

THE PLAYHOUSE OF WILSON BY-LAWS

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OUR MISSION STATEMENT

The mission of The Playhouse of Wilson is to provide our community with enjoyable theatre experiences while offering opportunities to all who desire to support production and performance through time, talent, and gifts.

OUR VISION STATEMENT

As members of The Playhouse of Wilson, we share a vision of a family where all are welcome to come and enjoy the full experience that performance art provides, while building a legacy for future generations that is founded on the values of creativity, education, and diversity.

THE PLAYHOUSE OF WILSON BY-LAWS

I. NAME AND PURPOSE

- A. The name of this organization is Playhouse 27893, Inc. d/b/a The Playhouse of Wilson (hereinafter referred to as “The Playhouse”).
- B. The purpose of this non-profit organization is to provide Wilson with quality community theatre experiences through live theatrical productions.
- C. The Playhouse season of production and finances operates on the schedule of the fiscal year beginning June 1st and continuing through and including May 31st (hereinafter referred to as “the year”).

II. MEMBERSHIP

- A. Membership in The Playhouse Board of Directors will include the President, Past President, Vice-President, Secretary, Treasurer, Producer, and Standing Committee members (hereinafter referred to as “The Playhouse Board”).
- B. Individuals may be removed from membership for any of the following:
 - 1. Physically or verbally threatening or harassing another member.
 - 2. Physically or verbally attacking another member.
 - 3. Conviction of a felony, drug or sex crime as defined by the current state and federal law at the time of the incident.
 - 4. Any conduct deemed inappropriate in carrying out the duties of The Playhouse.
- C. Procedure for removal of individuals under Section B:
 - 1. Any member may file a grievance against another member in writing to any elected member of The Playhouse
 - 2. The President or the Vice President notifies the member under investigation.
 - 3. The President and the Producer will investigate the allegations and present the findings to the Board.
 - 4. The member under investigation will be allowed to present his/her case before the Board of Directors.
 - 5. The Board will make the final decision of forced cessation of membership.
 - 6. The Board may consult legal counsel prior to making a decision.

III. BOARD OF DIRECTORS

The Board of Directors (hereinafter referred to as “the Board”) will consist of a total of sixteen (16) members as follows: President, Immediate Past President, Vice President, Secretary, Treasurer, three (3) At-Large members, Executive Producer, Public Relations Chair, Marketing Chair, Technical Chair, Play Reading Chair, House Manager, and Nominations/Volunteers Chair. It shall meet a minimum of 5 times a year. A quorum of 9 voting members must be present to conduct business. The final meeting of the year will be for the purpose of electing new officers.

- A. Membership on the board will be open to the community at large. The minimum

- age to become a member will be eighteen (18) years old.
- B. Each Board position has a specific term, as listed under the respective position descriptions.
 - C. All members of the Board are expected to attend scheduled meetings and be a member of a committee. Should an officer miss more than twenty-five percent (25%) of the total board meetings, that member may be asked to resign his/her position.
 - D. All Board members shall be involved in each production by volunteering in one or more aspects of the production (auditions, rehearsals, performances, house, etc.).
 - E. The Board shall:
 1. Be responsible for long range planning for The Playhouse, including but not limited to future equipment, facility needs and fund-raising.
 2. Vote on decisions regarding the operation of the organization and/or productions through called meetings and/or group email per discretion of the President and the Producer.
 3. Be a volunteer organization and therefore will not provide stipends for any positions / responsibilities related to the running of the organization.
 - a. The Board may approve a stipend when there is a need for a Producer, Director, Music Director, Choreographer, or other critical need positions within a given production
 4. Approve or reject-the production season presented by the Play Reading Committee. If rejected, the season slate shall be sent back to the committee for review.
 5. Annually review fees for Sponsors, Ads, performance tickets (general admission, senior/student and family tickets).
 6. Approve tentative / estimated budgets for each production
 7. Determine what professional organizations or affiliations The Playhouse will join and how The Playhouse name and logo will be used in the community.
 8. Review the By-Laws, Policies and Articles of Incorporation annually for any needed revisions or amendments.
 - F. President – The former Vice-President ascends to the office of President at the beginning of every fiscal year. At the end of the year, the current President assumes the office of Immediate Past President. The President shall:
 1. Schedule meetings, set the agenda, and run meetings of the Board.
 2. Serve as spokesperson and liaison to community events when a representative from the Playhouse is needed.
 3. Be a voting member of the Board.
 4. Along with the Vice-President and Producer make the final decision on directors, music directors and choreographers.
 - G. Vice-President – The Vice-President shall be elected for a term of one year by the Playhouse Board from all qualified persons who file with the Nominations Committee for this office. Candidates who file for this office must have served on the Board or active committee member for at least one year. The Vice-President shall:

1. Ascend to the office of President after completing his/her term as Vice-President.
 2. Act as President in the absence of the President.
 3. Be a voting member of the Board.
 4. Chair the annual Scholarship Review.
 5. Serve on a Standing Committee.
 6. Along with the President and Producer make the final decision on directors, music directors and choreographers.
 7. Perform duties as assigned by the President.
- H. Secretary – The Secretary shall be elected for a term of one year from all persons who file with the Nominations Committee for this office. The secretary shall:
1. Record minutes for each board meeting and distribute them to the members of the Board for review prior to the next Board meeting.
 2. Keep an archive of all minutes from previous Board and Operations committee meetings.
 3. Serve on a standing Committee.
 4. Be a voting member of the Board.
- I. Treasurer – The Treasurer shall be elected for a term of two years from all persons who file with the Nominations Committee for this office. The Treasurer shall not serve more than two (2) consecutive terms. The Treasurer shall manage all financial aspects of The Playhouse.
1. Provide a financial report for each Board Meeting
 2. Present a profit/loss statement for each production.
 3. Deposit monies received and record sources.
 4. Pay all bills. Keep check register
 5. Keep receipts for all purchases/expenses
 6. Review and resolve any questionable expenditure with the Producer
 7. Acknowledge donations with a letter of thanks that can be used for their tax purposes.
 8. In collaboration with Marketing maintain database for Season ticket orders (names, addresses, phone numbers, number of tickets and revenues), mail tickets and tax letters.
 9. Check the post office box and distribute the mail to the appropriated person. Immediately open any mail from the IRS or North Carolina Department of Revenue (NCDOR) and inform the President and Treasurer of the contents as soon as possible. Make notation of the IRS and/or NCDOR mail in the minutes of the next Board meeting.
 10. Conduct an annual audit and file 990's with the IRS and appropriate NCDOR filings. Mail out 1099's as appropriate.
 11. Keep Network Solutions and webserver current.
 12. Prepare data collection sheet for each night of a production for the House Manager(s) to report attendance, concessions sales and ticket sales.
 13. Set up the Season Ticket sales table at the first production of the year and provide qualified volunteers.
 14. Secure and provide House Manager with the startup money for the concession

and ticket sales each night of the production.

15. Collect all money after each performance and make deposits. Document ticket, concession and any other special sales for the financial report.
 16. Monitor credit card purchases to and from Playhouse.
- J. Immediate Past President – At the end of the President’s term of service, he/she assumes the position of Immediate Past President for the coming year. The term of this office is one (1) year. The Immediate Past President shall:
1. Train and advise new officers and committee chairs as needed.
 2. Work with the incoming President to ensure a smooth transition.
 3. Serve as a member, but not the chair, of the Nominations Committee.
 4. Work with Marketing Chairperson when there are fund-raising activities and other special functions for The Playhouse.
 5. Vote in Board meetings only in the event of a tie vote.
- K. At-Large Board Members – The Board shall have three (3) At-Large Board members. At-large Board Members serve a three (3) year term of office. They shall be elected from all persons who file with the Nominations Committee for this office. Terms of At-Large Members will be staggered with one of the three (3) positions up for election annually. Members At-Large will serve on a Standing Committee. At-Large Members shall be voting members of the Board.
- L. Executive Producer – The Producer is appointed by the board. The term of this office shall be two (2) years, with an annual review by the board. An individual may repeat terms as often as desired, at the discretion of the board. The Producer shall:
1. Serve as a voting member of the Board.
 2. Work with the Finance Officer in developing a budget for general operating expenses.
 3. Recruit, set up interviews, and contracts for directors, musical directors, choreographers, musicians and critical need positions. Responsible for notifying applicants not selected
 4. Along with the President and Vice-President make the final decision on directors, music directors and choreographers.
 5. Work with the Arts Council and other facilities’ management, in conjunction with the director for each production, to secure locations for auditions, rehearsals and performances.
 6. Schedule dates and times for auditions, rehearsals and performances.
 7. Have authority to sign contracts for The Playhouse.
 8. Set and manage a budget for each production.
 9. Order and secure the licenses, scripts, music and additional items that may be required for each of the approved plays.
 10. Secure a Stage Manager for each production.

11. Work in conjunction with the Director and Stage Manager to secure a costume designer, hair designer, make-up designer, musicians and properties manager for each production.
12. Work with the Tech Committee in securing the light designer/operator, sound operator, and spot light operators.
13. Consult with the Director regarding casting family members.
14. Responsible for presenting the appropriate policies to the cast and crew at the first rehearsal.
15. Attend at least one production rehearsal each week.
16. Authorize the distribution of all comp tickets including cast, crew and discretionary. It is the decision of the Producer and the Board whether comp tickets will be used.
17. Authorize the distribution of family tickets.
18. Work with the Board annually in setting ticket prices, ad and sponsor prices.
19. Coordinate with Nominations/Volunteer Coordinator in securing volunteers to assist with pre-ticket sales for major productions.
20. Return materials at the end of a production.
21. Mediate production issues.
22. The Producer shall call special meetings of any Standing Committee in preparation of productions and Board business.

IV. Standing Committees

- A. The Standing Committee Chairs and the Producer are responsible to ensure the smooth operation of The Playhouse. The Producer and/or Committee chairpersons shall call committee meetings on an as needed basis to fulfill their responsibility on the Board. The Producer must be made aware of all called meetings. A secretary/recorder shall be selected at each meeting to record minutes. The minutes will then be submitted to the secretary of The Playhouse Board for the archives.
- B. There shall be six (6) Standing Committees to handle the daily business of The Playhouse: Technical, Play-Reading, Public Relations, and Marketing (Sponsor and Ads), Nominations/Volunteer, and House.
- C. Each Standing Committee chairperson is responsible for recruiting members to be on his/her committee. Committee membership is open to anyone in the community.
- D. Any individual may serve only four (4) consecutive years as Chairperson of any one (1) committee. After four (4) consecutive years, such individuals are ineligible to chair that committee for a period of one (1) year. They may continue to serve as a member of any committee, and may also run for chair of another committee.
- E. Committee chairpersons are responsible for keeping a notebook with details of their contacts, volunteers, supplies needed, where purchases are made and the quantity, procedures and any other important information to pass along to the next

chairperson.

V. COMMITTEE RESPONSIBILITIES

The **Technical Committee** shall consist of a Chair and volunteers. In conjunction with the Producer and Directors of each production, the committee is in charge of all technical aspects of the Playhouse productions and shall:

1. Be a member of the Play-Reading Committee.
2. Determine the feasibility of set production for plays and musicals proposed by the Play-Reading Committee.
3. Purchase materials needed to build and paint the set.
4. Work with Set Builder to schedule workdays and to secure construction and painting.
5. Along with the Producer secure the lighting designer/operator, sound board operator and follow spot operator.
6. Along with the Producer secure the Sound Designer and Operator and work with the Sound Designer and production Director to determine special sound requirements.
7. Along with the Producer secure the Set Designer in conjunction with the Director and Producer.
8. Coordinate load-in and strike.
9. Secure truck for both load-in and strike.
10. Maintain volunteer lists for the following: set construction, load-in, and strike.

The **Play-Reading Committee** shall consist of the Chair, Tech Director and 3-4 volunteers. The Play-Reading Chair shall:

1. Order scripts for perusal.
2. Read a wide variety of scripts in their entirety.
3. Discuss said scripts at the meetings.
4. Verify the availability of production rights and secure production cost of the show prior to making a recommendation to the Board.
5. Present play selections to the Board **by March 1st** for the coming season.
6. Keep the library of scripts and make it available to committee members.
7. Track scripts as checked out and returned by committee members.

The **Public Relations / Graphic Arts Committee** shall consist of a Chair and 3-4 volunteers. The committee shall:

1. Prepare and distribute all announcements and articles using all reasonable means within the budget (e.g. FB, email, US mail, Twitter, etc.).
2. Design logos for productions.
3. Design Season Brochures, T-Shirts, posters, signs, tickets (season and family), post cards, programs, program inserts and any other promotional materials.
4. Coordinate the mailing of season brochures and other materials with the Marketing Chair.

5. Send out audition, production information through newspapers, radio, social media, email and any other form.
6. Be responsible for distribution of posters and other promotional materials.
7. Coordinate newspaper and local media ads and articles as needed. Explore additional means of advertising.
8. Other duties as specified in the by-laws or requested by the producer.

The **Marketing Committee** shall consist of a Chair, Treasure and 2-3 volunteers. The committee shall:

1. Secure corporate sponsors for productions and other areas deemed feasible.
2. Sell advertisements.
3. In collaboration with the Treasurer maintain a database for Corporate Sponsors and Ads. Mail invoices, receive and record payments. Mail follow-up invoices as needed
4. In collaboration with the Treasurer, keep a database of all sponsorships and advertisers that includes the name, address, phone number, email address, and fax #, and size/amount of sponsorship/ads. Provide this information to the Finance Officer in a timely manner for billing purposes.
5. Collect logo/copy from each sponsor/advertiser to be used in the programs and promotional materials. Provide this information to the printer.
6. Send programs to Printers no less than ten days prior to show. Meet timelines of the printers.
7. Send season brochure out by mail, email, social media and other formats.
8. Order sponsor boards for new sponsors. Provide the printer with the copy. Make arrangements to pick up and give them to the House Manager.
9. Coordinate with the House chairperson to set up all sponsor boards in the lobby for all productions. Have programs available at performance location.
10. Prepare mailings as needed.
11. Send out pre-season letter to past sponsor and advertisers.
12. In collaboration with the Stage Manager, prepare show programs, including the preparation of text.
13. Other duties as specified in the by-laws or requested by the producer.

The **Nominations/Volunteer Committee** shall consist of a Chair and 3-4 volunteers. This Committee is responsible for annual election and recruiting volunteers. The committee shall:

1. Announce opening of nominations each year.
2. Solicit individuals to run for any office.
3. Provide potential candidates with a full copy of the by-laws.
4. Compile, distribute and collect ballots for the general election **no later than May 1st** annually.
5. Seek a nominee to fill any position in which an elected officer resigns or

vacates his/her seat before the end of his/her term. Upon securing a nominee, the Board will then vote on the nominee.

6. Compile a list of volunteers thru auditions, email, Facebook, local festivals, etc.
7. Create and publicize volunteer opportunities.
8. Provide a list of volunteers to the Producer, the House Manager, Stage Manager and all Committee chairpersons.

The House Committee shall consist of a Chair and volunteers. This committee shall:

1. Schedule ushers and fire patrol volunteers for each performance.
2. Obtain consumables for the concession stand.
3. Schedule volunteers to work in the box office, concessions, ticket takers and ushering.
4. Keep records of each performance attendance, ticket sales, concession sales and anything else that may be requested on the form provided by the Finance Office
5. Turn in data collection and all monies collected at end of each performance to the Finance Chair or designee.
6. Set up cast board with head shots and biographies provided by the Stage Manager or designee.
7. Set up sponsor boards in the lobby.

VI. ELECTORAL PROCESS

- A. All Board vacancies shall be elected by the current Playhouse Board.
- B. Any Playhouse member wishing to run for elected office will be given a full copy of the By-Laws upon request.
- C. The filing period for annual elections will be from the 1st day of February through the 15th day of April of the same year. The Nominations Committee must send an acknowledgement of receipt of filing to the nominee.
- D. Voting shall occur by secret written ballot at the final meeting of the season. There shall be no proxy votes. Votes will be counted at the final meeting of the season. In special circumstances voting may be handled through email.
- E. The Producer, President, and Vice-President are responsible for counting ballots and holding the ballots for forty-eight (48) hours.
- F. The winner of any elected office shall be determined by a simple majority of the returned ballots.
- G. The announcement of the election results shall take place at the final meeting of the season or in special circumstances through email.
- H. If a recount is requested, a Recount Subcommittee will be formed to recount the ballots. The Recount Subcommittee shall consist of the Immediate Past-President, the President and Nominations Committee Chair at the time of the contested election. If the contested office involves the individual who currently serves as Nominations Committee Chair, the Board will appoint a replacement for

that individual on the Recount Subcommittee.

- I. If no recount has been requested within forty-eight (48) hours of the announcement of the results, the ballots will be destroyed. If a recount has been requested and completed, following the recount by the subcommittee and announcements of the results to the membership, the ballots will be destroyed. The results of the recount shall supersede those of the original count.
- J. In the event an office is not filled during the annual election, the Nominations Committee will continue to seek a nominee to fill the said position. When a nominee is secured, The Playhouse Members will vote on the nominee at a called meeting or thru email.
- K. In the event an elected officer resigns or vacates his/her seat before the end of his/her term, the Nominations Committee will seek a nominee to fill said position. When a nominee is secured, The Playhouse Members will then vote on the nominee at a special called meeting or email.

VII. LIQUIDATION

Playhouse 27893 is organized exclusively for charitable, religious, educational and scientific purposes including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

VIII. AMENDMENTS

These By-Laws or any article thereof may be amended in whole or in part by The Playhouse Members. A two-thirds (2/3) majority of The Board is required to ratify any amendment to the By-Laws.