

BAYTOWN LITTLE THEATER

BYLAWS

POLICIES

April 2010

RESPONSIBILITIES

OFFICERS/COMMITTEE CHAIRMEN

RESPONSIBILITIES

OTHERS

BAYTOWN LITTLE THEATER

BYLAWS

APRIL 2010

BAYTOWN LITTLE THEATER, INC.

BYLAWS

(As amended 4/63, 4/68, 4/88, 4/92, 4/94, 4/95, 12/97, 5/00, 5/01, 5/03, 4/09, 4/10)

ARTICLE 1 NAME

The name of the Corporation shall be the Baytown Little Theater, Inc.

ARTICLE 2 PURPOSE

The purpose of this Corporation is to promote the fine arts, pursuant to the Texas Non-Profit Corporation Act of August 11, 1959, to wit: To produce and present dramatic production as an educational, cultural, nonprofit, community project. The net income, if any, from such project, will not insure in whole or in part to the benefit of any member. That in pursuance of said purposes this corporation may acquire, by purchase, grant, gift or otherwise, real estate, the acquisition of personal property, construct buildings, and/or other housing facilities incident to its function and purpose. (4/63)

ARTICLE 3 MEMBERSHIP

There shall be six (6) types of memberships open to all who are interested in the Theater and a youth membership for an individual 18 years old and under. (5/00) (Please see BLT Policies for description of benefits for each level membership.)

Active Membership (Single or Family) – Those members in good standing who take an active part in the promotion of the stated purpose.

Youth membership for individuals 18 years old and under at half the cost of the Active Membership. The youth membership would be limited to participation in BLT productions. (4/95)

Sponsor Membership – Those members in good standing who may or may not take an active part but who support the purpose and objectives of the Baytown Little Theater.

Patron Membership – (Same as Sponsor.)

Benefactor – (Same as Patron and Sponsor.)

Star – (Same as Benefactor, Patron, and Sponsor.) (5/01)

Angel – (Same as Star, Benefactor, Patron, and Sponsor.) (5/01)

ARTICLE 4 EXECUTIVE BOARD

Section 1

The Executive Board shall have the sole and exclusive power in the right of management and control of the affairs and policies of the Baytown Little Theater, except such powers as are by these Bylaws otherwise granted.

The Executive Board will consist of sixteen (16) members, twelve (12) being chosen by election of the general membership as described in Section 2 of this article, and four (4) being appointed by the Executive Board.

A member of the Executive Board shall serve a term of two years or until a successor is elected or appointed. The term of Office begins on May 1 following his or her election. Terms shall be arranged so that six (6) members of the Executive Board are elected each year, and two (2) are appointed each year. (4/10) An elected or appointed Board Member shall be eligible to serve only three (3) consecutive elected terms, or two (2) terms if appointed to replace an elected board member who has resigned, and after a period of one (1) year shall be eligible to serve again. (4/10)

Absence without acceptable excuse for three meetings of the Executive Board in a fiscal year shall forfeit the right to serve and the office shall be declared vacant. (5/02)

Vacancies in the Executive Board occurring for any reason shall be filled for the unexpired term by a majority vote of the remaining members of the Board.

Section 2

A Nominating Committee of five members, who are not members of the Executive Board, shall be appointed by the Executive Board in January of each year. The Nominating Committee shall prepare a slate of members to serve on the Executive Board to be presented at a General Meeting one month prior to the election, or presented in writing to each member one month before the election. Nomination may also be presented from the floor, providing the consent of the nominee has been previously obtained. Nominees shall be a member at the time of the election. (4/88)

Members of the Executive Board filling elective positions shall be elected at the annual business meeting which shall be held in April of each year.(4/10)

Members of the Executive Board filling appointive positions shall be appointed by the Executive Board and shall be required to become a member of the theater. (4/10)

There shall be one vote for each membership as defined in Article 3. Each person voting shall express by secret ballot his choice of six members from the nominees. The votes shall be tabulated by a teller's committee, and the six having the highest number of votes shall be declared elected members of the Executive Board. In the event that no more than six members are nominated for the Executive Board, these members may be elected by general consent.

In case of a tie requiring a runoff, only the tied nominees will be on the runoff ballot.

ARTICLE 5 OFFICERS

Section 1

The officers of the Baytown Little Theater shall be a President, a Vice-President, a Secretary, a Librarian, and a Treasurer. (4/09)

Section 2

The officers shall be elected by the Executive Board and shall each be an elected member of the Board.

A simple majority of the Executive Board shall be sufficient for the election of an officer.

The term of office of each officer shall begin May 1 or upon his election and shall end on April 30. (4/63)

Vacancies in any office shall be filled by the election of a new officer by the Executive Board.

Officers shall serve without remuneration.

Section 3

Duties of Officers

PRESIDENT: The President is the chief executive officer of the Baytown Little Theater. He shall preside at all board and general meetings and shall call special meetings when necessary. (4/63) He shall appoint/remove the chairperson of the standing committees with board approval. (4/94) The President shall appoint a Parliamentarian for the General Meeting each year.

VICE-PRESIDENT: The Vice-President shall act and preside in the place of the President in the absence of that officer. (4/63) He shall notify board members concerning all board meeting.

SECRETARY: The Secretary shall keep proper records of all board and general meetings of the Baytown Little Theater and shall have charge of all correspondence. The Secretary shall provide printed copies of the minutes of each Board meeting to all Board Members. The cost of printing shall be included in the Administrative Budget of the Theater. (4/92)

LIBRARIAN: The Librarian shall be responsible for the maintenance and upkeep of the Baytown Little Theater's library of play materials. Additionally, the Librarian shall be the Board's liaison for royalty and rights acquisitions, assisting directors as needed. (4/09)

TREASURER: The Treasurer shall receive and be custodian of all the Baytown Little Theater money and shall keep a proper set of books which shall be audited at the end of the each fiscal year and at such time as deemed advisable. (4/92) He shall present a report of Baytown Little Theater funds to Board Meetings and to General Meetings. The Treasurer shall make all disbursements of funds authorized by the Executive Board. The Treasurer shall provide printed copies of the Monthly Treasurer's Report to all Board Members. The cost of printing shall be included in the Administrative Budget of the Theater. (4/92)

ARTICLE 6 MEETINGS

Section 1

There shall be an Annual Meeting of the Baytown Little Theater in April of each year unless otherwise ordered by the membership or by the Executive Board.

Special meetings shall be held when deemed advisable by the President or by a majority of the Executive Board.

A quorum of the General Meeting or Special Meetings shall be those present, provided each member shall have been notified of the meeting in writing at least one month before the meeting. (4/88)

Section 2

There shall be a meeting of the Executive Board at least once a month.

A quorum of the Executive Board shall be seven. (4/95)

ARTICLE 7 DUES

Section 1

The annual dues for each type of membership shall be determined at the annual meeting.

Section 2

The Fiscal year of the Baytown Little Theater shall begin on May 1 of each year.

Section 3

Any unusual cases regarding membership or the payment of dues shall be referred to the Executive Board for decision.

ARTICLE 8 PRODUCING DIRECTOR

The Producing Director shall be selected by the Executive Board for each production. He shall have complete authority and responsibility for the dramatic aspect of that production. He may select an assistant and a Chairman of each production committee.

ARTICLE 9 COMMITTEES

Section 1

Standing committees shall be those committees deemed necessary by the Executive Board. The Chairpersons of these committees shall be appointed/removed by the President with Board approval and shall select the members of their committees. (4/94)

Section 2

The Production Director shall appoint the following committees for each production: Casting, Scenery, Properties, Make-up, Wardrobe, Lighting and Sound.

Section 3

The Chairmen of the standing committees and the director of the current production will constitute an advisory committee which will meet with the Executive board at the President's discretion.

ARTICLE 10 PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order, Revised" shall govern the Baytown Little Theater in all cases which are applicable and in which they are not inconsistent with the Bylaws or special rules of order of the Corporation.

ARTICLE 11 AMENDMENTS

The Bylaws of the Baytown Little Theater may be amended by a 2/3 majority of the membership present at any special or regular meeting, provided due notice shall have been given of the proposed amendment at the previous regular meeting or in writing to every member at least one month before the meeting at which the amendments are to be submitted. There shall be one vote for each membership as defined in Article 3. (4/88)

ARTICLE 12 DISSOLUTION

Provided that the Corporation should dissolve, terminate the activities under which it function as such corporation, or in anywise cease production, as heretofore set out in Article 2 hereof, then, in such event, assets, monies accumulated (if any) and all property (real or chattel) shall be transferred by the then existing governing body to other organization of like nature or functions qualified as charitable organization under Section 501(C)(3) Internal Revenue Code of 1986, as amended, and such transfer shall be, in all respects, gratuitous. (12/97)

04/2010 - (Date last revision)

BAYTOWN LITTLE THEATER

POLICIES

DECEMBER 2009

BAYTOWN LITTLE THEATER
POLICIES
APRIL 1961 – DECEMBER 2009

Purpose

The purpose of these policies is to guide the activities and operations of the Baytown Little Theater, as defined in the by-laws. Policies are set and approved by the Executive Board.

Definitions

* A "Special" is any production that is not a part of the season roster of shows and is not covered by season tickets.

1. BOARD POLICIES

1.1 Policy Enforcement

All Board members are responsible for enforcing Bylaws and Policies of BLT.

1.2 Board Meetings

1.2.1 On the night of Executive Board Meetings, if no quorum is present or expected, the assembly will be dismissed.

1.2.2 Special Called Meetings of the Board are those meetings called in addition to the regular monthly meetings required by the Bylaws. (5/94)

1.2.3 The minutes of all regular Board Meetings, including recording of individual voting, will be posted at the theater within two (2) weeks after the Board meeting with "unapproved" stamped on them; then posted as approved, after they are approved at the next Board Meeting. (6/92)

1.2.4 The minutes of all regular Executive Board Meetings shall be made available by request to any member.

1.2.5 Directors are required to make sure Board Members involved in a production are free to attend Board Meetings. The only exception will be the rehearsal the week a show is to open. (5/89)

2. GENERAL POLICIES

2.1 Alcohol

2.1.1 Alcoholic beverages are prohibited at the theater except when specifically authorized by board action. (8/67) (8/88)

2.1.2 Drinking of alcoholic beverages by minors at any time is strictly prohibited. (8/80)

2.2 Chamber of Commerce

Membership in the Baytown Chamber of Commerce will be maintained. (1/03)

2.3 Purchasing/Bidding Guidelines

Before the Board can approve, two or more competitive bids must be solicited/documented on all purchases of materials or services when the total value is expected to be \$1000 or greater. Sole sourcing may be requested when only one supplier is known, material is required as part of a larger system, or service is exclusively licensed to one supplier. (9/91)

2.4 Safety

2.4.1 BLT will abide by the local Fire and Building codes and Insurance requirements.

2.4.2 BLT must maintain electrically lighted signs on a separate circuit or battery operated signs to mark the exits. One must be on the stage and it must remain lighted. Adequate fire extinguishers should be installed and kept serviced to meet the state standards. The evacuation scheme shall be posted throughout the theater so that all can see it.

2.4.3 No open flames of any kind shall be anywhere in the theater buildings at any time without concurrence of the facility chair and the consent of the Board. (11/94, 11/01)

2.5 Smoking in the Theater

2.5.1 BLT will abide by City Ordinance prohibiting smoking in a public building and within 15 feet of the entrance (5/03)

2.5.2 No smoking under age 18 will be allowed on BLT property or at BLT sanctioned events. (1/03)

2.6. Purchasing

Anyone charging anything to the theater should sign the ticket and indicate which show it is to be charged to and should so inform the director of that show. (1/86)

2.7. Membership

2.7.1 Every person who participates in a production as a Director, cast or crew member is required to be a member of the organization. (8/80)

2.7.2 Only members currently paid for the season are eligible to vote at the Annual Meeting. Membership may be paid on the day of the meeting. Only one (1) vote per membership may be cast.

2.7.3 Membership year will run from September 1 to August 31. (6/04)

2.8. Membership Benefits (5/02)

2.8.1 Membership Levels

Active Membership (Single or Family) – Includes voting privileges, BLT newsletter, participation in the theater activities onstage and backstage, special events, discounted workshops, etc.

Youth Membership – includes participation in BLT productions.

Sponsor Membership – Includes two Season tickets, recognition in the Lobby and all advantages of Active Membership.

Patron Membership – Two Season Tickets, recognition in the Lobby and Program, and all advantages of Active Membership.

Benefactor Membership – Four Flex/Season Tickets, recognition in the Lobby and Program and all advantages of Family Membership.

Star – Six Flex/Season Tickets, recognition in the Lobby and Program and all advantages of Family Membership.

Angel - Six Flex/Season Tickets, recognition in the Lobby and Program and all advantages of Family Membership.

2.8.2 Membership Dues

Dues for each level of membership will be set at the BLT Annual General Membership Meeting.

2.9. Membership, BLT Honorary Life Member

2.9.1 The Board shall request and receive recommendations for the Life Membership honor from June-August each year. An Honorary Life Membership shall retain the same benefits as an Active Membership.

2.9.2 Honorary Life Member(s) will be selected by Board vote and should be awarded on the opening night of each new season.

2.9.3 Honorary Life Membership does not include season tickets. Recipient's names will be listed in the program, on a plaque in the lobby and will an engraved gift. (12/09)

2.9.5 All Honorary Life Members names will be listed on the program. (11/87)

2.10. BOX OFFICE AND SEASON TICKET INFORMATION

2.10.1 Season Ticket Pricing

Season Ticket Package: \$60

Season Ticket Benefits:

Five shows for the price of four

Great seats

Guaranteed seats for each production

Unlimited ticket exchanges: Only subscribers can exchange their tickets. To exchange your tickets, please see Ticket Exchange Procedure below.

2.10.2 Season Ticket Sales

Season tickets go on sale in July and continue to be sold throughout the run of the first show of the season. Tickets may be purchased online, by mail, or in person at the box office.

Tickets will be issued for each show of the season according to the performance night/matinee requested on the order form (First Friday, First Saturday, Second Friday, Second Saturday, or Second Weekend Sunday Matinee).

Unless other special requests are made, the best available seats will be issued to season ticket holders on a first come basis.

A letter of confirmation will be mailed to each season ticket holder approximately two weeks before the opening of the first show of the season or, if the purchase is made later, within two weeks of receipt of the order form. Tickets will be available at will call the night/day of the performances.

Tickets may be exchanged at any time up to 24 hours before the performance by phone, email, or in person at the box office. (*see Ticket Exchange Procedure below*)

2.10.3 Box Office Information

281-424-7617

boxoffice@baytown.littletheater.org

Box Office Hours: 5-8 pm on days of evening performances; 1-2:30 pm on days of matinees. Box Office Hours are subject to change without notice. Please call to verify times. Transactions/exchanges for any future date or production will not be processed one (1) hour prior to any performance to ensure that customers attending that performance have the full attention of the box office staff.

Box office volunteers will monitor phone messages daily beginning two weeks before the opening of a show.

2.10.4 Ticket Exchange Procedure

Only season ticket holders may exchange tickets. Tickets may be exchanged for another performance of the same show. Exchanges can be made any time up to 24 hours before the performance. If you miss your scheduled performance date, your tickets will not be refunded or rescheduled.

2.10.4.A. TO EXCHANGE TICKETS BY PHONE:

Call 281-424-7617 and leave a message including: your name, your telephone number, the date and time of the performance of the ticket(s) you wish to exchange, and the date and time of the performance you want to attend (please give alternative dates in the event a show is sold out)

A box office volunteer will return your call within one week (24 hours if it's within 2 weeks of opening) with a confirmation of the change

Bring your original tickets with you on the night of the performance and you can turn them in for the new tickets at will call. Or you could stop by the box office when it's open and change the tickets.

Exchanges cannot be made one (1) hour prior to ANY show to ensure that customers attending the performance do not miss their show opening.

2.10.4.B. To Exchange Tickets by Email:

Email the box office the following information your name, your telephone number, the date and time of the performance of the ticket/s you wish to exchange, and the date and time of the performance you want to attend (please give alternative dates in the event a show is sold out).

A box office volunteer will confirm the change by email within 2-3 days (12-24 hours if it's within 2 weeks of opening).

Bring your original tickets with you on the night of the performance and you can turn them in for the new tickets at will call. Or you could stop by the box office when it's open and change the tickets.

2.10.4.C. To Exchange Tickets in Person:

Come in to the box office during posted box office hours to make the exchange.

Exchanges cannot be made one (1) hour prior to ANY show to ensure that customers attending the performance do not miss their show opening.

2.10.4.D. Season Ticket Exchange Terms & Conditions

Tickets must be exchanged at least 24 hours prior to your performance date.

Tickets may be exchanged within the same show ONLY.

In order to be seated together, all tickets to be exchanged must be changed together.

Lost tickets may be reissued by contacting the box office.

Exact location of seats may be chosen in person at the Box Office Window.

Tickets are never refundable.

2.10.5. General Theater Information – BOX OFFICE

Missed Performance Policy:

If you miss your scheduled performance date, your tickets will not be refunded or rescheduled.

Group Sales:

The theater encourages groups to attend our performances. We offer one complimentary ticket for every fifteen people in the group. Groups are asked to make their reservations as soon as possible. Payment for the tickets is required at least two weeks before the opening of the show or upon booking.

Reservation Policy:

Due to the limited space in the theater, all reserved tickets must be paid for at the time of the reservation. Payment by credit card is preferred; checks may be mailed or brought to the box office during box office hours, but not within one hour of a performance. If payment is not received within one week of making the reservation or 24 hours before the performance (whichever is sooner) the reservation may be cancelled.

Late Seating Policy:

Please arrive on time! Late seating will be at the management's discretion. The theatre doors are open thirty minutes before curtain. Due to the limited size of the theater, open seats may be filled five minutes before curtain. If you know you will be arriving late, please call the theater at 281-424-7617 in order to have your seat held.

Children:

Please contact our Box Office to assist you in determining the suitability of our productions for children. All children must pay for a ticket.

Smoking Policy:

Smoking is not allowed in the theater or theater lobbies.

Accessibility:

The theater is wheel chair accessible. If you need wheelchair seats, please call the box office to check on availability.

3. FACILITIES POLICIES

3.1 No changes shall be made in the decor or physical appearance of any area of the theater by anyone without obtaining prior approval from the Executive Board of BLT.

3.2 PROPERTY POLICIES

3.2.1 No BLT-owned items may be disposed of without the express knowledge and consent of the Executive Board.

3.2.2. Use of Theater Building

3.2.2.A Keys to the building and to appropriate storage areas in the building will be checked out to the Director. It is the responsibility of the Director to return the complete set of keys to the Facilities Chair at the end of the production.

3.2.2.B Only authorized persons who have been properly instructed may open and close the building, adjust heating and air conditioning controls, or operate lighting and sound equipment. (8/80, 1/02)

3.3. Loaning Furniture, Props, Lighting or Sound Equipment

3.3.1 The BLT will loan furniture it owns as long as the Set Chairman cleared it with the Director of the current production as to whether the furniture would be in use by the theater. (1/67)

3.3.2 The loan of any light or sound equipment must be with board approval. (11/80)

4. PRODUCTION POLICIES**4.1. Director**

4.1.1 The Director is responsible for obtaining a signed, witnessed (preferably notarized) list of musical scripts that are to be returned to the publisher. The Production Manager should be made aware of any problems. The list and shipping receipts are to be given to the treasurer. (5/80) (8/88)

4.1.2 A director cannot require anyone to spend any money as a condition for participation in a production except as specifically authorized by the Board. (5/83)

4.2. Qualifications and Applications for Directing at BLT

4.2.1 Directing Applicants and Directors must be a member in good standing at BLT. It is preferred that an individual serve as Assistant or Technical Director on one or more BLT productions before being appointed by the Board to direct a production at BLT. Ability to direct is not the question, but familiarity with BLT and its member support through assisting is an asset to directing. (9/91)

4.2.2 An individual who wishes to direct a play at BLT should apply to the Executive Board at the appropriate time (to be determined each year by the Board, but usually during the first three months of the calendar year) naming a play or plays. The Board will consider all applicants. (9/91)

4.2.3 The application to direct should include as much information as possible to enable the Board to make a fair and conscientious decision in setting the BLT season. This should include not only the name of the play and its author, but cast requirements, budget needs, unusual set requirements, play service handling royalty for the production, etc. The more information given, the easier it is for the Board to consider. (9/91)

4.2.4 When choosing the plays for the coming season, the Board will give careful, thoughtful consideration to all applications as well as to the preferences of BLT patrons and the financial needs of the BLT theater season. (9/91) Should a play be submitted that has not been read by the Play Reading Committee or a Board member, either the committee or a Board member will read it before it is given consideration. (1/02)

4.2.5 Director should provide the BLT Librarian script ordering information. The Librarian will then order and forward all scripts to the Director and forward the invoice to the BLT Treasurer.

4.3. Auditions

4.3.1 Audition dates should be cleared with the BLT President to make sure there will not be a conflict with other theater activities.

4.3.2 The Director shall conduct two public auditions for each regularly scheduled production. The theater strongly encourages the Director to choose the cast from the people at the public auditions. Public auditions are not required for the casting of "special" productions. (8/80)

4.3.3 Barring any extraordinary circumstances, which the Board should review, a Director should not cast himself/herself in a role in his/her show. (11/89)

4.4. Strike

4.4.1 After the last performance, strike as much as possible. Next day (usually Sunday) everything must be cleaned up and out. Contact Production Manager to say when borrowed furniture, etc. will be out of the theater. If next director wants any part of the set, it is his responsibility to make such arrangements prior to the striking of the set. Chairmen for each production should check with permanent chairman to see that things are put back properly. (5/73)

4.4.2 The Director of the show in progress shall have authority within current policy over scheduling of the theater from scheduled strike to scheduled strike with close coordination with Board and the next director in the event of a hold over show. (6/91)

4.5. Inventory

The inventory of all BLT owned items, including, but not limited to, materials, set pieces, lighting equipment, sound equipment, props, wardrobe, makeup, tools, etc. shall be maintained by each appropriate chairperson. All items shall be kept on BLT property unless storage of items is ill advised and other appropriate storage arrangements are made under the supervision of the Board and the Chairperson. Each Director should use BLT owned items (lighting & sound, props, wardrobe, etc) when possible rather purchasing new. All BLT owned inventory shall be made available to all directors. The director will advise the Production Manager and Chairperson of items added to BLT inventory.

4.6. Invitational Dress Rehearsal

The final dress rehearsal is a Preview by Invitation, when cast and crew may invite guests as space permits. (8/80)

4.7. Late Seating

The House Manager will not refuse to seat audience members who arrive late, but will seat them in a manner which, in the judgment of the House Manager, will cause the least amount of disruption to the performers and other audience members. (11/84)

4.8. Opening Night

4.8.1 Opening Night host and hostess do not have to be BLT members. (5/73)

4.8.2 On the first night of each Regular production, champagne may be served to adult patrons. At no time should champagne be served during intermission.

4.9. Performances of BLT Productions Purchased by Outside Organizations

4.9.1 Only unscheduled/unpublished performances of a show performed in the BLT facility will be sold to an outside organization. (9/91) The organization must provide their own refreshments. (78)

4.9.2 BLT cannot refund or exchange tickets bought through an organization which has purchased a performance night. (1/77) (see Box Office Policies)

4.9.3 The amount charged to an outside organization, whether the performance will be in the BLT facility or elsewhere, must include BLT's cost for royalty and incidental show expenses for doing the extra performance. A reasonable amount for most productions would be to charge half of the expected gross if every available BLT seat were sold. The amount to be charged to an outside organization for a performance done elsewhere could vary depending upon the number of available seats at the other facility, but at the very least must include the royalty and incidental BLT expenses for doing the performance. (9/91)

4.10. Performances of BLT Regular Season Productions

Performances of BLT Regular season productions will be scheduled by the Executive Board, approved on a year-to-year basis. Additional performances/matinees may be added with Board approval. (4/90, 9/91, 1/02) All evening performances will begin at 8:00 PM (7/84)

4.11. Production/Rehearsals/Performances

4.11.1 Pictures – There will be no photography of any sort during a regular performance of a show.

4.11.2 Clean-up – During rehearsals the cast and crew members are responsible for the care and clean-up of ALL theater facilities. During performances the cast and crew are responsible for all care and cleaning of the set and all backstage areas. All production personnel join in striking the set and general clean-up after the final performance. (8/80)

4.11.3 Visitors Backstage – Visitors will not be allowed backstage during the run of a production.

4.11.4 Work Lights – Work lights should be used for all rehearsals until show lighting is set. (6/83)

4.11.5 Refreshments - Coffee is available for the cast/crew during rehearsals, work times, and performances. Food and drink for cast and crew members should be limited to the kitchen area.

4.12 Props

All Props purchased with BLT funds become the property of BLT. Props will be maintained by the General Props Chairperson. They are for the specific use of BLT and shall not be disposed of or loaned without the express permission of the Executive Board.

4.13 Publicity

4.13.1 The Publicity Chair shall be responsible for coordinating each show's publicity with the Director or his appointed production team member. Postcards and/or other publicity items should be received by members, Patrons, etc. no later than one week prior to the show opening. Additionally, the Publicity chair shall coordinate with the Director to ensure all show-specific website information is timely and accurate.

4.13.2 BLT will allow publicity in the lobby for other organization involved in the arts. The current board will have the authority to decide if an organization qualifies. (4/78)

4.13.3 Executive Board may provide tickets to be used in promotions benefiting the community. be considered on a case-by-case basis.

4.14 Purchasing Guidelines

4.14.1 The director, as long as he/she is working within Board approved budget, has the discretion to spend the budgeted money as he/she sees fit. (9/91)

4.14.2 Non-budgeted expenditures, with the exception of maintenance and operations, cannot be approved by the committee chairman but must have prior approval by the Board. (6/83)

4.15 Safety

4.15.1 Director must check with the Facility Chair concerning the rules of the house before the set is designed/built. The Director is responsible for general implementation of safety into the production of a show, under the guidance of the Facility Chair.

4.15.2 The Facility Chair, Production Manager shall ensure all safety features, extinguishers, signs, etc. are in good working order at all times; checking before opening night of each production. Also making sure that the emergency exit diagrams are in full view of the theater patrons.

4.15.3 No sets should be built that block the main exits. Exits need to be clearly marked at all time. (9/92)

4.16 Set Construction

4.16.1 The Director of a production is responsible for obtaining Board approval for designs requiring structural changes, wiring diagrams, and paint changes. The Board will have the final word as to the workability of these plans. (12/66) Sets should be built within the confines of the stage area.

4.16.2 Extraordinary set problems should be brought to the Board for approval. (7/79)

4.16.3 Seating, lighting and sound control areas will be covered at all times during set construction. No set construction or painting is permitted in the lobby of the theater. No spray paints may be used inside the theater.

4.17 Show Expenses and Reimbursement of Personal Funds

4.17.1 The production budget for each show is set by the Executive Board. Careful consideration will be given to the needs of the production as expressed by the director. However, it is prudent that every effort be made by the Director/Assistant Director/Production Manager to see that the production stay within the boundaries of the budget set. If, at a point in time, it is obvious that the show will overrun its budget, the Board may choose to raise the budget for that show. However, this is not a foregone conclusion, and the Director must be held accountable for the excessive expenditures. (9/91)

4.17.2 No money may be spent without authorization by the Director or the Production Manager. The BLT Treasurer can make no reimbursements to any cast or crew member without a receipt for the purchase accompanied by an expense account form signed by the Director or the Production Manager. (8/80)

4.17.3 In addition to the Director and Production Manager of a play, the President can approve any properly supported expense statement. When the President needs to have an expense statement approved, for any reason, the Vice President or Secretary may approve. In all cases, an expense statement should be properly filled out and supported with receipts and/or full explanation of expenses plus name of show or account to be charged. (9/91)

Approvals:

Show Expenses: Approved by Director or Production Manager of that show

All Others: Approved by the President

President's Expenses: Approved by either the Vice President or Secretary

(9/91)

In no case may an individual approve his/her own expense account. (8/89)

4.18 Cast Party

4.18.1 BLT-incurred costs for the "Cast/Crew" party following the last performance of each production shall be included in the production budget. This cost shall be based on the current pricing and the number of persons in the cast and crew.

4.18.2 Special

When food is catered for a special performance, such as the New Year's Eve Party, careful consideration should be given by the Board as to who may eat for free.

4.19 Specials

4.19.1 There should be a Production Manager for each major special production. All permanent chairs should assist on specials. (This should be explained when they are appointed.) For BLT Specials, reserved seat tickets should be used. For other specials, box office is to notify house manager when house is sold out.

4.19.2 The fee for a special done for another group such as the Community Orchestra, etc., should be set by the current Board. (4/78, 8/88)

4.19.3 Board retains the right to reserve the week following each show to be used at the Board's discretion. (such as extending the current production, if attendance demanded it. Or for a special)

4.20 Wardrobe

4.20.1 Members may borrow specific costumes from the theater with the permission of the Wardrobe Chair, or his/her agent, and must be responsible to return them at a specified time, and seeing that the costume has been cleaned after use and has not been damaged or soiled. Non-members of BLT who wish to borrow costumes may be granted permission by the Chair if they become members, and agree to the same responsibilities as stated above. An unusual request, such as that for schools, churches and other organizations, should go to both the Wardrobe chair and the Board President.

4.20.2 Costumes specifically requested by the Director are paid for from the show budget and remain the property of BLT. All personal wardrobe items are provided by the actor at their own risk and their care and cleaning are the actors' responsibility unless other arrangements are made with the Director prior to dress rehearsal. (8/80) Extenuating circumstances will be judged individually. (69)

4.20.3 The Wardrobe chairperson shall maintain the costumes in clean and good repair at the expense of the theater.