

Operating Procedures

Sun City Community Theatre Club (club)

Sun City Summerlin Community Association, Inc. (SCSCAI) Policies:

1. Refer to SCSCAI's governing documents for all rules applying to Clubs within Sun City Summerlin.
2. If the below Sun City Community Theatre Club policies and procedures conflict with SCSCAI's governing documents, including without limitation any harassment and bullying policies, the governing documents will prevail.
3. SCSCAI's Clubs and Community Organizations Committee (CCOC) is a standing committee of the SCSCAI Board of Directors that operates under their guidance. It serves as a liaison between Clubs and the SCSCAI Board of Directors for the purposes of recommending changes in policy, endorsing special programs, and arbitrating matters of conflict. The CCOC establishes, reviews, and modifies the Procedures for Clubs and submits them to the SCSCAI Board of Directors for approval. The Sun City Community Theatre Club will abide by all CCOC approved procedures. Refer to the CCOC Procedures Manual for more information.

Club Specific Policies:

1. Per the Sun City Community Theatre Club (Board) Charter and CCOC

Procedures, officers of the club will be as follows:

- a. President (See Job Description on page 5)
 - b. Vice President (See Job Description on page 7)
 - c. Secretary (See Job Description on page 8)
 - d. Treasurer (See Job Description on page 10)
 - e. Director of Communications (See Job Description on page 11)
- 2. The Board will have authority to appoint other non-voting officer positions to the board, including but not limited to the following:**
- a. Social Committee Chair(s)
 - b. Stage Manager(s)
 - c. Play Committee Chair(s)
- 3. Club membership meetings will be held monthly. Dates and locations will be determined annually and sent to the membership in advance, with information sent to Sun City's Link magazine within the Link's timing requirements.**
- 4. Club membership meetings will include:**
- a. Review (or provided electronically) and of all meeting minutes (Board – unless confidential relating to a member, monthly membership, and any other applicable specialty-called meetings)
Approval requested for minutes of monthly membership Meetings
 - b. Review (or provided electronically) of Treasurer's report
Approval requested for treasurer's report

- c. Outstanding items / Old Business
- d. New Business
- e. Director of Communications updates
- f. Updates from Stage Manager(s) on club productions
- g. Updates from the Play Committee on processes or recommendations for upcoming productions

Budget:

An annual budget will be completed by the Theatre Board officers. The budget will be presented to the membership in the January meeting for discussion and membership approval. The budget will include anticipated costs and revenue for each theatre production as well as expenses for cast and crew and holiday parties.

Club Actor and Other Production Crew Requirements:

1. All actors are expected to attend the scheduled rehearsals and stay until the rehearsal is over. Actors are allowed two (2) pre-arranged absences from rehearsals; after these are exhausted the actor may be cut from the production or may be asked to take a different role.
2. All actors and crew will arrive between 5 – 10 minutes early for all scheduled rehearsals (unless arrangements are made with the director or other designated person). If excessive tardiness occurs (over five (5) times), an actor or crew may be replaced, or asked to take a different role in the production.
3. Constructive criticism is an important element involved in the production of any play. All club actors and crew must ascribe to the director's directions regarding the interpretation of each's role, are attentive to directions during rehearsal, maintain a positive attitude, and provide a maximum effort at all times.
4. All actors will cooperate, as applicable, with the costume crew by showing up for fittings at the arranged times and wear the costume as instructed by the costume crew and/or director. All actors will wear what they are directed to and will not determine what s/he might wear instead.
5. All actors will take care of their costumes.
6. All actors will provide their own shoes, underclothing, and makeup (if necessary).
7. Club actors and crew will bring script, pens, pencils, water, appropriate shoes, appropriate clothing, etc. to each rehearsal.
8. Actors shall be off-book with lines memorized when expected by the director. The expectation is that actors work to know their lines and blocking as soon as possible.
9. Actors and crew are to focus attention on the rehearsal process and not make telephone calls, texts, or other such activities that may distract from the purpose of rehearsals. All cell phones are to be set to silent during rehearsal times. If an emergency call/text occurs during a rehearsal, the actor or crew will remove themselves from the acting area to take the call/text.
10. If an emergency occurs where an actor or crew cannot make a rehearsal, the actor or crew member will personally contact the director and/or other designee, as soon as possible. Actor or crew member understands that if they miss a rehearsal and do not contact the director or designee, they may be replaced or have their role changed in the production.
11. Anyone whose conduct reflects negatively on the cast or crew and specifically, the Club, as a whole, will be dropped from the production.
12. Actors and crew are to conduct themselves in a manner that reflects integrity and respect for their director, fellow cast members, and all stage crew or those

assisting in various production responsibilities. No derogatory or denigrating comments or behavior directed toward others will be tolerated, whether it is in print, verbal, or via Internet, email, chat, or through social networking sites. This includes statements or actions regarding gender, race, class, sexual orientation, religion, age, culture, ethnicity, belief, or ability.

Dues:

Membership dues will be \$15 per member per year and are due each January. If dues are past due the member will be notified by the Director of Communications. After a reminder is sent with no response from the member, the member will no longer be on the club roster and will no longer be a member of the club.

Review of Club Practices and Procedures:

Annually, the Board will request two non-board members complete a financial and procedural review of club practices. Report from this review will be submitted to the membership during a membership meeting and will be filed with other club documents under the Secretary's control.

On a regular basis, no less than quarterly, a review of the club's website and Facebook page will be performed by a person, other than the administrator of the sites. Review of the sites includes, but is not limited to, validating all links are working as designated, there is no copywritten material posted without permission, and all comments appearing are relative in nature to the club, with no derogatory comments posted. The administrator of the sites will bring all derogatory comments and/or complaints received on either of the sites to the Board to be reviewed at each monthly Board Meeting.

Special Events:

There will be special events held each year. These special events include:

1. An annual holiday party to be held within the last calendar quarter of each year
2. A "Cast and Crew" (C & C) party to be held following each club Theatre production. The C & C Party is to thank all individuals for their time and commitment in generating a top-quality theatrical production.

Contracts:

Contracts for Independent Contractors or Sole Proprietors will be approved by a majority of the club officers. These contracts may include, but are not limited to:

1. Directors
2. Musical Directors
3. Choreographers
4. Musicians
5. Other entertainment (bands, singers, etc.)
6. Educational / Instructional Speakers

Room Reservation Authorizations:

The Director of Communications will have authorization to reserve all rooms on behalf of the club. The President will also have authority to reserve rooms as a back-up to the Director of Communications or when a special room may be needed outside of regularly calendared meetings or events.

Membership Contact Information:

Club member's contact information is for Club business only. Only the Theatre Club Board of Directors will have possession of the full member contact information. All emails sent to members from the Theatre Board will use the Bcc (blind carbon copy function). No other members, excluding the Theatre Board, has permission to email Theatre Club members from the full member contact list or any other list as noted

below.

NOTE: The Nominating Committee or the Social Committee may utilize the club roster when reaching out to members for their required purpose (i.e., contacting members about running for a board position, contacting members for a RSVP to a holiday party, etc.). These committees must properly destroy the roster when the committee has completed their responsibility requiring the use of the roster.

Members may provide further contact information when working on productions and that contact information may only be utilized for communication during the production, regarding the production only (i.e., rehearsal information, script changes, costume information, etc.). Any person sending emails to members regarding the production must utilize the Bcc (blind carbon copy) function when more than one recipient is being sent an email.