

## **POLICIES AND PROCEDURES FOR THE VILLAGE PLAYERS (03/04/2020)**

### **I CREATING POLICY AND PROCEDURES (Approved by the board 4/11/2016)**

- A. Any new policy which will affect future board members or individual members must be presented to the board for at least one meeting of discussion before being brought to a vote at another meeting.
- B. New policy must be proposed at a meeting following its first presentation to the board at which meeting the policy may be voted into action or defeated.
- C. A majority of the 9 board members is required to approve or disapprove said policy.
- D. Any policy instituted by any board may be reviewed and revised by a majority of any future board.

### **II MEMBERSHIP**

- A. Dues shall be \$15 for individuals and \$25 for families which includes two adults and all dependent minors living in the same household. (Approved by the board 9/10/2012)
- B. Membership shall begin on September 1 of a given year and continue to December 31<sup>st</sup> of the following year in order to include members joining after our Fall Musical. (Approved by the board 8/1/2016)
- C. Recurring memberships on-line shall be taken down from the period of April 1 through August 31 so that these memberships will include voting rights. (Approved by the board 8/1/2016)
- D. Only members whose dues are paid before April 1<sup>st</sup> of a given year shall be allowed to vote in that year. (Approved by the board 8/1/2016)
- E. Any board in any year can revise the amount of the dues by a majority vote. (Approved by the board 8/1/2016)
- F. Benefits
  - 1. The \$3 ticket discount voted in by a previous board will be rescinded as of 2019 membership. (approved by the board 12/4/17)

### **III POLICY ON PRODUCTIONS (approved by the Board on August 1, 2016)**

#### **A. Play Selection**

- 1. The Board of Directors will consider proposals made by a play-reading committee, but will have final say in approval or rejection of these recommendations.
- 2. Selections for the production schedule for the following year should be made before or on the September board meeting date.
- 3. As part of proposing a show to the Board of Directors, a potential Director is expected to include an initial Budget Proposal.
  - a. While an exact accounting is not necessary for the proposal, every effort should be made to project numbers as close as possible to actual cost/profit of the show. To that end, there is a file of past final budgets available for potential directors.
  - b. Throughout rehearsal and production, there is Board approval necessary for any increase to the original budget of more than 10%. (Approved by the Board on July 10, 2017)

#### **B. Obtaining Rights**

1. The Board of Directors is responsible for ensuring that the rights have been secured in a timely fashion to all shows that are accepted for production for the following season. (Amended by the Board on July 10, 2017)
2. The Director or Producer of any production is authorized to sign on behalf of the Board.

#### C. Directors

1. Directors must have previous experience directing or assistant-directing with The Village Players or with another established theater group.

#### D. Casting

1. Directors may not be cast in a show they are directing.
2. Those auditioning do not need to be members of The Village Player.
3. Directors and/or Producers must use the Universal Audition Form found on our website at <http://www.village-players.com/bylaws/universalauditionform.compressed.pdf> for every person auditioning for each production. They may also use additional forms as they please. The Universal Audition Form should be kept by the Director or Producer as long as needed and then given over to the Board of Directors. (approved by the Board 03/13/2019)

#### E. Poster Approval

1. Producer (or designee) will submit a proposed "poster" for Board Approval prior to printing. Proposal will include a copy of the licensing requirements from contract. (i.e. font size, etc.) Board will review sponsorship, spelling, dates, and overall compliance with contract. This may be done either electronically or at a meeting, but must be approved prior to printing. (Approved by the board April 2018)

#### F. Rehearsal Attendance (approved by the Board 01/09/2017)

1. Starting the Sunday before Opening Night, rehearsals are closed to the general public. Photographer, House Managers, ushers, or parent/guardian of a non-driving child in the show are the only individuals whose names do not appear in the program who may watch rehearsals from that point on. Any exception to this policy must be requested in writing to the director or producer and approved prior to that Sunday. A donation to the Village Players in the amount (per person) of the ticket price will be expected for any guest who has permission to see the show before Opening Night.

### IV DONATIONS FROM THE ORGANIZATION (Approved by the Board 5/2/2016)

#### A. Ticket Donations

1. The board of directors is responsible for determining to whom tickets will be donated.
2. Guidelines
  - a. The requesting organization must be a non-profit.
  - b. The requesting organization should support activities in the Lakes Region of NH
  - c. The Village Players will donate no more than thirty(30) individual tickets per year.

### V DONATIONS TO THE ORGANIZATION

#### A. Endowment Fund

1. The Village Players Board of Directors established an Endowment Fund in August 2011. (Approved by the Board 02/06/2012)

- a. Purpose – to provide an instrument by which money can be raised and invested to ensure the future financial health of The Village Players.

b. Management – the fund is to be managed by a five-member Endowment Committee, members of which need to be approved by the Board of Directors. The committee members will serve for three years.

c. Goal – Initial goal is \$50,000.

d. Use – Once the \$50,000 figure is reached, up to 5% per year may be distributed for use by The Village Players as long as the body of the Endowment does not fall below \$50,000.

2. At least 1% of ticket income of all shows during a fiscal year shall be donated to The Endowment Fund for The Village Players. Each year in April, the board will vote as to how much would be given, but it must be at least 1%, or they can chose to donate more. (Approved by the board on 8/20/2010)

3. All donations made in memory of anyone shall be credited to The Endowment Fund for The Village Players unless specified otherwise by the donor/donors. (passed 2/14/13)

B. Building Fund (Approved by the board 09/13/2016)

1. All donations made in response to the Annual Appeal shall be applied to The Building Fund for use in maintaining the building unless otherwise specified by the donor.

C. Donors of \$500 or more will be awarded two tickets to any performance of their choice starting with 2019 donors (approved by the board 12/4/17)

VI BORROWING OR RENTING VILLAGE PLAYERS PROPERTY (Approved by the Board 5/2/2016)

A. Outside groups will be allowed to borrow costumes, props and set pieces unless needed by Village Players for its current productions.

B. Organizations borrowing Village Players Property must:

1. Request access to Village Players property through a board member

2. Gain access to costumes, props and/or set pieces through a member of The Village Players.

3. Fill out a form listing all borrowed items

4. Return all borrowed items within two weeks of the end of the production for which they were borrowed

5. Return all costume items cleaned and other items in good condition.

6. All items rented or borrowed by other organizations or by Village Players members must be recorded and signed out with the approval of a Board Member (or designee.) Photos of all borrowed items are helpful. Item(s) must be signed out when removed from the building and signed back in on return. A “good faith deposit” is required during the time that the item is on loan. When returned to the organization in good repair, the deposit may be given back or destroyed. (See agreement form(s) on the website. (Approved by the board 12/03/18)

C. The Village Players board of directors reserves the right to deny access to Village Players property at any time,

VII BUILDING MAINTAINANCE (Approved by the board 9/13/2016)

A. Any work done on the building must have approval of the board before being begun except in the case of an emergency where work must be done immediately for safety concerns.

VIII In House Rules (Approved by the board 8/1/2016)

- A. Clean Up: it is expected that you will clean up after yourself after each use. A safe walking path through the building and in front of all exits is required by the Fire Department. We do not have custodial staff; you are responsible for disposal of your own trash.
- B. Doors: Close the pull-down door between the auditorium and the side room. Please check and lock all outside doors before leaving.
- C. Food: There is to be no food or drink in the auditorium with the exception of The Movies (Board Approved). Please be mindful of food in the kitchen make sure that it is stored properly and safe from attracting insects and rodents.
- D. Heating and Air Conditioning: please return the thermostats to their original settings before leaving.
- E. Lights: Be sure to check all the lights before leaving the building. Bathrooms, under seating lighting, Poohbah room, etc.
- F. Lighting Booth: Only trained members of the "Wilkes-Booth Gang" will be allowed to operate the lighting and sound and movie systems.
- G. Lock Combination: The Director should use great discretion when giving out the combination for the door lock. The fewer, the better.
- H. Personal Items: Please be sure to take all of your personal items with you when you leave the building.
- I. Props: Use the sign out sheet upstairs and be sure to return what you borrowed. Large props in the Poohbah Room and small props can be left in the hallway outside the door of the Poohbah room.
- J. Set Building / Set Striking: Be sure to put things away neatly and back where they belong for the next crew. Small tools on the shelf in the kitchen, screws back into correct containers, props back to their rightful place, construction pieces in the cellar, etc. During building and striking it is important to keep stairs, doors and walk ways clear of debris for safety of all.
- K. Telephone: Use only for incoming calls and emergencies.
- L. Trash: Recycle using the bins in the kitchen. Take what trash you can with you. We do not have garbage pick-up and rely on volunteers.
- M. Upper Floors: There is to be no unauthorized admittance to the upper floors. Being allowed to change in the Green or Blue Rooms does not give automatic permission to access the costume or prop rooms. No one is allowed in the costume room without being accompanied by a designated representative of the Village Players.
- N. If you notice something isn't right, tell someone! Notice a dripping faucet or running toilet, a light that doesn't work, etc. Please leave a note or call a board member. We can't fix it if we don't know about it.

## IX FINANCIAL ARRANGEMENTS

- A. A Reserve Fund is hereby established to be used only for major repairs to the theater such as roof, furnace, painting, etc. The board will decide what amount of money will be allocated to this Fund every year. (approved by the board 1/8/18)