

Newtowne Players (NTP)

Policies and Procedures Document

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Introduction

This Policies and Procedures Document is for all Newtowne Players members, participants and volunteers and supersedes all previous editions. All members, participants and volunteers are subject to the terms and conditions of the Policy and Procedure Document. This document provides policies and procedures to establish a standard that guides how we conduct ourselves and is in keeping with the values and goals of the Newtowne Players.

The Newtowne Players is committed to fair and equitable treatment of its members, participants and volunteers in accordance with established policies; thus this Policies and Procedures Document is designed to be the primary reference for communicating and interpreting policies, programs, and procedures to Newtowne Players members, participants and volunteers. However, this Policies and Procedures Document is not intended to be all-encompassing. It contains overarching policies, including policies for the conduct of Board Meetings, Committee Council Meetings, and guidance for committee meetings. Committee-specific policies and procedures, including any variances in the way they conduct business from the information contained herein, will be included in the Policies and Procedures Documents for each committee.

1. General

1.1. Definitions

1.1.1. 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).

1.1.2. 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).

1.1.3. Voting Member

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

1.1.4. 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.

1.2. Chain of Command

The NTP Chain of Command is as follows :

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

1.3. Conflicts between documents

Conflicts among documents at the same level shall be handled at the lowest level of the chain of command. 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 and/or the Committee Council -- often, though not necessarily, with input from the Governing Documents Committee.)
- 5) Committee Policies and Procedures Documents
- 6) Formalized documents from committee level sources (e.g., Production Manual)
- 7) Other guidance given by authorized NTP entities.

2. Participation and Membership

2.1. General

2.1.1. 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, 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.

To register a grievance, contact the Diversity and Equity Committee.

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. If a member feels that the normal process isn't working, isn't producing a satisfactory result, or they wish to remain anonymous, they may contact Diversity and Equity Committee, who can act as an advocate on the aggrieved party's behalf, and which is empowered with the authority to investigate incidents and make recommendations to the appropriate authority within NTP. At the request of the aggrieved party, the Diversity and Equity Committee shall make every effort to maintain the anonymity of the aggrieved party.

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 emergency equipment

All NTP members and volunteers must be aware of the location and operation of all fire exits, alarms, first aid, and emergency equipment before beginning any activity within the NTP space.

2.2.3. Location of Information

This document shall be made available in accordance with bylaws requirements (bylaws article IX)

2.3. Participant Code of Conduct

The following paragraphs outline the expected behaviors of anyone who participates in NTP activities.

2.3.1. General

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

2.3.2. 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.

2.3.3. 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.
- 3) Properly dispose of personal trash in designated receptacles during use of facility.

2.3.4. Removal of NTP Property

No NTP property may be removed from any NTP space without express permission of the appropriate committee chair or designee.

2.3.5. 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.

2.3.6. Alcohol

No one under the age of 21 shall ever consume alcohol in any NTP space or at any NTP function. Anyone 21 years of age or older shall consume alcohol in an NTP space or at an NTP function 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., annual banquet)
- 3) Performers are prohibited from drinking during any performance of an NTP production

NTP staff working Front of House and bar have the right to request photo ID, and to deny service to any individual believed to be underage or overly impaired.

2.3.7. 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.

2.3.7.1. Location and supervision of children

At all times, all children 8 years old or under must be under direct adult supervision. No child under the age of 4 shall be around active power tools at any time. Any child under the age of 13 must be under direct adult supervision around active power tools or while in the shop area.

2.3.8. Smoking

In accordance with state and local law, smoking or the use of e-cigarettes is prohibited inside any NTP facility unless required as part of a performance.

2.3.9. Illegal Substances

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

2.3.10. 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 membership chair prior to applying for membership. Decision regarding disposition will be made by the Board. Any criminal infractions or arrests made after a participant's initial involvement with NTP should be reported to the membership chair as soon as possible. Past or present criminal activity or arrests are grounds for suspension or expulsion at the Board's discretion.

2.3.11. Sex Offenders

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

2.3.12. 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. These corrective actions may include reprimands, suspension, or expulsion.

2.3.12.1. 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.

2.3.12.2. 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.

2.4. Membership Code of Conduct

The following paragraphs outline the additional expectations, responsibilities, and benefits of becoming a member of The Newtowne Players.

2.4.1. Document Familiarity

Any individual wishing to be a member of NTP must read Section 2 of the NTP Policies and Procedures Document (this document).

2.4.2 Code of Conduct

All members must adhere to the participants' code of conduct in section 2.3 as well as further codes as outlined in any subsections of 2.4 below.

2.4.3. Dues

Members of NTP must pay annual dues to the organization. Any individual who meets the requirements for participation as outlined in section 2.3 is eligible for membership

2.4.3.1. Required Membership

Certain roles being filled within any NTP production require the participant to become a paid member of the organization. These roles include:

- 1) Actor
- 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 are not required to be paid members, however their membership is strongly encouraged:

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

2.4.3.2. Collection of dues and terms of Membership

Membership dues are collected, and length of term are outlined in the NTP bylaws (Article III, section 2).

2.4.3.3. Amount of Dues

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

2.4.3.4. Waiver of Membership dues

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

2.4.3.5. Failure to Pay Dues

Required memberships must be paid within six weeks prior to opening night, or the participant will be removed from the production.

Any member who does not pay their annual dues as required will be considered to have let their membership lapse and will revert back to being a volunteer/participant with the organization.

2.4.3.6. Unacceptable Sources of Dues Payment

Dues shall not be paid out of any NTP production or show budget.

2.4.4. Voting

Only Members of NTP in good standing have voting rights. Membership voting shall follow the guidelines set forth in Articles III and IV of the NTP bylaws with the following clarifications or additions:

2.4.4.1. Proxy Voting

Voting by proxy is not allowed.

2.4.4.2. 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:

1. 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.
2. 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.
3. 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.

2.4.4.3. Voting rights for members under 16 years of age

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.

2.4.5. Membership Meetings

Only members may attend Membership meetings as called out in the NTP bylaws Article IV

2.4.5.1. Annual Membership Meeting

The required 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.

2.4.5.2. 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.

2.4.5.3. Electronic Format for Membership Meetings

When required, such as during COVID 19 and social distancing, the membership meeting shall be held via Zoom. In order to facilitate using Zoom, changes to procedures for nominations and voting are required.

2.4.5.3.1. Notice of Electronic Meeting

In accordance with the NTP bylaws, the date, time, location, and purpose of membership meetings shall be announced at least 14 days prior to such meetings. As required by social distancing, the announcement will be made via e-mail and the social media (NTP Facebook page).

2.4.5.3.2. Nominations for Electronic Meeting

The Membership Chair shall send an email to all active members soliciting nominations for any committee positions for which an opening exists. This solicitation shall be sent 30 days prior to the membership meeting.

Membership has 7 calendar days to respond via email with nominations. Membership Chair shall contact nominees to solicit acceptance(s). A slate of accepted nominees and position(s) shall be sent via email to active membership 7 calendar days prior to the annual membership meeting.

2.4.5.3.3. Annual Membership Meeting Ballot and Voting

A ballot outlining the list of nominees and related positions shall be created in Zoom or other balloting software prior to the annual membership meeting. Said ballot can be modified as needed during the annual membership meeting prior to the vote. Members in good standing shall vote when appropriate during the meeting.

Members in good standing, aged 16 and over, can vote, in accordance with the bylaws. The Membership Chair or his/her designee shall monitor attendance to ensure only those members in good standing participate in the meeting and subsequent voting. Absentee ballot and quorum rules as specified in the bylaws shall apply for electronic voting.

2.5. Committee Nominations from membership

Any appointment requiring a nomination from NTP membership shall have the appropriate committee chair solicit nominations from the entire membership (via the Membership Committee) with a formal nomination request at least two weeks prior to any appointments being made.

2.6. Awards

2.6.1. 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.

2.6.1.1. 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

2.6.1.2. 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.

2.6.2. 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.

2.6.2.1. 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

2.6.2.2. 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.

2.6.3 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. Details about show awards can be found in the Nominations Committee Policies and Procedures Document.

2.7. Discounted ticket prices

Members in good standing are eligible for reduced prices on individual tickets to attend NTP productions. Discounts are accessed by using the code on the back of the membership card. Issues with codes are to be addressed with the NTP Membership Chair. Codes are not transferrable and are not to be shared. Abuses of this membership benefit could result in corrective actions, or in the benefit being removed.

2.8. Corrective Actions

Corrective actions for members shall be the same as those outlined in section 2.3.13 excepting the following:

2.8.1. Suspension

Suspension of a member will follow the precepts set out in section 2.3.13.1, with the additional caveat that the membership period of the suspended individual will be extended by the length of the suspension.

2.8.2. Expulsion

Expulsion of a member will follow the precepts set out in section 2.3.13.2, with additional guidance provided in bylaws article III, section 3.

2.8.3. Notification of Intent to Remove

Notification of Intent to Remove (see bylaws article III, section 3) shall be by certified mail (with return receipt) or via email (provided the person notified sends a return email with confirmation of receipt).

3.0. Board

3.1. General

3.1.1. 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.

3.1.1.1. 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.

3.2. Composition

The Board composition shall be in accordance with Article V, section 1 of the bylaws. Any deviations from the total number of elected members shall be rectified gradually by following the election schedule.

3.3. Behavior

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

3.4. Voting

3.4.1. 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.

3.5. Meetings

3.5.1. Agenda

The agenda for Board meetings should be released at least three (3) days prior to the meeting. When possible, agenda items requiring a vote by the Board should be submitted to the Board President at least ten (10) days prior to the meeting for dissemination to the entire Board in order to allow consideration prior to the meeting. Note: failure to provide information about items requiring a Board vote by the above deadline may result in the vote on that item being tabled to the next Board Meeting.

3.5.2. 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.

3.5.3. 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 an executive session must be recorded in minutes, but topics discussed may stay private. When possible and practical, minutes for executive sessions should be taken to record the key points of discussion for posterity. When discussing personal matters, names may be omitted. Executive session minutes are only for Board members and thus shall be kept separate from the minutes for any regular session and never made public. Executive sessions should be reserved for only the most sensitive topics and should be used as sparingly as possible.

3.5.4. 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. Attendance requirements and restrictions at such work sessions will be at the discretion of the Board President and will depend on the nature of the work being conducted.

3.6. Authority

3.6.1. Set Policy

Per the bylaws (Article IX) the Board reserves the right to set NTP policy and procedure, which are contained in this document. The Board may opt to delegate the authority to set certain NTP policies and procedures to appropriate committees through their charters, however, the Board reserves the right to revoke such delegation at any time for any reason as well as to request that a Committee reconsider any policy or procedure under its purview.

3.7. Committee Council Interaction

3.7.1. 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.

3.7.2. 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.

3.8. Resignation of Board Members

3.8.1. Resignation of President

If the President of the Board resigns, the Vice President shall become Acting President until the Board can meet again to select a new President using the guidelines in the bylaws, Article V, Section 4.

3.8.2. Resignation of Entire Board

In the event that the entire Board resigns en masse, the Chair of the Membership Committee, in consultation with the Committee Council, is authorized to call a special membership meeting as soon as practicable to elect a new Board. In that case, the number of Board Members elected at that meeting shall be equal to the number of Board members immediately prior to the mass resignation. Half of the Board members selected at that membership meeting shall have their terms extend past the subsequent annual membership meeting to the following one, while the other half shall have their terms end at the subsequent annual membership meeting. Since all Board members elected in such a case will be fulfilling unexpired terms, as per Article V, Section 6 of the bylaws, the determination of the mechanics of the voting to differentiate those two groups is at the discretion of the Chair of the Membership Committee, in consultation with the Committee Council.

4. Committee Council

4.1. General

4.1.1. Committee Council Chair

The Committee Council 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.

4.2. Composition

4.2.1. Committees Represented on the Committee Council

The committees with representation on the Committee Council consist of all top-level standing committees and are as follows (in alphabetical order):

- 1) Diversity and Equity
- 2) Facilities
- 3) FOH & Box Office
- 4) Funds & Grants
- 5) Governing Documents
- 6) Membership
- 7) Nominations
- 8) Outreach
- 9) Production
- 10) PR & Marketing

4.3. Behavior

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

4.4. Voting

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

4.5. Meetings

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

4.6. Authority

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

4.7. Board Interaction

4.7.1. Election of Replacement Board Members

If the event of a Board vacancy, Article V, section 6 of the bylaws permits the Committee Council to elect a temporary replacement until the membership can vote in a permanent replacement. Normally, this would only occur if the vacancy occurred within a few months of the previous annual membership meeting or if the vacancy (-ies) left the Board with fewer than 6

members and thus unable to operate per the Bylaws. 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. The method of voting shall be at the discretion of the Committee Council Chair and may consist of secret ballot, voice vote, or consensus agreement.
- 3) The membership and Board shall be notified of the Committee Council's selection.
- 4) The term of the Board member selected by this method shall begin immediately upon notification to the Board and membership of the Committee Council's selection and end at the next duly called membership meeting, as prescribed in Article V, Section 6 of the bylaws.
- 5) The Board member selected by this method is permitted to run again for a permanent seat on the Board at the next duly called membership meeting.

4.8. Committee Interaction

See bylaws article VI, section 3.

5. Committees

5.1. General

5.1.1. 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.

5.2. 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.

5.2.1. 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, in good standing, that 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.

5.2.2. 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 concurrence. The committee chair 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 concurred by the Board and the committee will begin their work. If more time is needed by the committee chair to draft a charter, the committee chair may request an extension for consideration by the board prior to the deadline.

5.2.3. Charter Contents

Committee charters shall include the following sections:

5.2.3.1. Purpose

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

5.2.3.2. 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.

5.2.3.3. 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.

5.2.3.4. Budget

This section shall be populated 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.

5.2.3.5. 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.

5.2.3.6. Roles/Membership

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

5.2.3.7. 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.

5.3. Behavior

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

5.4. 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.

5.5. Meetings

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

5.6. Authority

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

5.7. Committee Council Interaction

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

6. Financial

6.1. Fiduciary Duty

The Board of Directors and Treasurer have a fiduciary duty to NTP. Financial decisions on behalf of the corporation must be made in its' best interests. 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 bylaw shall not be released.

6.2. Budgeting

6.2.1.

In accordance with the Finance Committee Charter, the Finance committee shall generate an annual budget recommendation to the Board of Directors. The Board of Directors shall present a budget to the membership during the annual meeting for approval.

6.2.2.

Once the budget is approved by the membership, it is the responsibility of the Treasurer to track performance of the budget against actual expenses. Tracking shall be performed using accepting accounting procedures.

6.3. Expenditure Authority

In accordance with the Bylaws, the Treasurer and President are authorized to make expenditures on behalf of NTP and may authorize other members to make expenditures within the approved budget.

6.3.1.

The Treasurer may elect to delegate expenditure authority against specific budget line items to individual committee chairs or corporate officers. Individual designations may be found in Appendix D. It is the responsibility of the designee to provide prompt and accurate reporting of expended funds.

6.3.2.

At the discretion of the Treasurer, budget overages may be authorized. Spending outside of budgetary limits may be reimbursed at the discretion of the Treasurer.

6.4. Pricing

Ticket prices are set by the Board of Directors in accordance with Appendix D.
Pricing shall be in accordance with good business practice and at a minimum be set to cover individual show expenses plus overhead.
Pricing for concessions and other sold goods are set by the Front of House and PR Chair.

6.5. Financial Transparency

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.

7. Information Technology/Cyber Security

7.1. NTP Network Access and Security

7.1.1.

The Newtowne Players owns and maintains an Information Technology infrastructure of devices and networking equipment required to execute the business operations of the corporation. Any device(s) connecting to any physical or WIFI network provided by the Newtowne Players must have the minimum following security protocols in place:

- Free of spyware/malware
- Latest Operating System Patches
- Current Virus/Malware software as applicable

7.1.2.

Device(s) must use some form of authentication on the home screen to prevent unauthorized access. These methods may include password, smartcard, PIN, biometrics, etc.

7.1.3.

No devices will be allowed to hard wire or plug directly into any NTP network without the authorization of NTP Information Technology. NTP Information Technology personnel will also be responsible for enabling/disabling unused

network ports to maintain security of the NTP IT network. NTP IT can be reached at ntpadmin@newtowneplayers.org

7.1.4.

Removable/portable data storage will not be plugged into any IT asset owned by the Newtowne Players without authorization of NTP IT personnel. Such devices may carry spyware/malware or computer viruses that can negatively impact the security and performances of the network and devices connected.

7.1.5.

Any devices found to be in violation of the above safety requirements will be moved and their MAC addresses banned from accessing the NTP IT network.

7.1.6.

Any IT equipment owned by The Newtowne Players shall not be unplugged, moved, updated, changed, or otherwise reconfigured without express authorization of NTP IT personnel.

7.1.7.

The Newtowne Players maintains the sub-networks deemed necessary to run the operations of the corporation. Not all sub-networks are public or are to be accessed as such. Passwords to non-public sub-networks will be provisioned on an “as-needed” basis.

7.1.8.

The Newtowne Players maintains one consistent external-only sub-network which can be used by anyone. This network, named “NTP Guest” is for any user that needs to connect to the internet. When connecting to the NTP Guest network for the first time, users must accept the Terms and Conditions displayed on the connection page.

7.1.9.

Internet bandwidth on the NTP Guest network may be limited to ensure priority connectivity for devices conducting NTP corporate business.

7.1.10.

Internet connectivity sessions are granted for a 24-hour period and will expire after that time. Each session login will require separate reauthorization.

7.1.11.

All network outages should be reported as soon as possible to NTP IT personnel

7.2 NTP Email Accounts**7.2.1.**

All official titled, corporate positions within the Newtowne Players (Board members, Committee Council members, specialized committee or sub-committee members) will be given a specific NTP-branded email account. All NTP business should be conducted through this NTP email account only. This ensures continuity of operations as these email accounts stay with the position and not the individual filling the position.

7.2.2.

When a change in personnel occurs within one of these corporate positions, the applicable team (Board/committee/subcommittee) will notify NTP IT personnel so that the applicable steps can be taken to transfer the email account information. NTP email accounts are to be used for NTP business only and should not be forwarded to personal email accounts.

7.3. Data Storage**7.3.1.**

NTP IT can provide committees/subcommittees/working groups a secured shared drive for storing and exchanging information. These shared drives are provided upon request via email to ntpadmin@newtowneplayers.org

7.3.2.

All shared drives are created under NTP-branded email addresses only and will not be set up under individual, private email addresses. Access to shared drives shall be granted by NTP IT personnel upon request. It is the responsibility of committees using NTP shared drives to ensure that access is granted only to those who need it.

7.3.3.

All files pertaining to NTP and its business operations should be stored in the appropriate NTP shared drives and not with private individuals.

7.4. IT devices in support of Productions

Devices required in support of stage productions will not reside on external NTP Networks. These devices are under the authority of the NTP Technical Director and may only be authorized by the TD or his/her designee. These devices have the same requirements for up-to-date security patches and anti-virus software updates. The Technical Director is responsible for ensuring these devices are kept up to date. Any requests for, or issues discovered with IT devices used in support of a publication should be sent to the NTP Technical Director at td@newtowneplayers.org

8.0 Three Notch Theatre (Miscellaneous)

8.1. 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.

8.1.1. Closure/Cancellation Authority

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

8.1.1.1 Facilities Committee Chair

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

8.1.1.2. Producer

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

8.1.1.3. 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, Artistic Director, Director, Stage Manager.

8.1.1.4. For non-NTP Events

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

8.1.2. 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, stage manager, and the evening's House Manager.

- 2) The PR & Marketing Committee notifies the patronage by whatever means deemed most effective by the stage manager/director.
- 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 possible.
- 6) In the event of a closure or cancellation affecting a non-NTP event in an NTP facility, the sponsoring committee informs the hosts of the event of the closure/cancellation.

8.1.3. 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.

8.1.4. 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. In the event of more than two canceled performances of one production, the Production Committee shall present the Board options for rescheduling.

9. Appendices

9.1. Overview

Appendices to this document consist of two types: organizational (which describe the organization and structure of NTP and its top-level standing committees) and policies and procedures documents for each top-level standing committee. Committee Charters shall not contain any information that is of a policy or procedural nature. Committee Charters merely describe the purpose, authority, and structure of the Committee and are approved by the Board. Committee Policies and Procedure Documents shall be presented to the Board for information but do not require Board approval to become active. The Board may, at its discretion, ask for clarification and/or justification for any portion of a Committee Policies and Procedures Document to which any Board Member has questions and the Board may also ask for reconsideration of any portion to which a majority of Board Members disagree.

9.2. Organizational Appendices

Appendix A – NTP Organizational Charts
Appendix B – Diversity and Equity Inclusion Committee Charter
Appendix C - Facilities Committee Charter
Appendix D – Finance Committee Charter
Appendix E– FOH & Box Office Committee Charter
Appendix F – Funds & Grants Committee Charter
Appendix G – Membership Committee Charter
Appendix H – Nominations Committee Charter
Appendix I– Outreach Committee Charter
Appendix J – PR & Marketing Committee Charter
Appendix K – Production Committee Charter

9.3. Committee Policies and Procedures

Appendix L - Diversity and Equity Committee Policies and Procedures
Appendix M - Facilities Committee Policies and Procedures
Appendix N – Finance Committee Policies and Procedures
Appendix O- FOH & Box Office Committee Policies and Procedures
Appendix P.1 - NTP FOH & Box Office Manual
Appendix Q - Funds & Grants Committee Policies and Procedures
Appendix R - Membership Committee Policies and Procedures
Appendix S - Nominations Committee Policies and Procedures
Appendix T - Outreach Committee Policies and Procedures
Appendix U - PR & Marketing Committee Policies and Procedures
Appendix V - Production Committee Policies and Procedures
Appendix W – NTP Production Manual
Appendix X- Board of Directors Policies and Procedures