

COMMUNITY CIRCLE PLAYERS, INC. A/K/A RIVERWALK THEATRE

BY-LAWS

I. Committees.

Edits as of February 18, 2019.

Upon recommendation of the President, the Corporation may create ad hoc committees to conduct capital campaigns or to undertake any other special projects or initiatives. Such ad hoc committees shall be created and dissolved upon a majority vote of all sitting members of the Board of Directors (Board). The President will encourage Board members to participate on ad hoc committees and may appoint non-Board members to such committees at his or her discretion.

In addition, the Corporation shall have the following standing committees which shall be appointed by the President with the advice and consent of the Board and which may include both Board members and Active Members not otherwise on the Board:

A. The Executive Committee

1. The **Executive Committee** shall be composed of the five officers named in Article X of the Constitution. It shall meet in between regular board meetings and shall be responsible for transacting urgent business and for developing items for action by the board. With the input of the full Board, the Committee shall develop and maintain short and long term strategic plans and shall oversee their implementation by the Corporation's standing and ad hoc committees.
2. On its own initiative, the Executive Committee may develop recommended changes to the Corporation's Constitution, by-laws, and policies for consideration by the Board. In addition, the Administrative Vice President shall serve as an Executive Committee liaison and advisor to any Committee wishing to propose such changes.
3. Officers who are not members of the board will serve on the executive committee at the discretion of the President. The board-related duties of such officers shall be defined in writing by the president.
4. The President shall appoint a panel of Judges each July. No member of the Board of Directors shall serve as a Judge. The judges shall attend and evaluate in writing each production of the season of July through June and shall thereby select individuals and shows to be recognized at the Annual Awards Night which shall be held not later than the fourth weekend in June of each year.

B. The Finance Committee

The **Finance Committee** shall plan an Operating Budget; propose show and season-ticket prices; oversee compliance with, and recommend changes to, the Corporation's fiscal policies; recommend revenue strategies; identify and pursue grant opportunities; identify opportunities for, and pursue attainment of, corporate underwriting or donations; and identify areas where the Corporation may reduce costs through changes in purchasing practices. If not chairing this Committee, the Treasurer shall serve as an advisory member, and shall be responsible for preparing the Corporation's annual, proposed budget based on the input of this Committee's members. The Board may adopt, reject, or modify this Committee's proposed ticket prices, budget, and other recommendations through a majority vote of all sitting Board members.

C. Production Committee

1. The **Production Committee** shall:

a. Exercise general oversight over the Corporation's artistic policies and make related recommendations to the Board of Directors.

b. Develop and recommend to the Board a slate of proposed shows for each season, July through June. The Committee may carry out this function through separate, but co-equal, subcommittees relating to the Riverwalk Theatre's two stages. Each subcommittee shall have its own chairperson. These subcommittees will communicate with each other during the season selection process to ensure an effective and efficient process.

c. develop and maintain guidelines for producers and directors to promote the safe presentation of quality productions.

d. Review proposals for special events and staged readings to be held at, or presented by, the Riverwalk Theatre, and make appropriate recommendations to the Board on whether to host or present such special events or staged readings. When any such recommendation will require the Corporation's financial support, the Committee will provide a proposed budget to the Board.

e. Select the recipient of the Bob Gras Award to be recognized each year at the Barney Awards event.

f. Assure each show has a producer who shall serve as a liaison between the show's production team and the Committee, and perform other duties as assigned by the Board of Directors.

2. If not chairing this Committee, the Vice President of Production shall serve as an advisory member. In consultation with this Committee, the Vice President of Production shall appoint show producers and, when such producers are not Board members, serve as a liaison between producers and the Board.

D. Human Resources Committee

The **Human Resources Committee** shall be chaired by a Board member who is not on the Executive Committee, and shall:

1. Determine criteria, job descriptions, and compensation for all paid employees. The Committee shall interview and recommend to the Board candidates for such positions.
2. Work with the President and Secretary to develop and present an annual slate of nominees for election to the Board of Directors and shall gather and summarize biographical information to be mailed with the ballot.
3. Prepare an annual slate of officers to be presented at the June meeting for approval by a majority of the Board. The President shall serve as an advisor to this Committee but shall not participate in any deliberations regarding nominations to fill that office for the upcoming season.
4. Develop and maintain lists of volunteers interested in production crew, front-house and concessions, and the costume shop. The Committee shall assess the interest and abilities of such volunteers and communicate relevant information to appropriate persons within the organization. Information regarding volunteers interested in serving on the crew for productions will be shared with the Production Committee.

E. Physical Resources Committee

The Physical Resources Committee shall do all of the following:

1. Identify all building repair and modification needs, have general oversight over building and parking lot maintenance, and make appropriate recommendations to the Board.
2. Oversee the maintenance, lending, rental, and disposal of all Riverwalk Theatre set pieces, props, equipment, costumes, and scene shop materials. As appropriate the Committee will make recommendations on the acquisition of related items, and the adoption or modification of policies affecting such assets.
3. Review all contracts and agreements regarding physical resources to be submitted for Board consideration so that it can make appropriate recommendations. This shall include, but not be limited to, contracts for building construction/modification, services contracts, and leases for the use of space needed for the Costume Shop or for any other purpose.

F. Promotions and Engagement Committee

I. The Promotions and Engagement Committee shall:

- a. Promote the organization and its brand.
- b. Promote all productions, special events, and staged readings to be presented by the Riverwalk Theatre. The Committee may develop and implement audience development initiatives.

- c. Plan and implement initiatives to increase the number of Members, donors, performers and volunteers.
- d. Host an Annual Meeting of the Members, the Barney Awards ceremony, and any special events at Riverwalk Theatre that the Committee determines appropriate.
2. The Board shall appropriate funds in its annual budget for this Committee to carry out its functions, and the Committee may seek additional funding from the Board during the fiscal year to support special marketing events and initiatives.

II. Membership Levels

1. Actor, \$15-\$24; eligibility to vote at the Annual Meeting.
2. Technician, \$25-\$49; as above, plus listing in the program.
3. Stage Manager, \$50-\$99; as above + 1 voucher good for any 1 show.
4. Director, \$100-\$499; as above, except two vouchers good for any one show.
5. Producer, \$500-\$999; as (2) above, plus listing on the Donor Board, a named seat in the side section of the Theatre, and one season ticket.
6. Angel, \$1,000+; as (5) above, except a named seat in the center section and two season tickets.

III. Artistic Policy.

1. Directors shall be invited by letter not later than September 1 to submit proposals for the coming season of July through June.
2. Directors to be invited shall be considered according to the following criteria:
 - a. A person who has previously directed a production in the Greater Lansing area, and/ or;
 - b. A person who has served as Assistant Director on a production in the Greater Lansing area, and/or;
 - c. A person who has directed productions in other areas and who has references to that effect, and/or;
 - d. An experienced theater worker with a clear plan of production.
3. If a person on the Play Selection Committee, or a member of his/her immediate family submits a play for consideration, said person shall resign from that committee.

4. Recommendations for the coming season of July through June shall be made not later than Feb 1. The season shall be voted upon by the Board in March.

5. Availability of production rights for all potential selections shall be determined before such selections are announced. If such rights are subsequently withdrawn:

a. The Director and Play Selection Committee shall choose an alternate production within 30 days of the notice being received of such withdrawal.

b. If such withdrawal is within 120 days of the scheduled opening date, this alternate selection shall be made within 14 days of the notice being received.

c. If no alternate selection has been made by the Director 90 days before the scheduled opening date, the Play Selection Committee shall within 7 days of this date:

1). Actively consult with the Director to determine a selection; and

2). If no such alternate selection has been determined within these 7 days, the Play Selection Committee shall select an alternate production and may select an alternate director within the next 3 days.

6. A producer who may be a Board member shall be selected for each production of the season. All producers shall report to the Production Vice President.

7. Auditions shall be open to all members of the community. If circumstances require the pre-casting of one or more roles in a given show, which should be avoided if at all possible, that fact shall be made known in advance of the Auditions.

8. All persons who work on a production must sign the Liability Release Form. The signature of a parent is required for persons under 18 years old.

9. Cancellation of a scheduled performance, before the day of that performance, may be made by the President upon the advice of the Manager, with the advice and consent of a majority of the Executive Committee.

10. Cancellation of a scheduled performance, on the day of that performance, may be made by the President not later than 4 hours before the scheduled time of the performance, upon the advice of the Manager and with the advice and consent of the director, producer and stage manager of that show.

IV. Fiscal Policy.

1. The Fiscal Year shall begin July 1 and end June 30.
2. All checks shall be signed by the Treasurer or President.
3. Only the Treasurer and President are authorized to sign payroll-related checks.
4. Any single expenditure of \$500 or more must be approved by the Board in advance. Any single expenditure of \$1000 or more must be approved by the Board in advance and must have bids on the provision of items or services therefore, by at least three (3) potential suppliers. This shall include, but not necessarily be limited to:
 - a. Capital equipment such as machines, fixtures and furniture;
 - b. Contracts for specific work to be done on & within the theatre.

This shall not include:

- a. Periodic payment of a wage which has been contractually agreed upon;
 - b. Payment on an outstanding bill which has been contractually agreed upon;
 - c. Payment of show-specific expenses such as production materials and supplies, royalties, musicians and advertising, when those expenses have been listed in the approved budget for a show.
5. The Board may establish additional bank accounts as needed to hold funds designated for specific purposes. Policies for the handlings of funds in additional accounts shall be consistent with these By-Laws.
 6. The Treasurer shall advise the Board on a monthly basis of the Corporation's ability to meet its expected financial obligations during the next four months.
 7. No show will become a part of the board-approved season without a written agreement on royalties. In the event of original unpublished shows, a written royalty statement, if any, will accompany the show's submission to the season selection committee.

V. Production Policy.

1. The production budget for each show shall be designated in the budget when adopted. Production budgets shall assume a two-week run. If a show has a different run schedule, the Board may approve a different production budget amount. The Selection Committee will designate major and minor musicals at the time they present the season to the Board for its approval. Production costs include the following: set, costumes, props, make-up/wigs, lights, sound and special effects.

2. Maximum production budgets for all productions are set when the organization's annual budget is approved in June of each year. No director should agree to do a show unless he/she is willing to do it for the budgeted maximum.

3. Although producers or directors need not raise additional production funds, they may certainly do so. However, production costs may not be increased to reflect additional funds raised without the approval of the Executive Committee. In no case shall additional funds be authorized unless they are guaranteed two months prior to production.

4. As a matter of policy, anyone seeking major grants, contributions, or donations over \$500 must have the approval of the Grants Committee and the Board President. If the potential funding source has recently been approached for a major grant, contribution, or donation, it is not in the best interest of the theatre to approach that funding source until sufficient time has passed. Selling houses or blocks of tickets for regular performances does not constitute additional funding since they represent box office revenue already in the budget. Selling brush-up or dress rehearsals does constitute additional funding, as does additional sale of program advertising.

If additional funding is sought to augment the production budget for a show, the following shall apply:

- a. The increased production budget must have approval of the Board of Directors, and
- b. Fifty percent of additional funds raised must be applied to production overhead (e.g. theatre management, utilities, printing...) and 50 percent of the funds raised may be applied to the production expenses (e.g. sets, costumes, music...).

5. Riverwalk theatre shall not pay for any costs associated with the use of equity actors in any part of production, including, but not limited to, costs associated with indemnification and liability.

VI. Building Use Policy.

1. All fire exits, paths and hallways must be kept clear. Fire drills are mandatory. Set designs must be submitted to the Manager to be kept on file in the office for the Fire Marshall's review.

2. If the theatre is modified for a production, the theatre must be restored to its original condition following that production unless prior Board approval is received.

3. Storage areas may be used for the property of other community theater groups pending defined agreement therefor.
4. Consumption, sale or distribution of alcoholic beverages is not allowed in the theatre unless specific permission has been granted by the Board.
5. All use of the theatre by outside groups shall be upon a written contract, to be signed by the President of the Corporation and a representative of the outside group.
6. One-half (50 percent) of the appropriate rental fee shall be due and payable upon the signing of a contract. The other half being due and payable on or before the date of the first public performance or event conducted by the rental party.
7. There shall be no smoking of tobacco products anywhere in the theatre building, except on-stage by actors, in character. Directors will be asked to avoid onstage smoking except where plot or character depends on it. If there is to be smoking onstage, notices to that effect must be posted in the lobby.
8. Rental of the Riverwalk facility does not include the right to use our logo in advertising, our mailing list or the theatre's bulk mail permit. The rental contract for the Riverwalk facility strictly prohibits such use.
9. A sponsoring agency that purchases or underwrites a performance, may make use of the lobby in order to provide pertinent information, by live volunteers or by printed materials, for the time of that sponsored event only.

VII. Manager.

The Corporation shall employ a Manager, who shall report to the President and whose responsibilities shall include, but not necessarily be limited to:

1. Managing the business of the theatre on a day-to-day basis.
2. Ensuring that all necessary advertisements are placed for auditions and performances.
3. Ensuring that all technical elements of the theatre are in good working order.
4. Soliciting, and signing up, outside groups to rent all or part of the theatre for times at which the Corporation has no business of its own scheduled. Rental agreements shall

be consistent with theatre policy including a prohibition against using the theatre's logo, mailing lists, or bulk mail permit.

5. Developing & recommending to the Board a schedule of rental fees.
6. Maintaining and coordinating a schedule of all events occurring at the theatre.
7. Ensuring that the theatre is neat and clean before each performance.
8. Supervising any other employees that the Corporation may hire from time to time.
9. Ensuring that the theatre's mailing lists are not given, shared or otherwise released to any individual or organization by either management or by the board members without approval by majority vote of the full Board.
10. Ensuring that no theatre property leaves the theatre without the specific permission of the manager.

The Manager may be reimbursed for expenses incurred.

VIII. Technical Coordinator.

The Board may designate a person as Technical Coordinator who reports to, and is under the supervision of, the Manager, and whose responsibilities include, but are not necessarily limited to:

1. Working with volunteers provided by a show's Producer/Director, on expediting the technical aspects of the show.
2. Assisting volunteers who are new to the Riverwalk Theatre, in determining the location and function of the various technical features of the theatre.
3. Acting as a back-up resource person on a continuing basis, as the production of a give show proceeds.
4. Working with the chairs of the various Technical Committees, to determine ongoing requirements and placement of volunteers.
5. Recruiting new volunteers to work on Riverwalk productions, from appropriate sources throughout the community.

The Technical Coordinator should never be viewed as a Worker of First Resort, but rather, as a facilitator whose overall concern is that the technical aspects of a show are a problem-free as possible.

IX. Non-discrimination policy and procedures

- A. It is the policy of the Riverwalk Theatre that no person will be discriminated against, or harassed, on the basis of race, religion, national origin, disability, weight, marital status, sex, sexual preference, or gender identification. All employees, volunteers, cast and crew members, patrons and other visitors to our Theatre and Costume Shop will be treated with dignity and respect. The bullying, intimidation, or harassment of any Riverwalk Theatre acquaintance in any form (in person, telephonic, text message, or through social media) will not be tolerated.
- B. Before the beginning of each season, the Human Resources Committee shall recommend for approval by the Board of Directors a three-person panel to receive, review, and address all complaints of discrimination, harassment, bullying and intimidation. The names and contact information for these panelists will be shared with all employees, volunteers and cast and crew members. Except as necessary to perform the functions of this Article, the panelists shall keep confidential all persons alleging discrimination, harassment, bullying and intimidation. The panel will also keep confidential the identities of those against whom such allegations are made. Such identities may be disclosed by a panelist where doing so is essential to a prudent inquiry into whether the alleged misconduct has taken place, and in providing an appropriate response to an improper allegation or confirmed instance of discrimination, harassment, bullying or intimidation.
- C. For purposes of this Article, an “improper allegation” is one in which false information is intentionally supplied to the panel. Allegations arising from circumstances determined to be mistakes, misunderstandings or miscommunications will not be regarded as improper allegations.
- D. All employees, volunteers, and cast and crew members will cooperate with the panel in its review of any allegation of discrimination, harassment, bullying, or intimidation.
- E. Following review of an allegation of discrimination, harassment, bullying or intimidation, the panel shall determine what action is appropriate. Upon a majority vote of its members, the panel may determine no other action is needed, issue a written reprimand, suspend any person from participation in a production or event, or recommend appropriate action to the Board. On recommendation from the panel, a majority of the sitting Board may suspend or terminate any employee, suspend or

permanently expel any volunteer or cast and crew member from Theatre activities, or take any further action circumstances may dictate. The actions described in this section can be taken against any person failing to cooperate in a panel review, making an improper allegation, or who engages in discrimination, harassment, bullying or intimidation. What action, if any, is taken in response to any given allegation will be dependent on the circumstances, and the panel is expected to carry out its duties in a thorough, thoughtful and fair way with an emphasis on fostering and ensuring an inclusive, comfortable environment.

- F. Any person suspended from a production or event by the panel may appeal that decision to the Board of Directors by notifying the President in writing of the desire to appeal. If not already scheduled, the President shall call a meeting of the Board within seven days of the appeal. The panel's decision may be affirmed, reversed, or modified by a majority vote of the Board of Directors present at the meeting.
- G. At the final Board of Directors meeting of each season, the panel shall present a written summary of its activities during the prior year. This report shall not include the identities of any persons making allegations or against whom allegations have been made. The report shall include the numbers and types of complaints received, and a general description of the outcomes. The report shall also include recommendations to the Board on any improvements that can be made to policies and operating procedures to better ensure achievement of the objectives of this Article.

X. Anti-bullying/intimidation policy and procedures

- A. It is the policy of the Riverwalk Theatre that no person will be subjected to harassment, bullying or intimidation. All employees, volunteers, cast and crew members, patrons and other visitors to our Theatre and Costume Shop will be treated with dignity and respect. Bullying, intimidation, or harassment of any Riverwalk Theatre acquaintance in any form (in person, telephonic, text message, or through social media) will not be tolerated.
- B. Before the beginning of each season, the Human Resources Committee shall recommend for approval by the Board of Directors a three-person panel to receive, investigate, and address all complaints of discrimination, harassment, bullying and intimidation. The names and contact information for these panelists will be shared with all employees, volunteers and cast and crew members. Except as necessary to perform the functions of this Article, the panelists shall keep confidential all persons alleging discrimination, harassment, bullying and intimidation. The panel will also

keep confidential the identities of those against whom such allegations are made. Such identities may be disclosed by a panelist where doing so is essential to a prudent inquiry into whether the alleged misconduct has taken place, and in providing an appropriate response.

- C. Following investigation of an allegation of harassment, bullying or intimidation, the panel shall determine what action is appropriate by majority vote of the panel. It is understood that there may be allegations arising from mistakes, misunderstandings or miscommunications by or between the complainant and/or the alleged violator of this policy. In those circumstances, the panel will attempt to resolve the complaint through informal education and/or counseling of the complainant and alleged violator of this policy. If, however, it is determined by a majority of the panel that the complainant has been subjected to harassment, bullying or intimidation, and a more severe action is deemed necessary and appropriate by a majority of the panel, the panel shall bring the matter before the Board, along with the panel's written recommendation for action.
- D. After review of the panel's investigation and recommendation regarding a violation of this policy, the Board may request the alleged violator voluntarily appear before the Board and, after careful consideration of all relevant facts surrounding the allegation, a majority of the sitting Board may suspend or terminate any employee, suspend or permanently expel any volunteer or cast and crew member from Theatre activities, or take any further action circumstances may dictate. What action, if any, is taken in response to any given allegation will be dependent on the circumstances, and the panel and Board will carry out their duties in a thorough, thoughtful and fair way with an emphasis on fostering and ensuring an inclusive, comfortable environment.
- E. If after investigation it is determined that a complainant knowingly and intentionally provided false information to the panel, the panel may recommend to the Board that it take appropriate action including suspension or permanent expulsion of any volunteer or cast and crew member from Theatre activities, or take any further action circumstances may dictate.
- F. At the final Board of Directors meeting of each season, the panel shall present a written summary of its activities during the prior year. This report shall not include the identities of any persons making allegations or against whom allegations have been made. The report shall include the numbers and types of complaints received, and a general description of the outcomes. The report shall also include recommendations to the Board on any improvements that can be made to policies and operating procedures to better ensure achievement of the objectives of this Article.

Approved by the board – June, 2003
Approved by the Membership – May 29, 1990;
Amended by the Board – June 9, 1990, and November 10, 1990;
Amended by the Membership – May 28, 1992;
Amended by the Board – August 10, 1992, and September 14, 1992;
Amended by the Board – February, 14, 1994;
Amended by the Board – September 12, 1994;
Amended by the Board – August 10, 1998;
Amended by the Board – May 12, 2004
Amended by the Board – September 8, 2004
Amended by the Board – June 18, 2014
Amended by the Board- August 21, 2019