

# Newtowne Players (NTP) Policies and Procedures Document

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# 1. General

## 1.1. *Conflicts between documents*

Any actual conflicts between guidance documents will be resolved by following the guidance from the higher ranking source:

- 1) Applicable Federal, State, and Local laws
- 2) NTP Bylaws
- 3) NTP Policies and Procedures Document (this document)
- 4) Committee Charters (Conflicts between charters will need to be resolved by the Board)
- 5) Formalized documents from committee level sources (e.g. Production Manual)
- 6) Other guidance given by authorized NTP entities.

## 1.2. *Chain of Command*

The NTP Chain of Command is as follows (from lowest to highest):

- 1) Individual Member/Volunteer
- 2) Sub-committee Chair / Crew Leader (as outlined in Committee Hierarchy)
- 3) Committee Chair
- 4) Committee Council
- 5) Board of Directors
- 6) General Membership

## 1.3. *Definitions*

### 1.3.1. *Ex-officio*

For purposes of NTP governing documents, the term “ex-officio” indicates a position given by nature of the office held and is a non-voting member of the entity in which they are an ex-officio member (for example, the Committee Council President is an ex-officio (i.e. non-voting) member of the Board).

## 1.4. *Closures and Cancellations*

While every attempt to avoid closures and cancellations should be made, in the rare case that a closure or cancellation is necessary, the following policies and procedures will guide the process.

### 1.4.1. *Closure/Cancellation Authority*

A number of specific entities can close the theatre or cancel a performance/event.

#### 1.4.1.1. *Facilities Committee Chair*

The Facilities Committee Chair (or designee) may close the theatre at any time for safety or usability issues.

#### 1.4.1.2. *Producer*

The Producer of a show may cancel a performance due to unexpected unavailability of a cast or crew member, provided no suitable alternative can be found.

#### 1.4.1.3. *Senior production staff member on site*

If the appropriate authority from above is not available on site or via phone/email/etc. after sincere efforts, the senior production staff member on site may cancel/close for the reasons given above. For purposes of closure or cancellation, production seniority is as follows: Production Committee Chair, Production Manager, Producer, Artistic Director, Director, Stage

Manager, House Manager, Technical Supervisor, Technical Director, vote amongst cast & crew present.

#### **1.4.1.4. For non-NTP Events**

For non-NTP events, the organizer of the event may cancel their event for any reason, subject to fees as determined in the usage contract.

### **1.4.2. Notifications**

If a closure or cancellation has been authorized, various steps must be taken to inform the entities affected by the closure or cancellation as soon as possible. It is the responsibility of every member of the process to ensure its completion. This means contacting further down the chain if the direct contact person is unavailable and receiving confirmation of completion from lower-level entities.

In the event of a closure or cancellation the following steps must be taken:

- 1) The canceling authority (from Closure/Cancellation Authority) must notify: the PR & Marketing Committee, the Facilities Committee, the show's Producer, and the evening's House Manager.
- 2) The PR & Marketing Committee notifies the patronage by whatever means deemed most effective by the PR & Marketing Committee.
- 3) The show's Producer notifies the cast & crew.
- 4) The House Manager notifies the Front of House (FOH) crew.
- 5) The Facilities Committee posts (if at all possible) a sign on the door informing visitors of the closure/cancellation. This may be performed by a person currently at the theatre if necessary.
- 6) In the event of a closure or cancellation affecting a non-NTP event in an NTP facility, the Facilities Committee informs the hosts of the event of the closure/cancellation.

### **1.4.3. Cancellations Due to Emergencies**

Any cancellations or closures for emergencies (including weather) shall be made no sooner than one day prior to the event and no later than 2 hours prior to the event if at all possible.

### **1.4.4. Changes to the production schedule**

Any non-emergency cancellations or closures that affect more than two NTP performances of one production constitute a change in the production schedule and must be presented by the Production Committee to the Board for approval. In the event of more than two canceled performances of one production, the Production Committee shall present the Board options for rescheduling.

## **1.5. Financial**

### **1.5.1. Release of Financial Records**

NTP financial records are public records and may be viewed using the procedure outlined in the bylaws. Information that may be considered "financial" in nature but protected from release by law shall not be released.

### **1.5.2. Expenditures**

#### **1.5.2.1. Payment Authority**

No bill shall be paid nor any NTP monies expended by anyone except the Treasurer of NTP (or designee) without specific written permission from the Treasurer or President of NTP.

### **1.5.2.2. Budget Overages**

All budgets will be set and authorized in advance. Unauthorized expenses will be reimbursed at the sole discretion of the Treasurer.

### **1.5.3. Ticket Prices**

Ticket prices are set by the Board.

## **1.6. Awards**

### **1.6.1. Volunteer of the Year**

The Volunteer of the Year award is given to the NTP volunteer (this includes members) with the greatest overall contribution to NTP for the past year. Typically the past year will be synonymous with the past season. The recipient of the award will be granted waived membership dues for the coming year.

#### **1.6.1.1. Nominations**

Nominations for this award shall be by the membership via a standard nominations form, which shall include:

- 1) Volunteer's name
- 2) Hours worked (this may be filled in by the membership committee)
- 3) Description of contributions to NTP in the past year

#### **1.6.1.2. Selection**

The selection of the winner of this award shall be by the combined members of the Committee Council and Board. The Committee Council President may vote for this selection, but the Board President may only vote in the event of a tie.

### **1.6.2. Founder's Award**

The Founder's Award is given to the new member or volunteer with the greatest overall contribution to NTP for the past year. A new member or volunteer is someone whose first work with NTP occurred within the past year. Typically the past year will be synonymous with the past season.

#### **1.6.2.1. Nominations**

Nominations for this award shall be by the membership via a standard nominations form, which shall include:

- 1) Volunteer's name
- 2) Hours worked (this may be filled in by the membership committee)
- 3) Description of contributions to NTP in the past year

#### **1.6.2.2. Selection**

The selection of the winner of this award shall be by the combined members of the Committee Council and Board. The Committee Council President may vote for this selection, but the Board President may only vote in the event of a tie.

### **1.6.3. Show Awards**

Show awards are a category of awards that include such awards as: Best Actor, Best Makeup, Best Play, etc. All NTP productions that occurred in the past year shall be eligible for show awards. Typically the past year will be synonymous with the past season.

### **1.6.3.1. Nominations**

The list of available awards and nominations for the listed awards will be set by a nominations group. The nominations group is established by the Board on a temporary basis. Members of the nominations group should have seen at least 75% of the past year's shows.

### **1.6.3.2. Selection**

The selection of the winner of this award shall be by membership ballot as outlined in section 3.4.

## **2. Participation**

### **2.1. General**

#### **2.1.1. Definitions**

##### **2.1.1.1. NTP Participation**

For purposes of this document, NTP participation is defined as performing any task that furthers the goals of NTP or performing non-patron functions in any NTP space.

#### **2.1.2. Conflict Resolution**

NTP wants all conflict to be resolved quickly, fairly, and to the satisfaction of all involved parties if at all possible. With this in mind, all conflicts must follow NTP's "chain of command". All NTP participants must strive to resolve any conflicts at the lowest possible level. Higher level authorities must check that the next lower entity in the chain of command was contacted prior to making any judgments.

#### **2.1.3. Equal Opportunity Statement**

NTP endorses the goals of diversity and inclusion, the principle of equal opportunity, and condemns racism, prejudice, discrimination, and exclusion for all participants in NTP activities.

To these ends, it is NTP's policy that no person shall be excluded from or discriminated against in participation, membership, or production opportunities in any theatrical discipline or area of theatrical production based on race, color, culture, age, gender, physical disability, or sexual orientation.

While we recognize that there can be no interference with the artistic integrity or contractual rights of the author, director, or other production members, we urge all NTP participants to challenge traditional stereotypes. We acknowledge that the growth and vitality of our theater is dependent upon the inclusion of diverse voices and impulses in writing, casting, directing, and producing.

Casting decisions must be based upon the needs of the production. There shall be no agreements made to cast based on factors not inherently tied to the production.

To register a grievance, contact the President of the Board.

#### **2.1.4. Things to know**

##### **2.1.4.1. Trash**

While it is the Facilities Committee Chair responsibility to ensure that all trash is removed at least once per week, all members are encouraged to empty the trash (or notify the Facilities

Committee Chair) when necessary. Typically, this function will be assigned on a show-by-show basis.

#### **2.1.4.2. Food and Drink**

Food and drink are allowed in the Green Room. The green room refrigerator is available for use with the following priority: production props, cast and crew, then general use.

#### **2.1.4.3. Keys and/or Door Codes**

Coordinate with the Facilities Committee Chair if you require any keys (e.g. to the glass doors or to the Box Office) or the access code for the Green Room Door.

#### **2.1.4.4. Facility Issues**

Immediately report any issues with the Facilities to the Facilities Committee Chair.

#### **2.1.4.5. Production Equipment Issues**

Immediately report any issues with production equipment (e.g. lighting instruments, table saw, etc.) to the next higher level technical staff member available.

## **2.2. Requirements**

The following sections outline what is required of NTP members and volunteers.

### **2.2.1. Document Familiarity**

All NTP members and volunteers must read Section 2 of the NTP Policies and Procedures Document (this document).

### **2.2.2. Location of fire exits and equipment**

All NTP members and volunteers must be aware of the location and operation of all fire exits, alarms, and equipment before beginning work in a given space.

### **2.2.3. Sign-in/Sign-out**

All NTP members and volunteers should sign-in upon entering and sign-out upon exiting NTP spaces. The sign-in sheet shall contain the message "Signature on this page indicates that you have read section 2 of the NTP Policies and Procedures Document" or the like.

The individual event's coordinator/manager shall enforce sign-ins, and the Membership Committee shall keep records of sign-ins.

### **2.2.4. Equipment certification**

All users of NTP power tools, cartridge actuated devices, and theatrical equipment (e.g. light board) must be certified. Certification shall be performed only by those persons approved by the Technical Supervisor.

### **2.2.5. Circuit Breakers**

Ensure you are familiar with the Green Room circuit breaker color system prior to using the circuit breakers.

### **2.2.6. Location and supervision of children**

At all times, all children 8 or under must be under direct adult supervision. No child under 4 shall be around active power tools at any time. Anyone under 13 must be under direct adult

supervision around active power tools or while in the shop area. The work crew leader may put more stringent restrictions in place as he/she deems necessary.

### **2.2.7. Handling of Hazardous Materials**

All hazardous materials must be handled and stored according to package directions / Material Safety Data Sheet.

### **2.2.8. Location of Information**

This document shall be made available in accordance with bylaws requirements (bylaws article 5, section 7.3).

## **2.3. Behavior**

### **2.3.1. Code of Conduct**

The following paragraphs outline the expected behaviors of anyone who participates in NTP activities, excluding patrons unless otherwise noted.

#### **2.3.1.1. General**

All participants in NTP activities shall act in a way that is reasonable, honorable, and lawful.

#### **2.3.1.2. Fire Exits**

All participants in NTP activities shall keep fire exits free of obstruction and the path to fire exits free and clear at all times.

#### **2.3.1.3. General Cleanliness**

All participants in NTP activities shall:

- 1) maintain the theater in a safe and orderly manner at all times, especially with regard to aisle ways and tripping hazards.
- 2) properly store tools, ladders, scenic and technical materials, props, costumes, etc. when not in use.

#### **2.3.1.4. Removal of NTP Property**

No NTP property may be removed from any NTP space without express permission of the Facilities Committee Chair or designee.

#### **2.3.1.5. Building Security**

The last person to leave the theater shall ensure all doors leading to the outside are locked, and lights are turned off or on, as needed. The NTP member or volunteer supervising a particular event shall be the last one out. The last person out shall complete the security checklist.

#### **2.3.1.6. Liquids in Proximity to Electrical Equipment**

Absolutely no fluids are allowed within three feet of the light board, sound board, amplifier(s), circuit breakers, or dimmers. Extreme care should be taken with liquids around other electrical equipment as well.

#### **2.3.1.7. Use of NTP Spaces During Rehearsal and Performance**

- Only cast, crew, and production staff are allowed backstage during on-stage rehearsal or performance.



- Only cast, crew, and production staff are allowed in the Green Room during any dress rehearsal or performance.
- Only cast, production staff, limited production committee members, and those persons explicitly permitted by the Director or Producer may observe rehearsals.

#### **2.3.1.8. Supervision**

All NTP members and volunteers participating in set construction or lighting are strongly encouraged to avoid working alone.

#### **2.3.1.9. Alcohol**

No one under the age of 21 shall ever consume alcohol in any NTP space. Anyone 21 years of age or older shall consume alcohol in an NTP space ONLY under the following circumstances:

- 1) As a patron of an NTP production
- 2) As a participant in an official NTP event that offers alcoholic beverages (e.g. opening gala)
- 3) The consumer is unimpaired by previous alcohol consumption

Non-alcoholic replacements should be used for all theatrical purposes.

#### **2.3.1.10. Minors**

Minors (under the legal age in Maryland) must have parental permission for participation and must be under the authorized supervision of an adult who is familiar with the facility, NTP practices and operations.

#### **2.3.1.11. Smoking**

Smoking is prohibited inside any NTP facility at all times in accordance with state and local law.

#### **2.3.1.12. Illegal Substances**

The use of illegal substances is strictly forbidden in any NTP space. Participants, visitors, or patrons using illegal substances will be immediately expelled and may be referred to the authorities.

#### **2.3.1.13. Firearms**

No operable firearms, paintball guns, or related items are permitted in any NTP space. Participants, visitors, or patrons found with such unauthorized items will immediately be required to remove them from the premises. Starting pistols or similar special effects devices may be permitted for production-related use only with the authorization of the Facilities Committee Chair. Use of such items is subject to specific requirements outlined in the Production Manual.

#### **2.3.1.14. Pyrotechnics**

Use of pyrotechnics or open flame require special permission from the proper authorities and shall be conducted in accordance with all state and local laws and regulations.

#### **2.3.1.15. Criminal Record**

Any participant in NTP activities with items on their criminal record from within the last 5 years should report those items to the board prior to applying for membership. Any criminal infractions or arrests made after a participant's initial involvement with NTP should be reported to the Board as soon as possible. Past or present criminal activity or arrests are grounds for suspension or expulsion at the Board's discretion.

### **2.3.1.16. Sex Offenders**

Registered sex offenders are prohibited from participation in any NTP activities.

## **2.3.2. Corrective Actions**

Breaches of the code of conduct or other NTP policies and/or procedures should be dealt with reasonably, expediently, and at the lowest reasonable organizational level. Repeated breaches should be elevated to the entities empowered to give the next-higher corrective action, as listed in following sections.

### **2.3.2.1. Verbal Reprimand**

All verbal reprimands should be given by the next higher person in the chain of command.

Example: An actor is breaking production rules outlined in Appendix G and a Board member observes this infraction. The Board member should inform the Stage Manager and the Stage Manager should give the verbal reprimand.

A verbal reprimand is for infractions of a non-systemic and minor nature.

### **2.3.2.2. Written Reprimand**

Written reprimands should be composed by the appropriate Committee Chair (if there is confusion, the Committee Council should decide which chair is the appropriate one). Any written reprimands must be presented to the Board, who may prohibit the release of the reprimand by a majority vote. All written reprimands should include the following:

- 1) Name of offender
- 2) Clear description of offense, with specific examples
- 3) Suggestions for behavioral alternatives and/or an outline of proper behavior as it applies to the offending situation
- 4) An outline of what action will be taken if the behavior continues

### **2.3.2.3. Suspension**

Suspension is levied by the Board. Suspension is temporary removal of an individual's right to participate in NTP activities. Suspension may be for no longer than 1 year.

### **2.3.2.4. Expulsion**

Expulsion is levied by the Board. Expulsion is permanent removal of an individual's right to participate in NTP activities. This corrective action should only be used in extreme circumstances.

## **3. Membership**

### **3.1. General**

#### **3.1.1. Definitions**

##### **3.1.1.1. Member in good standing**

A member in good standing is one who has paid annual membership dues within the last twelve months (according to bylaws requirements) and for whom NTP has a valid piece of contact information (email, phone, mailing address).

**3.1.1.2. Voting Member**

Per the bylaws, article III, section 1, a voting member is a member sixteen years of age or older.

**3.1.1.3. Sincere Attempts**

The processes set out in sections 2.3.2 and 3.3.2 shall constitute the “sincere attempts” called for in bylaws article III, section 4.

**3.2. Requirements****3.2.1. Document Familiarity**

Anyone wishing to be a member of NTP must read Section 3 of the NTP Policies and Procedures Document (this document).

**3.2.2. Dues****3.2.2.1. Who**

People fulfilling the following roles in an NTP production must pay membership dues.

- 1) Actors
- 2) Director
- 3) Producer/Associate Producer
- 4) Stage Manager
- 5) Set Designer
- 6) Lighting Designer
- 7) Sound Designer
- 8) Costume Designer
- 9) Makeup Designer
- 10) Hair Designer
- 11) Other production specific designers
- 12) and similar

People fulfilling the following roles in an NTP production do not need to pay membership dues, though it is encouraged:

- 1) Master Electrician
- 2) Master Carpenter
- 3) Crew members
- 4) Board operators
- 5) and similar

The Board may elect to waive an individual’s membership dues on a case-by-case basis.

**3.2.2.2. When**

Membership dues are collected as outlined in the bylaws (article 3, section 3).

**3.2.2.3. How much**

The amount for annual dues shall be set by the Board.

**3.2.2.4. Notification of Dues Requirement**

All audition forms should include the following statement:

“If you are cast in this show, you will be required to pay NTP membership dues.”  
and should list the current dues amount.

Producers should inform those production staff required to pay dues of the dues requirement prior to formal acceptance of duties.

#### **3.2.2.5. Failure to Pay Dues**

Any person required to pay dues shall be removed from the production if dues are not paid two weeks after accepting the role or position or six weeks prior to opening night.

#### **3.2.2.6. Unacceptable Sources of Dues Payment**

Dues shall not be paid out of any NTP budget.

### **3.3. Behavior**

#### **3.3.1. Code of Conduct**

All members must adhere to the participants' code of conduct in section 2.3.1 as well as further codes as outlined in any subsections of 3.3.1 below.

#### **3.3.2. Corrective Actions**

Corrective actions for members shall be the same as those outlined in section 2.3.2 excepting the following:

##### **3.3.2.1. Suspension**

Suspension of a member will follow the precepts set out in section 2.3.2, with the additional caveat that the membership period of the suspended individual will be extended by the length of the suspension.

##### **3.3.2.2. Expulsion**

Expulsion of a member will follow the precepts set out in section 2.3.2, with additional guidance provided in bylaws article III, section 4.

##### **3.3.2.3. Notification of Intent to Remove**

Notification of Intent to Remove (see bylaws article III, section 4) shall be by certified mail (with return receipt) or via email (provided the person notified sends a return email with confirmation of receipt).

### **3.4. Voting**

Membership voting shall follow the guidelines set forth in the bylaws with the following clarifications or additions:

#### **3.4.1. Proxy Voting**

Voting by proxy is not allowed.

#### **3.4.2. Absentee Voting**

While each member is strongly encouraged to be an active part of the organization and attend membership meetings in person, voting by absentee ballot is allowed. Absentee votes do not count toward a membership quorum. The process that must be followed for absentee ballots to be accepted is as follows:

- 7) Each member wishing to submit an absentee vote must individually request in writing (email is acceptable) an absentee ballot from the Membership Committee Chair (or designee) no later than two weeks prior to the event or four days from notification of the event, whichever is

- later. The request must include a reason for the member's absence. Acceptable reasons for absence include: being out of town, prolonged illness, or an unbreakable prior commitment.
- 8) Within three days of receipt, The Membership Committee Chair (or designee) shall review the absentee voting request and shall notify the member in question of acceptance or rejection of their request. If the request is accepted, the Membership Committee Chair (or designee) shall send the member in question a personalized ballot.
  - 9) The member shall return the ballot: via postal mail (must be postmarked at least five days prior to the event), via hand-delivery by the member or designee in a sealed envelope marked with the member's name and the contents of the envelope (must be received prior to the vote), or electronically (must be received at least two days prior to the vote). If using electronic delivery, the member must print, fill out and sign, scan, and electronically return the scan. The Membership Committee Chair (or designee) shall then print the scan and seal it in a marked envelope until the vote.

### **3.4.3. Voting rights for members under 16**

Generally, no member under sixteen years of age has the right to vote on NTP matters except in the following cases:

- 1) Members under sixteen have the right to vote on all membership-chosen awards.
- 2) The Board may grant voting privileges to members under sixteen based on "individual awesomeness" (significant contribution of time and energy to NTP over an extended period).
- 3) The Board may lower the voting age for a specific issue, based on the topic at hand.

## **3.5. Meetings**

### **3.5.1. Annual Meeting**

An annual meeting is called for in the NTP bylaws (article IV, section 1).

#### **3.5.1.1. Timeframe**

The annual membership meeting shall be held on as close to the end of the season as possible. The exact date and time shall be set and announced with the formal season announcement, which typically occurs in the spring of each year.

#### **3.5.1.2. Notification**

The Membership Committee shall remind the membership of the annual meeting one month prior to the event. Other reminders may be disseminated as appropriate.

## **3.6. Nominations**

### **3.6.1. Timeframe**

Any entity requiring membership nominations shall notify the entire membership (via the Membership Committee) of the nomination request at least two weeks prior to any appointments being made.

## **4. Board**

### **4.1. General**

#### **4.1.1. Involvement in Productions**

There is no explicit limit to the number of Board members that may be involved in any particular show or the number of shows in which a Board member may participate during a season. That

being said, it is desired that Board members encourage new volunteer and member participation prior to accepting a production team role.

#### **4.1.1.1. *Recusal Due to Production Involvement***

A Board member acting as Producer or Director for a particular production is encouraged to recuse himself/herself from any vote that directly and singularly affects the show in which he/she is Producer or Director. This does not apply to decisions affecting an entire season or the remainder of a season already in progress.

## **4.2. *Composition***

The Board will consist of 8 voting members, with four elected each year at the annual membership meeting as outlined in the bylaws. Any deviations from the total number of elected members shall be rectified gradually by following the election schedule.

## **4.3. *Behavior***

Board members should act in the best interests of the entire membership.

## **4.4. *Voting***

### **4.4.1. *Votes Requiring Some Portion of the “Entire Board”***

Votes requiring some percentage of the entire Board may be made without the entire Board present.

Example: A Board of 6 needs two thirds to pass a resolution. 5 of the 6 are present at a meeting and 4 vote in favor. The resolution passes and the absent Board member does not need to be contacted.

## **4.5. *Meetings***

### **4.5.1. *Minutes***

Minutes should include all major points of discussion, decisions made, votes taken, and results of voting. Results of voting should be listed as a count without names attached to votes.

### **4.5.2. *Executive Session***

The Board President may select to discuss sensitive and/or personal issues in an executive session, from which the general membership is excluded. Any decisions/votes made in executive session must be recorded in minutes, but topics discussed may stay private. Executive sessions should be reserved for only the most sensitive topics and should be used as sparingly as possible.

### **4.5.3. *Work Session***

The Board President may call a work session of the Board, in which no decisions may be made and no minutes are required.

## **4.6. *Authority***

### **4.6.1. *Set Policy***

Per the bylaws (Article IX, section 1), the Board reserves the right to set NTP policy and procedure, which are contained in this document.

## **4.7. Committee Council Interaction**

### **4.7.1. Asking for Reconsideration from Lower-Level Entities**

If the Board discerns a need to request reconsideration of the Committee Council, a Committee, or another lower-level entity, that request must be put into writing (email is acceptable) and disseminated to all affected parties by the Board Secretary on behalf of the Board. When asking for reconsideration from the Committee Council, all members of the Committee Council shall be notified.

### **4.7.2. Responding to Lower-Level Entity Reports**

If a lower-level entity submits a report that requests Board response, that response should be given no more than two weeks after the Board meeting following the report submission.

## **5. Committee Council**

### **5.1. General**

#### **5.1.1. Senior Subordinate Committee Chair**

The Senior Subordinate Committee Chair shall be elected by the Committee Council from within the Committee Council at the first meeting of the Committee Council following the election/appointment of new Committee Chairs.

### **5.2. Composition**

#### **5.2.1. Committees Represented on the Committee Council**

The committees with representation on the Committee Council are as follows:

- 1) Facilities Committee
- 2) FOH & Box Office Committee
- 3) Funds & Grants Committee
- 4) Membership Committee
- 5) PR & Marketing Committee
- 6) Production Committee

### **5.3. Behavior**

Committee Council members should act in the best interests of the entire membership.

### **5.4. Voting**

Voting at the Committee Council level shall be conducted as dictated by the Committee Council President.

### **5.5. Meetings**

The structure, format, and frequency of Committee Council meetings are set by the Committee Council President.

### **5.6. Authority**

This document assigns no additional authority to the Committee Council above what is outlined in the bylaws.

## **5.7. Board Interaction**

### **5.7.1. Election of Replacement Board Members**

If the event of a Board vacancy, the bylaws call for the Committee Council to elect a temporary replacement until the membership can vote in a permanent replacement. The election of the temporary replacement shall proceed as follows:

- 1) Nominations shall be solicited from the membership. If there are less than two successful nominations, the Committee Council must solicit more nominations from the entire membership.
- 2) A majority of the entire Committee Council shall select the temporary Board replacement.
- 3) The membership shall be notified of the Committee Council's selection.

## **5.8. Committee Interaction**

See bylaws article VI, section 3.

## **6. Committees**

### **6.1. General**

#### **6.1.1. Involvement of New Volunteers and Members**

All Committee leadership is strongly encouraged to continuously seek and involve new volunteers and members. This might display itself as searching for directors, producers, and other production team members outside of the Board and Production Committee for a set amount of time prior to asking Board and/or Production Committee members.

### **6.2. Creation**

Committees are formed by the Board of Directors of The Newtowne Players (the Board) in accordance with the current rules and bylaws of the organization. Each committee shall operate by delegated authority of the Board according to a charter specifically written for that committee.

#### **6.2.1. New Committees**

New Permanent and Ad Hoc Committees can be proposed to the Board should the need arise. Submissions shall be made to the board by any member of NTP who identifies an appropriate purpose. The submission should include as much information as possible describing the perceived need, and how the committee could address that need. Submissions shall be presented to the Board at their next scheduled meeting for consideration.

If, after initial review, the Board feels there is not enough information to make a decision, they shall ask for volunteers to provide further analysis. Once there is enough information to assess the feasibility of the proposed committee, the Board shall make a determination to: appoint a committee, reject the submission, or table it for future review if circumstances change.

#### **6.2.2. First Steps**

In appointing a committee, the board shall designate a committee chair and additional members as appropriate. The first order of business for a newly formed committee shall be to draft a committee charter and present it to the board for comment and/or approval. The committee chairman shall present the draft charter to the board within 45 days of appointment. The Board and the committee members shall work together to gain consensus on the contents of the charter at which time it shall be approved by the Board and the committee will begin their work.



### **6.2.3. Charter Contents**

Committee charters shall include the following sections:

#### **6.2.3.1. Purpose**

This section describes the reason the committee was formed and provides an overview of what they are expected to accomplish.

#### **6.2.3.2. Duties/Objectives**

This section describes the actual functions of the committee. It shall also define the period of performance for the committee and what milestones constitute the completion of their mission.

#### **6.2.3.3. Authority**

This section describes the authority by which the committee will function as delegated by the Board. Specifically, it defines what the committee is allowed to do in the name of NTP and what if any, purchasing authority they will have. It shall also include specific limits to that authority as appropriate.

#### **6.2.3.4. Budget**

This section shall be populated only if a committee is to be granted autonomous purchasing authority. When populated, this section describes the allocated budget to the level of detail required by the Board.

#### **6.2.3.5. Reporting Requirements**

This section describes how often the committee is to report to the Board or Committee Council. It shall include details of what is to be reported, how it is to be presented, and what if any feedback is required from the governing body.

#### **6.2.3.6. Roles/Membership**

This section describes the organization and composition of the committee. It shall include specific titles and duties as appropriate.

#### **6.2.3.7. Dissolution**

This section describes the activities of the committee when it reaches the end of its period of performance, and may outline a specific period of performance. It shall include the process for returning any unused assets or budget to the general fund.

#### **6.2.3.8. Policies**

This section describes and/or outlines the processes and procedures the committee will use to achieve their goals. A paragraph numbering structure should be used for ease of reference.

### **6.3. Behavior**

Members of Committees are to act in a manner consistent with their committee charter.

### **6.4. Voting**

Committees may and should decide for themselves which decisions need a committee vote and which can be acted upon by an individual unless outlined in the committee charter.

### **6.5. Meetings**

The structure, format, and frequency of committee meetings are set by the Committee Chair unless outlined in the committee charter.

### **6.6. Authority**

This document assigns no additional authority to any committee above what is outlined in the individual charters.

### **6.7. Committee Council Interaction**

Each committee shall report to the Committee Council as requested in their charter.

## **7. Appendices**

Appendix A – NTP Organizational Charts  
Appendix B – Facilities Committee Charter  
Appendix C – FOH & Box Office Committee Charter  
Appendix D – Funds & Grants Committee Charter  
Appendix E – Membership Committee Charter  
Appendix F – PR & Marketing Committee Charter  
Appendix G – Production Committee Charter  
Appendix H – NTP Production Manual  
Appendix I – NTP FOH & Box Office Manual