

Old Academy Players, Inc.

CONSTITUTION

AND

BY-LAWS

March 7, 2019

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I. **Our Mission**

This Corporation shall be known as “Old Academy Players, Inc.” (herein referred to as “OAP.”) OAP is a diverse and inclusive non-profit volunteer organization with the mission and vision to:

- Enrich the theater experiences of our patrons by providing extraordinary and enjoyable theater at an affordable price.
- Draw upon the talents, strengths and individualism of our members and volunteers who are invited to be a part of our productions.
- Promote social activity among the membership.
- Foster charitable and community activities.

OAP welcomes all interested in theater to join us in accomplishing our mission.

II. Our Structure

A. OAP is an all-volunteer organization made up of various types of membership:

- (i) Junior Membership
- (ii) Honorary Membership
- (iii) Active Membership
- (iv) Life Membership
- (v) Distinguished Membership

B. The organization is governed by an Executive Committee made up of the Officers of OAP and the Chairpersons of the Standing Committees. All Officers and Chairpersons serve terms of two years.

C. OAP officers include the following.

- (i) President
- (ii) Executive Vice President
- (iii) Vice President in Charge of Production
- (iv) Treasurer
- (v) Recording Secretary
- (vi) Corresponding Secretary

D. OAP Standing Committees include the following:

- (i) Production
- (ii) House and Maintenance
- (iii) Membership
- (iv) Ticket
- (v) Publicity
- (vi) Social
- (vii) Fund Raising
- (viii) Theater Parties
- (ix) Set Building and Technology

E. OAP Appointed Offices and Committees including the following:

- (i) Sunshine
- (ii) Prompter Newsletter Committee
- (iii) Historian
- (iv) Carfax Rental Manager
- (v) Website Coordinator
- (vi) Safety Manager

III. **Membership**

OAP is an all-volunteer organization made up of various types of dues-paying and non-dues paying members. While membership is not necessary to participate at OAP, members have privileges and benefits not available to other volunteers. OAP will assign a sponsor or mentor to each new member for a period of six months to encourage participation of new members in OAP productions and activities. Membership categories are as set out below.

A. Junior Membership

Junior Membership is open to young people between the ages of 13 and 17 with a letter of consent from a parent or guardian. Junior members are entitled to participate in meetings and vote. Junior members may also be involved in performances. Junior members do not pay dues and are not permitted to hold office.

B. Honorary Membership

Honorary Membership, with all privileges of the Corporation, except the right to vote and hold office, may be conferred upon a person for outstanding and unusual service to OAP. Recommendations for such membership shall be submitted by the Executive Committee and approved by a majority vote of members present at any meeting. Honorary members shall be exempt from payment of dues.

C. Active Membership

Active Membership shall be conferred upon payment of the first year's dues. All new members shall possess all privileges except the right to vote, hold office or sponsor new members for a period of six (6) months.

D. Life Membership

Life Membership will be conferred on any member in good standing after completing fifteen consecutive years of membership, subject to approval of the Executive Committee. Life Members shall have all privileges of the Corporation and liability for payment of regular dues shall cease.

E. Distinguished Membership

Distinguished Membership shall be conferred upon an Active or Life Member of OAP upon the recommendation and a majority vote of the theater's current Distinguished Members. Distinguished Members are defined as those who have given extraordinary and continued service to the Corporation and whose devotion OAP wishes to recognize publicly. All privileges and responsibilities of membership continue to be granted to all Distinguished Members.

F. Member Privileges

The following privileges are available to all members, unless otherwise noted in the previous section:

- (i) Free admission to Club Night (a preview performance of each show for theater members)
- (ii) Free admission to other performances assuming seats are available
- (iii) Voting rights on theater business at monthly meetings
- (iv) Preferred consideration in casting
- (v) Discounted entrance into OAP's annual Holiday Party
- (vi) All issues of The Prompter, OAP's newsletter, featuring theater news, member profiles and audition notices
- (vii) The camaraderie of being part of this special group of theater lovers

G. Member Responsibilities

Members are expected to:

- (i) Volunteer to work on at least one show per season in any capacity
- (ii) Join a Standing Committee
- (iii) Attend OAP meetings and functions
- (iv) Help to promote OAP productions (i.e., sell tickets, attend and bring friends to productions and help spread the word about OAP)
- (v) Help to maintain the cleanliness and orderliness of OAP premises
- (vi) Pay membership dues on time

Members are not permitted to remove from the premises any article or equipment belonging to OAP without the express permission of the Executive Committee. Damage to OAP property shall be charged to the member responsible at the discretion of the Executive Committee.

H. Member Dues

OAP's membership year starts March 1. First year dues are \$15 per person.

Thereafter, dues for current members are \$25 per person and \$37.50 for married couples. Dues may be changed by a majority vote at any meeting upon recommendations by the Executive Committee. Dues shall be waived for any member in the Armed Services and may be deferred by the Executive Committee in individualized cases for good and sufficient reason.

IV. Executive Committee

OAP is governed by an Executive Committee comprised of the officers of OAP and the Chairs of Standing Committees who are elected by the membership. The Executive Committee shall be responsible for:

1. Formulating plans, ways and means of carrying out the objectives and mission of OAP.
2. Meeting on a monthly basis on the first Wednesday of each month or as otherwise designated by the President.
3. Reviewing the report of each Committee Chairperson.
4. Deciding any action or policy by majority vote at the monthly general meeting.
(See Section IX. **Meetings**.)
5. Having sole authority to approve the use of OAP name for any activity away from OAP premises.
6. Enforcing OAP rules as outlined in this Constitution and By Laws.
7. Making purchases for OAP as necessary in the performance of their jobs.

Executive Committee members and appointed officers are authorized to spend up to \$200 without prior approval. Larger amounts require pre-approval from the Executive Committee. Sales receipts must be submitted to the Treasurer for reimbursement. The OAP Treasurer is prohibited from issuing blank checks for any reason.

8. Advising the President in the event of a vacancy on the Executive Committee as to a successor for the vacancy created (except for the Office of President which shall be filled by the person holding the position of Executive Vice President.)

9. Expulsion of any member who shall, in the judgment of the Executive Committee, be detrimental to the welfare of OAP after said member has been given an opportunity to be heard.

V. Officers

A. President

The President, being the Executive Officer of OAP has the authority and/or responsibility for:

1. Leading, inspiring and stimulating new ideas for the betterment of OAP, and encouraging maximum participation of the membership in all phases of OAP activities.
2. Making decisions and taking action as necessary in any emergency when it is impractical to bring the matter before the Executive Committee. The President must promptly communicate these decisions to the Executive Committee.
(Normally, the Committee matters requiring such decision or action should be presented to the appropriate Committee Chairperson.)
3. Setting the Agenda and conducting meetings in accordance with normal parliamentary procedures.
4. Calling, as necessary and appropriate, special ad hoc meetings of the members of the Executive Committee.
5. Being thoroughly familiar with the By-Laws and insuring that no actions are taken in conflict therewith.
6. Assigning appropriate duties of responsibility to the Executive Vice President and keeping him/her fully advised of all current OAP matters.
7. Providing guidance to Committee Chairpersons in the fulfillment of their duties and ensuring that the Chairpersons discharge their duties in an efficient and timely manner. Should a Chairperson be delinquent in such duties, after proper notice from the President, it is the duty of the President to take appropriate action in cooperation with the other members of the Executive Committee.

8. The President shall be ex-officio member of all Committees.

B. Executive Vice President

The Executive Vice President is responsible for:

1. Presiding at all meetings when the President is not available.
2. Keeping up-to-date on all current matters and thus able to assume the duties of President if necessary.
3. Performing such duties as may be assigned by the President.
4. Recommending and making arrangements for not-for-profit performances of OAP productions to benefit other charitable organizations as may be authorized by the Executive Committee.
5. Handling the consideration of community events at which OAP participates such as McMichael Park Flea Market, Arts by the River, Bike Race, and Tribute to Hospitalized Veterans in Gorgas Park, East Falls Fall Festival. This would include registering for the event, setting up/striking the booth and arranging for staffing.

C. Vice President in Charge of Production

The Vice President in Charge of Production is responsible for:

1. Upon election, forming a Production Committee and presiding over Production Committee meetings.
2. Advising Committee Chairpersons of the schedule and list of plays for the season.
3. Lining up Directors and Producers for each season.
4. Securing reading copies of plays from licensing services for committee consideration.

5. Obtaining licensing permission to present each play.
6. Ordering the necessary number of scripts for each production.
7. Posting write-ups of the season's plays on the web site.
8. Keeping a chart of those plays read by the Production Committee members.
9. As much as possible, keeping abreast of what plays are available and what other community theaters are presenting.

D. Treasurer

The Treasurer is responsible for:

1. Collecting, banking and disbursing all funds of OAP.
2. Maintaining bank accounts in OAP's name. Checks drawn on OAP bank accounts shall be signed by the Treasurer and one of the following officers: President or Executive Vice President.
3. Paying OAP bills promptly and any Committee bills authorized by the signature of the Committee Chairperson.
4. Reimbursing Executive Committee members, Appointed Committee Chairpersons, Directors and Producers for approved out-of-pocket costs. No other OAP member is automatically authorized to spend money on OAP's behalf.
5. Reporting the financial condition of the Corporation at the monthly meetings and subjecting OAP records to periodic audit.
6. Preparing annual budgets together with the President and other officers or Committee Chairpersons, as required.

7. Making available an advance of at least \$100 to play producers, if requested, for incidental production expenses.
8. Presenting to the Executive Committee within sixty (60) days following each production a summary of the receipts and expenses for that show.
9. In consultation with the Executive Committee, periodically reviewing insurance policies to ensure that all risks are reasonably covered.

E. Recording Secretary

The Recording Secretary is responsible for:

1. Attending all meetings and preparing the minutes of such meetings.
2. Maintaining custody of the official copy of the By-Laws and keeping said copy posted up-to-date with all amendments and deletions, together with their date of proposal and adoption.
3. Performing appropriate duties indicated in the special section headed “Nominations and Elections” in this document.
4. Turning the records and minutes over to OAP Historian at the conclusion of his/her term of office.

F. Corresponding Secretary

The Corresponding Secretary is responsible for:

1. Preparing an annual mailing schedule.
2. Handling the mailing (e-mail or standard mail) of all promotional show materials, including: standard mailing of postcards and season ticket renewals, and email notices promoting upcoming shows.
3. Handling the mailing of all Prompters.

4. Notifying members of meetings and of other events as required.
5. Sending acknowledgement letters to all OAP donors each January in conjunction with the Treasurer.
6. Updating and maintaining a promotional mailing list for the theatre.
 - (i) Making sure sign-up sheet at the theatre is updated;
 - (ii) Collecting names from the sign-up sheets to update the promotional mailing list.
 - (iii) Adding names of all show auditionees to promotional mailing list.
7. Performing appropriate duties specified in the special section headed “Nominations and Elections” in this document.
8. Any other correspondence as required by the President.

VII. Standing Committees

OAP members are encouraged to actively participate in at least one OAP Standing Committee. Standing Committee Chairpersons are encouraged to actively invite members to join their Standing Committees.

A. Production Committee

The Production Committee is responsible for:

1. Selecting the plays and dates for each season.
2. Selecting the cast for a production in consultation with the Directors.
3. Endeavoring to cast plays from within OAP membership, however, at the discretion of the Director, open auditions may be held.
4. Supporting Producers in ensuring that set construction personnel are obtained.
5. Attending each show at least once during the rehearsal process (via a team of three Production Committee members) to assess the show's progress and offer notes to the Director.
6. In the absence of an assigned Producer, the Production Committee is responsible for assuming ultimate responsibility for production of a show.

B. House and Maintenance Committee

The House and Maintenance Committee is responsible for:

1. Upkeep and maintenance of the theater campus.
2. Facilitating, subject to the approval of the Executive Committee, major improvements to the theater campus including building and grounds.
3. Testing and ensuring the integrity of the emergency lighting system.
4. In consultation with the Executive Committee, maintaining all general properties and appliances in a state of good repair.

5. Procuring and providing all general supplies (including those for performance intermissions, i.e., coffee, cookies, paper goods, etc.)
6. Upkeep of grounds, including snow removal.
7. Maintaining a Resource Directory of Emergency and Service Organizations (i.e., plumber, roofer, electrician, etc.) and keeping it at the Front Desk in the theatre lobby.

C. Membership Committee

The Membership Committee is responsible for:

1. Soliciting and reviewing all applications for membership.
2. Informing membership candidates of the privileges and obligations of membership.
3. Appointing a mentor for a six-month time period following a new member's joining OAP.
4. Reporting to Committee Chairpersons and to the Production Committee any particular interests, skills or qualifications of a new member.
5. Keeping an up-to-date e-list/phone list of the names, addresses and phone number(s) of all members according to membership type (i.e., Junior, Honorary, Active, Life and Distinguished).
6. Making the most current phone list available to all members each September;
7. Notifying members of the due date for the annual payment of dues and sending subsequent reminder notices as may be necessary. Membership dues notices shall be mailed to members annually on the first day of February with a due date of the first day of March. A reminder notice must then be sent on the first of March to

members from whom dues have not been received. Non-paying members shall be dropped from membership roles at the June meeting.

8. Presenting to the Executive Committee thirty days following mailing of the first reminder notice a list of members whose dues have not been received.
9. Bringing to the attention of the Executive Committee matters for consideration in connection with the cancellation or deferment of dues with respect to a particular member who may be facing financial hardship.
10. Communicating member resignations, and if known, the reasons therefore, to appropriate committee chairpersons and members.
11. Advising the Executive Committee of all members fulfilling the requirements for Life Membership.

D. Ticket Committee

The Ticket Committee is responsible for:

1. Soliciting season tickets each season via mailings and in-house promotion, communicating with season ticket holders and making up seating charts.
2. Recording messages on OAPs voicemail system providing details of the upcoming shows.
3. Notifying patrons via telephone when a performance is unavoidably cancelled and arranging for tickets for an alternative date, and posting a message with performance cancellation/rescheduling information on OAP's web site and telephone system.
4. Taking telephone and e-mail orders for tickets, and communicating ticket orders to ticket desk staff (via e-mail, fax or hand delivery).

5. Staffing the ticket desk for each performance and training members on appropriate ticket desk procedures.
6. Collecting box office revenues for each performance and placing cash receipts and related paperwork in the safe after each performance.

E. Publicity Committee

The Publicity Committee is responsible for:

1. Coordinating and handling all communications with the media.
 - (i) Preparing all press releases and sending them to newspapers, radio stations and websites in a timely fashion.
 - (ii) Writing and distributing articles regarding events and items of special interest, such as a season preview article, or an article covering a benefit performance or food drive.
 - (iii) Submitting FunSaver offers as requested by a show's director and reporting the results.
2. Appointing members to oversee public relations, promotions, programs, photography and social media.
3. Preparing suitable banners for display.
4. Printing of flyers, postcards and other materials.
 - (i) Creating flyers for each show using the designated graphics and obtaining approval from the director before duplication.
 - (ii) Ensuring that the cast and crew receive copies of flyers and postcards to distribute
5. Helping to coordinate, publicize and run special events.
6. Creating programs for each show and ensuring they are produced prior to Club Night.
7. Coordinating all photography for OAP. (Publicity Chair can select a member to oversee some or all photography.)
 - (i) Arrange a time with the director to take photos of cast and crew for local newspapers;

- (ii) Take photos of selected scenes by the director to hang on the wall and keep in the archives.
- 8. Maintaining and updating the Facebook site and other social media as deemed appropriate by the Executive Committee.

F. Social Committee

The Social Committee is responsible for:

1. Planning and executing all social functions of OAP.
2. Providing notices for all social affairs to the Prompter Committee for inclusion therein, and to the Publicity Committee, where appropriate, for special meetings/events.
3. Providing refreshments for designated performances. The refreshments may either be solicited from the membership or be purchased.
4. Submitting in advance to the Executive Committee cost estimates for all social functions and request authority to expend funds.
5. Appointing at least one usher/refreshment person for each performance.
6. Informing usher/refreshment staff of their duties and need to dress appropriately. Usher/refreshment staff should be at their post one-half hour before curtain time and show patrons to their seats and distribute programs. The ticket desk person should arrive one hour before curtain time. After ushering, the refreshment volunteer is responsible for preparation and serving of refreshments at intermission and cleanup thereafter and should be instructed to place refreshment donations into an envelope and place the envelope in the safe.
7. Providing the volunteer list (containing the name and phone number of each volunteer for each performance) to Director or Producer for the entire run of a

production.

G. Fund Raising Committee

The Fund Raising Committee is responsible for:

1. Endeavoring to obtain financial grants or aid for OAP for specific objectives and/or to obtain block grants for general purposes. All avenues of obtaining such grants should be pursued such as foundations, individuals, etc.
2. Together with other Committees, seeking other means of augmenting OAP income through special events, sales and other appropriate methods as approved by the Executive Committee.

H. Theater Party Committee

The Theater Party Committee is responsible for:

1. Endeavoring to sell theater parties for each show to both current theater party customers and new groups.
2. Compiling and maintaining the list of prospective organizations that may be interested in a theater party.
3. Mailing theater party materials and season brochure to list of prospective organizations at least once a year.
4. Requesting, when a date is set, a non-refundable deposit and mailing a receipt for the deposit stating the balance owed along with a letter confirming the date and time of the show.
5. Notifying all theater party contacts when there is a change of plays, dates or cancellations.
6. Acting as or obtaining a designee to act as host/hostess for all theater parties and benefits and waiting in the lobby after performances for patrons to leave.
7. Labeling and placing cash receipts from the theater party in the safe.

8. Locking up the theater after each theater party.

I. Set Building and Technology Committee

The Set-Building and Technology Committee is responsible for:

1. The selection, recommendation and acquisition of items that add to or enhance the technological aspects of the theater and its productions. Recommendations for the purchase of new equipment should be presented at the general membership meeting or to the executive committee if the situation warrants expedited approval.
2. The maintenance, upgrade and repair of equipment related to the sound and light booth as well as the other technological aspects of the theater.
3. The training of members and volunteers on the proper use of the theater's equipment.
4. Advising the directors and producers of each production as to the technological capabilities of the theater and how these capabilities can support a production.
5. Scheduling and coordinating the set strike/set build for each production and maintaining a list of members and volunteers to assist with this process.

VII. Appointed Offices and Committees

A. Sunshine Committee

The Sunshine Committee is responsible for sending cards or flowers to members or their families when appropriate (i.e., births, deaths, marriages, etc.) and when advised by the Executive Committee.

B. The Prompter Newsletter Committee

The Prompter Newsletter Committee is responsible for producing a publication prior to each production and shall include therein as many of the following items as possible:

1. Message from the President
2. Treasurer's Report
3. Editorial on a subject of general interest.
4. A summary of business transacted at last meeting via committee reports
5. Announcements of social activities
6. Names of new members
7. Calendar of events
8. Reviews of plays
9. Special notices
10. Pictures of special events

C. Historian

The Historian is responsible for:

1. Compiling and preserving OAP records.
2. Maintaining and preserving at least one copy of each of the following:
 - (a) The Prompter
 - (b) Production Program
 - (c) Production photographs
 - (d) Minutes/records of outgoing Officers/Committee Chairpersons
 - (e) Recording of show
 - (f) All publicity related to shows, including reviews.

D. Carfax Rental Manager

The Carfax Rental Manager is responsible for all activities related to renting out the Carfax hall for events such as birthday parties, graduations or wedding receptions. Responsibilities include:

1. Responding to all inquiries about the rental hall.
2. Showing the hall to prospective renters.
3. Determining the suitability of the group and the event for the Carfax hall.
4. Informing the Executive Committee of the event request and making certain the date for the event is available before signing any contracts.
5. Collecting deposits, getting contracts signed and keeping copies of all contracts.
6. Informing the renters of all conditions of the contract, such as duration of event, clean-up arrangements, compliance with recycling laws, etc.
7. Filling out Insurance Event Form and mailing to OAP's insurance carrier two weeks before an event.
8. Meeting the requirements of OAP's insurance policy(ies) with respect to all rentals and, as applicable, informing the renter that the renter must obtain additional insurance from the renter's insurance carrier and provide OAP with a copy of the rider, whereupon the Carfax Rental Manager shall then send a copy of the renter's insurance rider to OAP's insurance carrier.
9. Posting the event on OAP web site.
10. Arranging for the hall to be cleaned and presentable before the event.
11. Making arrangements for renters to decorate the hall in advance if they desire
12. Arranging for an OAP representative to be present at the event.

E. Web Site Coordinator

The Web Site Coordinator is responsible for:

1. Maintaining the performance and accuracy of the web site.
2. Posting changes to the sections of the site where permitted by the web hosting service. This includes show information and graphics, bios and headshots, calendar updates and audition information. Changes may only be submitted by directors, producers and Executive Committee members.
3. Communicating with the web hosting service as needed.
4. Reminding the president to annually review the web site with the Executive Committee for any changes that may need to be made on the fixed pages. These are pages with fixed HTML content that the Webmaster cannot make. These changes must be made by the web hosting company.
5. Approving web site charges and invoices.

F. Safety Manager

The Safety Manager is responsible for:

1. Checking fire extinguishers monthly, having them serviced once a year and periodically reminding members where the fire extinguishers are located.
2. Keeping the first aid kits supplied.
3. Checking the theater's mounted flashlights and smoke detectors, replacing batteries as necessary and maintaining a supply of new batteries.
4. Establishing an emergency procedure for exiting the building and making sure access to fire escape doors and stairwell is clear.
5. Making sure all outside lights are functioning, including above the stage doors, and the parking lot lights. Notify House and Maintenance if any lights are out.
6. Before winter comes, checking on supply of rock salt in the Carfax basement. Make sure we have at least 3 big bags.

7. Attending General Meetings and bringing any safety issues to the attention of the Executive Committee.

VIII. Play Production Personnel

A. Director

The Director is responsible for the artistic presentation of the play and for delivering a quality production that is well-rehearsed and ready to perform by Club Night. Directors are selected by the Vice President in Charge of Production and need not be members of the Production Committee.

1. PRE-AUDITION RESPONSIBILITIES

- Research the setting, time period, costumes, properties, makeup and hairstyles for the production.
- Assemble production team (producer/stage manager) by April 30th of the season preceding show. Meet with team in advance of auditions to discuss general vision for show, set requirements and any unusual props or technical effects needed.
- Schedule date for auditions in coordination with Production Committee and send to Webmaster for posting on OA website.
- Coordinate with V.P. of Production to have audition publicized in Stage Magazine, Theater Alliance and/or other publications and sites.

2. AUDITIONS

- Prepare for auditions. Choose short, appropriate audition scenes. Make sure there are audition forms available.
- Tell auditioning actors about all performance dates, including Club Night and theater parties.
- Discuss expectations of actors, including volunteering one night for the previous show and participating in set construction/painting and set-striking.
- Make casting decisions in consultation with the production committee. Directors will not promise a role to an actor in advance of securing approval from the Production Committee.
- Make sure any pre-cast roles have been publicized as such.
- Contact all auditioners to let them know whether or not they have been cast.
- Send new names and email addresses to the OA Corresponding Secretary.
- File audition forms in the filing cabinet in the club room.

3. PRE- FIRST READING: CAST LIST/REHEARSAL SCHEDULE

- Create a Cast List complete with cast and crew contact information.
- Contact cast members for their rehearsal availability and construct a schedule specifying scenes to be rehearsed and actors needed for each date.
- Do not schedule rehearsals on the first Wednesday of each month so as not to conflict with the General Meetings.
- Choose a date for the Production Committee Review Team to attend a

rehearsal usually 2 weeks before Club Night, and let them know.

- Send rehearsal schedule to OA Webmaster for posting on calendar. Advise Webmaster of any schedule changes along the way to keep calendar accurate.
- Rehearsals will not be scheduled to occur during Club Night performances
- Rehearsals will not be scheduled to occur during monthly production meetings.

4. AT FIRST READING

- Distribute scripts to cast and crew.
- Present and discuss rehearsal schedule, including expectations regarding off-book dates.
- Emphasize to actors the importance of being on time for rehearsals and advising the director if they should be delayed.
- Advise cast of the date the Review Team will be attending.
- Explain general Old Academy policies regarding Club Night, comps, no smoking or no drinking in the theater.
- Reiterate performance dates, including any scheduled theater parties.
- Request photos and bios from cast members.

5. AT ALL REHEARSALS

- Treat actors with respect at all times, and ensure that actors new to the Old Academy leave with a positive image of the theater.
- Create a warm atmosphere where suggestions and discussions are welcome.
- Give actors the support they need to create good characters through positive, helpful notes given at the end of each rehearsal.
- Be available to actors before and after rehearsals to address any questions or concerns they may have.
- Be actively involved in the rehearsal process. Watch the actors, not the script.
- Be responsible for turning on and off the heat, AC and lights, and for locking up the building.
- Bring refreshments to promote cast/crew happiness if you like.
- Clean up after each rehearsal.

6. SET DESIGN/BUILDING

- Design set. Work with Set Designer to create a layout for use during set building.
- Attend construction of set to offer needed guidance to the set building crew.

7. CAST CHANGES/PROBLEMS

- Consult with the V.P. in Charge of Production in the event a cast change becomes necessary.
- Advise the V.P. in Charge of Production of any unusual problems arising during the rehearsal process or performances.
- Consult with the Production Committee Review Team assigned to your show for any additional support needed.

8. PRODUCTION COMMITTEE REVIEW TEAM
 - Meet with the Review Team after they have watched a rehearsal.
 - Be open to making the changes the Review Team recommends.
 - If all three Review Team members agree on a change, please make the change.
9. AT PERFORMANCES
 - Deliver, or assign someone to deliver, the curtain speech informing the audience of exits, intermission, upcoming shows, season tickets during the spring, and the need to turn off all devices.
10. CAST PARTY
 - Set date and organize cast party at either the Old Academy Club Room, a local restaurant, or a cast member's home.
 - Post sign-up sheet for attendance, and for food item each cast member will bring (if needed)

B. Producer

Producers are responsible for all technical aspects of the show, and are

selected by the Director and the Production Committee. Specific

responsibilities include:

1. ASSEMBLE PRODUCTION STAFF
 - Assemble a staff to help with set construction, set decoration, props, costumes, lights, sound, prompting, hair and make-up. Use new members whenever possible: see Membership Chair for names and contact information.
2. COLLECT BIOS AND HEADSHOTS
 - Send cast list and cast bios to Program Editor, who will edit the bios and forward them to OA Webmaster.
 - Send cast photos of new actors to Webmaster for posting.
3. COORDINATE WITH PUBLICITY CHAIR
 - Contact OA Publicity Chair to determine newspaper deadline(s) by which rehearsal photos must be taken.
 - Arrange for OA Photographer to take a couple of rehearsal photos. Label photos and send them to Publicity Chair.
 - Distribute show flyer created by Publicity Chair to cast.
 - Hang show banner outside. Adjust other banners in Club Room.
 - Confirm with Ticket Reservation team that the phone message has been updated to current show.
4. ARRANGE FOR SET BUILDING
 - Consult with the head of Set Building to confirm set-building dates. This usually happens the day after the previous set is struck.
 - Attend set building and help as needed.

5. COORDINATE SET PAINTING

- Arrange to have set painted by cast and other volunteers. Use new members whenever possible.
 - Before buying paint or other supplies, look for rollers and brushes in the dressing room bathroom, and paint and dropcloths in the Carfax basement.
 - Then purchase paint and supplies as needed.

6. ARRANGE FOR SET DECORATION

- Appoint a Set Decorator to find all furniture, pictures, curtains and knick knacks needed to finish the set. Any items found in the theater or Carfax can be used. If something must be bought or rented, the Set Decorater must consult the Producer.
 - Before painting or making permanent changes to any props we own, consult Prop Master.
 - Curtains, curtain rods and knick knacks can be found in the attic. Curtain rods are also above the stage ceiling.
 - Pictures can be found in the Carfax basement.

7. SET LIGHTS - ARRANGE STAFF

- Consult with the Director to determine lighting needs. Arrange for Light Master to set lights and program light board.
- Write the cues into the Light Book.
- Schedule light operators for Tech Week, Club Night and all shows. For more technically complicated shows, arrange for light operators to attend rehearsals prior to Tech Week.

8. COLLECT SOUND CUES - ARRANGE STAFF

- Work with Sound Masters to collect all sound effects and music for pre-show, intermission and scene changes. Some sound effects CDs are backstage.
- Record cues onto one master CD. (For help, see Sound Masters.)
- Write the cues into the Sound Book.
- Schedule sound operators for Tech Week, Club Night and all shows. For more technically complicated shows, arrange for sound operators to attend rehearsals prior to Tech Week.

9. FIND PROPS

- Work with Property Staff responsible for procuring all props used in the play and provide them as early as possible for rehearsals. If something must be bought or rented, the Property Staff must consult the Producer.
- Post a written property plot backstage listing all props and their movements.
- Schedule Property Staff to move props during show if necessary, and have them attend the appropriate number of rehearsals.

10. ARRANGE PHOTOGRAPHY

- Post photos of cast and crew in the lobby.
- In addition to rehearsal photos (mentioned under “Coordinate with

Publicity Chair”), arrange to have head shots taken of any new actors, plus final show photos. These are shot by the OA Photographer, usually during Tech Week and Dress Rehearsal.

- Be sure to let photographer know if Director has special shots in mind, including cast and crew, and set photo.
- When photographer delivers final picks, post them in the lobby.

11. LINE-UP PROMPTERS

- Arrange to have a Prompter at rehearsals as soon as the director requires.

12. PROVIDE PROGRAM INFORMATION

- Provide to the Program Editor: the cast list and the characters they are playing; the time, setting and scenes of the play; the list of crew members working on the show; a director’s note if desired, and any special mentions or thanks.

13. ARRANGE FOR COSTUMES IF NECESSARY

- In most cases, the actor will provide their own clothing, but some shows will require actual costumes. Costumes can be found in the attic, borrowed from other theaters and rented at shops.
- Arrange with the theater’s costumers to alter or make needed costumes. Give them plenty of notice.

14. ARRANGE FOR HAIR & MAKE-UP IF NECESSARY

15. CONFIRM FRONT-OF-HOUSE STAFFING

- Contact Social Chair and Ticket Reservation team to confirm refreshment and ticket desk staffing.

16. KEEP TRACK OF EXPENSES

- Obtain from the Treasurer, if needed, an advance of money in an amount which is acceptable to the Treasurer to assist with expenses.
- Get approval from the Director on large budget items.
- Itemize all expenses for Treasurer and submit with receipts for reimbursement.

17. OFFER COMP TICKETS WHERE APPROPRIATE

- Request comp tickets from the President to be given to anyone outside the theater who has given special help to the production, such as loaning props or furniture.

18. STRIKE THE SET

- Participate in strike of the set, and make sure actors are aware of their responsibility to do so as well.
- Clean and return all props and costumes to their rightful places.
- Clean up dressing room.
- Sweep stage.

C. Actor

Actors are responsible for:

1. Arriving on time and being prepared for all scheduled rehearsals.
2. Notifying the Director in advance if there is a pressing reason for absence or lateness.
3. Learning lines, blocking and character interpretation as quickly as possible.
4. Privately taking up any issues, should they arise, with the Director and subsequently, should no resolution be achieved, with the Vice President in Charge of Production (or, with OAP President if the Director and the Production VP are the same person.)
5. Providing their own costumes and makeup (except for productions requiring period specific costuming or occupational clothing).
6. Arriving one hour before each scheduled performance (or as otherwise specified by the Director).
7. Ensuring that they have all personal props before the dress rehearsal and each performance.
8. Assisting with the set construction, decoration and strike.
9. Volunteering one night to do refreshments/ushering for the show prior to theirs.
10. Tidying up the dressing and makeup areas following the close of the show.

D. Stage Manager

The Stage Manager is selected by the Director and the Production Committee and is responsible for the smooth execution of each performance. The Stage Manager will attend each performance and handle the following responsibilities:

1. PRE-PERFORMANCE

- Make sign-in sheet for actors, crew, tickets and refreshment people.
- Clean up the lobby.
- Check that toilet paper and paper towels are in all bathrooms.
- Check dressing room supplies (TP, towels, tissues)
- Put water & cups backstage and in dressing room, and arrange for refreshments to promote cast/crew happiness.
- Sweep the stage before the show.
- Make sure actors have checked that all props are set in their labeled spots.
- Make sure food and liquid is ready.
- Make sure people are in costume/makeup and in place.
- Do visual costume-checks at the right times.
- Assist with costume changes.
- Coordinate with director and front of house, and all places at start and intermission.

2. DURING THE SHOW

- Monitor entrances as necessary.
- At intermission, supervise refreshment workers. Make sure kitchen and bath trash are taken out.
- Pull the curtain for the curtain call.

3. POST-PERFORMANCE

- Empty and wash prop dishes for next performance.
- Make sure actors have returned their props to appropriate places.
- Check that food and beverage are ready for the next performance.
- Re-set the set for next performance.
- Make sure actors have hung up their costumes.
- Handle necessary costume repairs.
- Bag and remove dressing room trash.
- Supervise refreshment workers – make sure kitchen and bath trash is taken out.

IX. Meetings

There will be one general monthly meeting for all OAP members on the first Wednesday of each month at 7:00 p.m. unless the membership is otherwise informed by the

Corresponding Secretary of a change in time/date.

1. The President will set the agenda and conduct the meeting in accordance with normal parliamentary procedures.

2. Special or ad-hoc meetings of the Executive and other committees shall be held as needed.
3. The President (or any OAP member) may invite a non-member to attend an OAP meeting, however, only OAP members may vote on OAP business.
4. Voting on any motion shall normally be by show of hands in order to permit an accurate count. Should any member desire the vote by secret ballot, a motion to this effect is in order.
5. Regular business at the monthly meetings must be conducted with a quorum of at least 10 members. Any decisions that require an expenditure of more than \$5,000 or that alter the By Laws in any way require a quorum of at least 15 members. If any member feels a vote is being conducted outside the bounds of the By Laws, the vote must be postponed until the By Laws have been consulted and the proper procedures followed.
6. In the event the President is unable to attend meetings, and the Executive Vice President is unavailable, the President shall appoint one of the Chairpersons to preside at the meeting.
7. For elections, the President shall conform to the procedures as set out in the special section headed "Nominations and Elections."

X. Nominations and Elections

A. Elections shall be conducted annually by secret ballot at the May business meeting at which time the following officers and chairpersons of Standing Committees shall be elected to serve for a period of two years commencing at the close of the June business meeting.

1. The following officers shall be elected in **Even** Years

- a) President
- b) Executive Vice President
- c) Corresponding Secretary
- d) Publicity
- e) Social
- f) Theater Parties
- g) Set Building and Technology

2. The following Officers shall be elected in **Odd** Years

- a) Vice President in Charge of Production
- b) Treasurer
- c) Recording Secretary
- d) House and Maintenance
- e) Membership
- f) Tickets
- g) Fund Raising

B. A Nominating Committee shall be appointed by the President at the **February meeting** and shall consist of a Chairperson and four members, subject to the approval of

the Executive Committee.

1. The Nominating Committee shall select a slate of at least one candidate for each office and present this slate to the President two weeks in advance of the April business meeting. The President shall cause the membership to be notified immediately by regular and/or electronic mail of the candidate nominated for each office.

C. The President shall present at the **April meeting** the slate submitted by the Nominating Committee after which nominations from the floor shall be in order.

Nominations from the floor must have the consent of the individual prior to the meeting.

D. In the event there is only one nominee for each office, the President shall authorize the Secretary to cast a unanimous vote in favor of the ballot.

E. In the event of additional nominations for one or more offices, the election shall be at the **May meeting**. Only those present at this meeting and otherwise qualified may vote.

F. The President shall appoint two members to act as tellers at the election to receive and count the votes and report to the President who in turn shall announce the results to the membership. Candidates receiving the majority vote shall be elected.

XI. Productions

A. No one shall receive compensation for participation in any OAP production without the approval of the Executive Committee.

B. Club Night shall be scheduled prior to the opening night of a production to afford the membership a free preview performance. Guests of members are welcome and requested to make a \$5 donation.

XII **General**

A. The fiscal year shall begin July 1 and end June 30.

B. At the beginning of the fiscal year, the retiring President shall appoint an auditor to examine the books and present a financial statement for the previous year at the September meeting.

XIII **Amendments**

1. These By-Laws may be amended pursuant to Section IX. 6 on the recommendation of the Executive Committee.
2. The proposed amendment(s) must be presented to the general membership at a monthly meeting.
3. The amended By-Laws must be communicated and/or made available to members to review for a period of 30 days via at least one of the following ways:

(i) posting the amended By Laws on the OAP web site; (ii) e-mailing the amended By-Laws to members who have provided OAP with their e-mail addresses; (iii) maintaining a copy of the amended By-Laws at the front desk in the theatre lobby for members to review upon request.
4. At the next monthly meeting, a vote will be taken to approve the amendments.

XIV **Dissolution**

On dissolution of OAP, the assets remaining after payment of all debts shall be distributed to charitable institutions selected by the Executive Committee.

XV **Effective Date**

These By-Laws shall be effective upon adoption.