



Tahlequah Community Playhouse, Inc.

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Policy and Procedures Manual Officers and Committees

- A. The President shall be the principal executive officer of the Corporation and, subject to the control of the Board, shall, in general, supervise and control the business and affairs of the Corporation. The President shall preside at all meetings of the Membership, Board of Directors and the Executive Committee, and:
- i. May appoint special committees as required, with the approval of the Board.
 - ii. Shall present the annual report to the Membership.
 - iii. Shall sign, with the Secretary, any deeds, mortgages, bonds, contracts or other instruments which the Board authorizes to be executed.
 - iv. Shall, in general, perform all other duties incident to the office of the President and such duties as may be prescribed by the Board.
 - v. Shall set the agendas for all Board and Semi-annual Membership Meetings.
 - vi. The president shall have a discretionary fund of up to \$250 to allocate for use without board approval for incidental expenses necessary for the efficient operation of the organization.
- B. The Vice President/President Elect shall:
- i. Be elected by the members of the Board
 - ii. Perform the duties of the President, in the President's absence, death, inability or refusal to act. When serving in this capacity, this officer shall have all the powers of and be subject to all restrictions upon the President. Should the office of President be vacated prior to the annual election, the President Elect shall succeed to the Presidency and vacate his/her position as Vice President/President Elect.
 - iii. In general, perform all duties incident to his/her office and such duties as may be prescribed by the Board, as well as be responsible for these committees:
 - a. Membership
 - b. Nominating
- C. The Secretary shall:
- i. Handle all necessary correspondence of the Corporation.
 - ii. Keep the minutes of the meetings of the Board, Executive Committee and General Membership.
 - iii. See that all notices are duly given to Board Members and members of their respective meetings in accordance with the provisions of these Bylaws or as required by law.
 - iv. Be custodian of the corporate records, with the exception of the financial records, and of the corporate seal, and shall see the corporate seal affixed to all documents the execution of which on behalf of the Corporation under its seal is duly authorized.
 - v. Sign, with the President, any deeds, mortgages, bonds, contracts or other instruments which the Board authorizes to be executed, except in cases where signing and execution thereof shall be expressly delegated by the Board or these Bylaws to some other officer or agent of the organization, or shall be required by law to be otherwise signed or executed.
 - vi. Perform all duties incident to the office of Secretary and other such duties as may be assigned to the Secretary by the Board.
- D. The Treasurer shall:
- i. Have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for money due and payable to the corporation from any source whatsoever,

and deposit all such monies in the name of the Corporation in such depositories as shall be selected by the Board.

- ii. Prepare and present a monthly financial report to the Board, and prepare and present a yearly report to the General Membership.
- iii. Prepare or have prepared, a true statement of the Corporation's assets and liabilities in responsible detail. This statement shall be made and filed at the corporation's principal place of business in the State of Oklahoma within 30 days of the close of the fiscal year and kept at said office for a period of at least 10 years.
- iv. Perform all duties incidental to the office of Treasurer and any other such duties as may be assigned to the Treasurer by the Board.
- v. Serve as Chair of the Budget Committee

E. The Parliamentarian shall:

- i. Advise the Board Members in the active, proper, procedures during any meeting.
 - a. The Parliamentary Authority of this corporation shall be Robert's Rules of Order, Newly Revised, supplemented by Robert's Parliamentary law.

F. Board Members shall:

- i. Attend all board meetings
 - a. Board members missing in excess of 3 meetings a year may be removed by a simple majority vote of the board.
 - b. Board members will be notified at least 2 weeks prior to the board vote for removal and are encouraged to attend.

Standing committees shall consist of the following:

A. Membership Committee

- i. The Vice-President/President Elect shall serve as the chair of the Membership Committee and shall appoint two (2) additional members subject to the approval of the membership.
- ii. The Membership Committee shall maintain an up-to-date list of all active members and shall be prepared in conjunction with the secretary to call roll and record votes in the event of a standing vote.
- iii. The Membership Committee shall develop and implement an annual membership drive.
- iv. The Membership Committee shall develop and submit a proposed budget to the Budget Committee.
- v. The Membership Committee shall submit a written report to the membership at the Semi-annual Membership Meeting.

B. Budget Committee

- i. The Treasurer shall serve as the chair of the Budget Committee. Additional members of the Budget Committee shall be made up of Appointed Committee Chairs (Publicity, Social, Play Reading, Fund-raising, and Educational Outreach Committee).
- ii. The Budget Committee shall develop an annual written budget to be submitted to the April Board of Director meeting and then emailed out to the membership within 48 hours. The budget is subject to approval by the Membership at the May Semi-annual Membership Meeting.

- iii. Line items shall include, but not be limited to, the items in Appendix A.
- iv. The Budget Committee shall meet at the end of each production to review current budget status and recommendation for any change. A written report of any recommended changes shall be submitted to the Board of Directors at the following monthly meeting. All changes shall be subject to the approval of the Board of Directors.

C. Publicity Committee

- i. The Publicity Committee in conjunction with the Administrative Support Contractor shall arrange all publicity for the corporation by notifying the Chamber of Commerce, all newspapers, social media, electronic media etc.
- ii. The Publicity Committee in conjunction with the Administrative Support Contractor shall arrange for development and disbursement of all flyers, programs, etc. for each production of the corporation.
- iii. The Publicity Committee shall submit a publicity budget for each production in cooperation with the director(s) to the budget committee.
- iv. The Publicity Committee shall be responsible for providing copies of all pertinent publicity releases, flyers, programs, etc. to the historian (secretary) of the corporation following each production.
- v. The Publicity Chair shall make a final written financial report to the treasurer at the budget meeting following each production.

D. Box Office Committee

- i. The Box Office Committee in conjunction with the Administrative Support Contractor shall keep a contact a list of all patrons who attend performances including walk ins. A Box Office volunteer needs to get contact information from all walk ins.
- ii. The Box Office Committee members shall serve as Box Office or appoint someone to do so, selling tickets at each performance and keeping a detailed account of money received and total attendance.
- iii. The Box Office Committee shall make a final written financial and attendance report to the treasurer and membership following each production at the budget meeting.
- iv. The Box Office Committee will recruit volunteers to setup, serve, and cleanup the front of the house at performances. The Box Office Committee will ensure the availability of wine and sparkling grape juice at the performances.

E. Social Committee

- i. The Social Committee shall be responsible for organizing all social events, not to include cast parties, of the corporation. These events shall include, but not be limited to The Annual Erwin Awards Banquet, holiday celebrations, etc. and participation in local, state and national events pertinent to the purpose of the corporation.
- ii. The Social Committee is responsible for informing the membership when and where such events take place.

F. Play Reading Committee

- i. The Play Reading Committee shall be a minimum of five (5) members consisting of two (2) past directors, one (1) member Executive Committee and at least two (2) additional members. All members of the corporation.

- ii. The Play Reading Committee will be formed prior to or at the January meeting.
- iii. The Play Reading Committee will read all suggested plays and present to the membership via email after the October meeting to be voted on at the November Semi-annual Membership meeting. The committee shall suggest up to 6 plays and two musicals and include a synopsis of each.
- iv. At the November Semi-annual Membership Meeting, the membership shall select three (3) plays and one (1) musical.

G. Nominating Committee

- i. The President shall appoint a Nominating Committee consisting of at least (5) members at the January Board Meeting. Members will consist of one (1) Vice President/President Elect who will serve as chair, (2) active members not serving on the Board of Directors. The President is restricted from serving on this committee.
- ii. The committee shall meet and nominate one or more persons for each open Board of Director position.
- iii. The Nominating Committee will present the recommended slate of Board of Directors at the April Meeting. The slate will be emailed to general membership after the April meeting. All nominations shall be presented again at the May Semi-annual Membership Meeting to be voted on.
- iv. The slate shall consist of active members.
- v. The committee will be disbanded May 31st.

H. Website Committee

- i. Shall maintain the organizations website including online ticket sales.
- ii. The committee shall listen to input of members and the Board of Directors to make additions, and corrections to the website.

I. Fundraising

- i. Shall host a membership drive prior to the opening of the first play.
- ii. May host other fundraising events throughout the year.
- iii. Shall be chaired by an active member.
- iv. The fundraising committee will investigate options and organize plans for the course of the year. The committee will appoint project chairs to carry out fundraising events.
- v. Shall submit a report of revenue and expenses for each fundraising event to the Treasurer, and report to the Board of Directors after each event.

J. Educational Outreach Committee

- i. The committee will bring educational opportunities to members of the community who might otherwise not experience live theatrical performances.
- ii. The committee will bring the opportunity to learn theatre arts to the youth of the community.
- iii. The committee will find opportunities to bring live theatrical performance into community events.
- iv. The committee will raise community awareness of contemporary theatre arts.