

**PRIOR LAKE PLAYERS COMMUNITY THEATRE**  
**CONSTITUTION**

**Article I – Name**

The name of this organization is the Prior Lake Players.

**Article II – Location**

The situs of this organization is the county of Scott in the state of Minnesota.

**Article III – Purpose**

Prior Lake Players is a non-profit, performing arts educational group formed for the express purpose of producing and performing live theatrical entertainments, including both established and original scripts, and of providing training and experience to its members in the various artistic and technical aspects of live theatre. Additionally, the organization shall work closely with the Scott County area community and school system in promoting charitable, civic and educational enterprises and in generally promulgating a sense of community pride and unity.

**Article IV – Membership**

Any person, whether a resident of Scott County or not, is eligible for membership in this organization. Conditions for and classifications of membership shall be as established in the by-laws – said conditions not to include race, sex, religion or sexual orientation.

**Article V – Government**

Section 1: The government of this organization is vested in a Board of Directors, which shall consist of not less than five (5) and not more than eleven (11) voting members.

Section 2: Subject to the will of the membership, the Board of Directors shall manage the organization and shall control and manage its property.

Section 3: Vacancies on the Board of Directors, or in any office other than the Presidency, shall be filled by appointment of the President with the approval of the majority of all the remaining members of the Board of Directors. The appointees shall serve until their predecessors' terms have expired.

**Article VI – Elections**

The members of the Board of Directors shall be elected or appointed or succeed to office for the term and in the manner prescribed in the by-laws and shall hold office, unless otherwise removed, until their successors are duly elected and take office.

**Article VII – Procedure**

Robert's Rules of Order, Revised, shall apply to all meetings of the organization and its constituent parts except as otherwise provided in this constitution, by-laws or policies. A quorum for membership meetings and the Board of Directors shall be established in the by-laws. The President may appoint a parliamentarian to advise and assist him/her in matters of procedure.

**Article VIII – By-Laws**

By-laws may be created from time to time to further the purpose and objectives in this constitution and as are necessary and proper to that end. By-laws may be created, amended, rescinded or repealed by a two-thirds vote of the members present and voting at any regular or special meeting, provided that written notice of such addition or change has been mailed at least ten (10) days prior to the date of such meeting to the last known address of each member entitled to vote.

**Article IX – Policy**

Policy provisions may be created from time to time to reflect current and long-range policies of the organization. Such provisions may be supplementary to, but must not conflict with, this constitution or the by-laws. Such policy provisions may be created, rescinded, amended or repealed by a majority vote of the members present at any regular or special meeting, provided that written notice of such addition or change has been mailed at least ten (10) days prior to the date of such meeting to the last known address of each member entitled to vote.

**Article X – Amendment to the Constitution**

This constitution may be amended by a three-fourths vote of the membership present voting at any regular or special meeting, provided that written notice of the proposed amendment or amendments has been mailed at least ten (10) days prior to the date of such meeting to the last known address of each member entitled to vote.

**Article XI – Dissolution**

Section 1: This organization may be dissolved by a vote of four-fifths of the members present and voting at any general or special meeting provided that thirty (30) days written notice of such intent is mailed to the last known address of each member entitled to vote.

Section 2: Any fund or properties remaining after the payment of just debts shall be disposed of in a manner, determined by the Board of Directors, which best carries out the expressed educational and charitable purposes of the organization.

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## **PRIOR LAKE PLAYERS COMMUNITY THEATRE**

### **BY-LAWS**

#### **Article I – Membership**

Section 1: Upon application in writing and approval by the Board of Directors, any person may become a member of the Prior Lake Players. Approval or disapproval shall not be based on race, sex, religion or sexual preference, or as otherwise stated in the organizations Constitution, By-Laws or Policies. Active membership entails a vital and interested participation in the affairs of the organization, and this intent is considered implicit in the application for membership. Active members, upon payment of dues established by the policies of this organization, may vote, initiate actions and motions, and participate in all theatrical and social functions of the organization as described in the Constitution, By-Laws and Policies of the organization.

#### **Article II – Board of Directors**

The Board of Directors of this organization shall consist of not less than five (5) and not more than eleven (11) voting members drawn from and elected by the active membership of the group and such non-voting advisory members as may be established by the policies of the organization.

As duly elected representatives of the general membership of the Prior Lake Players, members of the Board of Directors are expected to attend meetings of both the Board of Directors and general membership. Three (3) consecutive absences from the Board of Directors and general membership meetings, or a total of five (5) within any twelve (12) month period; participation in theatrical productions or social events that are determined to be less than satisfactory; or any action deemed by any single member of the Board of Directors or general membership to be detrimental to the organization or the community are grounds for dismissal from the Board of Directors. To remove a Director from the Board, a two-thirds vote of all members of the Board of Directors is required. The Director whose status on the Board is in question must be advised of the intent to vote on his/her removal from the Board of Directors at least five (5) days prior to the scheduled meeting via US mail to their last known mailing address.

#### **Article III – Powers and Duties**

The Board of Directors, upon election as set forth in Article VI of these by-laws, shall organize itself by electing or appointing from within its own membership a President, a Vice President, a Treasurer, a Secretary and Directors of Technology, Properties/Long-Range Planning, Public Relations, Membership and Social Activities/Special Projects.

Section 1 – President: The President is the chief executive officer of the organization and shall generally supervise its affairs and activities. He/she has powers of appointment as elsewhere prescribed in the constitution, by-laws or policies. He/she shall preside at meetings of the general membership and of the Board of Directors and shall, in coordination with the Secretary, prepare an agenda for each such meeting. He/She or his/her delegate shall officially represent the organization at all external affairs and ceremonies and before other groups and organizations. He/she is an ex-officio member of all committees, except the nominating committee, in the organization. He/she has implied powers necessary and commensurate with his/her duties and obligations. The President's show responsibility shall be Producer.

*Section 2 – Vice President:* The Vice President shall, in the absence of the President, preside at meetings of the general membership and Board of Directors. In the case of incapacitation, resignation or removal from office of the President, the Vice President shall assume all Presidential duties, responsibilities and powers for the remainder of the Presidential term of office. As a member of the Board of Directors, the Vice President shall be responsible for recommending candidates for the play reading committee to the Board for approval, will hold a “swing” vote on that committee, and will coordinate its activities with the Board. The Vice President’s show responsibility shall be Stage Manager.

*Section 3 – Treasurer:* The Treasurer shall be responsible for the deposit in designated accounts of all revenues of the organization, all disbursements of the organization funds, and the observance of budgetary limits on such disbursements, the establishment of charge accounts in the name of the organization, the placement of insurance as required, and maintenance of financial status after each production and a complete financial statement at the end of each fiscal year, to be reported to the general membership during any general membership meeting. At the beginning of each fiscal year, the Treasurer shall coordinate the preparation of an operating budget consisting of anticipated non-production related expenses (insurance, postage, stationery, supplies, rentals, social events, scholarships, contributions, etc.) for the year. The Treasurer’s show responsibility shall be Tickets Manager.

*Section 4 – Secretary:* The Secretary shall record and retain minutes of all regular and special meetings of the membership and of the Board of Directors, shall coordinate and prepare agenda for all regular and special meetings of the membership and of the Board of Directors, and shall be the custodian of all official records and histories of the organization. The Secretary’s show responsibility shall be Construction Manager.

*Section 5 – Membership Director:* The Membership Director(s) shall be responsible for coordination of all membership activities, including one a minimum of one (1) membership drive per season, membership recruitment, collection and delivery to the Treasurer of membership dues, collection and delivery to the Secretary of all membership records and their updates, issuance of membership cards, and the annual updating of a membership directory. The Membership Director(s) shall also, in coordination with the public relations Director, solicit contributions from contributing members and any others designated by the Board of Directors. This Directorship may be shared by up to two (2) members of the Board, with each holding a separate vote. The Membership Directors’ show responsibility shall be House/Lobby Manager.

*Section 6 – Properties/Long-Range Planning Director:* The Properties/Long-Range Planning Director shall be responsible for the long-range planning in the areas of building and equipment acquisition and, with the approval of the Board of Directors, for the procurement by purchase or rental of theatrical equipment and for supervising and coordinating the loan or rental of PLP-owned equipment and/or properties to other groups or organizations. This Director shall also be responsible for the storage, maintenance and protection of all theatrical properties of the organization, except as otherwise noted in other Director responsibilities, and shall maintain and inventory of these properties which is available to the Board of Directors. The Properties/Long-Range Planning Director’s show responsibility shall be Properties Manager.

*Section 7 - Public Relations:* The Public Relations Director(s) shall be responsible for publicizing all activities of the organization. These areas include, but are not exclusive to, membership recruitment, meetings, social activities, elections and election results, awards, charitable or civic activities, general play slates and production dates, auditions, First Nitters, etc. The Public Relations Director(s) shall also create a newsletter to be disbursed at least once quarterly or as deemed necessary by the Board of Directors. This Director shall coordinate the newsletter and its creation with the Secretary. The Public Relations Director shall, as needed, procure program advertising. This Directorship may be shared by up to two (2) members of the Board, with each holding a separate vote. The Public Relations Directors’ show responsibilities shall be Publicity Manager and First Nitters.

*Section 8 – Social Activities/Special Projects Director:* The Social Activities/Special Projects Director is responsible for organizing and coordinating activities that produce funds other than those from ticket sales, active membership dues, and advertising, and for the collection and transmittal to the Treasurer of such funds. This Director shall also be responsible for the planning and coordination of any non-production related activities undertaken by the Prior Lake Players. These would include the annual scholarship award(s), participation in community celebrations and fund raising events and any others designated by the Board of Directors or general membership. The Social Activities/Special Projects Directors show responsibility shall be Costume/Hair/Makeup Manager.

*Section 9 – Technology Director:* The Technology Director shall be responsible for coordination of website design and maintenance. This Director will also be responsible for the storage and maintenance of all electronic properties including microphones, speakers, lights, two-way communication devices, etc. He/she has implied powers necessary and commensurate with his/her duties and obligations. The Technology Director's show responsibilities shall be Lights/Sound/Special Effects Manager.

*Section 10 – At-Large Director(s):* The Board of Directors may elect to appoint At-Large Directors as applicable. At-Large Directors will have show responsibilities assigned based on the needs of the Board of Directors and/or the Artistic Director of any given production.

#### **Article IV – Production Staff**

At the inception of each theatrical production, the Board of Directors shall appoint from within its own membership or from that of the active general membership, a production staff consisting of a Producer, Artistic Director, Assistant to the Director, Lights/Sound/Special Effects Coordinator, Stage Manager, House/Lobby Manager, Tickets Manager and Publicity Manager.

*Section 1 – Producer:* The producer shall act as overseer and/or coordinator of all show functions including rehearsal/production dates/location, production staff, etc. The President of the Board of Directors will always hold this position, unless the President appoints a replacement and the Board approves the appointee by a two-thirds vote.

*Section 2 – Artistic Director:* The Artistic Director shall, upon approval of the Board of Directors, assume full directorial responsibility for the production, including casting and script revisions. The selection of an Artistic Director shall be made by a majority vote of the Board of Directors.

*Section 3 – Assistant to the Director:* The Assistant to the Director shall be appointed by the Artistic Director and shall aid in such capacities as the Artistic Director specifies. The Board of Directors shall not choose the Assistant to the Director unless such request comes from the Artistic Director approved by the Board for the production in which the Assistant to the Director is to participate.

*Section 4 – Lights/Sound/Special Effects Coordinator:* The lights/sound/special effects coordinator is responsible to the artistic Director for the recruitment and supervision of lights, sound and special effects crew member(s). This coordinator will also procure the properties necessary to design and create lighting, sound and other special effects. The Technology Director will always hold this position, unless the Technology Director, producer or artistic Director appoints a replacement, and the Board approves the appointee by a two-thirds vote.

*Section 5 – Stage Manager:* The stage Manager shall be responsible for the efficient and orderly management and coordination of all backstage activities during rehearsal and performances. The stage Manager shall also manage and organize backstage crew. Placement and storage of properties during and in-between productions shall be the responsibility of the Stage Manager. The Stage Manager will coordinate, with the House/Lobby Manager, the opening of the house to audience and return of audience during intermission. The Vice President will always hold this position, unless the Vice President, Producer or Artistic Director appoints a replacement, and the Board approves the appointee by a two-thirds vote.

*Section 6 – House/Lobby Manager:* The House/Lobby Manager shall be responsible for all non-stage activity except box office, except as otherwise noted, during the run of a production. This includes the auditorium proper, parking, ushers, ticket takers and any exterior signs, lights or banners that are placed on/in the auditorium or its property. The House/Lobby Manager will coordinate, with the Stage Manager, the opening of the house to audience and return of audience during intermission. The House/Lobby Manager will collect and transmit ticket stubs to the Tickets Manager after each individual production. The House/Lobby Manager shall be responsible for the procurement and coordination of pre-show, intermission and post-show lobby entertainment, refreshments and other accommodations deemed necessary by the Board, for the enjoyment and relaxation of our audience. This Manager shall also be responsible for having a membership area in the lobby area, to help build the membership base of the organization. The House/Lobby Manager shall collect and transmit to the Treasurer funds generated from new/renewal memberships, donations, etc. The Membership Director will always hold this position, unless the Membership Director, Producer or Artistic Director appoints a replacement, and the Board approves the appointee by a two-thirds vote.

*Section 7 – Tickets Manager:* The Tickets Manager shall be responsible for procuring, distributing and keeping records of all tickets for a production, receiving all revenues from ticket sales and managing the box office during performances. The Tickets Manager shall be responsible for recruitment and supervision of box office personnel, establishment of and collection of information from locations for pre-show ticket sales and collection of pre-sale tickets from website/email and telephone answering service. The Tickets Manager will also promote ticket sales by cast and crew of production, will provide pre-sale ticket information for members of cast and crew and will collect all pre-sale ticket information and funds as necessary. The Treasurer will always hold this position, unless the Treasurer, Producer or Artistic Director appoints a replacement, and the Board approves the appointee by a two-thirds vote.

*Section 8 – Publicity Manager:* The Publicity Manager shall be responsible for all production related publicity, including First Neters, news releases, photographs, flyers, posters, direct-mail pieces, and preview appearances by cast members before civic or social groups or on radio and television. He/she is also responsible for assembling the material, other than advertising, to be included in the playbill and arranging for creation, printing, folding and stapling of the programs. The Publicity Manager shall be responsible for the coordination and planning of the First Neters event, including the rental/lease of space for event, coordination of crew, catering, entertainment, prizes, gifts and awards. The Public Relations Director will always hold this position, unless the Public Relations Director, Producer or Artistic Director appoints a replacement, and the Board approves the appointee by a four-fifths vote.

*Section 9 – Properties Manager:* The Properties Manager shall be responsible for the procurement of all properties for use on stage during the production of the show and will transmit said properties to stage Manager, as required or requested by the Artistic Director, Producer or Stage Manager. The Properties/Long-Range Planning Director shall always hold this position unless the Properties/Long-Range Planning Director, Producer or Artistic Director appoints a replacement, and the Board approves the appointee by a two-thirds vote.

*Section 10 – Construction Manager:* The Construction Manager shall be responsible for, in coordination with the Producer and Artistic Director, the stage set design, including the procurement of construction materials and coordination and supervision of a construction crew. The Secretary shall always hold this position unless the Secretary, Producer or Artistic Director appoints a replacement, and the Board approves the appointee by a two-thirds vote.

Section 11 – Costume/Hair/Makeup Manager: The Costume/Hair/Makeup Manager shall be responsible for, in coordination with the Producer and Artistic Director, the procurement of costumes, and the coordination of hair and makeup design. The Social Activities/Special Projects Director shall always hold this position unless the Social Activities/Special Projects Director, Producer or Artistic Director appoints a replacement, and the Board approves the appointee by a two-thirds vote.

#### **Article V – Meetings**

Section 1 – Board of Directors: The Board of Directors shall meet at the call of the President upon reasonable notice or by demand of any four members of the Board. The Board shall meet as often as necessary to conduct the business of the organization. A quorum is five (5) members, including the presiding officer. Location of meetings is to be coordinated by the Secretary of the Board.

Section 2 – General Membership: Regular and special meetings of the active general membership shall be determined by the Board of Directors and/or by the policies of the organization. Reasonable notice of both regular and special meetings shall be given to all members entitled to vote. A quorum is ten (10) voting members, including the presiding officer.

#### **Article VI – Elections**

Section 1 – Nominating Committee: Between February 1 and March 31 of each year, the President, with the approval of the Board of Directors, shall select from the general active membership a nominating committee of not less than three and not more than five members in good standing to meet, consider and obtain candidates for each opening on the Board of Directors. This slate will be transmitted to the other membership at least ten (10) days prior to the election meeting. Other nominations may be made by petition of five members in good standing or by nomination from the floor at the election meeting.

Section 2 – Election Meeting: An election meeting shall be held each year between May 1 and May 31. Written notice of the date, place and time of such meeting shall be given to each voting member not less than ten (10) days before said meeting.

Section 3 – Eligibility: Any active member in good standing is eligible for election to the Board of Directors.

Section 4 – Tenure: Members of the Board of Directors shall serve staggered two-year terms, with six members elected in even years and five in odd years. Terms of office shall begin on July 1. If the number of members on the Board is changed, one or more candidates may be elected for a one-year terms to reestablish the staggered rotation of membership.

Section 5 – Method of Election: Voting members, using a secret ballot, shall enter one name from the list of nominees for each vacancy on the Board of Directors. Those candidates, up to the number of available seats on the Board who receive the largest number of votes over and above a simple majority of those members present and voting shall automatically be elected to the Board of Directors. If any Board vacancies remain unfilled by this process, a run-off vote shall be held among the remaining candidates until all vacancies are filled.

#### **Article VII – Committees**

The Board of Directors, or the President with the approval of the Board, may create committees of such number and kind, as they deem necessary to carry on the business and other activities of the organization. The Director primarily concerned with the activities of any such committee shall be, ex-officio, a member of that committee and shall act as an advisor.

**Article VIII – Play Selection**

The Board of Directors, with the assistance of a play reading committee selected by the President, with the approval of the Board, shall select the theatrical works to be produced by the organization. Selection of dates and sites for such productions shall also be a function of the Board of Directors.

**Article IX – Financial**

Section 1 – Banking: The funds of the organization shall be deposited in such banking institutions and in such a fashion as determined by the Board of Directors.

Section 2 – Signatories: The Treasurer or the President of the organization shall sign all checks.

Section 3 – Budgets: Prior to each fiscal year, the Treasurer shall, with the approval of the Board of Directors, prepare a general budget for the upcoming year. The budget shall, as much as possible, keep separate and distinct the proposed expenditures concerned with administrative or “housekeeping” functions of the organizations and those concerned with the production of plays. Any capital expenditures for long-lifetime equipment should also be budgeted separately. Budgets for specific productions shall be prepared by the production staff of that show as soon as reasonably possible and submitted to the Board of Directors for approval.

Section 4 – Disbursements: No person shall debt the organization for any sum not allocated or approved by the Board of Directors. Individual members of both the Board and the production staff shall keep a record of all items either purchased or charged along with a running account of how this affects the balance of his/her budget and submit this information to the Treasurer on a monthly basis.

Section 5 – Fiscal Year: The fiscal year shall begin on the first day of July of each year and shall end on the last day of June of each year.

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## **PRIOR LAKE PLAYERS COMMUNITY THEATRE**

### **POLICIES**

#### *Policy 1 - Nick Sotis Memorial Scholarship*

A scholarship award committee consisting of four active members of the prior Lake Players will be appointed by the Board of Directors on or before March 31 of each year. The social activities/special projects Director shall serve as an ex-officio member of the committee and will maintain liaison with the Board.

The purpose of the committee is to recommend to the Board a candidate or candidates for the annual Nick Sotis Memorial Scholarship to be presented to a student graduating from a Scott County high school or a graduating senior who is active with the Prior Lake Players.

To qualify as a candidate for the Nick Sotis Memorial Scholarship, the student must have at least an average grade point and have actively participated in theatre-related activities in the school and/or community.

Students wishing to be awarded the Nick Sotis Memorial Scholarship must meet the criteria listed below:

- 1) The graduate must be attending Prior Lake High School, or the graduate must have been active in the Prior Lake Players during his/her high school career.
- 2) The graduate must be pursuing higher education opportunities.
- 3) The applicant must submit an essay outlining the following: his/her involvement with the Prior Lake Players and other community service organizations, his/her involvement in other performance and technical activities, his/her involvement in other co-curricular activities, and his/her college plans and area(s) of study. Neatness, spelling and clarity of essay will be considered when reviewing submissions for scholarship.

The scholarship award committee will interview applicants well in advance of graduation.

The awarding of annual Nick Sotis Memorial Scholarship shall be determined by the Board of Directors. If there are no qualified applicants, the fund will remain in the appropriate account, drawing interest, to be applied toward future awards. The Board of Directors will determine the funds available to the scholarship award(s).

The committee will rank candidates for the scholarship by majority vote of the four members, with the social activities/special projects Director voting only in case of a tie. Final selection of scholarship recipient(s) will be made by the Board of Directors based on the information supplied by the recommendations of the scholarship award committee.

The President of the Prior Lake Players will present the scholarship by the last day of June of each year.

Scholarship award winners will be given one (1) complimentary ticket to each remaining show to be presented in the season the award is won, and will receive an invitation to the next member appreciation dinner.

Policy 2 – General Meetings

General membership meetings will be held once quarterly or as deemed necessary to conduct the business of the organization. In case of conflict, the meeting may be rescheduled or cancelled at the discretion of the Board of Directors. Advance notice of meetings and/or changes to meeting time/date/location will be sent to all active members in good standing.

Policy 3 – Board of Director Meetings

Meetings of the Board of Directors shall be held on the second Sunday of every month at a time determined at the preceding meeting of the Board. In case of conflict, the meeting may be rescheduled or cancelled at the discretion of the Board of Directors. Advance notice of all meetings and/or changes to the meeting time/date/location will be made by the Secretary to the last known telephone number of every member of the Board of Directors.

Policy 4 - Membership and Voting Rights

The membership of the Prior Lake Players shall be organized as follows:

All memberships listed below will include invitation to the Prior Lake Players member appreciation dinner and, via email or US mail, the quarterly Prior Lake Players newsletter. Contributors and their level of contribution will be placed on our website and all programs during shows.

Voting Member – Any single person who donates \$12.00, or Family unit that donates \$20.00 through membership dues.

- Single person will hold one vote at general membership meetings. Family unit will hold two votes at general membership meetings.
- \$1.00 discount off show tickets.

Actors Guild – Any single person who donates \$30.00 - \$39.00 through membership dues.

- Will hold one vote at general membership meetings.
- Will receive one complimentary ticket to the first show produced after becoming a member.

Stage Manager – Any single person who donates \$40.00 - \$99.00 through membership dues.

- Will hold one vote at general membership meetings.
- Will receive two complimentary tickets to the first show produced after becoming a member.

Director – Any single person or family unit that donates \$100.00 or more through membership dues.

- Will receive up to two votes at general membership meetings.
- Complimentary tickets to our First Niters event will be given for each show during active membership as follows:
  - \$100 - \$250 = two tickets
  - \$251 - \$399 = three tickets
  - \$400 and above = four tickets
- Will receive \$1.00 discount off show tickets.
- Admittance to VIP section of the lobby before, at intermission and after show.
- Mention will be made at our First Niters event.

Producer – Any company that donates \$500.00 or more through membership dues.

- Will receive up to two votes at general membership meetings.
- Complimentary tickets to the First Nitters event will be given for each show during active membership as follows:
  - \$500 - \$699 = two tickets
  - \$799 - \$999 = three tickets
  - \$999 and above = four tickets
- Complimentary advertisement in our program as follows
  - \$500 - \$1000 = business card ad
  - \$1001 - \$2500 = half page ad
  - \$2501 and above = full page ad
- At the Board's discretion, companies giving donations of \$5,000 or greater will be provided live entertainment by the Prior Lake Players Board of Directors for one single event during the active membership period. Event must be done in the spirit of the Prior Lake Players stated mission.
- \$1.00 off all show tickets
- Admission to the VIP section of the lobby before, at intermission and after the show.
- Mention of the company will be made at our First Nitters event.

Lifetime Members – Any single person, family unit or company that donates \$10,000 will be considered an active member of the Prior Lake Players for the remainder of their natural life.

- Will receive up to two votes at general membership meetings.
- \$1.00 off all show tickets
- Admission to the VIP section of the lobby before, at intermission and after the show.
- Two complimentary tickets to all First Nitters shows and events.
- Mention will be made at our First Nitters event.

Membership dues may be paid at anytime in a fiscal year. Members shall be considered active during the period of July 1 through June 30 of each year after membership dues are paid in full.

No member of the general membership is eligible to designate any individual as their proxy for the purpose of voting on election slates or other issues at general membership meetings.

#### Policy 5 – Productions

The Prior Lake Players shall produce a minimum of one (1) show per year.

#### Policy 6 – Play/Director Selection

A play reading committee consisting of at least three (3) and no more than seven (7) active members will be appointed by the Board of Directors as soon as feasible after a new Board takes office. The Vice President will serve as an ex-officio member of the committee and maintain liaison with the Board and in the event of a tie will vote to break tie.

The committee will be responsible for reading and evaluating theatrical properties and recommending to the Board of Directors by August 31 a preferred and alternate production slate for the next Prior Lake Players season (the following July 1 – June 30). Evaluation will consider such factors as artistic merit, audience appeal, community acceptance, potential casting and production difficulties and royalties and production costs. A budget will be provided for postage and for purchase, when necessary, of scripts and musical recordings. The committee will retain all purchased material for possible use.

When the Board of Directors has approved a slate and production dates established, the committee will solicit applications by potential artistic Directors for the chosen plays. The committee will screen applicants and a list of candidates and their qualifications will be presented to the Board along with the committee's recommendations. Directorate positions will be unpaid, but the Board, at its discretion, may proffer reimbursement for travel costs associated in attendance at auditions and rehearsals.

The committee will also entertain applications from aspiring Directors, PLP members or non-members, who wish to direct a play of their choice. Script submittals along with a statement of royalty costs associated with the production must be made to the committee. If script is already under consideration by the committee, the submitter will be advised and will be considered as a Directorate applicant for the play if it is chosen for production.

Final selection of both plays and artistic Directors will be made by the Board of Directors on the basis of information supplied by and recommendations by the play reading committee and as otherwise stated in the constitution or by-laws of the Prior Lake Players.

*Policy 7 – Admission of Family Members to Performances*

Family members of the cast and crew of a production in progress are invited to attend the final dress rehearsal. All other nights, admission is by ticket only, unless the family member is volunteering at that performance.

*Policy 8 – First Niters*

A special First Niters event may be held after the first public performance of each production.

*Policy 9 – Duplication of Committee Membership*

There shall be no duplication of membership on the play reading committee and the nominating committee in the same year.

*Policy 10 – Reserved Seating at Performances*

Ticket holders and cast/crew members for a particular performance may, at the discretion of the house Manager, reserve a reasonable number of seats.

The Board of Directors may, at its discretion, sell seats to shows on a reserved and assigned basis.

*Policy 11 – Equipment Rental*

The Prior Lake Players may, at the discretion of the Board of Directors, rent or loan to other groups and individuals items of physical property such as lighting equipment, scenery, costumes, props, etc. Such rentals will be negotiated by the properties/long-range planning Director with Board approval and will require a signed agreement establishing liability for loss or damage of the property. Rental fees will be negotiated on the basis of the value of the property and the nature of the user.