shall:

1. Be responsible for all advertisements publicizing the organization and its productions;
2. Be responsible for publicizing the solicitation of memberships;
3. Assist the production team in the dissemination of all non-paid publicity for the organization and its productions;
4. Arrange for and disseminate all information pertaining to target market groups appropriate to the subject material of each play;
5. Maintain the theatre website (may delegate);
6. Be responsible for developing a schedule and securing workers for changing the sign on Towanda Avenue;
7. Be responsible for rearranging the show signs on the front of the building and the sign in front of the Post Office during the season;
8. Coordinate program advertising for the playbill; Represent (may delegate) the organization through membership groups (i.e. PEERS, Chamber of Commerce, ITA, etc.);
9. Serve as a liaison with area groups (i.e. Lions Club, Jr. Women, Rotary, etc);
10. Work with corporate and community groups regarding involvement with special events programming (i.e. parades, cemetery walk, charity promos, etc.). May appoint an events coordinator;
11. Serve on the Fundraising Committee.

J. The **Theatre Tech Chair**, a voting member of the Board, shall;

1. Serve on the Play Reading Committee;
2. Serve as a member of the Volunteer Committee;
3. Serve as Chair of the Tech Committee and appoint the following positions. (The Theatre Tech Chair may also serve as one of the coordinators listed below):

The **Set Construction/Scene-Shop Coordinator** shall:

1. Set guidelines for set design and construction;
2. Be in charge of the Scene Shop;

3. Work in cooperation with the production team making arrangements to review available equipment inventory and check-out / check-in procedures;
4. Maintain an evaluated inventory of all permanent scenery, permanent stage furnishings, tools and working materials;
5. Be responsible for the scene shop budget;
6. Be custodian of the same;

The **Lighting and Special Effects Coordinator**, shall:

1. Be responsible for supplying lighting equipment necessary for rehearsal and production of each production;
2. Arrange for moving and maintenance of same;
3. Work in cooperation with the production team making arrangements to review available equipment inventory and check-out / check-in procedures;
4. Maintain an evaluated inventory of permanent lighting equipment;
5. Be custodian of the same;
6. Be responsible for the lighting budget;
7. Make acquisitions for standard stock;

The **Sound and Sound Effects Coordinator**, shall:

1. Be responsible for supplying sound equipment and sound effects necessary for rehearsal and production of each play;
2. Arrange for moving and maintenance of same;
3. Work in cooperation with the production team making arrangements to review available equipment inventory and check-out / check-in procedures;
4. Maintain an evaluated inventory of permanent sound equipment;
5. Be custodian of the same;
6. Be responsible for the sound budget;
7. Make acquisitions for standard stock;

K. The **Theatre Craft Chair**, a voting member of the Board, shall;

1. Serve on the Volunteer Committee;
2. Serve on the Play Reading Committee;
3. Serve as Chair of the Theatre Craft Committee and appoint the following positions. (The Theatre Tech Chair may also serve as one of the coordinators listed below):

The **Wardrobe Coordinator** shall:

1. Be in charge of the Costume Shop;
2. Make available costumes from said shop for all productions and rentals;
3. Work in cooperation with the production team making arrangements to review available wardrobe inventory and check-out / check-in procedures;
4. Evaluate the inventory of the permanent wardrobe collection;
5. Be responsible for the costume shop budget;
6. Be custodian of the same;
7. Be responsible for the return of all borrowed and rented costumes and like items;

The **Hand Properties Coordinator** shall:

1. Be in charge of the Prop Shop;
2. Maintain an evaluated inventory of the permanent hand props and make a copy of it available to each production team;
3. Be custodian of the same;
4. Work in cooperation with the production team making arrangements to review available hand properties inventory and check-out / check-in procedures;
5. Maintain organization within the prop loft;
6. Be responsible for the properties budget;
7. Make acquisitions for standard stock;

L. The **Play Reading Chair**, a voting member of the Board, shall;

1. Present to the Board of Governors for its approval, the play bill by the December Board Meeting, and the directors and producers by the March Board Meeting;
2. Obtain contracts for rights and rental materials and return same after productions;
3. Coordinate the bidding process and selection of show logos;
4. Make available production guidelines to members of the Board of Governors at the first meeting of the year;
5. Revise and update the production guidelines annually;
6. The Chair shall meet with the directors and producers for the upcoming season no later than one (1) month prior to audition dates to distribute production guidelines as set forth by the board of governors and information regarding crew positions, budget, and publicity;
7. Serve as Chair of the Play Reading Committee;
8. Serve on the Finance Committee;

M. The **House and Grounds Chair**, a voting member of the Board, shall;

1. Submit a monthly report to the Board of Governors regarding the status of ongoing improvements, needed improvements, condition of the building, and other such items as are necessary to the operation and upkeep of the building and grounds.
2. Be responsible for the general maintenance of the theatre inside and outside of the building;
3. See that the theatre is in such condition that it could pass a fire inspection at any time;
4. Be responsible for maintaining the building, and seeing that maintenance occurs, and that sufficient supplies of janitorial, first aid, and like items are available on the premises;
5. Work with the Board of Governors to establish service contracts for the building maintenance and supervise the same;
6. Discuss all building related equipment expenditures with the Treasurer prior to purchase.

N. The **Governor Emeritus(i)**, a non-voting member(s) of the Board, shall;

1. Have at least 25 years of service to the Theatre;
2. Be welcomed and encouraged to attend all Board meetings;
3. Be given a complimentary season ticket;
4. Have a lifetime appointment

ARTICLE III COMMITTEES

Section 1. Standing Committees

The Chair of each committee shall choose the appointed members of the Standing Committees, unless specified otherwise in the Bylaws. The Standing Committees are:

A. The **Play Reading Committee shall:**

1. Consist of the Chair, who is the Play Reading Chair, Box Office Chair, Theatre Tech Chair, Theatre Craft Chair, and Vice President as well as other voting members as appointed by the Play Reading Chair.
2. Read and recommend a selection of productions for the coming season;
3. Select the production and audition dates and order of plays for the upcoming season, including any reviews, laboratory or fundraising shows;
4. Select directors and producers for the plays of the upcoming season and notify the selected directors and producers in writing after approval by the Board of Governors.

B. The **Constitution and Bylaws Committee shall:**

1. Consist of the Vice-President and not less than three (3) voting members;
2. Annually review the Constitution and Bylaws;
3. Present all proposed changes, if any, to the Board of Governors, and where necessary, as specified in the Constitution, to the Membership at the Annual Meeting for approval.

C. The **Volunteer Committee shall:**

1. Consist of the Chair, who is the Membership Chair, Theatre Craft Chair, Theatre Tech Chair, and other voting members as appointed by the Membership Chair;
2. Compile a list of people for set construction, painting, lighting & sound, properties and other tech work as well as house managers and ushers;

3. Keep the list current;
4. With the assistance of producers, keep a log of all "in kind" volunteer hours.

D. The **Executive Committee** shall:

1. Consist of the Chair, who is the President, the Vice-President, the Secretary and the Treasurer;
2. Make the decision to cancel a performance, [i.e. bad weather];
3. Make the decision to add a performance when a show is sold-out, with Board approval;
4. With the production team make the decision to change or remove a cast or orchestra member. A member of that committee must be present at such a removal;
5. Make the decision to remove a member of the production team.
6. Arrange for annual Board training.

E. The **Fundraising Committee** shall:

1. Consist of the Chair, who is the Vice-President, the Treasurer, Membership Chair, Marketing Chair, and other voting members as appointed by the Vice-President Chair.
2. Present a slate of proposed projects to the Board of Governors for approval by the October Board Meeting;
3. Solicit funds from outside sources for approved projects.

F. The **Finance Committee** shall:

1. Consist of the Chair, who is the Treasurer, the Vice-President, Box Office Chair, Membership Chair, Play Reading Chair, and other voting members as appointed by the Treasurer Chair.
2. Be responsible for the development of operating, and show budgets;
3. Review and prioritize Capital Expenditure budget requests;
4. Develop three (3) and five (5) year financial projections;
5. Review risk management practices annually.

Section 2. Ad Hoc Committees

The President as necessary may appoint Ad Hoc Committees and designate their intended purpose. Examples of Ad Hoc Committees include Nominating, Audit, and Archives/History.

ARTICLE IV AMENDMENTS

A. The Bylaws and Constitution must be updated on the web site by the June meeting. New board members should be sent a link to the documents and be encouraged to review them in a timely manner, especially those sections that pertain to their respective duties.

B. The Bylaws may be amended by a simple majority vote of the members at any meeting of the Board of Governors.

C. Issues not covered by these Bylaws will be handled by the Executive Committee and ratified at the next regular meeting of the Board of Governors.