

**Community Players Theatre
Bloomington, Illinois
Bylaws**

Updated August 2015

ARTICLE I - MEMBERSHIP

- A. Membership shall be available to all individuals 18 and over, who have been actively involved in any capacity, and willing to subscribe to these by-laws. The Board of Governors annually shall establish the dollar amounts for a one-time per season membership / participation fee per individual to be collected during the first show the member participates in, if they have not already paid the seasonal fee. Membership fees will be accepted for the new season anytime after August 1st.
- B. All 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.
- C. All members shall have the opportunity to serve on the Board of Governors.
- D. Only members shall serve as members of Standing or Ad Hoc Committees.
- E. The Board shall establish the dues for membership annually. Anyone wishing to be a member and not able to afford the membership / participation dues may be granted a charitable membership with the approval of the Executive Committee.
- F. The Membership Term shall end July 31 of each year.
- G. Dues are non-refundable unless approved by the Executive Committee as a charitable act.
- H. All members are welcome and encouraged to attend Board meetings.
- I. 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 of the Board of Governors

- 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 Financial & Strategic Planning 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. In this regard, board members shall annually study the Constitution and Bylaws and the Production Guidelines at a special meeting sometime between the June and August board meetings.

- 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 and present a report of monthly activity. Members with three (3) absences within a single fiscal year are subject to removal from the Board as described in Article II Section 1F of the bylaws.
- H. Any Board member may, in coordination with the Box Office Chair, provide complimentary tickets for marketing/charitable purposes.

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. Serve as Chair of the *Executive Committee*;
 - 2. Serve on the *Financial & Strategic Planning Committee*;
 - 3. Serve as ex officio member of all committees;
 - 4. Preside at all meetings of the Membership and Board of Governors;
 - 5. 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;
 - 6. Appoint standing committee chairs if not specified by the Bylaws;
 - 7. Appoints Governor Emeritus (i) with Board approval;
 - 8. Appoint Ad Hoc committees as the need arises;
 - 9. Appoint Historian with the assent of the Board of Governors.
- B. The **Vice-President** – a voting member of the Board, shall:
 - 1. Serve on the *Executive Committee*;
 - 2. Serve as Chair of the *Constitution and Bylaw Committee*;
 - 3. Serve as Chair of the *Nominating Committee* (see Constitution for details);
 - 4. Serve on the *Financial & Strategic Planning Committee*;
 - 5. Serve on the *Play Reading / Staff Selection Committee*;
 - 6. In the absence of the President, assume the duties of the President.

- 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. Serve on the *Executive Committee*;
 - 2. 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;
 - 3. Attend to all general correspondence of the officers and Chairs of the committees of the organization;
 - 4. Notify the Board of all regular and called meetings of the Membership and Board of Governors;
 - 5. Attend to all bereavement and serious illness acknowledgements as directed by the Board;
 - 6. Maintain the master calendar for the theatre.
- F. The **Treasurer**, a voting member of the Board, shall:
 - 1. Serve on the *Executive Committee*;
 - 2. Serve as Chair of the *Budgeting Committee*;
 - 3. Serve as Chair of the *Financial & Strategic Planning Committee*;
 - 4. Serve on the *Play Reading / Staff Selection Committee*;
 - 5. Serve on the *Public Relations and Marketing Committee*;
 - 6. Be bonded;
 - 7. Be custodian of the funds of the organization and pay all bills pertaining to productions, utilities, and approve submitted expenditures;
 - 8. Keep an itemized account of receipts and expenditures.
 - 9. Be responsible for tax returns and related business;
 - 10. Submit a written report, in full to the Board of Governors at each monthly meeting, and to the Membership at the Annual Membership meeting;
 - 11. Manage and pay rental contracts;

12. Submit the budget for the upcoming fiscal year to the Board of Governors the meeting after the next season is finalized;
13. Be responsible for maintaining Insurance Policies including bonding themselves and the Box Office Chair.
14. Assist the Fundraising Chair with any state, federal, local, corporate and private foundation grant;
15. Work with Fundraising chair on all fundraising events.
16. Coordinate tracking of all monetary and in-kind donations to the organization with the assistance of the Box Office & Ad Sales/PR chairs.

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

1. Serve on the *Financial & Strategic Planning Committee*;
2. Serve on the *Budget Committee*;
3. Serve on the *Public Relations and Marketing Committee*;
4. Be responsible for seat reservations and sale of single admission tickets for each performance;
5. Be responsible for the ticket sales system;
6. Supervise and schedule copy machine maintenance;
7. Deposit all receipts from the sale of single admission tickets, season tickets, concession donations and other incidental items with the Treasurer;
8. Supervise the solicitation of individual season ticket holders;
9. Initiate season ticket drive for the upcoming season as soon as Season Announcement Event, but no later than March;
10. Present a detailed report of attendance and receipts at the regular Board of Governors meeting following each production;
11. Be responsible for the purchase or printing of tickets;
12. Schedule appropriate personnel to staff the Box Office;
13. Be bonded;
14. Coordinate mail pick-up and distribution.

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

1. Serve as Chair of the *Membership Coordination Committee*;
2. Serve on the *Public Relations and Marketing Committee*;

3. Be responsible for, and custodian of, Voting membership forms;
 4. Assist the production team in the auditioning and casting of all productions; appoint an alternate if the chair is auditioning
 5. 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;
 6. Be responsible for keeping volunteer/casting forms up-to-date;
 7. Maintain volunteer application forms;
 8. Be responsible for publicizing the solicitation of membership/ participation fees;
 9. Work with and coordinate volunteer and membership groups;
 10. May appoint Events Coordinators for specific events.
- I. The **Marketing Chair**, a voting member of the Board, shall:
1. Serve as Co-Chair on the *Public Relations and Marketing Committee*;
 2. Serve on the *Budgeting Committee*;
 3. Execute the Marketing Plan for the season (as provided through the Public Relations Committee) by being responsible for all advertisements publicizing the organization and its auditions/productions;
 4. Assist the production teams in the dissemination of all non-paid publicity for the organization and its productions;
 5. Arrange for and disseminate all information pertaining to target market groups appropriate to the subject material of each play;
 6. Arrange for advertising to promote group sales with Membership & Events Chair;
 7. Be responsible for getting programs from the printer to the theatre.
- J. The **Advertising Sales & Public Relations Chair**, a voting member of the Board, shall:
1. Serve as Co-Chair on the *Public Relations and Marketing Committee*;
 2. Serve on the *Financial & Strategic Planning Committee*;
 3. Coordinate all program advertising for the playbill - solicitation (mailings, etc.), initiate trade-out negotiations that directly impact Community Players, ad updates from buyers throughout the season, coordinating the above items with the Marketing Chair. Send thank-you cards to businesses in the program and include copy of program;
 4. Represent the organization through membership, professional or other groups (i.e. PEERS, Chamber of Commerce, ITA, Lions Club, Jr. Women, Rotary, etc.) or appoint a qualified representative. Attend networking events such as ribbon cuttings, business

before/after hours to promote the Community Players/current season, distribute information regarding ad sales, season, establish new contacts etc. Communicate networking event opportunities to fellow board members to encourage additional attendance. Record all contacts from networking events.

5. Coordinate any lobby display or website ad sales (create sales materials, solicit ad buys, provide billing info to Treasurer, etc...)
6. Work with the Treasurer to track income and in-kind trades for ads, services, or products;
7. Work with corporate and community groups regarding involvement with special events programming (i.e. parades, cemetery walk, charity promos, etc.).

K. The **Fundraising Chair** (Donations & Grants), a voting member of the Board, shall:

1. Serve on the *Public Relations and Marketing Committee*;
2. Serve on the *Financial & Strategic Planning Committee*;
3. Coordinate a minimum of four (4) Fund Raising Programs/Campaigns per season (e.g. Cherry Berry, Happy Hour, Trivia Night, etc...) with assistance from the Treasurer;
4. Coordinate all Grant work (with assistance from the Treasurer & PR Committee), monitor deadlines and submissions, and provide any needed follow-up reporting;
5. Work with Executive & PR committee to develop new donors.

L. The **Lights, Sound, and Effects Chair**, a voting member of the Board, shall:

1. Serve on the *Membership Coordination Committee*;
2. Serve on the *Budgeting Committee*;
3. Be responsible for supplying lighting equipment, sound equipment and effects necessary for rehearsal and production of each production;
4. Arrange for moving and maintenance of same;
5. Work in cooperation with the production teams making arrangements to review available equipment inventory and check-out / check-in procedures;
6. Maintain an evaluated inventory of permanent lighting, sound, and effects equipment;
7. Be custodian of the same;
8. Be responsible for the lighting, sound, and effects budget;
9. Make acquisitions for standard stock.

10. Be present at strike for each show, or appoint a qualified representative, to coordinate restocking of lighting, sound and/or special effects items.

M. The **Costume Chair**, a voting member of the Board, shall;

1. Serve on the *Membership Coordination Committee*;
2. Serve on the *Budgeting Committee*;
3. Be in charge of the Costume Shop;
4. Make available costumes from said shop for all productions and rentals; provide a working and updated schematic of costume locations in the Costume Shop;
5. Work in cooperation with the production teams making arrangements to review available wardrobe inventory and check-out / check-in procedures;
6. Work in cooperation with the production teams on costume rentals, from external sources, if such assistance is needed;
7. Evaluate the inventory of the permanent wardrobe collection;
8. Be responsible for the costume shop budget;
9. Be custodian of the same;
10. Be responsible for the return of all borrowed and rented costumes and like items;
11. Be present at strike for each show, or appoint a qualified representative, to coordinate restocking of costuming items.

N. The **Set, Shop and Props Chair**, a voting member of the Board, shall;

1. Serve on the *Membership Coordination Committee*;
2. Serve on the *Budgeting Committee*;
3. Be in charge of the Prop and Scene Shop;
4. Be custodian of the same;
5. Work in cooperation with the production teams making arrangements to review prop and equipment inventory check-out / check-in procedures;
6. Maintain organization within the prop loft and scene shop;
7. Maintain inventory of all permanent scenery, stage furnishings, tools, working materials and hand properties;
8. Be responsible for the prop and set budgets;
9. Make acquisitions for standard stocks;

10. Set guidelines for set design and construction;
11. Be present at strike for each show, or appoint a qualified representative, to coordinate restocking of shop and prop items.

O. The **Play Reading Chair**, a voting member of the Board, shall:

1. Serve as Chair of the *Play Reading / Staff Selection Committee*;
2. Select members of Play Reading and Staff Selection Committees;
3. Present to the Board of Governors, for its approval, the new season playbill by the October Board Meeting, and the show directors by the March Board Meeting;
4. Working with the Treasurer, obtain contracts for rights and rental materials and return same after productions;
5. Coordinate the selection of show logos and submit them to the Board for approval one month after the slate is approved;
6. Be responsible for the review and updating of the Production Guidelines annually, submit changes to the Board for approval by the April meeting and have the information updated on the website by the Annual Meeting;
7. 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.

P. The **House and Grounds Chair**, a voting member of the Board, shall:

1. Serve on the *Financial & Strategic Planning Committee*;
2. Serve on the *Budgeting Committee*;
3. 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;
4. Be responsible for the general maintenance of the theatre inside and outside of the building;
5. See that the theatre is in such condition that it could pass a fire inspection at any time;
6. 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;
7. Work with the Board of Governors to establish service contracts for the building maintenance and supervise the same;
8. Discuss all building related equipment expenditures with the Treasurer prior to purchase;

9. Be responsible for maintenance and distribution of building keys.
10. Be responsible for developing a schedule and securing workers for changing the sign on Towanda Avenue;
11. Be responsible for rearranging the show signs on the front of the building.

Q. The **Technology Chair**, a voting member of the Board, shall:

1. Serve on the *Budgeting Committee*;
2. Serve on the *Public Relations and Marketing Committee*;
3. Serve on the *Financial & Strategic Planning Committee*;
4. Oversee the theatre website;
5. Be responsible for the social media presence and postings to:
 - a. Facebook
 - b. Twitter
 - c. Instagram
 - d. Any future social media trending changes: All done in conjunction with other Board positions (e.g. Marketing, Ad Sales/PR, etc...)
6. Be responsible for the Box Office Computers, upkeep and maintenance;
7. Work with Treasurer to purchase and maintain Internet Connectivity and Phone systems for the Box Office and Theatre;
8. Work with Secretary to establish, maintain, coordinate and provide access to the Board's master calendar;
9. Maintain a comprehensive and secure ID and Password list for all website, social media, and other technology systems – provide the Executive Committee with said list (or access to list) and update them as to any changes;
10. Be responsible for updates to any electronic signage, in conjunction with updates from appropriate board members (e.g. Marketing, Ad Sales/PR, etc...).

R. The **Historian**, a non-voting member of the Board, shall:

1. Be appointed by the President with Board approval.
2. Historian can serve as long as they are able to perform their duties. The board reserves the right to cancel appointment at any time and appoint a new historian.
3. Be responsible for collecting material associated with each production including programs, pictures, and recordings;

4. Provide information to the Webmaster to update productions on the website;
5. Maintain a history of the organization.

S. The **Governor Emeritus(i)**, one or more non-voting member(s) of the Board, shall:

1. Executive Committee may nominate anyone deemed worthy for Emeritus status for Board Approval;
2. Emeritus nominees must have served on the Board of Governors for at least one full term;
3. Have at least 25 years of active service to the Theatre;
4. Be welcomed and encouraged to attend all Board meetings;
5. Be given a complimentary season ticket;
6. 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, the Treasurer and Vice President as well as 2 (two) other voting members as appointed by the Play Reading Chair in consultation with and the approval of the Board of Governors;
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.

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

1. Consist of the Vice-President and not fewer than three (3) Board members who are selected by the Committee Chair (VP);
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 ***Membership Coordination Committee*** shall:

1. Consist of the Chair, who is the Membership Chair, Lights/Sound & Effects Chair, Set/Shop & Props Chair, Costume chair, and at least 1 (one) 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 and provide the list to the Producers of each show.
4. With the assistance of producers, keep a log of all “in kind” volunteer hours.
5. Create an annual report of volunteers which shall be presented at the May meeting of the Board.
6. Plan activities, including an “end of season” activity to recognize that season’s voting members.

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;
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 this 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;
7. Arrange for a review of the Constitution and Bylaws and Production Guidelines by the whole Board of Governors, to take place between the January and February board meetings.

E. The **Budgeting Committee** shall:

1. Consist of the Chair, who is the Treasurer, Box Office, House & Grounds, Costumes, Set, Shop & Props, Lights, Sound & Effects, Technology, Marketing, and at least 1 (one) other non-Board voting member(s) as appointed by the Treasurer;
2. Be responsible for the development of show budgets and work with the Treasurer to create the budget proposal for presentation to the board;
3. Be responsible for the development of department and operating budgets;
4. Create a long range expenditure report and provide said report for the Treasurer to share with the Strategic & Financial Planning Committee.

F. The ***Financial & Strategic Planning Committee*** shall:

1. Consist of the Chair, who is the Treasurer, the President, Vice President, Box Office, Fundraising, Ad Sales & PR, House & Grounds, Technology, and at least 1 (one) other non-Board voting member(s) as appointed by the Treasurer Chair;
2. Review and prioritize Capital Expenditure budget requests;
3. Develop three (3) and five (5) year financial projections & strategic plans and try to map out path to achieve those goals;
4. Review risk management practices annually.

G. The ***Public Relations & Marketing Committee*** shall:

1. Consist of the Co-Chairs, who are the Marketing & Ad Sales/PR chairs, the Treasurer, Fundraising Chair, Membership Chair, Technology Chair, Box Office Chair and at least 1 (one) other non-Board voting member(s) as appointed by the Co-Chairs;
2. Create a Marketing Plan for the upcoming season, to be presented to the Board for approval by the May Board meeting;
3. Create a Social Media plan for the upcoming season, to be presented to the Board for approval;
4. Create a input list for the theatre's calendar of events to outline community and public relations opportunity for the coming year (re: season) – this list should include all date information collected from the Marketing and Social Media plans;
5. Propose updates throughout the year to any of our public facing outlets (e.g. Website, Box Office, Signage, etc...).

H. The ***Staff Selection Committee*** shall:

1. Consist of the members of the current year's Play Reading Committee when neither they, nor their significant other, have applied to direct any of the productions being discussed as part of the Production Staff selection process, as well as any additional voting member(s) (who meet the above requirements) as selected and seen fit to form a voting committee by the Play Reading Chair;
2. Review the applications received through the Production Staff Application process;
3. Select directors and producers for the plays of the upcoming season and notify the selected directors and producers after approval by the Board of Governors;
4. Provide a summary, taken from the Staff Applications, of other applicants and positions they applied for to Producers by the March Board meeting.
5. If the Play Reading Committee Chair has applied to direct a production being discussed as part of the Staff selection process, the president pro-temp of the

committee shall be a member of the Executive Committee in the following order of succession: President, VP, Secretary and then Treasurer.

Section 2 - Ad Hoc Committees

The President, as necessary, may appoint Ad Hoc Committees and designate their intended purpose.

ARTICLE IV - AMENDMENTS

- A. The Bylaws and Constitution must be updated on the web site by the August 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.
- D. All conduct issues that arise during production of a show, not handled by the production staff shall be handled by the Executive Committee. If a member of the Executive Committee is on staff for that show another board member may be appointed by the remaining members.