



## **Policies and Procedures**

### Operations/Administration

1.1 Policy may be adopted at any regularly scheduled board meeting by a two-thirds majority vote of voting board members present at said meeting, providing a quorum exists. The adopted policy will take effect the day following the meeting. (12/27/94)

1.2 The policy code will be updated and distributed to all board members at the annual general membership meeting by the Secretary. Policies adopted from the previous administrative year will be included in the updated code. (12/27/94)

1.3 Board members who miss three consecutive, regularly scheduled board meetings without just cause will be asked for their resignation at the discretion of the General Manager. (12/27/94)

1.4 Every board member will sit on at least one committee. (12/27/94)

1.5 Voting by absentee is permitted as long as vote is written in member's own hand in a signed, sealed envelope. Members are not allowed to vote via email unless electronic ballot. Voting via telephone, FaceTime, Skype or any other video based communication tool is acceptable. Voting by text message is not permitted. Members may not vote by proxy. (3/10/14)

1.6 If a board member must miss a meeting, he/she may forward a written opinion concerning any agenda point to the General Manager or Secretary to be read at said meeting. This opinion is for input only and under no circumstances will be considered a vote. The only way a vote will have to be submitted in the approved fashion stated in policy 1.5. (3/10/14)

1.7 The General Manager may conduct a phone or email poll of all board members in situations where it is impractical to hold an emergency meeting and/or untimely wait until the regular meeting for a decision to be made. The Board will confirm this decision at the following regular meeting as stated in the bylaws. (6/1/98)

1.8 All outgoing written correspondence must be approved by the General Manager. (3/10/14)

1.12 Any non-profit organization may borrow desired items from Little Theater for free; any for profit organizations will be charged a fee to rent items. All desired items need to be listed in detail and approved by the Board. All items will be tagged in a manner that the Board will recognize and then reconciled upon return. Any items returned not in the condition in which they were lent will be the financial responsibility of the borrowing party. (3/10/14)

1.14 No alcohol is permitted on theater property unless otherwise approved by the Board of Directors. Any furnishing of alcohol will be done in accordance of state and federal law. (8/11/15)

2.4 All cast and crew members must obtain and present PA Act 153 clearances (PA State Police Background Check, PA Child Abuse Clearance and FBI fingerprints or waiver) prior to starting the rehearsal process in shows with children (age 17 and under). Should a member of the orchestra be a minor, all adult members must also present PA Act 153 clearances. These clearance will be at the expense of the participant. (8/11/15)

2.6 Anyone under the age of eighteen (18) who is cast in a show or wishes to work backstage must submit a signed parental permission slip, which will be followed up by a phone call to the parents from a representative of Little Theater of Wilkes-Barre. A copy of this form will be provided to the director, production coordinator(s) and General Manager. (3/10/14)

2.7 Little Theater of Wilkes-Barre forbids any cast or crew member under the age of twenty-one (21) to consume alcoholic beverages of any kind. The Production Coordinator, as official representative of the Board of Directors, will provide a list of underage cast and crew members to any person having a party. This policy will be posted in both dressing rooms as well as distributed with the parental permission slips to parents of any person under the age of 21 working in any capacity at the theatre. Any underage drinker caught will have their parents called and the police notified. In the event a cast party is held, be mindful of alcohol use if persons under 21 are present. The theater assumes no responsibility for actions occurring off of theater property. (3/10/14)

2.8 For a musical, a \$25.00 deposit will be secured for each script, and will be returned to the cast or crew member when the script is returned to the Play Executive. (3/14/94)

2.11 In the event an outside organization “buys out” a house for a performance, Little Theater of Wilkes-Barre is responsible for concessions for that performance unless other arrangements have been agreed upon in the contract. (1/30/93)

2.15 The box office phone will be used by members of the Board of Directors or persons authorized by the Board of Directors. Long distance calls may be made for theatre business only. Members are strongly encouraged to use their cell phone if able to reduce phone costs. (3/10/14)

3.1 The Secretary or other member as appointed by the Board shall verify the dues paid status and voting eligibility of those attending the annual membership meeting. (3/10/14)

3.2 The slate recommended by the most recently elected members of the Board must number one or more candidates greater than the number of open positions. (i.e if 5 seats are open at least 6 candidates must be on the slate). (3/10/14)

- 3.3 Each nominee for the Board of Directors will be given the opportunity to address the membership for a maximum of two (2) minutes each. (6/1/98)
- 3.4 The method of election will be written ballot. (6/1/98)
- 3.5 Ballots will only be considered valid by the Nominating Committee only if the number of votes on the ballot is equal to the number of positions open. (6/1/98)
- 3.6 Candidates will be ranked by the nominating committee from greatest to least number of votes cast in favor of the candidate. (6/1/98)
- 3.7 Open positions will be filled by said number of candidates who have received by written ballot the greatest number of votes. (6/1/98)
- 3.8 If there is a tie for the final open position(s), the membership will cast another ballot in favor of one of these candidates. (6/1/98)
- 3.9 If there is a tie after the second ballot is cast, the successful candidate shall be determined by the flip of a coin. (6/1/98)
- 4.1 Executive Committee positions will filled with the following election in order: General Manager, Artistic Director, Marketing Director, Technical Director, Building Manager, Treasurer and Secretary. (6/1/98)
- 4.2 Candidates running unsuccessfully for a particular executive position may be nominated for another open position. (3/10/14)
- 4.3 Each nominee for the Executive Committee will be given the opportunity to address the Board of Directors for a maximum of three (3) minutes. (6/1/98)
- 4.4 The method of election shall be by written ballot. In the event of only one person being nominated a vote by acclamation will be sufficient. (3/10/14)
- 4.5 Ballots will be considered valid by the Nominating Committee only if the number of votes is equal to one. This will not be needed if only one person is nominated for a given position, by which a vote by acclamation is sufficient. (3/10/14)
- 4.6 Successful candidates will have received the majority of votes cast. (6/1/98)

4.7 If no candidate received majority vote, the candidate with the least number of votes will be eliminated and the Board of Directors will cast a ballot for the remaining candidates. This procedure will continue until one candidate has received a majority of the votes cast. (6/1/98)

4.8 If there is a tie between two candidates for the same position, the successful candidate will be determined by the flip of a coin. (6/1/98)

### Financial

1.9 All money given to the theatre, no matter what form, must be given to the Treasurer and recorded before it is spent. (8/16/93)

2.9 The director and choreographer will receive honorarium opening night; the musical director will receive honorarium closing night after all musical equipment has been neatly stored; the costumer and technical director will receive half honorarium opening night and the remaining half after completion of strike. All costumes, props and set pieces must be neatly stored and the completion noted by the Production Coordinator(s). (3/10/14)

2.13 A budget will be set as to the amount to be spent on the orchestra. The Musical Director will be expected to submit an itemized breakdown at the time of hire. (1/14/96)

2.14 For each show, each production crew member will be given a production sheet, job description, budget and spending guidelines to which to adhere by the Production Coordinator(s). (4/14/96)

2.18 After having paid for admission to one performance, one parent/guardian of a cast member under the age of eighteen (18) may present the stub from their paid admission to the Little Theater box office staff for the attendance at subsequent performances. Seating available to the parent/guardian will be non-reserved seating. If the parent/guardian chooses to reserve seats with other friends or family members, paid admission will be required. In the event of a sold out performance, the parent/guardian is welcome to stand in the back of the auditorium to view the performance. (10/27/10)

2.19 Little Theatre of Wilkes-Barre will give free admission to up to two representatives from each participating theater in NEPTA once during each show run. Complimentary admission will also be offered once per show to NEPTA members at large and other voting members as appointed by NEPTA. (8/11/15)

6.2 In the event a cast member arrives at the theater under the influence (drugs or alcohol) they will be held responsible to the director. Once determined safe to travel, they will be removed from the cast immediately and the Board notified. A record will be kept of all dismissals for this reason. If removed, said member may not audition for the next production of the theater. The Board may dismiss any members from productions/theater for cause. (3/10/14)

7.1 Little Theater of Wilkes-Barre will participate in the annual NEPTA Awards unless voted against by the Board. (3/10/14)

7.7 Members of the Board will attend other productions from NEPTA theater. (3/10/14)

### Building

1.10 There will be no smoking on stage, backstage, in the house or bathrooms at any times, including rehearsal periods and set construction/decoration/strike. Smoking will only be permitted outside of the theatre on the outside ramp and outside fire exits. (3/10/14)

1.11 All food/drink in the house is the responsibility of the cast and ultimately the person running the rehearsal/set build/decoration/strike. All food and beverages brought into the house by these parties must be cleaned and disposed of by said parties. Violations of which will result in revocation of the food and beverage policy for the duration of that production unless expressed permission of the production coordinator(s) is granted. (3/10/14)

2.10 Any keys loaned to any production crew will be returned upon payment of honorarium. The honorarium will be withheld until the key is returned. (12/27/94)

8.1 The Building Manager and Technical Director will have final authority and responsibility for building issues. (3/10/14)

8.2 As determined by either of the above, a scheduled theater clean up can be called requesting all members and volunteers to assist in a general building maintenance project. (3/10/14)

8.3 Routine inspection of the building for health and safety will be conducted by a licensed professional as requested by the Board. (3/10/14)

8.4 Any major health or safety concerns brought by the Building Manager and/or Technical Director to the Board shall be acted upon immediately. (3/10/14)

8.5 The General Manager has authority to evacuate the building for any major health, safety or maintenance issue. The building will be determined safe for re-entry after a licensed professional has evaluated the premises. (3/10/14)

### Technical

2.16 The only people authorized to be in the technical booth or backstage while a show is in progress are the Lighting Executor, the Sound Executor, Director and persons authorized by the above and whose function is directly related to the run of the production. (4/14/96)

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### Artistic

1.13 All staff members associated with shows involving children or sensitive participants should be mindful of the use of foul language and inappropriate innuendo. Smoking is not permitted inside the theater as noted in policy 1.10. (3/10/14)

2.1 If there is foul language in a play, the play reading committee will inform the board prior to voting on the show. If the show is voted into the season, the use of the play's foul language will be at the discretion of the director and the Artistic Director. (10/12/91)

2.2 All applicants for honoraria crew positions at Little Theater of Wilkes-Barre may submit individual or joint applications. A joint application must be agreed upon and signed by all parties involved. The Board will vote on each position from available applications. Should a member of said joint leave the production early, the remaining member(s) may continue alone or propose a replacement to the Board. The replacement would be voted on by the Board.

Honoraria would be divided amongst all members remaining at the end of the production.  
(3/10/14)

2.3 In the event a Board member has applied for a production staff position, that person is allowed to interview prospective staff, but must abstain from the vote of the position he/she has applied for. (9/24/92)

2.5 After open auditions have been completed, if a director has a role that cannot be cast from the auditionees, said director with the assistance of the Artistic Director and Production Coordinator(s) may seek someone who may have not formally auditioned for an informal audition. If the Artistic Director and/or Production Coordinator(s) have auditioned for the role in question a non-partial replacement from the Board must be selected. Should said informal audition take place, the cast must be notified. (3/10/14)

2.12 No one but cast and crew is allowed onstage or backstage beginning the Sunday of tech week and continuing through the run of the show unless otherwise approved by the Board.  
(3/10/14)

2.17 Pre-show music will be determined by the director of the show and will be either (a) pertinent to the show or (b) non-vocal selections. The director, in conjunction with production staff, will develop an innovative method of delivering pre-show announcements in a manner related to the show. Production staff members are encouraged to develop an immersive atmosphere for play patrons either in the lobby and/or house prior to the start of the show.  
(3/10/14)

2.20 Director, Musical Director, Choreographer may not cast themselves in any role except for ensemble. Doing so places too much burden on said crew member to fully discharge the duties of their appointment position.

5.1 Rep group membership – members must be involved in at least 2 theater functions in the past season. Failure to maintain activity in the theater by participation in at least 2 theater functions each season will result in removal from the rep group. All rep group performances/functions do not count towards maintaining membership; these are a privilege of being a member of the group. Auditions for new or re-qualifying members will be held yearly at a time to be determined by the rep group coordinator in conjunction with the Artistic Director. (4/14/14)

5.2 Rep group activities – the purpose of the rep group is to be the artistic face and public relation arm of the active participants of the theater. Any event to which the rep group participates must have at least 30 days notice to all members to seek who is available. (3/10/14)

5.3 Rep group show – the rep group shall periodically perform at the theater for various functions/reasons. Any performance and prerequisite rehearsals shall be made known to the

members at least 30 days in advance. Determination of songs shall be made by the rep group coordinator, the artistic director and at least 1 other member of the rep group. The number of final participants in song selection shall not exceed 5 and must be an odd number to prevent a tie. All song selections are final. Songs are to be either proposed by the selection committee or by polling the members who will be performing, but not both. (3/10/14)

5.4 The rep group coordinator will be determined by the Board every year and serves at the pleasure of the Board. (3/10/14)

6.1 In the even a cast member becomes problematic to the production (continuously misses rehearsals, disrespectful to staff/other cast members, etc) he/she shall be called into a meeting with the director, MD/Choreographer as needed, and production coordinator. At this time, the member will be informed of said issue and will be given a chance to respond. Ultimate power is given to the director as to how to handle the member. However, should the member have committed a violent/criminal offense while on theater property they will be automatically removed from production and the Board and police will be notified immediately. (3/10/14)

7.2 All productions from a season will be filmed at least once for purposes of submitting for NEPTA Awards. The Board will select a videographer for each show. (3/10/14)

7.3 At a time to be determined throughout the year, members of the Board will gather outside of regular meetings, to view filmed productions. After viewing said members will select nominees to submit to NEPTA. (3/10/14)

7.4 Members of the Board will gather to view submissions of other theaters at least 30 days prior to the submission deadline of NEPTA to vote for winners. (3/10/14)

7.5 As many members of the Board as possible are to attend the annual NEPTA Awards along with all those nominated from the past season if possible. (3/10/14)

7.6 NEPTA videos will be sent to NEPTA members for election by the start of the next production. (3/10/14)

### PR and Marketing

2.21 Marketing for each production will be determined by the Marketing Director in conjunction with the Marketing Committee. This committee shall meet at the onset of rehearsal and periodically thereafter.



9.1 The Board will work along with the Community Advisory Board (CAB) to determine fundraising activities for the year. (3/10/14)