

POLICY MANUAL

Lakeland Players 2017

SECTION 1: GENERAL

This manual is a consolidation of the various policies that have been approved by Lakeland Players Boards of Directors over the years. It should prove useful for the new member, as well as to the long-standing member. It may be changed or amended from time to time by a vote of the Board of Directors at a regularly scheduled meeting. The current Board approved the wording of this revision on December 20, 2017. The policies have been arranged by subject in alphabetical order.

SECTION 2: AWARDS COMMITTEE

The Vice President chairs the committee to administrate the voting and purchase the awards.

The **Jo McCaffrey Memorial Award** (also known as the “Unsung Hero Award”) is presented in her memory to a Lakeland Player who has shown outstanding work behind the scenes for **several years**. Any Lakeland Player may recommend a person to the Board who will select no more than one recipient a year. This award is not an annual award and presented when a qualified recipient has been approved by the board. This award shall be presented at the June Banquet.

The **Nancy Whitfield Memorial Award** (also known as the “Lifetime Achievement Award”) is presented in her memory to a Lakeland Player who has served the group 20 years or more. The individual recipient of the Nancy Whitfield Memorial Award will receive Lifetime Membership in Lakeland Players (no longer pays membership dues). Any Lakeland Player may recommend a person to the Board who will select **no more than one recipient a year**. This award shall be presented at the June Banquet. Lifetime members shall be listed in each show program.

The **Producer’s Award** is presented to one member of the **Production Team for each show** and is chosen by the Producer of said show. The Producer should choose the one person he/she feels contributed most to the success of the show. This award shall be presented by the Producer at the June Banquet. No ties will be accepted.

The **Director’s Award** is presented to one member of the **Cast** for each show and is chosen by the Director of said show. The Director should choose the one person he/she feels contributed most to the success of the show. This award shall be presented by the Director at the June Banquet. No ties will be accepted.

The **Cast & Crew Award** is presented to the **Cast or Crew** member who receives the most votes by the Cast and Crew of each show. This award shall be presented at the June Banquet.

The **Audience Choice Awards** (two) shall be presented at the June Banquet and these awards go to the cast members who receive the most votes by the audience via ballots inserted in show programs.

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SECTION 3: BYLAWS COMMITTEE

Committee shall be comprised of 3-5 individuals; recommended committee members being at least two Board Members and/or individuals with at least 6 years experience with Lakeland Players, to review and incorporate all changes to Bylaws and Policies. Committee will be chaired by Recording Secretary, (per board vote 7/15/92) or their appointee. Committee Chairperson will select committee with Board approval. Committee shall define membership categories including Youth members.

SECTION 4: CALENDAR

All Boards of Directors shall follow the following general calendar of Lakeland Players activities.

August.....New Season Kick-Off Party

January.....Christmas Party

February.....Acceptance of Nomination of New Board

March.....Mail out the voting of nominations on the ballot for the Board of Directors at least 30 days prior to Annual Meeting. Board vote on New Plays

April..... Election of New Board/Combined Board Meeting Annual Meeting for Elections/ Announce Season to Membership

May..... Appoint finance Committee

June.....Combined Meeting of Old and New Boards, Awards Banquet (Introduction of Officers, Incentive Awards, Player of the Year Award Given)

July.....New Board in Position

See details under many of these subjects for more information.

SECTION 5: CAPITAL ACQUISITIONS

Must be approved by a majority vote of the Board before the purchase is made. See the emergency, purchase clause under President's duties in the Bylaws, Article VI, Section 1.

SECTION 6: CAST PARTIES

It is the privilege of the host to determine who is to be invited to cast parties, whether it is only cast and crew, or to include other guests. Only one formally arranged cast party is to be arranged by the Producer/youth member's immediate family per show. This can be delegated to another Lakeland Players member. It is recommended that shows with a large children's cast should **NOT** be held at private homes.

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SECTION 7: CHARITABLE CONTRIBUTIONS

Donations to charitable organizations will be made only if the family requested such a memorial and the sum given would not exceed the limit established under Section 32: Standing Organizational Policies.

SECTION 8: COSTUME SALE

Costumes may be sold to cast members following a show with the approval of the Producer/Costumer (this is optional). The Costumer will collect the money and turn it into the Treasurer. The Costumer for the show should set the price for each item. Only sell costumes that will probably not be used again.

SECTION 9: CTAM

Lakeland Players shall pay membership dues to the Community Theater Association of Michigan (CTAM) and appoint a CTAM representative who will receive their newsletter. Anyone else who wishes to receive a newsletter should pay for it separately.

SECTION 10: DIRECTORS QUALIFICATIONS

There are three separate methods to follow in order for a person to become qualified to direct for Lakeland Players. Any of the three methods may be used. Directors **and Assistant Directors are required to become members of Lakeland Players.** Directors for all shows should be given a copy of the Lakeland Players Director's Guide by the Recording Secretary.

- Item 1. The prospective director shall present a one-act play to the Lakeland Players prior to the time that the Board makes its final decision on the new season for which the prospective director wants to be considered. Lakeland Players will pay the fee for one script, if one is involved. The following guidelines are suggested: Production requirements should be minimal, i.e., no sets except rehearsal furniture, room lighting, minimal make-up and costuming, but sufficient props are required. Priority in casting should be given to actors who have not had a part in a production recently. Plays should be the entertainment at a General membership Meeting or a Party. Tryouts for this one-act may be held at meetings, if time allows, to promote attendance. Experienced directors can also direct one-acts to give actors additional experience. Scheduling of these oneacts should be handled through the Social Chairperson. After viewing the production Lakeland Players Board approval would qualify a person to direct.
- Item 2. Outside directing experience with Lakeland Players Board approval would qualify a person to direct.

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- Item 3. Experience as a Stage Manager, Producer, Choreographer or Assistant Director for two or more shows with Lakeland Players and/or another reputable Theatre group and with Lakeland Players Board approval would automatically qualify a person to direct. The Board, at its discretion, can require a new Director to the group be mentored/overseen by a Lakeland Player Member who has had prior experience directing Lakeland Players shows.

SECTION 11: DONATIONS

Donators shall be listed in each Lakeland Players show program as follows:

Friends - \$50-\$149.99, ***Angels*** - \$150-\$299.99, and ***Saints*** - \$300 & up

SECTION 12: DUES

The Board must make a recommendation on a change in the dues structure for the next season to the membership for their approval at the annual meeting in April. Membership dues are payable throughout the year and valid for one full year from July 1st.

Dues, once paid, are not refundable if a member later decides to leave the group or is deemed not in good standing. Actors, and the complete production team of all productions, if not already members, are required to pay dues by the end of the second week of rehearsal.

The current dues structure approved by the General Membership at the meeting held in December, 2017, is as follows: Dues are \$30 per Individual member, and \$50 for a Family membership. (A Family membership includes all persons living in the same household whether blood-related or adopted). A Family membership must specify the names of the family members included. Included in the benefits of membership is the ability to participate in all aspects of Lakeland Players. A member's night performance will be held for each production. This does not include dinner shows or fundraisers. Members also receive a monthly newsletter. Family, Individual, Patron and Lifetime members have the right to vote for Board Members and on Lakeland Players issues. Family members (with 2 adults) receive two votes per household and Individual, Patron and Lifetime members receive one vote. Youth membership entitles one to participate in productions and events, and a monthly newsletter. No voting privileges are given to youth members. The Youth type of membership is limited to High School Seniors and younger. Anyone wishing to join Lakeland Players who is under the age of 18 is eligible for a Youth type membership only, unless they have graduated high school. The dues for Youth Membership are set at \$12. Members are required to help out in some capacity for Lakeland Players at least once (twice for Family memberships) per year. In addition to regular, individual, and family memberships, the following Patron memberships are also available:

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\$85 – same privileges as above – Patron members are not required to help out in any capacity for Lakeland Players.

The ticket chairperson will be provided with an updated membership listing (a list of each name and type of membership) by the Membership Chairperson prior to membership night for each production.

In addition, Board members whose memberships have expired while in office, shall have 30 days to renew their membership or until the next scheduled board meeting. If not, then Article V, Section III of By-laws will be in effect and they will be excused from their positions.

\$5.00 proration decrease per show (excludes student membership)

SECTION 13: DUTIES OF OFFICERS, BOARD MEMBERS-AT-LARGE, DIRECTORS AND PRODUCERS

In addition to the duties of officers contained in Article VI of the By-laws, the following additional organizational duties have been gathered together by office and these duties may be delegated to other members at the discretion of the Chairperson:

PRESIDENT - is CEO of the organization. He/She shall chair Board and General membership meetings. He/she may not make motions or vote except in cases of a tie vote. He/she shall appoint two general members to the Finance Committee by May, appoint the Scholarship Committee by September, appoint replacements for vacancies on the board subject to Board approval, and appoint the Play Selection Committee by September. He/she may serve as a non-voting member of any committee. The President shall personally chair the Finance Committee. Unless otherwise stated in the By-laws or policies, all Committees are to be appointed by the September Board meeting. The President shall order scripts and obtain rights for all shows.

VICE PRESIDENT - Shall be responsible for group promotion, special activities and appearances, and shall act as the liaison with Lakeland Players production locations. He/she may handle these areas personally or delegate them to other Board or non-Board members. He/she shall assume the duties of the President in his/her absence, assist the producer where necessary and be willing to step in and take over the producer's job if they are unable or unwilling to fulfill their commitment. He/she should contact the producer at least once a week to offer assistance and supervise their progress. The Vice President is in charge of the Lakeland Players storage area. The Vice President shall co-chair the Awards Banquet Committee (with the Social Chairperson) and assume the role of Master of Ceremonies, unless they choose to delegate another member. The Vice President shall be in charge of voting boxes for the Cast Award ballots and the Audience Choice Award ballots for each show. The Vice President shall order all awards (to be ready before the June Banquet) except the Player of the Year award. The Vice President should contact the Treasurer for information on the budgeted amount for awards and for the Awards Banquet. The Vice President shall inform the current Player of the Year of his/her budget for the Player of

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the Year awards and receive the receipt from such purchase. He/She is responsible for making sure the current Player of the Year is reimbursed for such purchase. The Vice President is the Lakeland Players Theatre Arts Camp liaison and will interact with the camp directors. The Vice President may delegate any of their responsibilities to any other active member of Lakeland Players.

CORRESPONDING SECRETARY - In the absence of both the President and Vice-President, the Corresponding Secretary shall chair any meeting. He/She will be responsible for overseeing the membership, directory, and newsletter areas, handling correspondence for the group, goodwill, and acting as Recording Secretary when that officer is absent. He/she shall also perform such duties as the President or the Board shall assign. The Corresponding Secretary shall administer or delegate someone to administer an email list of all members. The purpose of this is to contact the membership, when necessary, due to short notice via email and/or by phone (for those without email). The Corresponding Secretary shall provide a membership list for the Annual Meeting. A Membership list should also be made available to the Ticket Chairperson prior to each season/production. The Corresponding Secretary may delegate any of their responsibilities to any other active member of Lakeland Players.

TREASURER - If required by the Board, the Treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board shall determine. The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Corporation, receive and give reports for monies due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of Article VII of the By-laws. The Treasurer shall also make disbursements as directed by the Board and in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Board. If, none of the three above officers are present at a meeting, the Treasurer shall chair that meeting. The Treasurer appoints the Fund Raising Committee, appoints a Grant Writing Person or Committee, serves on the Finance Committee, will make the checkbook available to another signatory if he/she will be out of town for more than a few days, shall submit a written Treasurer's report to the Board each month showing all transactions as of the last day of the previous month, shall make contact with the producer at least once a week to coordinate writing checks for authorized expenses, (see By-laws Article IV, Section 5). The Treasurer shall file a financial report with the State to maintain the Incorporation each October. The Treasurer shall get a Financial Report to each director and producer and each Board Officer and Member-at-Large.

RECORDING SECRETARY – Shall be responsible for taking minutes at all Board Meetings and Member Meetings of the Corporation. The Recording Secretary shall chair/appoint a Historian to handle the duties outlined in their respective job description and shall also appoint and/or chair the Bylaws Committee. It is his/her responsibility to

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see that these duties are carried out in a timely manner. In addition, minutes of the meetings of the Board of Directors should be made available upon request to Board Members at least two weeks prior to the next meeting date. The Recording Secretary shall have copies of the minutes for distribution at Board Meetings. Members requesting to read previous minutes must attend a Board Meeting. Minutes will not be distributed outside of Board Members due to sensitivity. The Recording Secretary is responsible for distributing the LP Directors and Producers Guides to the Directors and Producers for each show of the season. The Recording Secretary may delegate any of their responsibilities to any other active member of Lakeland Players.

MEMBERS AT LARGE - Shall each be voted to one of the following areas:

SOCIAL ACTIVITIES CHAIR - Shall be in charge of entertainment and parties. The Social Activities Chair shall decide locations and details of membership and annual meetings, and workshops. The Social Activities Chairperson shall provide paper products for all Lakeland Players Social parties, (i.e., the annual picnic, and the Christmas party). The Social Activities Chair co-chairs the Awards Banquet Committee with the Vice President and is responsible for finding a location for the June Awards Banquet. The Social Activities Chair may delegate any of their responsibilities to any other active member of Lakeland Players.

PUBLICITY CHAIR – Shall be in charge of flyers (bulk mailing) signs, media, public relations and cable television liaison, mailing list, and publicity photography. The Publicity Chairperson shall promote Lakeland Players and Lakeland Players productions. All publicity should be done at least 3 weeks prior to opening/auditions for each production. The Publicity Chair may delegate any of their responsibilities to any other active member of Lakeland Players.

TICKETS CHAIR – Shall be responsible for all aspects of ticket preparation, sale, and distribution. This includes preparing and distributing season ticket information, group ticket sales, house sales, advance ticket sales to cast and crew members in rehearsal, collection of all tickets and distribution of programs at each performance. All tickets need to be paid for in advance. There are no refunds on advance Group Tickets. The Tickets Chairperson shall also provide the Board with a timely report of ticket sales following each production. The Ticket Chairperson has the right to ask the producer of each show to assist in finding persons to sell and collect tickets and programs. The Ticket Chairperson will receive and follow the Ticket Guidelines. The Tickets Chair may delegate any of their responsibilities to any other active member of Lakeland Players.

PROGRAMS CHAIR - Shall be in charge of show programs, including program layout, advertising sales, advertising layout, biographies, cover design, honorariums and announcements. A Program committee may be appointed by the Program Chairperson. The Board Member in charge of programs and/or the Program committee shall coordinate with the producer and director of each show on what should be included in

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the program. The Programs Chair may delegate any of their responsibilities to any other active member of Lakeland Players.

CONCESSIONS CHAIR – Shall be responsible for purchasing an adequate supply of concession materials for each production; shall assure that all materials are at the show location in a timely manner; shall oversee the set up and sale of concessions for each production; shall keep an accurate accounting of money related to purchases and sales of items; and shall supervise the Building Fund Collections, including 50/50 raffle (when allowed). Money collected from the 50/50 raffle goes into the building fund. The Concessions Chairperson has the right to ask the producer of each show to assist in finding persons to work concessions. The Concessions Chairperson shall also provide the Board with a timely report of sales following each production. The Concessions Chair may delegate any of their responsibilities to any other active member of Lakeland Players.

June Awards Banquet - Lakeland Players Board Members receive paid admittance to the annual June Awards Banquet. Refer to Vice President and Social Chair for more details.

Past-President - If the past-president is a member-at-large, he/she shall act as Parliamentarian at all meetings of Lakeland Players. If no past-president is on the Board, then another Board Member or officer should be appointed to act as Parliamentarian.

Director Duties - The director shall be in full technical and artistic control of their production. They shall act in the best interest of Lakeland Players and abide by all relevant policies, Bylaws, and precedents. The director is bound to operate within the budget set by the Board. They are the ultimate authority in casting, and recasting if necessary. The director shall appoint a stage manager, music director, assistant director, and choreographer as necessary. **Anyone in charge of a cast during rehearsals is required to be a Lakeland Players member ensuring coverage under the Lakeland Players insurance policy.** The director shall ask a Lakeland Players Board Member to attend auditions. The Director will be supplied the Lakeland Players Directors Guide by the Recording Secretary of the group.

Producer Duties - The producer is responsible to help the director create his vision of the show, excluding those functions administered by the Board for the entire year.

Producers and Assistant Producers are required to be members of Lakeland Players. The producer facilitates and implements the director's decisions for the production, finds and coordinates the technical staff and works with the support structure of the group. The producer is the financial manager of the show and controls all production expenditures. No receipts are accepted without being turned into the Producer for approval and reimbursement from the Treasurer. Each receipt should be attached to a voucher form. The producer should coordinate with the Vice President and Treasurer to make a final production report to the Board no later than the second Board meeting after the show's closing. The producer should schedule at least three

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production meetings to encourage communication with the director and all technical areas. The Producer will be supplied the Lakeland Players Producers Guide by the Recording Secretary of the group

SECTION 14: ELECTION OF BOARD OFFICERS AND MEMBERS-AT-LARGE

Those board members whose terms are not expiring shall constitute a ballot committee, which must contact the members via email or phone, in regards to running for any eligible office. The committee shall send a minimum of one follow up email or phone call to the membership to ensure notification. Any member not providing an email address to the board shall be notified by telephone. In addition, this notice may be published on the corporation's website and newsletter. Desire to run for board position must be in writing and the communication must be kept until after the election.

The nominating committee shall report back a slate to the February Board meeting.

Further nominations can be accepted from the floor at the Annual meeting in April. Numbered Ballots should be created and mailed by the Ballot Committee to the membership one month prior to the Annual Meeting, and are due back by the start of the Annual Meeting. A record of numbered Ballots shall be kept by the Ballot Committee until after the election. All ballots should list incumbent first followed by candidate(s) for each position. A blank line will also be included next to the last candidate for a write in. Ballots should be printed on colored paper. A ballot(s) will be provided to each Individual/Family that held a membership prior to 30 days of election, unless a production is casted during the 30 days in which the new members will receive a ballot. All Ballots should be returned to one of the two returning Committee Members (those with two year terms). The ballots will be brought to the Annual Meeting unopened. The ballots should be counted and the results announced at the end of the meeting. All elected officers and Board members may attend the regular Board meetings after their election; but they have no Board voting privileges until they take office in July. A combined Board meeting shall be held in June with outgoing and incoming Board members attending. This is to provide continuity and familiarity with the practices of the Board. Outgoing Board members should compile a written report of duties and helpful hints for the new chairperson. All newly elected Board Members shall receive a copy of Lakeland Player's By-Laws and Policies.

SECTION 15: EMAIL/PHONE LIST

The Corresponding Secretary will administer an email and/or phone listing of all members each year utilizing all of the Board members to help if necessary. The purpose of this is to contact the membership, when necessary, due to short notice.

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SECTION 16: FINANCE COMMITTEE

The Finance Committee shall be appointed each year at the May Board meeting, to include the President, as its chairman; and the Treasurer, and three other members. The Finance Committee shall conduct an audit of the financial records, devise a budget for the upcoming season with input and advice from the season's producers and directors, if possible, submit a formal year-end report to the Recording Secretary at the August Board meeting, and inform the membership that a copy of the Finance Report is available upon request. In addition, the committee is empowered to project income for the next year, review income and expenses after each play, and revise the budget, if necessary. Notify each producer, in advance, of their budget, review accounting practices to ensure that expenses are being properly charged against budget categories. New signature cards should be set up with the bank each year by the Treasurer. The President, Treasurer and designated third person as voted on by the board shall be allowed to sign checks. The Treasurer should make the Lakeland Players checkbook available to one of the other signatories if he/she will be unavailable for more than a few days.

SECTION 17: HARASSMENT

Lakeland Players will not tolerate harassment/intimidation of any kind in regards to religion, ethnicity, sexual orientation, race, and/or gender. Title VII of the Civil Rights Act of 1964 in regards to harassment is to be honored by all members of Lakeland Players. A specific warning in writing will be sent that the behavior is unacceptable and will no longer be tolerated. If inappropriate behavior continues, membership can and will be revoked with no refund. Dismissal: A member's eligibility to participate in any function may be removed in any case where it is felt that the member is jeopardizing the best interests of Lakeland Players. This decision will rest with unanimous approval the Board of Directors.

SECTION 18: HISTORIAN

The Historian should take photographs at Lakeland Players show dress rehearsals and make these photos available to cast members at cost only. Lakeland Players should make no profit on these prints. Photos and show memorabilia (program, flyer, etc.) should also be put into the Lakeland Players scrapbook. Pages for this historical scrapbook should be laminated. The scrapbook should be kept current, so that the material from the previous show is in the book and the book is available at the next show.

SECTION 19: LIAISON

If auditions, rehearsals, or shows are planned at a school, a list of contact people should be given to the school authorities each year at the time of elections. The Board Liaison is responsible for all dealings with possible sites for auditions, rehearsals, and shows.

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Other Board members should not make decisions or make contact with the various sites on behalf of Lakeland Players or the Board without the consent of the entire Board. In order to minimize confusion in communicating with outside groups, the Liaison should represent Lakeland Players in setting up all dates at such facilities.

SECTION 20: LOAN AND RENTAL POLICY

No equipment or property may be loaned or rented without approval of the Board Member in charge of that area. A deposit may be requested for some items. All items are expected to be returned in good condition (normal wear and tear allowed).

SECTION 21: MEETINGS

To the extent possible, regular Board meetings shall be held as determined by Board Members each month.

SECTION 22: MEMBERSHIP DUTIES

All members not involved in acting on given productions, may be contacted by the Producer to participate in a production area as dictated by membership policy. While not making a specific requirement of hours worked, and recognizing that members available time varies from show to show, the Board expects all members to contribute to the production of the Lakeland Players season in some way in addition to paying dues. PATRON, AND LIFETIME MEMBERS ARE EXEMPT FROM THIS REQUIREMENT.

SECTION 23: MEMBERSHIP RECORDS

The Membership Chairperson shall be responsible for enrolling and collecting dues from all new members by being present at read thru and/or first rehearsal and for reporting the new member information to the Directory Chairman and forwarding the dues to the Treasurer. The Membership Chairperson is responsible for turning in an updated membership list to the Recording Secretary and board. All members are to be included in the general mailing list for flyers and mailings. This is not the responsibility of the Producer, although the Producer may offer to take on this responsibility.

SECTION 24: MEMORIALS AND DEDICATIONS

Any request for a season or a show to be dedicated or a memorial be given in honor or memory of a person, must be brought before the Board and passed by a majority of the Board.

SECTION 25: NEWSLETTER

The newsletter may be mailed to prospective members for one month without charge. The newsletter should be sent to previous year's members for two months if they have

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not yet renewed their membership for the current year. The newsletter should reach the membership at least five days in advance of any General Membership Meeting, and at least thirty days in advance of the Annual Meeting. The newsletter will be sent via email unless requested to be sent US Postage by the individual member. The newsletter should be sent out monthly.

SECTION 26: PLAY POLICIES

Regular plays will run for 2-3 weekends per the discretion of the Board. Play rehearsals will not be scheduled on General Membership Meeting dates. To the extent possible, directors shall avoid scheduling rehearsals on Board meeting dates and should attend Board Meetings. All production expense bills shall be turned in to the Producer who will sign and turn into the Treasurer within thirty days after closing, or they may be held invalid. Auditions for an upcoming show should not be held during the run of the show in production without consultation with the director of that show and current show having scheduling priority.

SECTION 27: PLAY READING CHAIRPERSON

The Play Reading Chairperson should make arrangements to store the script library and make available scripts upon request to the play reading committee. He/she should follow the play reading committee guidelines and present the selected season to the board in March for approval.

SECTION 28: PLAY SELECTION COMMITTEE

A Play Selection Committee shall be appointed each year by the President to consist of five members, three of whom are not to be Board members. The members should be selected to represent a wide range of knowledge and experience in relation to acting and production. The term of the committee is one year and no member may serve more than two consecutive terms. No more than three members should be the same from one year to the next. The committee should be appointed by September 1st. The committee shall be given a copy of the play reading guidelines from the Play Selection Committee Chairperson.

The Committee is responsible for soliciting plays from the general membership, reviewing submitted plays, as well as those suggested by Committee members, proposing a slate of plays (two seasons ahead of time) to the Board on or before the March Board meeting. The chairman shall submit to the Board, a printout of script costs and royalties if possible. Submit a list of persons willing to direct and produce to the Board by the April meeting. The criteria used for this evaluation of plays should be audience appeal, cost requirements, production requirements, and casting requirements. The Play Selection Committee should take into consideration requests from willing directors. The chairperson of this committee should assist the Finance

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Committee with the preparation of budgets for each show. Money needed for the purchase or rental of reading copies of the plays will be budgeted through the Play Selection Chairperson. Upon acceptance of the Committee's recommendations by the Board, the committee is officially disbanded and the Board then selects directors and producers for the shows to be presented.

The Board takes the referendum of the committee for the season presented, and then meets in April to decide the order of the plays and how to best arrange the season. Seasons can be approved up to two years in advance.

SECTION 29: PLAYER OF THE YEAR

Nominations for Player of the Year shall be requested in the March newsletter. Lakeland Players shall present a Player of the Year Award to the Player so named by vote of the entire membership. Numbered ballots (each page should be numbered on the back) should be created by the current Player of the Year and mailed out in April with a return date of Mid May. Each ballot should contain the candidate name and top 5 accomplishments they performed during the current season. All names should be listed alphabetically. Ballots are to be returned to the current Player of the Year. The current Player of the Year may ask a Board member (one who is not a nominee) for help with the ballot. This award shall be administered by the current Player of the Year and presented to the new winner at the June Awards Banquet. The award consists of engraving the plaque that gets passed each year, and purchasing a separate award for the newly elected Player of the Year to keep. The Vice President is to inform the current Player of the Year of the budget for said awards. The receipt for these awards is to be given to the Vice President for reimbursement.

SECTION 30: PROGRAM ADS

It is required that each cast member in a Lakeland Players' show sell or buy one ad (personal or business) for the show program. If more than two members of the same family are cast in a show, said family are required to purchase or sell only two ads (personal or business) for the show program. If a cast member chooses not to sell or buy one ad, they may opt to donate \$15 towards the printing of the show program (\$30 per family if said family has more than two members cast in the same show). This requirement should be clearly stated at auditions. This requirement is optional for recruited cast members.

Program ads may be personal and/or business ads. The price for ads is to be determined by the board and the Program Chairperson shall be in charge of creating and distributing a flyer for business ads and a second flyer for personal ads. Business ads shall appear in every show program for the whole season (or partial season,

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depending on the time frame). Personal ads shall appear once in the show program. Any personal ad cannot promote a business.

If information contained in a program advertisement appears incorrectly due to a Lakeland Player mistake, such as a wrong phone number, the Board should refund the price of the advertisement.

SECTION 31: SCHOLARSHIP COMMITTEE

This committee was established to gain recognition of Lakeland Players within the Community, and to honor high school seniors having made outstanding contributions to the Theater Arts with the Jack McCaffrey Scholarship Award. Scholarship applicants must be a current High School Senior intending to attend college and a current dues paying member of Lakeland Players. Scholarships will be awarded in the amount of \$500 (amount is subject, each year, to the approval of the Board), written directly to the school or to the scholarship winner. An Application Form has been created (see Attachment A); committee will consist of three persons appointed by the President, with one being the committee chairperson.

Criteria: Points will be blindly awarded by Committee members (no names on rating sheets); the amount and types of Theater Arts involvement is considered – on or behind stage - in and out of school; the quality and depth of Theater Arts involvement;

application will include a section for students to list Theater activities and verifying signatures will be required (from teachers, directors, etc.); and letters of recommendation (no more than three and none from a parent). Involvement of parent member(s) is ***NOT*** to be considered. All things being equal, other criteria as listed below will be considered:

- a) Grade point average
- b) Plans for future participation in theatre activities

If all things are considered to still being equal, an interview with the students will be conducted by the committee and a final decision made.

Applications shall be distributed along with the January newsletter. Deadline for receiving applications is April 1st, and the committee will select a winner by May 1. ALL applicants are notified of their status by May 1. When possible, the student is presented with acknowledgement of scholarship at High School Honors Assembly, picture should be taken and placed in the newspaper. The High School must be contacted by early May. Whenever possible, follow-up on activities of the winner and publicize to the membership. Scholarship winner shall be honored at the June Awards Banquet with a certificate.

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SECTION 32: SET STRIKE

Set strike shall take place as soon as possible after the last night of a show. All properties are to be picked up by set strike time, or they will become the property of Lakeland Players. All members who participate in the cast or crew of a given show are expected to participate in that show's set strike. The producer is ultimately responsible for making sure borrowed items from other groups, such as, the Salvation Army, etc., are returned after the show and in a timely manner. The producer is ultimately responsible for making sure the set is completely struck and Lakeland Players items are returned neatly to storage areas. The Producer/Costumer are required to return items cleaned to all lenders.

SECTION 33: STANDING ORGANIZATIONAL POLICIES

Lakeland Players shall rent a post office box at the Waterford Post Office. Lakeland Players shall be a member of the Community Theater Association of Michigan, and any other Cultural Groups within the nearby area. In case of death, serious illness, etc. of Lakeland Players members or immediate families, donations will be made in the amount not to exceed \$50 to a charity of choice. In every case, the decision to donate is at the discretion of the board. A Policy Manual, listing all policies of this organization, will be kept current and distributed by the Recording Secretary. Illegal use of tobacco, alcohol, or drugs at Lakeland Players functions shall be subject to a warning at the first offense and revocation of membership at the second offense. This is to be enforced by the Board. A membership directory, also listing the Board members, shall be published each year.

SECTION 34: STOLEN PROPERTY

If props or personal property used during a show are lost or stolen, the Board may move to replace or pay a portion of the cost involved. However, members are cautioned not to use expensive or irreplaceable props or tools if at all possible.

SECTION 35: STORAGE

The Vice President is responsible for the Lakeland Players storage area. Five sets of keys will be made available to the storage area, to be distributed as follows:

- A storage key(s) should be kept by the Vice President;
- A storage key(s) should be kept by the President;
- A storage key should be kept by the Producer of the current or upcoming show, but should be returned to the Vice President (within two weeks of the end of the show, unless prior arrangements are made with the vice president only);

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- An extra set of storage key(s) should be maintained by the Vice President for any secondary production running concurrently; and
- a storage key(s) should be kept by the Costumes Chairperson(s).

A storage key will be made available for the director of the current show if rehearsals are to be held to in the storage area. Any member needing to borrow Lakeland Property should contact the Vice President or President and/or the Costume Chairperson(s). The borrower must be accompanied by the designated representative of Lakeland Players. **NO KEYS TO THE STORAGE, OFFICE, OR COSTUME AREAS WILL BE LOANED OUT!**

To have adequate time to arrange for storage access, please call 72 hours ahead of time. The borrower will be responsible for pick-up and delivery of materials. Materials should be returned in the same condition as borrowed, and promptly. Costumes should be returned clean. A \$100 refundable deposit from schools MAY be charged by the costume chairperson(s) at his/her discretion, when costumes are borrowed. This deposit will be refunded when borrowed costumes are returned in same condition as borrowed, and have been cleaned and/or washed. For additional guidance and listing of borrowers that are unapproved or to be charged a deposit, see Costume Check Out Book.

SECTION 36: THEATRE ARTS CAMP

Lakeland Players organizes a 3 night/4 day theatre camp. Camp directors are approved by the board. The camp is self-sufficient and is not a for profit event. Camp counselors are paid \$20 from camp funds for those who are not current members. **All camp counselors must be a current member to be covered under LP insurance.**

SECTION 37: TICKETS

All show income should be deposited and/or accounted for within two weeks of a show's closing. Ticket prices currently are set at:

Musicals: \$14 for members advance only), \$16 in advance, \$18 at the door.

Non Musicals/Revues/Plays: \$13 for members (advance only), \$15 in advance, \$17 at the door.

Group rates for groups of 15 or more persons are priced at \$1 less per ticket per show. Group tickets must be used at the same performance. All Group tickets must be purchased and paid for together. Children's prices are not included in group rates. An itemized ticket report shall be made available for the next Board Meeting after the closing of a show.

Free Attendance – Lifetime members are given free attendance to one show for each production. When a show is performed at CUMC the Church Pastor and spouse along with the Secretary and spouse are given free tickets to attend one show for each production.

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Season Tickets: (2 tickets minimum for 3 shows, does not include music revue)
\$85 for non-members & \$70 for members

must be purchased no later than 6 weeks prior to 1st show of the season

ticket pricing for members only to be approved if the following membership fee price increase is voted on and approved by general membership

if there is more than three shows in a season, add \$28 for non-members & \$22 for members per additional show

no replacements once mailed

Fundraiser shows – If a charity is associated with a show, the board may, by majority vote, approve of a ticket price increase of \$4, with \$4 being donated to the charity. The price increase and the name of the charity will be indicated on all promotional material.

SECTION 38: BOARD MEMBER RESPONSIBILITIES

Should there be an issue with regards to a board member's respective duties, the following steps should be taken:

1. If the issue is brought up at a board meeting, the Vice President should contact the board member personally outside of the board meeting and try to resolve the issue. This should be noted in the minutes as an "addressed" item. If there is an urgent need to address the issue, the Vice President should be contacted to try to solve the problem with the board member.
2. The President or Vice President should meet with the board member along with a disinterested third party. The board member will have an opportunity to present their side of the issue and possible solutions, in writing, for the record.
3. Send the board member a notice, by traceable email, that they are required to attend the next board meeting to present their side of the issue. This should be the first item on the agenda. The board member will then be excused and the meeting will enter a "closed" session. Officers only to discuss unless other board members are called upon by President. If there is a motion to remove the board member, there will be a brief discussion period followed by a vote. The vote must result in a two thirds majority vote to remove a board member.

Any questions or suggestions relating to these policies should be addressed to the Board of Directors, who will be happy to explain or consider additions/amendments to

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this manual at their regularly scheduled meetings. This incorporates the original Policies and all amendments, passed by the Board of Directors, through February 2015. This manual was revised/retyped, submitted and approved to the General Membership during the General Membership meeting, held August 19th, 2017.