

# STONY HILL PLAYERS/PEBBLE PLAYERS YOUTH THEATRE BY-LAWS

## Article I. Government

### Section I: Legislative

- A. The legislative power of Stony Hill Players/Pebble Players Youth Theatre, Inc. shall be vested in the Active Members as a whole.
- B. Order of Business for all meetings shall be as follows:
  1. Call to order
  2. Confirmation of Quorum
  3. Minutes
  4. Treasurer's report
  5. Reports of other officers
  6. Reports of committees
  7. Elections (By-Laws Article II Section II):
    - a) November General Meetings shall include the election of the Nominating Committee (By-Laws Article V Section I: B. 1.) and Play Reading Committee (By-Laws Article V Section II: B. 1.).
    - b) April General Meetings shall include the election of the Executive Board immediately after the report of the Nominating Committee (By-Laws Article II Section II: A.).
  8. Old business
  9. New business
  10. Adjournment

### Section II: Executive

- A. Executive power shall be vested in the Executive Board, which shall consist of the duly elected Officers and the Immediate Past President.
- B. Responsibilities of the Executive Board
  1. Uphold the execution of the provisions of the Constitution and By-Laws.
  2. Contract for the use of facilities for Stony Hill Players/Pebble Players Youth Theatre productions and for other services (By-Laws Article III Section IV).
  3. Be responsible for the proper and efficient use of contracted facilities including the scheduling of all activities.
  4. Select an auditor to examine the Treasurer's books if either net revenues or liquid assets exceed \$100,000, or if otherwise decided by a majority of the Executive Board. This report shall be submitted at the first Executive Board meeting in October.
  5. Authorize the annual schedule of productions (By-Laws Article VI Section I).
  6. Be responsible for maintaining artistic quality consistent with Stony Hill/Pebble Players standards.
  7. Determine dues, ticket prices, and Subscriber and Patron fees (By-Laws Article III Section II).
  8. Approve annual and production budgets and authorize expenditures consistent therewith (By-Laws Article III Section III).
  9. Conduct such other business as shall be required.
- C. In the case in which the number of Active Members drops below 20, the Executive Board may request that the total Active Membership serve as a "Committee of the Whole" allowing greater flexibility with limited resources. That flexibility, when necessary, can be exercised during the ongoing operations of the organization. The By-Laws will be considered as the primary guiding document – while still allowing for the necessary flexibility.
- D. Upon election at the April General Meeting, the newly elected Executive Board shall:

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1. Schedule a meeting, by no later than May 15, to receive the report of the Play Reading Committee (By-Laws Article V Section II: C. 4.).
  2. Review the report and select productions for the coming season.
  3. Announce the selections for the coming season at a General Meeting in June (if so scheduled) and in the following Stony Hill Players/Pebble Players Youth Theatre newsletter.
  4. Select and engage Director(s) for each production, notify Director(s) of any constraints (e.g., pre-casting), and approve their remuneration, as appropriate.
  5. As necessary or as requested by the Stage Director, select and engage an Assistant Director for a production.
  6. Develop other plans for the coming season.
- E. Qualifications for Executive Board
1. Any Active Member in good standing (By-Laws Article IV Section I: A.) for one year may be nominated for any office.
  2. The office of President has the additional qualification of having served at least one year on a previous Executive Board.
- F. Duties of the Officers
1. The President shall:
    - a) Preside at all regular Stony Hill Players/Pebble Players Youth Theatre meetings and any special meetings called by the Executive Board.
    - b) Serve as Producer for major productions (By-Laws Article VI Section II: A. 1.). S/he may delegate this authority with the concurrence of the Executive Board, but retains ultimate responsibility.
    - c) Be kept informed of and attend, if possible, all committee meetings relating to any business or theatrical endeavors attendant to Stony Hill Players/Pebble Players Youth Theatre.
    - d) Execute contracts on behalf of Stony Hill Players/Pebble Players Youth Theatre (By-Laws Article III Section IV: B.).
    - e) Be responsible for the periodic issuance of the Stony Hill Players/Pebble Players Youth Theatre newsletter to all Active Members and Patrons. The newsletter shall include key decisions of the Executive Board.
  2. The First Vice President shall:
    - a) Serve as Business Manager for all productions: Oversee the functions of:
      - i. Tickets committee
      - ii. Programs committee
      - iii. Refreshments committee
    - b) Preside at all meetings in the absence of the President.
    - c) Act as the President's deputy in all matters pertaining to the administration of Stony Hill Players/Pebble Players Youth Theatre.
    - d) Be responsible for scheduling facilities use for all Stony Hill Players/Pebble Players Youth Theatre activities.
    - e) Serve as the House Manager for each performance. S/he may delegate this authority with the concurrence of the Executive Board, but retains ultimate responsibility.
  3. The Second Vice President shall:
    - a) Preside at all meetings in the absence of the President and First Vice President.
    - b) Be responsible for greeting new and prospective Active Members, introducing them to Stony Hill Players/Pebble Players Youth Theatre, and briefing them on their responsibilities and privileges (By-Laws Article IV Section I).

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- c) Be responsible for maintaining and distributing current and accurate contact information for all Active Members, Subscribers and Patrons. S/he may delegate this authority with the concurrence of the Executive Board, but retains ultimate responsibility.
  - d) Be responsible for all publicity activities. S/he may delegate this authority with the concurrence of the Executive Board, but retains ultimate responsibility.
  - e) Represent the Executive Board on the Casting Committee (By-Laws Article V, Section III). If the Second Vice President is unable to participate on the Casting Committee, or is auditioning for a role in a production, s/he shall designate another Active Member to the Casting Committee.
4. The Treasurer shall:
- a) Keep an accurate account of all moneys of the organization.
  - b) Present at each meeting a report on the balance sheet, cash flows and other information as required to fairly depict the current financial state of Stony Hill Players/Pebble Players Youth Theatre.
  - c) Issue requests for dues to individuals eligible for Active Membership by August 15 requesting payment by October 1 (By-Laws Article III Section II: B. 1.).
    - i. Maintain records of dues received from Active Members and notify the Second Vice President accordingly.
    - ii. Provide a list of those Active Members by November 1 to the Recording Secretary for determining a quorum at the November General Meeting (By-Laws Article I Section II: E. 5. b.).
  - d) Maintain records of funds received from Subscribers and Patrons.
  - e) Collect other moneys.
  - f) Disburse moneys as authorized by the Executive Board.
  - g) Handle reimbursement for actual, reasonable expenses incurred by Officers, Active Members, and other participants associated with a Stony Hill Players/Pebble Players Youth Theatre activity.
  - h) Assist the Producer in developing a budget for each production (By-Laws Article VI Section II: A. 1. d.).
  - i) Track production expenses versus budget and report status to the Executive Board.
  - j) Prepare the annual budget (By-Laws Article III Section I: A.).
  - k) Prepare financial statements for grant applications.
5. The Recording Secretary shall:
- a) Record minutes of all regular meetings of the Executive Board and of all General Meetings. These minutes shall be made available to any Active Member upon request.
  - b) Circulate a sign-in sheet to all Active Members to confirm a quorum at all General Meetings. This sheet shall be included with the minutes of that meeting.
  - c) Present minutes for approval at appropriate meetings.
  - d) Maintain a permanent record of all meeting minutes, including an accessible register of all motions passed.
  - e) Be responsible for maintaining the Stony Hill Players/Pebble Players Youth Theatre archive.
6. The Corresponding Secretary shall:
- a) Handle all official correspondence of Stony Hill Players/Pebble Players Youth Theatre with outside organizations and all other correspondence not specified for other Officers.
  - b) Handle all personal correspondence, such as thank-you notes, get-well and sympathy cards, on behalf of Stony Hill Players/Pebble Players Youth Theatre.
  - c) Disseminate notices to all Active Members of the date, time, place and particular business of General Meetings.

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- d) Be responsible for mailing to all Active Members a list of Executive Board nominees at least 14 days before the General Meeting in April.

## Article II. Election of Officers

### Section I: Election

#### A. Nominations

1. The Nominating Committee shall make the required nominations for the Executive Board by the March Board Meeting (By-Laws Article I Section II: D.).
2. Additional nominations for any office may be made from the floor, by proper motion and duly seconded, at any General Meeting where elections are held.

### Section II: Voting

#### A. Election of Officers shall be held:

1. At the April General Meeting.
2. As needed to fill vacancies (By-Laws Article II Section III: below, B and C).

#### B. The President shall appoint two Active Members to be balloting officers.

#### C. Voting shall be by written ballot:

1. All Active Members are entitled to vote.
2. Any Active Member unable to be present may submit an absentee ballot to an Officer prior to the election.
3. There shall be no voting by proxy.

#### D. Election for each office shall be by a majority vote of all Active Members voting.

#### E. These newly elected Officers shall immediately function in the capacity described in By-Laws Article I Section II: C.

#### F. These Officers shall be installed either:

1. At a General Meeting in June, if so scheduled.
2. As the final order of business at the June Executive Board meeting.
3. If installation of the newly elected Officers does not occur at a General Meeting or Executive Board meeting in June, the newly elected Executive Board shall be considered installed as of midnight July 1.

### Section III: Vacancies

#### A. Upon the vacancy of the office of President, the First Vice President shall become President to complete the unexpired term.

#### B. Upon the vacancy of the office of First or Second Vice President, Secretaries or Treasurer, a new Officer shall be elected by the Executive Board for the balance of the term.

#### C. Upon the vacancy of the offices of both President and First Vice President the Second Vice President shall serve as Acting President:

1. In the event these vacancies occur after the April election and before the June installation, the newly elected President and First Vice President shall be installed as the last order of business at the next Executive Board meeting.
2. At any other time, The Second Vice President shall notify the Nominating Committee to begin the replacement process as outlined below.
  - a) The Nominating Committee shall select nominees for a new President and new First Vice President for the unexpired term.
  - b) The Nominating Committee shall report its selection of nominees to the Executive Board.

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- c) The Executive Board shall call an emergency General Meeting.
  - d) The Corresponding Secretary shall notify all Active Members of the vacancies, and of the new election, including nominees, date, time and meeting location.
  - e) The election procedure shall comply with By-Laws Article II Section II.
  - f) Installation of the newly elected Officers shall take place immediately after the election.
- D. Upon the vacancy of the position of Immediate Past President, the two elected members of the Nominating Committee shall identify all Past Presidents currently qualified to hold an office on the Executive Board under By-Laws Article I Section II: D. and, starting with the most recent first, offer the position of Immediate Past President to each in turn until the position is filled.

## Article III. Funds

### **Section I: Annual Budget**

- A. In September, the Treasurer shall prepare an Annual Budget for review and approval by the Executive Board. The Annual Budget shall consist of the following for the coming season:
- 1. Expected revenues
  - 2. Production Expenses for each planned production
  - 3. General Expenses not assigned to a production

### **Section II: Revenue**

- A. Subscribers and Patrons
- 1. A Subscriber is one who receives a ticket to each of Stony Hill Players/Pebble Players Youth Theatre major productions per season in consideration of an annual subscription fee.
  - 2. A Patron is one who provides annual financial support to Stony Hill Players/Pebble Players Youth Theatre activities in excess of the annual subscription fee as determined by the Executive Board. The Executive Board may designate various classes of Patrons according to the level of financial support (By-Laws Article III Section II: B. 3.).
- B. At its July meeting, the Executive Board shall determine for the following season:
- 1. Annual dues for Active Members
  - 2. Ticket prices
  - 3. The schedule of annual fees for Subscribers and Patrons
- C. Stony Hill Players/Pebble Players Youth Theatre may receive revenue from other sources.

### **Section III: Expenditures**

- A. Production Expenses
- 1. The Producer, with assistance from the Treasurer as needed, shall submit a list of projected expenses to the Executive Board for approval three months before the first scheduled performance. Upon approval, the Treasurer shall adjust the Annual Budget accordingly.
  - 2. After approval, expenditures in excess of 10% of the total expense approved for a production requires approval of the Executive Board.
- B. General Expenses
- 3. Unbudgeted General Expenses in excess of \$200 require approval of the Executive Board.

### **Section IV: Contracts**

- A. All contracts for the use of facilities for Stony Hill Players/Pebble Players Youth Theatre productions shall be in writing and shall be approved by the Executive Board and executed by the President.

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- B. Contracts for other services shall be approved by the Executive Board and executed by the President or Treasurer.
- C. Consideration for production facilities and other services shall be included in the annual budget.

## Article IV. Membership

### Section I: Active Members (Constitution Article III)

- A. Responsibilities – To remain in good standing, Active Members shall both:
  - 1. Pay dues each fiscal year:
    - a) For new Active Members, if accepted after the second production of the fiscal year, dues shall be prorated at the discretion of the Second Vice President.
    - b) Absent extenuating circumstances, prorated dues shall not be accepted two years in a row unless approved by the Executive Board.
  - 2. Do one or more of the following in the current or previous fiscal year:
    - a) Participate, either onstage or backstage, in a minimum of one major production.
    - b) Serve on the Executive Board.
    - c) Serve on either the Nominating or Play Reading Committees.
    - d) Make other significant work contributions as recognized by the Executive Board.
- B. Privileges – Privileges of Active Members shall include:
  - 1. One adult admission to each major production.
  - 2. Participation in all theatrical and social events.
  - 3. Right to vote.

## Article V. Committees

### Section I: Nominating Committee

- A. Composition
  - 1. The Nominating Committee shall consist of two elected Active Members in good standing and a Chair.
    - a) The Chair shall be the Immediate Past President. In the event that s/he is unavailable, the Chair shall be elected by the Executive Board.
    - b) Each elected member shall have been an Active Member for at least two years.
- B. Nominations and Election
  - 1. At the November General Meeting, nominations for the two elected members shall be from the floor.
  - 2. Election for the Nominating Committee shall be at the November General Meeting. The result of the voting shall be announced at the meeting and in the next issue of the Stony Hill Players/Pebble Players Youth Theatre newsletter.
  - 3. In the event of a vacancy of an elected member of this committee, the Executive Board shall appoint a replacement.
- C. Duties
  - 1. The Nominating Committee shall select nominees for the offices of the Executive Board.
  - 2. The Chair of this committee shall submit its slate of candidates to the Corresponding Secretary by the March Executive Board meeting.
  - 3. This slate shall be presented at the April General Meeting under the report of the Nominating Committee.

### Section II: Play Reading Committee



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## A. Composition

1. The Play Reading Committee shall consist of at least three elected Active Members.
2. Members of the Executive Board are ineligible for this committee.

## B. Nominations and Election

1. At the November General Meeting, nominations for the Play Reading Committee shall be from the floor.
2. Election of the Play Reading Committee shall be at the November General Meeting. The result of the voting shall be announced at the meeting and in the next issue of the Stony Hill Players/Pebble Players Youth Theatre newsletter.
3. In the event of a vacancy of an elected member of this committee, the Executive Board shall appoint a replacement.

## C. Duties

1. The Play Reading Committee shall first select a Chair. The result shall be reported to the President.
2. The Play Reading Committee shall read and recommend theatrical works as potential major productions:
  - a) The Committee should consider theatrical works among various theatrical genres consistent with Stony Hill Players/Pebble Players Youth Theatre' mission (Constitution Article II).
  - b) Any Active Member may submit suggestions for plays to any member of the Play Reading Committee. Such suggestions shall be in writing, signed, dated and include either a copy of the work or the information needed to obtain a copy of the suggested work (i.e., title, author, publisher and publisher contact information).
  - c) The Play Reading Committee, as a whole, shall review and consider such suggestions.
3. The Chair of the Play Reading Committee shall issue a status report on the theatrical works reviewed to date at the February Executive Board meeting.
4. The Committee shall present its final recommendations to the newly elected Executive Board (By-Laws Article I Section II: C. 1.).
  - a) There should be at least three recommendations for each major production.
  - b) For each recommendation, the Committee shall prepare appropriate rationale for, and mitigating/aggravating factors related to, its production.
  - c) The Committee may also make conditional recommendations that specify any element of how a work is to be produced.
  - d) Scripts and other materials that form the basis of the Committee's recommendations shall accompany this set of recommendations for reference by the Executive Board.
  - e) Ultimate responsibility for selection of theatrical works for production is vested with the Executive Board.

## **Section III: Casting Committee**

### A. Composition

1. The Casting Committee shall consist of:
  - a) The Stage Director of the production being cast
  - b) The Musical Director (if the production is an opera or musical)
  - c) The Producer
  - d) The Second Vice President, or designated Active Member
2. The Second Vice President shall be the Chair.
3. Other Active Members, except for members of the Play Reading Committee, may participate.

### B. Duties

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1. The Committee shall advertise and conduct at least two audition sessions for all major productions.
2. The Committee shall prepare and distribute an audition sheet to be completed by each auditioner. The audition sheet should include a brief synopsis of the play and each character.
3. After the completion of auditions, the Committee shall meet with the Stage Director and Musical Director to select each cast member. The Director shall have the ultimate decision regarding casting.
4. No later than 48 hours after the final tryout, the Committee shall offer each roles to each selected auditioner.
5. The Committee shall notify all other auditioners of their non-selection and thank them for their interest in Stony Hill Players/Pebble Players Youth Theatre.
6. The Committee shall dissolve upon completion of its duties.

## **Section IV: Ad Hoc Committees**

- A. Ad hoc committees may be authorized by:
  1. Two-thirds vote of the Executive Board
  2. The Active Members at any General Meeting by proper motion, duly seconded and a two-thirds affirmative vote per Constitution Article V, 3 (i.e., to the nearest-high whole number of voting Active Members).
- B. The dissolution of ad hoc committees shall be:
  1. By the committee itself upon fulfillment of its mandate
  2. By two-thirds vote of the body that originally authorized the committee

## **Article VI. Productions**

### **Section I: Schedule for the Fiscal Year**

- A. The Stony Hill Players/Pebble Players Youth Theatre fiscal year ends on June 30.
- B. It is expected that Stony Hill Players/Pebble Players Youth Theatre present three major productions per fiscal year: one each in the fall, late winter, and late spring. The Executive Board shall approve any increase or decrease in the number of productions presented annually.
- C. Stony Hill Players/Pebble Players Youth Theatre may also conduct other activities consistent with its mission.
  1. Youth-oriented productions
  2. Community events (e.g., First Night)
  3. Workshops. At the discretion of the Executive Board:
    - a) These may be open to the public.
    - b) A nominal admission fee may be charged for all attendees other than Active Members, Subscribers and Patrons.

### **Section II: Production Staff**

- A. All Stony Hill Players/Pebble Players Youth Theatre productions shall have a Producer and Stage Director.
  1. Responsibilities of the Producer shall include:
    - a) Seeing that all productions are technically prepared for public performance.
    - b) Appointing the chair of, coordinating and supervising the activities of all Production Committees:
      - i. Costumes
      - ii. Scenery
      - iii. Properties
      - iv. Lighting



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- c) Be responsible for: determining the need for, appointing the chair of, coordinating and supervising the activities of any optional Production Committees, including:
    - i. Master of Arms. When appointed, the Master of Arms shall be responsible for the safe storage and use of Inherently Dangerous Weapons (any swords or knives), Starters Pistols, or any other weapon-like Properties used on or off stage for effect or appearance. There should be no "live-firing" weapons used in Stony Hill Players/Pebble Players Youth Theatre productions!
    - ii. Makeup
    - iii. Painting
    - iv. Seating
    - v. Set Dressing
    - vi. Special Effects (F/X)
    - vii. Sound
    - viii. Transportation
  - d) Develop a budget for the production, assisted by the Treasurer (By-Laws Article III Section III: A. 1.).
  - e) The Producer should refrain from acting or directing while serving as Producer.
2. Responsibilities of the Stage Director shall include:
- a) Have the ultimate responsibility for casting all roles not identified as "pre-cast" by the Executive Board.
  - b) Be responsible for the artistic direction of the production in accordance with:
    - i. The instructions and copyrights of Author and Publisher.
    - ii. Constraints or guidelines issued by the Executive Board.
  - c) Select a Stage Manager with the approval of the Executive Board

## Article VII. Amendments

- A. At a General Meeting, these By-Laws may be amended by a two-thirds vote, to the nearest-high whole number, of all Active Members voting.
  - 1. A written notice of the proposed amendment(s) must be sent by U.S. mail to all Active Members at least 14 days prior to the meeting.
  - 2. There shall be no proxy voting.
  - 3. All Active Members unable to be present may submit absentee ballots to an Officer prior to the meeting.