



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 6)
 - b. Vice President (See Job Description on page 8)
 - i. The membership may elect two Vice Presidents that will share the responsibilities as noted on page 8. Should two Vice Presidents be elected, the First Vice President will be indicated in the required Officer Form to be turned in to SCSCAI Community Services. The Second Vice President, and all other club officers, will be noted within all Board and Membership Meeting minutes and other such documents within the membership.
 - c. Secretary (See Job Description on page 9)
 - d. Treasurer (See Job Description on page 11)
 - e. Director of Communications (See Job Description on page 13)

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)
 - i. Approval requested for minutes of monthly membership meetings
 - b. Review (or provided electronically) of Treasurer's report
 - i. 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. Depending on the budget of the Club, costumes may or may not be provided by the Club. There may be times when actors will be responsible for the purchase of their own costume.
6. All actors will take care of their costumes.
7. All actors will provide their own shoes, underclothing, and makeup (if necessary).
8. Club actors and crew will bring script, pens, pencils, water, appropriate shoes, appropriate clothing, etc. to each rehearsal.
9. 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.
10. 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.
11. 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.
12. Anyone whose conduct reflects negatively on the cast or crew and specifically, the Club, as a whole, will be dropped from the production.
13. 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 Social Media:

On a regular basis, no less than quarterly, a review of the club's website, Facebook page, and any other social media pages 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 any 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.

Sun City Community Theatre Club (Club)

President Job Description

1. Shall preside over all Club meetings and be responsible for the administration of all Club business, shall act as principal liaison between the Club and Sun City Summerlin Community Association, Inc. (SCSCAI) and the Clubs and Community Organizations Committee (CCOC), shall appoint any committees deemed necessary, shall act as ex-officio chairperson over all committees with the exception of the nominating committee, and shall insure the financial and administrative integrity of the Club. All records shall be passed on to his/her successor.
2. Shall ensure all Club policies and procedures are in compliance with SCSCAI's governing documents and the CCOC's Procedures Manual.
3. Shall ensure the following is completed (may be delegated to other Board members):
 - a. Recommend changes to the Club's Charter and Operating Procedures in compliance with CCOC Procedures.
 - b. Prepare an annual budget to present to the Club membership for approval. Club dues shall be based on the annual budget.
4. Enter into contracts for services to be provided to the Club. Will complete the following with the contractor:
 - a. Contract for Services (under Theatre Board approval) form (Attachment IV of the CCOC Procedures) and Attachments A and B (Club developed)
 - b. IRS Form W-9
 - c. Sole Proprietor/Independent Contractor form (Attachment IV - A of the CCOC Procedures).
 - d. Copy of the contractor's personal liability insurance declaration or other proof of insurance coverage or refer contractor to Sun City Summerlin Community Services for waiver, if allowed.
 - e. Ensures that a Club Officer shall not be under contract within the same Club and Club Officers shall not receive any salary or other compensation for their services as officers.
5. Once above documents are obtained and reviewed for completeness, and approved by the Sun City Summerlin Community Services Department, will forward documents to Treasurer for retention and payment.
6. Ensure that a list of members for the current year is supplied to the Community Services Office by February 28 of each year.
7. Assure that all guest privileges are enforced and ensure the monitoring and tracking of member and non-member attendance.
8. Follow all procedures for Club Officer elections.
9. Fill any officer vacancy per CCOC Procedures.
10. Submit all Club reports and forms to the Director of Community Services as required.
11. Ensure the operational safety and the proper care and use of all equipment and facilities.
12. Ensure all Club members abide by the rules mandated by SCSCAI and the City of Las Vegas.

13. Ensure that newly elected Club Officers shall be thoroughly briefed on all aspects of Club by outgoing Club Officers.
14. May attend Club Officer's meeting held by the Executive Director, Director of Community Services, and CCOC Committee.
15. Shall serve as co-Production Manager with the Vice President for all Club productions (unless otherwise delegated)
16. Shall be a signatory (one of two required) on the Theatre Club's checking account.
17. Shall be a voting member of the Sun City Theatre Board of Directors.
18. Shall be an authorized party on production licensing websites and will authorize new users when term is completed. This includes the President, Vice President(s), and Treasurer. Will ensure previous authorized users are removed when Board terms have expired. Licensing websites include, but are not limited to, Concord, MTI, etc.

Sun City Community Theatre Club (Club)

Vice President Job Description

Membership may elect a First and Second Vice President

In the event of two Vice Presidents the following duties will be split but both will be voting members of the Board

1. Shall preside at all meetings in the absence of the president and shall perform other duties as may be assigned by the president. If serving in absence of President, will refer to all responsibilities under the President's Job Description to ensure compliance in all areas.
2. Shall ensure all Club policies and procedures are in compliance with SCSCAI's governing documents and the CCOC's Procedures Manual.
3. Shall ensure the following is completed:
 - a. Recommend changes to the Club's Charter and Operating Procedures in compliance with CCOC Procedures.
 - b. May, under approval from the President, enter into contracts for services to be provided to the Club. Ensures that a Club Officer shall not be under contract within the same Club and Club Officers shall not receive any salary or other compensation for their services as officers.
 - c. Ensure all Club members abide by the rules mandated by SCSCAI and the City of Las Vegas.
 - d. Ensure that newly elected Club Officers shall be thoroughly briefed on all aspects of Club by outgoing Club Officers.
 - e. May attend Club Officer's meeting held by the SCSCAI Executive Director, Director of Community Services and/or CCOC Committee.
 - f. Complete a regular review, not less than quarterly, of club's website, Facebook, and any other social media sites. Validation of this review will be presented to the Board and will include the areas that were reviewed. The review will include, but is not limited to, validating all links are working as designated, ensuring there is no copywritten material posted without permission, and all comments appearing are relative in nature to the club, with no derogatory comments posted.
4. Shall serve as co -Production Manager for all Club productions (unless otherwise delegated).
5. Shall be a signatory (one of two required) on the Theatre Club's checking account.
6. Shall be a voting member of the Sun City Theatre Board of Directors.
7. Shall be an authorized party on production licensing websites and will authorize new users, under the President's direction, when term is completed. This includes the President, Vice President(s), and Treasurer. Will ensure previous authorized users are removed when Board terms have expired. Licensing websites include, but are not limited to, Concord, MTI, etc.

Sun City Community Theatre Club (Club)

Secretary Job Description

1. Shall record all meeting minutes and make those available for review by any member of the Club upon request (exception of Board minutes areas that may relate to personal member information). Meeting minutes include, but are not limited to the following meetings:
 - a. Theatre Board of Directors meetings
 - b. All Club General Membership meetings
 - c. Production Team meetings
2. Shall present Club membership meeting minutes at each membership meeting and will amend any minutes, as applicable, after membership requested and/or other approved changes. Meeting minutes should include, but are not limited to (in this order):
 - a. Date and time of meeting opening
 - b. Number of attendees and whether a quorum is established or not
 - c. Review (or provided electronically in advance of meeting) of previous membership meeting minutes (Board or other Meeting Minutes will only be presented if requested by an individual member and will be sent to that individual member separately)
 - d. Approval requested for minutes of monthly membership meetings
 - e. Review (or provided electronically) of Treasurer's report
 - f. Approval requested for treasurer's report
 - g. Outstanding items / Old Business
 - h. New Business
 - i. Director of Communications updates
 - j. Updates from Stage Manager(s) on club productions
 - k. Social Committee updates
 - l. Any other discussions
 - m. Closure of meeting and time closed
3. Shall work with the Treasurer of the Club to ensure a Club roster is maintained on an ongoing basis that includes the permissions the member has granted or not granted regarding the use of their personal information (i.e. address, phone number(s), email address, pictures, videos, etc.)
4. Shall provide the membership roster to the Community Services Department on a regular basis.
 - i. NOTE: The first membership roster must be completed prior to February 28 of each year. The roster should be updated every few months if membership has changed.
5. Shall retain all Secretary records for a minimum of three (3) years (Ensure all records are passed on to successor)
 - a. Shall ensure all Club records and templates (with the exception of those forms to be retained by the treasurer) are organized and retained for three years. Current records and templates are to be retained until updates occur. The following records and templates to be retained include, but are not limited to:

- i. Club's Charter
 - ii. Club Officer Form
 - iii. Club's Operating Procedures
 - iv. Minutes of **all** meetings
 - v. Copies (including all workpapers) of Club audits and/or reviews completed
 - vi. Club procedure templates(blank) and completed and/or documents as defined, including but not limited, to:
 - 1. Board Job Descriptions
 - 2. Production Job Descriptions
 - 3. New Member and Authorization forms
 - 4. Audition Notices
 - 5. Tracking sign-in or other forms to ensure all members and/or non-members are accounted for at every meeting or Club event (see item 5. below)
6. Shall be a signatory (one of two required) on the Theatre Club's checking account.
 7. Shall ensure that all guest privileges are enforced and ensure the monitoring and tracking of member and non-member attendance at Club meetings and all other Club functions, as required under VI. Club Operations & Requirements of the Clubs and Community Organizations Committee (CCOC) Procedures.
 - a. Shall ensure all attendance records of every meeting and rehearsal are accurate.
 - b. Shall ensure all attendance records are forwarded to the Director of Communications on a weekly basis.
 8. Shall work with the Director of Communications (DC) in providing applicable information that is to be sent to the Club membership and/or SCSCAI's various departments. The DC will be responsible for completing all communications for the Club. Any emails to be sent to the club membership or any SCSCAI's offices must be sent by the DC. (This excludes required Treasurer's reports that must be completed and sent by the Treasurer.) If, the DC is not available, all communications will be submitted to the President for review and submission to the membership and/or SCSCAI's offices.
 9. Shall ensure all Club members abide by the rules mandated by SCSCAI and the City of Las Vegas.
 10. Shall be a voting member of the Sun City Theatre Board of Directors
 11. Oher duties as requested by the President.

Sun City Community Theatre Club (Club)

Treasurer Job Description

1. Shall receive all monies and pay all bills owed by the Club
2. Shall keep an up-to-date ledger recording all financial transactions; shall reconcile and retain all bank statements, shall prepare financial reports for monthly meetings (Theatre Board and Membership meetings) to be made available (or emailed) for review by any member of the Club upon request.
3. Shall follow all requirements of the Club treasurer's record system as defined in Section VII. of the Clubs and Community Organization Committee (CCOC) Procedures. NOTE: Treasurer's records will be retained for a minimum of ten (10) years and passed on to each successor.
4. Shall prepare an annual budget to present to the Club membership for approval. Club dues shall be based on the annual budget.
5. Shall prepare a monthly report (verbal or written) to be presented at the monthly Club membership meetings.
6. Shall ensure that any unbudgeted item expense over 20% is presented to the Club membership for quorum approval BEFORE expense is paid.
7. Shall keep a record of all dues paid and those member in arrears and will report to the Theatre Board at monthly meetings of such.
8. Shall provide all financial records and accounting procedures (written or unwritten) to individuals that may be appointed to audit and/or review Club's records.
9. Shall ensure all Club members abide by the rules mandated by SCSCAI and the City of Las Vegas.
10. Shall ensure the Club receives the following from all independent contractors the Club hires:
 - a. IRS Form W-9
 - b. Sole Proprietor/Independent Contractor form (Attachment IV - A of the CCOC Procedures).
 - c. A completed and signed Contract for Services form (Attachment IV of the CCOC Procedures) and Attachments A and B (Club developed)
 - d. Copy of the contractor's personal liability insurance declaration or other proof of insurance coverage or refer the contractor to Sun City Summerlin Community Services to obtain a waiver, if allowed.
11. Ensure a Request to Issue 1099 form (Attachment V of the CCOC Procedures) is submitted to the Community Standards Services Department within required timeframes, if applicable) (IX. Club Reports and Forms, Request to Issue 1099 of the CCOC Procedures)
12. Shall work with the Secretary of the Club to ensure a Club roster is maintained on an ongoing basis that includes the permissions the member has granted or not granted regarding the use of their personal information (i.e. address, phone number(s), email address, pictures, videos, and the use there of)
 - a. Shall provide this list to only those Club members that have a "need to know" responsibility. This includes the President, Vice President, Director of

Communications, Chair of Nominating Committee, and Chair of Social Committee. Any other sharing of this roster and information may only be provided under the President or Vice President's approval.

13. Shall ensure New and Existing Authorization Forms are obtained for every Club member each year.
 - a. Will update the Club roster with information received from the Authorization Form
14. Shall be a signatory (one of two) on the Theatre Club's checking account.
15. Shall be a voting member of the Sun City Theatre Board of Directors.
16. Other duties as requested by the President.
17. Shall be an authorized party on production licensing websites and will authorize new users, under the President's direction, when term is completed. This includes the President, Vice President(s), and Treasurer. Will ensure previous authorized users are removed when Board terms have expired. Licensing websites include, but are not limited to, Concord, MTI, etc.

Sun City Community Theatre Club (Club)

Director of Communications (DC) Job Description

1. Shall control and oversee the flow of communication and information for all Club areas. This includes (with the **exception** of Treasurer requirements and meeting attendance records completed by the Secretary) under the Clubs and Community Organizations Committee (CCOC) Procedures:
 - a. All emails sent to club membership (with exceptions for special President messages.) This includes, but is not limited to:
 - i. Play announcements (with attachments, if applicable)
 - ii. Audition announcements (with attachments, if applicable)
 - iii. Membership Meeting announcements (with attachments, if applicable (I.e., Treasurer's Report and Minutes of last meeting, if Treasurer and Secretary will not be passing out documentation at meeting)
 - iv. Calendars for meetings, rehearsal, auditions, etc.
 - v. Nomination announcements and request for nomination committee volunteers
 - vi. Review and/or audit information to be shared with membership
 - vii. Any other announcements or information to be shared with the Club membership (announcements from Social Committee, Play Committee, etc.)
 - viii. Members late in paying annual dues.
 - b. All emails, phone calls, texts, and other correspondence with Sun City Summerlin Community Association, Inc. (SCSCAI) offices with the exception of confidential information that will be handled by the Club President and/or Vice president.
2. Shall act as the face of the club for all production advertising to SCSCAI and recommend to the Theatre Board any marketing to promote productions of Club.
3. Shall be the administrator for the Club's website and public Facebook page. If assistance is needed the Board will approve an assistant to help with the administration of the social media pages.
4. Shall complete a monthly or quarterly review, or ensure a monthly or quarterly review is completed, of club's website and Facebook social media sites. Validation of this review will be presented to the Board and will include the areas that were reviewed. The review will include, but is not limited to, validating all links are working as designated, ensuring there is no copywritten material posted without permission, and all comments appearing are relative in nature to the club, with no derogatory comments posted.
5. Shall reserve and amend all upcoming and existing room reservations with the Community Standards office. Rooms to reserve include:
 - a. Audition rooms
 - b. Practice rooms (including the theatre)
 - c. Membership meeting rooms
 - d. Theatre for dress rehearsals and actual productions
 - e. Club party rooms (cast parties, holiday parties, etc.) unless the Theatre Social Committee is reserving separately
6. Shall be the point of contact for all of Club membership to ask questions, file complaints, and any other correspondence the Club may receive.

7. Shall be responsible for logging all complaints received and present to the Theatre Board for resolution. Will correspond back to complainant with resolution.
8. Ensure all Club members abide by the rules mandated by SCSCAI and the City of Las Vegas.
9. Shall be a voting member of the Sun City Theatre Board of Directors.
10. Other duties as requested by the President.