

CURRENT STANDING RULES

(Revised August 08, 2020)

I. PURPOSE OF STANDING RULES

- A. **STANDING RULES** are temporary rules intended to assist the **Board of Directors** (hereinafter referred to as the **BOARD**) in carrying out its assigned duties. **STANDING RULES** must be reaffirmed or redefined by each incoming Board by a simple majority of the **Board Members** present at any meeting (providing a quorum is present).
- B. A copy of the **STANDING RULES** must be available at every **BOARD** and **MEMBERSHIP MEETING**, and posted in the Rehearsal Hall and on the appropriate website.

II. BOARD OF DIRECTORS

- A. **BOARD** decisions shall be considered final and binding until such time as they are rescinded, amended or removed by the **BOARD**.
- **Board** decisions shall always be open for discussion.
 - Aggrieved parties may contact the **Board President** and be placed on the agenda for the next scheduled **Board Meeting**.
- B. The **BOARD PRESIDENT** may call a special meeting with a forty-eight hour notice to all board members.
- C. The **EXECUTIVE COMMITTEE** shall operate within the scope as defined in the BYLAWS, ARTICLE IX, "Employed Personnel" SECTION 1. The Executive Committee is comprised of the President, President Elect, Secretary, and Treasurer.

III. PROPERTY

- A. Disposition or lending of any **PLAYERS** property must have approval by the Technical Director or the Theatre Manager.
- B. The Owen Theatre Facility shall be kept in a manner that is in keeping with all applicable *City of Conroe Codes and Ordinances* and is the express duty of the **Theatre Manager** and their designee.

IV. **BUSINESS and FINANCE**

- A. Receipt of all income, disbursement of all expenses, and recording of same, shall be the responsibility of the Comptroller. **The Comptroller, Theatre Manager, and Treasurer** will work as a team to have the financial statements prepared and presented to the **Board** prior to or at the time of the **Monthly Board Meeting** and the **Annual General Meeting**.
- The **BOARD** may designate a Comptroller to maintain a **PLAYERS'** checking account for immediate transactions.
 - The Treasurer shall cause the **PLAYERS** books to be audited as required. The **BOARD** must pre-approve the cost, if any, for this audit.
 - Each incoming **Board of Directors** shall be responsible for adding the appropriate signatures to the appropriate bank accounts.
- B. All capital expenditures are subject to the approval of the **BOARD**.
- C. Expenses incurred during a production must be submitted to the **Production Director** for approval, who will then submit the appropriate form to the Comptroller within thirty (30) days. The following will be attached to each reimbursement form:
- Item purchased
 - Place of purchase
 - Date of purchase
 - Cost of purchase
 - Purpose of expenditure
 - Production Director's Signature.
- D. From time to time, the **Comptroller** may provide an advance to **Production Directors** for necessary purchases. The same documentation listed above applies to these expenditures. Failure to provide adequate documentation on monies spent may result in a demand for return of the monies advanced.
- E. ~~Beer and Wine licenses must be renewed by the end of August of each year. Beer and Wine licenses are renewed every other year.~~

- F. ~~Insert here, the language you want to use here regarding the forms requiring update each year.~~

V. MEMBERSHIP –

- A. **ACTIVE MEMBERS** by definition: anyone who has participated in any capacity during the fiscal year (July 1 through June 30), current **BOARD** Members, and Season Ticket Holders. (*Such as Front of House, Technical, Stage Manager, Set Design/Construction, Costumes, Set Dressing, Props, Set Movers, Kid Wranglers, Choreographer, Music Director/Orchestra, Choral Director, Production Director, Actors, etc.*)
- B. **All PRODUCTION DIRECTORS** must provide a contact list of every individual involved in their show within one week of the last performance. The **FRONT OF HOUSE MANAGER** must provide a contact list of all volunteers within one week of the last performance of each production. These lists shall be turned into the Membership Chairperson.
- C. The **President** shall appoint a **Membership Chairperson** who shall be responsible for identifying current membership based on the above referenced list.
- D. **All MEMBERS** will be notified of the **By-laws, Standing Rules**, and any **Other Policies**; and all members are subject to the rules and regulations associated with the **PLAYERS**. Issues involving violation of any of these rules and regulations will be brought to the **BOARD**. (Note: This paragraph is to be included in the Production Guide.)

VI. TICKETS

- A. The **BOARD** shall annually set all **PLAYERS** ticket prices.
- B. Eight complimentary tickets per production shall be allocated to the **Production Director** of the show to use as they see fit. (Note: This edict shall be included in the Production Guide)
- C. The **BOARD** may issue additional complimentary tickets for promotion and publicity purposes.

VII. PLAY SELECTION

1. The **ARTISTIC DIRECTOR** will appoint five (5) members to the Play Selection Council.
2. The **ARTISTIC DIRECTOR** will request and accept play submissions.
3. The **Members of the Play Selection Council** will research plays for consideration.
4. The plays chosen by the Committee plus two alternates will be presented by the Artistic Director to The Players Board of Directors for approval no later than the November Board Meeting.

VIII. PARTIES

- A. Minors under the age of sixteen (16) may attend cast parties only if they have a parent or guardian with them.

IX. TECHNICIANS

- A. **ONLY** technicians approved by the **TECHNICAL DIRECTOR** may operate **PLAYERS'** technical equipment (example: lights, sound, power tools, personnel lifts, special effects equipment, etc.)

X. COMMITTEES

- A. **The Publicity Chairperson** shall be coordinate all publicity (print and broadcast) for all productions with the **Production Director** and/or **Assistant Production Director**.
- B. The **Program Chairperson** shall be responsible for program layout, production, and printing.
- C. **The Social Media Chairperson shall be responsible for posting on the PLAYERS Face Book Page and Website**, the appropriate information for each production (including special events) – such as audition dates, audition requirements, production needs, play dates, etc.
- D. **The WEBMASTER shall be responsible for maintaining the PLAYERS WEBSITE** – updating information as required for each **PLAYERS PRODUCTION** including, but not limited to, the items listed above.

XI. COSTUMES (Note: As outlined in The Production Guide)

- A. Costuming for all productions will be pulled from **PLAYERS** costume stock. When appropriate costuming is not in stock, costumes may be purchased, made or rented, as long as this expense is in the production budget, or granted by special approval of the **BOARD**.
(Note: Production costumers shall consult with the Costume Coordinator)
- B. Approved costume rentals will be paid for by the **PLAYERS**.
- C. Every cast member shall return all **PLAYERS** costumes in good repair.

XI. CASTING and PRODUCTION

- A. Pre-casting is not allowed.
- Any exception must be approved by the **BOARD**.
 - If approved, notice of any pre cast parts will be included in all publicity.
- B. Casting of a Production Director's immediate family requires **BOARD** approval.
- C. No public announcement of the cast is to be made at auditions. The **Production Director** (or director's designee) will contact each person cast to confirm their participation. The director or designee shall also contact those not cast. The cast will not be announced until all confirmations have been made.
NOTE: WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNICITY, RELIGION, SEXUAL ORIENTATION or POLITICAL VIEW.
- D. **Production Budgets** are set by the **Artistic Director**. Each **Production Director** will be given a break down of the full budget. Deviation from these budgets requires **BOARD** approval.
- E. **Production Directors** are responsible for the conduct of their cast and crew during rehearsal, workdays, and performances.
- **CONSUMPTION OF FOOD AND DRINK** in the lobby, concession area, dressing rooms, shop area, and the rehearsal hall is permitted; however, it is the **duty and responsibility** of each

Production Director to ensure that ALL remnants of food and drink are thoroughly cleaned up nightly/daily and that all trash cans are emptied into the dumpster on a nightly/daily basis.

- **Smoking and/or Vaping is not permitted anywhere in the building!** Smoking and/or Vaping is not permitted at the stage door. If you are back stage during a production, you must walk at least 20 feet from the building to smoke or vape.
- Cast, crew, and anyone else directly involved with any production are prohibited from possessing and/or consuming alcoholic beverages or any illegal substance during rehearsals, workdays, and performances. This rule will be strictly enforced. **NO ALCOHOL CONSUMPTION PERMITTED IN THE DRESSING ROOMS!**

F. **Production Directors are responsible for maintaining the Owen Theatre from rehearsal to strike as follows:**

- Ensuring all doors are locked and the alarm is set during the run of their production. (Don't forget the eastside door in the scene shop.)
- Ensuring all garbage is emptied daily or more frequently if needed. There is a dumpster behind the theatre for that purpose.
- Leaving the rehearsal hall, shop and stage area organized and clean. If needed, the **Production Director** will be required to return after strike to clean, organize and/or remove items belonging elsewhere.

G. Any unusual circumstances or problems should be reported to the **Theatre Manager** as soon as possible. If it is not an emergency, please leave a note in the box office. If the **Theatre Manager** is not in the building, and an emergency arises call the appropriate person. A list of "appropriate contacts" will be posted by the phone in the rehearsal hall and by the phone in the shop area.

H. **Attendance to family (preview) night performance is at the discretion of the Production Director.**

1. The **Production Director** shall assure that no food is brought into the Theater (Auditorium) during family night.

2. No concessions shall be sold for family night.

I. Presentation of the Curtain Speech is at the discretion of the **Production Director**.

XII. ARTISTIC DIRECTOR

A. The **ARTISTIC DIRECTOR** is appointed by the **BOARD**.

B. Conflicts between the **Artistic Director** and the **Production Director** will be brought to the **BOARD**.

XIII. PARKING

A. All members of a production's cast and crew, and anyone else involved in running the Owen Theatre will park in the lot behind the theatre during shows. **No exceptions**.

B. **NO PARKING FOR ANY REASON IN THE “DRIVE THRU” AT THE FRONT DOORS DURING PUBLIC HOURS.**

XIV. ENFORCEMENT

The Theatre Manager, Production Director, and **BOARD**, are responsible for ensuring that these **STANDING RULES** as well as the **BYLAWS** are followed by anyone associated with any **PLAYERS** endeavor. Any complaint brought to the Production Director, the Theatre Manager, or Member of the Board, will be thoroughly vetted by the **BOARD**.

If a willful act of misconduct is found to have been committed; that person may be excluded from any/all activities with the **PLAYERS THEATRE COMPANY** for up to one calendar year.