

Actors Circle

Standing Rules

July, 2014 to June, 2015

Article 1. Board Membership

Section 1.01 Absences

- (a) Excused:** *A member of the board is automatically removed from active membership after six absences during any one season. A discussion regarding reinstatement must be held at that board meeting.*
- (b) Unexcused:** *The board must hold a discussion on the removal of a board member after three unexcused absences during any one season. Removal can take place by a majority vote of the quorum.*

Article 2. Standing Committees

Section 2.01 There will be six standing committees

- (a) Play Selection Committee.**
The chair of the play selection committee will be the vice president (stipulation in bylaws).
 - (i) Procedures of the Play Selection Committee:**
 - 1) Master Schedule:** *the chair of the play selection committee must keep a master schedule of the theater space outlining production dates, rehearsal periods and other theater usage times (including times set aside for renovations and maintenance).*
 - 2) Main Season:** *The play selection committee will present a calendar for a five production main season by the November board meeting. Shows and directors for these productions should be presented by the February board meeting.*
 - 3) Summer Season:** *The summer season will consist of no more than two productions as approved by the board of directors.*

- (b) Fund Raising Committee.**
The chair of the Fund Raising Committee will be selected by the president
- (c) Production Committee**
The chair of the Production Committee will be the Producer of the current production.
- (d) Theater Maintenance Committee**
The chair and membership of the Theater Maintenance Committee will be selected by the president
- (e) Grant Writing Committee**
The chair and membership of the Grant Writing Committee will be selected by the president.
- (f) Finance Committee**
The chair and membership of the Finance Committee will be selected by the president.

Article 3. Productions

Section 3.01 Main Season Productions

- (a) All Main Season shows must be shows that have been produced on Broadway or Off Broadway.**

Section 3.02 Summer Season Productions

- (a) Original productions can be approved only after a quorum of the board of directors attends a reading of that play.**

Section 3.03 Production Organization

- (a) All Productions must have a producer appointed by the Board of Directors and a director approved by the Board of Directors.**
- (b) A budget must be presented to the board of directors before a production receives final approval.**

- (c) Both the Director and the Set builder must have signed contracts before a production receives final approval.**
- (d) An initial production meeting for all Main Season shows must be held during auditions. Attendance at this production meeting should include the Producer, the Director, the Stage Manager, the Set Builder and the Lighting Designer. The Producer must submit a report of the meeting to the Board of Directors, and this report must contain a rehearsal schedule.**
- (e) All phone reservations for 6 or more are tentative until confirmed by an Actors Circle Representative. The reservation phone message should reflect this policy.**

Section 3.04 Compensation

- (a) All compensation will be distributed by the treasurer upon proper notification by the producer.**
- (b) Compensation for Directors of full-scale productions is set at \$400. Compensation for Directors of experimental and/or original productions will be negotiated in advance and approved by the board.**
- (c) Compensation for Master Set Builder full-scale productions is set at \$250. Compensation for master set builder of experimental and/or original productions will be negotiated in advance and approved by the board. The Master Set Builder must arrange for the set to be constructed in a timely manor, and must also arrange for the painting of the set. Any labor costs associated with painting the set are the responsibility of the Master Set Builder. The Master Set Builder will receive half compensation when the director certifies the set is complete and the producer notifies the treasurer, and the second half once the set is struck at the conclusion of the production run.**
- (d) For full-scale productions with multiple directors (such as an evening of One Act Plays) each director**

will receive a negotiated percentage of the normal directors compensation.

- (e) The light board operator for the production will receive a stipend of \$25 per weekend.**
- (f) If a separate sound board operator is needed for the production the sound board operator will receive a stipend of \$25 per weekend.**

Section 3.05 Procedure

- (a) Actors Circle will provide \$5 per member of the cast and crew for a cast party. These funds will be given to the producer during the run of the production.**
- (b) The Director/Producer shall have exclusive rights to the stage area behind the main curtain during the rehearsal period as outlined in the theater master schedule. The board may use the theater during that period for presentations/exhibitions/other uses that only require the space in front of the main stage curtain after a minimum of a two week notice to the Director/Producer and if it does not interfere with the rehearsal schedule submitted to the board.**
- (c) The Director/Producer shall have exclusive use of the theater for the two-week period preceding the production.**
- (d) If there is a medical emergency in the theater licensed medical personnel should be called and the patron or actor transported to the hospital by ambulance or other appropriate and licensed medical transport.**
- (e) A board member or approved board representative should be present in the house during the entire show.**
- (f) Space permitting, greeters will get free admission to a show.**

(g) No furniture, carpets or decorations from the lobby can be used on stage in a production.

(h) Each production will adhere to the procedures as outlined in the "Policies of Actors Circle" revision 9/11.

Article 4. Theater Rental

Section 4.01 Procedure

(a) Rental of the theater requires a signed contract stipulating the renter assumes all liability and has demonstrated an insurance waver to that effect.

(b) All theater rentals must be approved by the Board.

Section 4.02 Cost

(a) Rental costs are set at \$50 per day for rehearsal purposes and \$100 per day for performances

Article 5. Approval

Section 5.01 Process

(a) Standing rules will be approved at the first meeting of the season and will remain in effect for the entire season

(b) Standing rules may be altered by majority vote of the quorum at any regular board meeting

Revised: 8/12/2014