

Code of Regulations of Waterville Playshop
Revised by Board on April 27, 2016
Approved by Membership on May 21, 2016

ARTICLE I - INCORPORATION

This organization is incorporated as a non-profit organization under the laws of the State of Ohio as The Waterville Playshop.

ARTICLE II - MISSION STATEMENT

The Waterville Playshop was founded in 1951 for the purpose of providing quality family entertainment and education for the participation in live theatre.

ARTICLE III - BOARD OF TRUSTEES

Section 1. ELECTED TRUSTEES

The Elected Trustees of the Waterville Playshop shall consist of seven (7) voting members. Four (4) members shall be elected during the odd year's elections and three (3) members shall be elected during the even years. All terms are two years with the exception of the Chair and Vice Chair. The Chair and Vice Chair shall serve one-year terms, with the Vice Chair succeeding automatically to the office of Chair. Elections shall be held ~~at the Annual Meeting~~ [prior to the end of the fiscal year] and Trustee terms shall begin at the beginning of the fiscal year.

Section 2. POWERS

The Elected Trustees shall have the entire authority and management of the affairs of The Waterville Playshop and shall have general control of all the property of the organization. All rights and powers connected herewith shall be vested in them, subject to this Code of Regulations and the Policy Book.

Section 3. QUORUM

Four (4) voting members shall constitute a quorum.

Section 4. SCHEDULED MEETINGS

The Board of Trustees shall meet every month from June through May. The location and date shall be established by the Board and published in an official Waterville Playshop publication. All meetings of the Board of Trustees are open to the membership.

Section 5. ELECTION

The ~~membership~~ [Trustees] shall elect a:

- a.* Vice Chair (annually)
- b.* Business Trustee (even years)
- c.* Season Selection Trustee (odd years)
- d.* Ticket Trustee (odd years)
- e.* Publicity Trustee (odd years)
- f.* Production Trustee (even years)

As stated in Section 1, Elected Trustees, The Chair and Vice Chair shall serve one-year terms, with the Vice-Chair succeeding

automatically to the office of Chair. However, the Chair will assume one additional year after his/her term as a non-voting advisor to board.

Section 6 SECRETARY

The Elected Trustees shall appoint from the membership a Secretary to serve at the pleasure of the Board with no voting privilege.

Section 7. TREASURER

The Elected Trustees shall appoint from the membership a Treasurer to serve at the pleasure of the Board with no voting privilege.

SECTION 8. APPOINTED TRUSTEES

In addition to Secretary and Treasurer the Elected Trustees shall appoint individuals to non-voting trustee positions as defined in the policy book.

Section 9. COMMITTEES

The Elected Trustees shall appoint from the membership, to serve as committee chair(s) as defined in the Policy Book.

Section 10. POLICIES

The Elected Trustees shall use the policy book of the Waterville Playshop to establish new policies and modify existing policies as needed to conduct business.

Section 11. THEATRICAL PRODUCTIONS

The Elected Trustees shall have final approval of theatrical productions including but not limited to the season selections, concerts and special event performances as recommended by the Season Selection Committee and/or other committees.

Section 12. DIRECTORS

The Elected Trustees shall approve the selection of directors for the theatrical productions and special events.

Section 13. BUDGET

The Elected Trustees shall prepare a budget for the next fiscal year as defined in the Policy Book.

Section 14. REQUIREMENTS TO BE A TRUSTEE

To be nominated, elected or appointed as a Trustee a person shall be at least 18 years of age and meet the membership requirements as defined in the ~~policy book~~ [Code of Regulations, Article IX Membership.]

Section 15. REMOVAL OF A TRUSTEE

Any trustee may be removed for cause by a vote of all Elected Trustees according the procedure defined in the policy book.

ARTICLE IV – DUTIES OF ELECTED OFFICIALS

Section 1. CHAIR

It is the duty of the Chair to preside over all meetings of The Waterville Playshop. The Chair shall call a special meeting at the request of any three (3) Board Members or by petition of ~~15%~~ [5 individuals of the membership.]

The Chair shall appoint with board approval all non-voting trustees for a term of one year.

The Chair shall be, ex officio, a member of all standing committees as defined in the Policy Book and all ad hoc committees.

In the event of a vacancy occurring in the Elected Trustees, the Chair shall appoint, with approval of the remaining Elected Trustees, a successor to fill the vacancy of the unexpired term.

The Chair shall perform such other duties as defined in the Policy Book.

Section 2. VICE CHAIR

It shall be the duty of the Vice Chair to assist the Chair in the discharge of his/her duties.

In the absence of the Chair, the Vice Chair shall officiate.

The Vice Chair shall fill the unexpired term of the Chair should a vacancy occur.

If the Vice Chair is unable to succeed to the Chair position, the Elected Trustees can vote to continue with the current Chair as long as the person is willing to serve.

The Vice Chair shall perform other duties as defined in the Policy Book.

Section 3. BUSINESS TRUSTEE

The Business Trustee shall be responsible for the procurement of funding for the theatrical productions, merchandising and other duties as defined in the Policy Book.

Section 4. SEASON SELECTION TRUSTEE

The SEASON SELECTION Trustee shall select, from the membership, a committee not less than four (4) to read, discuss, and present to the Elected Trustees for approval, the productions to be presented for the following season and other duties as defined in the Policy Book.

Section 5. PUBLICITY TRUSTEE

The Publicity Trustee shall be responsible for the dissemination of all publicity concerning the activities of Playshop, for the promotional publicity for each production, and other duties as defined in the Policy Book.

Section 6. PRODUCTION TRUSTEE

The Production Trustee shall be responsible for PRODUCING the season as well as managing all properties of Playshop and other duties as defined in the Policy Book.

Section 7. TICKET TRUSTEE

The Ticket Trustee shall be responsible for all ticket sales and other duties as defined in the Policy Book.

ARTICLE V - DUTIES OF APPOINTEES

Section 1. SECRETARY

It shall be the duty of the Secretary to keep minutes of all meetings, maintain all clerical records, and other duties as defined in the policy book.

Section 2. TREASURER

It shall be the duty of the Treasurer to create the annual budget for board approval and be responsible for the fiscal accountability and other duties as defined in the policy book.

Section 3. OTHER APPOINTEES

The list of all other appointees and their duties is defined in the Policy Book.

ARTICLE VI - NOMINATIONS

Section 1. NOMINATING COMMITTEE

There shall be a Nominating Committee consisting of the outgoing Chair and [at least] two (2) members ~~selected at the Annual Meeting [of the organization.]~~ Nominating Committee shall base their selection for a slate of candidates as defined in the policy book and the Code of Regulations, Article III, Section 14.

Section 2. NOMINATING PETITIONS

Any five (5) members in good standing may nominate candidates for the Board of Trustees by submitting the candidate's name, in writing, to the Nominating Committee seven (7) days prior to the Board meeting at which the slate of nominees is presented for approval. Such members must affix their signatures to the request. The Nominating Committee shall approach the Nominees for their consent.

Section 3. NOMINATIONS

No candidate shall be elected to any office unless they have been nominated as herein provided.

ARTICLE VII - ELECTIONS

Voting shall be by ballot ~~at the Annual Meeting and the candidates for the vacancies receiving the majority of the votes of the members present shall be duly elected~~ [prior to the end of the fiscal year by the Board of Trustees.]

ARTICLE VIII - FISCAL YEAR

The fiscal year of The Waterville Playshop shall be from June 1 to May 31.

ARTICLE IX - MEMBERSHIP

A member is a person who has ~~participated, been a donor, or a patron or a season ticket holder for the current year of productions]~~ ~~paid current annual~~ or is a lifetime member ~~ship dues~~ as defined in the policy book.

ARTICLE X - MEETINGS

This section will be moved to the Policy book under Social and become an Annual Event instead of meeting.

~~Section 1. ANNUAL MEETING~~

~~The Annual Meeting of The Waterville Playshop shall be held on a date in the spring to be determined yearly by the Elected Trustees and be open to members and guests.~~

Section 2 [1]. SPECIAL MEETINGS

Special Meetings may be called at any time as defined in this Code of Regulations (See Article IV, Section 1). Only the business for which the Special Meeting was called can be discussed at such meeting.

Section 3[2]. MEETING NOTICE

Notice of any Special Meeting shall be sent to the membership at least seven (7) days in advance and stating the purpose of the meeting.

Section 4-~~3~~. PROCEDURE

Robert's Rules of Parliamentary Procedures shall govern all meetings.

ARTICLE XI - COMPENSATION, FEES, DUES AND RATES

All compensation, fees, dues and advertising rates shall be determined by the Elected Trustees and listed in the Policy Book.

ARTICLE XII - AMENDMENTS

The Code of Regulations may be amended ~~at any general membership meeting of Playshop~~ [by the Board of Trustees] provided the following qualifications are met:

- a. The amendment must be written out exactly as it will appear when approved.
- b. The membership is to be notified in writing at least seven (7) days prior to voting that such amendment has been proposed. The time and place of the meeting to consider the amendment are to be included in the notification.
- ~~e.~~ The proposed amendment(s) must be approved by ~~two-thirds (2/3) the voting members present~~ [a unanimous vote of the Trustees.]

ARTICLE XIII – RECALL

Recall of elected Trustees ~~or Policies~~ shall be done by Special Meeting as defined in this Code of Regulations. Recall must be approved by ~~two-thirds (2/3)~~ [a majority] of the [all] voting members ~~present~~.

ARTICLE XIV – CODE OF REGULATIONS

Each member of The Waterville Playshop, upon request, shall be furnished a copy of the Code of Regulations.