

**COMMUNITY CIRCLE PLAYERS, INC. A/K/A RIVERWALK THEATRE  
BY-LAWS**

**I. Committees.**

The Corporation shall have the following committees of the Board which shall be appointed by the President with the advice and consent of the Board and which may include Active Members not otherwise on the Board:

1. The **Executive Committee** shall be composed of the five officers named in Article X of the Constitution. It shall meet in between regular board meetings and shall be responsible for transacting urgent business and for developing items for action by the board. Officers who are not members of the board will serve on the executive committee at the discretion of the President. The board-related duties of such officers shall be defined in writing by the president.
2. The **Finance Committee** shall be chaired by the treasurer and which shall plan an Operating Budget; set season-ticket prices; review needs and recommend revenue plans.
3. The **Administrative Committee** shall be chaired by the Administrative Vice President and shall review and recommend proposed constitutional amendments, by-law changes, policy changes, and building use policy. This Committee and shall develop, oversee and maintain a long-range working plan of goals and strategies for the Theatre.
4. The **Production Committee** shall be chaired by the Production Vice President and shall include the producers of all shows in the current season, with its main goal to facilitate communication between the Board and all show personnel. This committee shall develop and maintain guidelines for producers and directors, and shall recommend to the Play Selection Committee not later than November 1 of each year, a proposed schedule (calendar) for productions for the coming season of July through June.
5. The **Play Selection/Artistic Policy Committee** shall use the recommended schedule of productions to recommend to the Board specific shows to be presented during the coming season of July through June, and shall recommend artistic policy to the Board.
6. The **Personnel Committee** shall be chaired by the President and shall determine criteria, job description and salary for office staff, and shall interview and recommend to the Board candidates for such positions.
7. The **Membership Committee** shall be chaired by the Secretary, shall review and

recommend membership criteria, and shall be responsible for the preparation and execution of all mailings specifically to the Membership.

8. The **Board Nominating Committee** shall be appointed not later than the February meeting of each year. It will work with the Secretary to develop and present an annual slate of nominees for election to the Board of Directors, and shall gather and summarize biographical information to be mailed with the ballot.

9. The **Officer Nominating Committee** shall be appointed not later than the March meeting of each year. It shall be independent of the Executive Committee but shall include a minimum of one current Board member. It shall meet subsequent to the Annual Election but prior to the June meeting of the Board, to prepare a slate of officers to be presented at the June meeting.

10. The **Marketing Committee** shall work to promote the season and recommend audience development programs.

11. The **Design/Building Committee** shall review and recommend to the Board any necessary or possible modifications to the Riverwalk Theatre.

12. The **Awards/Judging Committee** shall attend and evaluate in writing each production of the season of July through June, and shall thereby select individuals and shows to be recognized at the Annual Awards Night which shall be held not later than the fourth weekend in June of each year.

13. The **Hospitality Committee** shall host the annual meeting, providing refreshments for the Barney Awards reception, co-ordinate with show producers to facilitate “afterglow” or reception activities, provide refreshments for meetings of the board.

## II. Membership Levels

1. Actor, \$15-\$24; eligibility to vote at the Annual Meeting.
2. Technician, \$25-\$49; as above, plus listing in the program.
3. Stage Manager, \$50-\$99; as above + 1 voucher good for any 1 show.
4. Director, \$100-\$499; as above, except two vouchers good for any one show.
5. Producer, \$500-\$999; as (2) above, plus listing on the Donor Board, a named seat in the side section of the Theatre, and one season ticket.
6. Angel, \$1,000+; as (5) above, except a named seat in the center section and two season tickets.

### **III. Artistic Policy.**

1. Directors shall be invited by letter not later than September 1 to submit proposals for the coming season of July through June.
2. Directors to be invited shall be considered according to the following criteria:
  - a. A person who has previously directed a production in the Greater Lansing area, and/ or;
  - b. A person who has served as Assistant Director on a production in the Greater Lansing area, and/or;
  - c. A person who has directed productions in other areas and who has references to that effect, and/or;
  - d. An experienced theater worker with a clear plan of production.
3. If a person on the Play Selection Committee, or a member of his/her immediate family submits a play for consideration, said person shall resign from that committee.
4. Recommendations for the coming season of July through June shall be made not later than Feb 1. The season shall be voted upon by the Board in March.
5. Availability of production rights for all potential selections shall be determined before such selections are announced. If such rights are subsequently withdrawn:
  - a. The Director and Play Selection Committee shall choose an alternate production within 30 days of the notice being received of such withdrawal.
  - b. If such withdrawal is within 120 days of the scheduled opening date, this alternate selection shall be made within 14 days of the notice being received.
  - c. If no alternate selection has been made by the Director 90 days before the scheduled opening date, the Play Selection Committee shall within 7 days of this date:
    - 1). Actively consult with the Director to determine a selection; and
    - 2). If no such alternate selection has been determined within these 7 days, the Play Selection Committee shall select an alternate production and may select an alternate director within the next 3 days.
6. A producer who may be a Board member shall be selected for each production of the season. All producers shall report to the Production Vice President.
7. Auditions shall be open to all members of the community. If circumstances

require the pre-casting of one or more roles in a given show, which should be avoided if at all possible, that fact shall be made known in advance of the Auditions.

8. All persons who work on a production must sign the Liability Release Form. The signature of a parent is required for persons under 18 years old.
9. Cancellation of a scheduled performance, before the day of that performance, may be made by the President upon the advice of the Manager, with the advice and consent of a majority of the Executive Committee.
10. Cancellation of a scheduled performance, on the day of that performance, may be made by the President not later than 4 hours before the scheduled time of the performance, upon the advice of the Manager and with the advice and consent of the director, producer and stage manager of that show.

#### **IV. Fiscal Policy.**

1. The Fiscal Year shall begin July 1 and end June 30.
2. All checks shall be signed by the Treasurer or President.
3. Only the Treasurer and President are authorized to sign payroll-related checks.
4. Any single expenditure of \$500 or more must be approved by the Board in advance. Any single expenditure of \$1000 or more must be approved by the Board in advance, and must have bids on the provision of items or services therefore, by at least three (3) potential suppliers. This shall include, but not necessarily be limited to:
  - a. Capital equipment such as machines, fixtures and furniture;
  - b. Contracts for specific work to be done on & within the theatre.

This shall not include:

- a. Periodic payment of a wage which has been contractually agreed upon;
  - b. Payment on an outstanding bill which has been contractually agreed upon;
  - c. Payment of show-specific expenses such as production materials and supplies, royalties, musicians and advertising, when those expenses have been listed in the approved budget for a show.
5. The Board may establish additional bank accounts as needed to hold funds designated for specific purposes. Policies for the handlings of funds in additional accounts shall be consistent with these By-Laws.

6. The Treasurer shall advise the Board on a monthly basis of the Corporation's ability to meet its expected financial obligations during the next four months.

7. No show will become a part of the board-approved season without a written agreement on royalties. In the event of original unpublished shows, a written royalty statement, if any, will accompany the show's submission to the season selection committee.

### **V. Production Policy.**

1. The production budget for each show shall be designated in the budget when adopted. Production budgets shall assume a two week run. If a show has a different run schedule, the Board may approve a different production budget amount. The Selection Committee will designate major and minor musicals at the time they present the season to the Board for its approval. Production costs include the following: set, costumes, props, make-up/wigs, lights, sound and special effects.

2. Maximum production budgets for all productions are set when the organization's annual budget is approved in June of each year. No director should agree to do a show unless he/she is willing to do it for the budgeted maximum.

3. Although producers or directors need not raise additional production funds, they may certainly do so. However, production costs may not be increased to reflect additional funds raised without the approval of the Executive Committee. In no case shall additional funds be authorized unless they are guaranteed two months prior to production.

4. As a matter of policy, anyone seeking major grants, contributions, or donations over \$500 must have the approval of the Grants Committee and the Board President. If the potential funding source has recently been approached for a major grant, contribution, or donation, it is not in the best interest of the theatre to approach that funding source until sufficient time has passed. Selling houses or blocks of tickets for regular performances does not constitute additional funding since they represent box office revenue already in the budget. Selling brush-up or dress rehearsals does constitute additional funding, as does additional sale of program advertising.

If additional funding is sought to augment the production budget for a show, the following shall apply:

a. The increased production budget must have approval of the Board of Directors, and

b. Fifty percent of additional funds raised must be applied to production overhead (e.g. theatre management, utilities, printing...) and 50 percent of the funds raised may be applied to the production expenses (e.g. sets, costumes, music...).

5. Riverwalk theatre shall not pay for any costs associated with the use of equity actors in any part of production, including, but not limited to, costs associated with indemnification and liability.

## **VI. Building Use Policy.**

1. All fire exits, paths and hallways must be kept clear. Fire drills are mandatory. Set designs must be submitted to the Manager to be kept on file in the office for the Fire Marshall's review.

2. If the theatre is modified for a production, the theatre must be restored to its original condition following that production unless prior Board approval is received.

3. Storage areas may be used for the property of other community theater groups pending defined agreement therefor.

4. Consumption, sale or distribution of alcoholic beverages is not allowed in the theatre unless specific permission has been granted by the Board.

5. All use of the theatre by outside groups shall be upon a written contract, to be signed by the President of the Corporation and a representative of the outside group.

6. One-half (50 percent) of the appropriate rental fee shall be due and payable upon the signing of a contract. The other half being due and payable on or before the date of the first public performance or event conducted by the rental party.

7. There shall be no smoking of tobacco products anywhere in the theatre building, except on-stage by actors, in character. Directors will be asked to avoid onstage smoking except where plot or character depends on it. If there is to be smoking onstage, notices to that effect must be posted in the lobby.

8. Rental of the Riverwalk facility does not include the right to use our logo in advertising, our mailing list or the theatre's bulk mail permit. The rental contract for the Riverwalk facility strictly prohibit such use.

9. A sponsoring agency that purchases or underwrites a performance, may make use of the lobby in order to provide pertinent information, by live volunteers or by printed materials, for the time of that sponsored event only.

## **VII. Manager.**

The Corporation shall employ a Manager, who shall report to the President and whose responsibilities shall include, but not necessarily be limited to:

1. Managing the business of the theatre on a day-to-day basis.
2. Ensuring that all necessary advertisements are placed for auditions and performances.
3. Ensuring that all technical elements of the theatre are in good working order.
4. Soliciting, and signing up, outside groups to rent all or part of the theatre for times at which the Corporation has no business of its own scheduled. Rental agreements shall be consistent with theatre policy including a prohibition against using the theatre's logo, mailing lists, or bulk mail permit.
5. Developing & recommending to the Board a schedule of rental fees.
6. Maintaining and coordinating a schedule of all events occurring at the theatre.
7. Ensuring that the theatre is neat and clean before each performance.
8. Supervising any other employees that the Corporation may hire from time to time.
9. Ensuring that the theatre's mailing lists are not given, shared or otherwise released to any individual or organization by either management or by the board members without approval by majority vote of the full Board.
10. Ensuring that no theatre property leaves the theatre without the specific permission of the manager.

The Manager may be reimbursed for expenses incurred.

## **VIII. Technical Coordinator.**

The Board may designate a person as Technical Coordinator who reports to, and is under the supervision of, the Manager, and whose responsibilities include, but are not necessarily limited to:

1. Working with volunteers provided by a show's Producer/Director, on expediting the technical aspects of the show.

2. Assisting volunteers who are new to the Riverwalk Theatre, in determining the location and function of the various technical features of the theatre.
3. Acting as a back-up resource person on a continuing basis, as the production of a give show proceeds.
4. Working with the chairs of the various Technical Committees, to determine ongoing requirements and placement of volunteers.
5. Recruiting new volunteers to work on Riverwalk productions, from appropriate sources throughout the community.

The Technical Coordinator should never be viewed as a Worker of First Resort, but rather, as a facilitator whose overall concern is that the technical aspects of a show are a problem-free as possible.

Approved by the board – June, 2003

Approved by the Membership – May 29, 1990;

Amended by the Board – June 9, 1990, and November 10, 1990;

Amended by the Membership – May 28, 1992;

Amended by the Board – August 10, 1992, and September 14, 1992;

Amended by the Board – February, 14, 1994;

Amended by the Board – September 12, 1994;

Amended by the Board – August 10, 1998;

Amended by the Board – May 12, 2004

Amended by the Board – September 8, 2004

Amended by the Board – June 18, 2014

