

Policies and Procedures of Rush County Players, Inc.

I MISSION AND PURPOSE

The Rush County Players has been established to perform drama for the enjoyment of the community, provide fellowship for all people of theatrical interests, and to provide for the education of the membership and the community to further develop their dramatic skills and appreciation.

II SCOPE OF POLICIES AND PROCEDURES

- A. The Policies and Procedures have been established for the purpose of supplementing the By-Laws of the Corporation of the Rush County Players, Inc. for the standardization of its operating practices in running the affairs of the Corporation.
- B. The Board of Directors shall have the authority to revise and amend its Policies and Procedures at any regular Board Meeting, as defined by the By-Laws. If such a conflict is found to exist, the By-Laws shall prevail, since they are established by the membership.

III MEMBERSHIP

- A. Membership described in the By-Laws shall be an annual membership.
- B. The Secretary, or other designated Board Member, shall keep a roster of the membership current, and shall report the status of the membership numbers to the Board at requested intervals.
- C. The basic membership shall be \$15 per year. However, additional levels have been established to offer additional benefits, as follows:

Individual

- | | | |
|--------------------|----------|------------------------|
| • Solo Level | \$15/yr | No additional benefits |
| • Patron Level | \$40/yr | One season ticket |
| • Sustaining Level | \$60/yr | Two season tickets |
| • Sponsor Level | \$90/yr | Three season tickets |
| • Angel Level | \$120/yr | Four season tickets |
| • Maestro Level | \$200/yr | Six season tickets |

Business and Industry

- | | | |
|-------------------|----------|---------------------|
| • Producer Level | \$60/yr | Two season tickets |
| • Executive Level | \$120/yr | Four season tickets |

- Director Level \$200/yr Six season tickets
- Star Level \$300/yr Eight season tickets

IV VISIBILITY TO THE PUBLIC

The Rush County Players shall take advantage of as many opportunities as possible to retain high visibility of the organization to the public. This includes, but is not limited to, a booth at the Rush County Fair, and participation in local parades. This local participation is for the purpose of informing the public of upcoming events to further promote its mission.

V PRESENTATION OF PLAYS

- A. Any individual desiring to direct a show must present, in person, a proposal, which shall include a proposed budget. The budget shall include anticipated ticket sales, all anticipated expenses including royalties, advertising, costumes, set, tickets, and facility costs. A written proposal from the director, and a short synopsis of the show also need to be included. The director of the show shall be approved by the Board. Upon approval, the director shall notify the Board of any changes to the production status, and shall provide updates throughout the production through the Board Links established by the Board. The director shall present a final report to the Board at the next Board Meeting following the completion of the final show to report on ticket sales, total attendance, final expenses and closing comments. All income must have been collected by the time of the final report.
- B. Once the budget is approved for a show, there shall not be any expenditures that exceed the total budgeted amount, without obtaining, in advance, Board approval. All monetary transaction for expenses and income related to the show shall be done through the Treasurer of the Board. All expenses must be receipted.
- C. The Board Links will act as a liaison between the Board and the director of the show. Board Links shall not be directly involved in the production itself. Board Links will, at intervals, visit a rehearsal and contact the director to understand the progress of the show and to provide assistance and guidance for problems relating to the production. In instances where there are three or more current Board Members involved with a particular production, the President may elect not to appoint Board Links.
- D. All productions shall be presented at the Laughlin Center for the Performing Arts in Rushville, IN, unless an alternative site is approved by the Board. When in any facility, the director shall ensure that care is taken to protect the facility and that all rules are followed by everyone associated with the production. Due to per hour costs associated with the Laughlin Center, productions should move to the Laughlin Center no earlier than two weeks before the first show date.

- E. All rehearsals and auditions shall be held at the RCP Playhouse, 2nd and Morgan Sts. in Rushville unless approved by the Board.
- F. Ticket Sales shall be coordinated through the Director of the show.
- G. All persons associated with the production are urged to become members of the Rush County Players to keep them in touch with future events to keep them involved.
- H. The Director and/or Producer shall coordinate publishing needs through the Board.

VI TICKET PRICES

- A. Individual ticket prices for RCP shows shall be as follows:
 - Students (defined as 12th grade and under) ~ \$5 per ticket
 - Adults (defined as older than 12th grade) ~ \$8 if purchased or reserved in advance. Cost is \$10 if purchased the day of the show.
- B. Season tickets, as referenced in III above, are defined as one Season Ticket equals one ticket for each show of the season.
- C. A “Season” shall consist of four shows. Every effort should be made to have one musical one show that involves children, one straight show and one musicale each season.

VII RUSH COUNTY PLAYERS PLAYHOUSE

- A. The Building Trustee will deal with all matters pertaining to the Playhouse. The Building Trustee shall report through the Vice President of the Board and shall be appointed by the Board.
- B. Keys to the Playhouse shall be controlled. Only the current Board Members and the Building Trustee shall have a key. The director of a show may obtain a key during the rehearsal of that show, but it must be surrendered when the final show report is presented to the Board. No copies of keys may be made without the permission of the Board.
- C. The Board shall decide the usage plan for the Playhouse. The director of the current show may use the facility for auditions and rehearsals and for set construction. Use of the facility in these instances shall not include the office area, or other restricted areas. The director has responsibility for the actions of all people in the facility during those times, and must insure that the facility is not damaged. The Facility must be left in a clean, orderly state after each individual use. Any problems or issues with the facility must be reported to the Building Trustees, or the Vice President of the Board.
- D. For the health and safety of all persons, the Playhouse is a non-smoking facility. Anyone smoking outside the facility must take care in the disposal of smoking materials, so as not to litter the outside of the building. During

its occupancy, there shall be a smoking receptacle at the building entrance to extinguish all smoking materials.

- E. Portions of the facility shall be kept in a state consistent with the covenants that have been recorded with the deed to the building. A copy of these covenants is attached hereto. We need a copy (the original)

VIII FINANCIAL PLANNING

- A. The Board shall adopt, and review annually, a Master Plan for the organization. The Master Plan shall define the long-term direction of the Players and will be the document necessary for sound financial planning to meet its needs. The financial planning function must hold a high priority with each Board to ensure the continuing success of the Players.
- B. It is the duty of the Board to take action to ensure that the facility is well cared for and to allow it to serve RCP for many years into the future. In accordance with the Building Trustee Job Description, an annual report specifying building needs and budgetary requirements shall be presented in June. Funds may be allocated by the Board for these projects

IX CONTINUATION

These Policies and Procedures shall continue to be in full force and effect until such time as a quorum of the Board of Directors takes action to amend them. Any additional policies adopted by the Board shall be attached hereto and shall become part of these Policies and Procedures until such time as they are amended.

These Policies and Procedures were adopted on this 3rd day of May, 2006 by a quorum of the Board of Directors for Rush County Players, Inc., and is evidenced in the meeting minutes thereof.