

# **OHIO COMMUNITY THEATRE ASSOCIATION**

**POLICY NAME:                   BEREAVEMENT**

**DIVISION:                       Administration**

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**POLICY:**                       The Board wishes to acknowledge the passing of persons who are important to OCTA, or of significant persons of those involved in OCTA.

There shall be two levels of acknowledging bereavement.

Those who are in Level A include:

- OCTA Board Members
- Immediate family members of a Board Member
- OCTA Dignitaries (Past Hall of Fame Members, Honorary and/or Lifetime Members)
- Persons deemed in this category at the discretion of the Executive Committee.

Those who are in Level B include:

- Friends of OCTA
- Supporters of OCTA
- Persons deemed in this category at the discretion of the Executive Committee

Acknowledgement of Bereavement of those who fall under Level A will be via a memorial donation of up to \$100.00 at the discretion of the Executive Committee.

Acknowledgement of Bereavement of those who fall under Level B will be via a card of sympathy.

**POLICY ADOPTION DATE:**

July 2014

**REVIEW/REVISION DATE:**

July 2017

# **OHIO COMMUNITY THEATRE ASSOCIATION**

**POLICY NAME:** BOARD CANDIDATES / ELECTIONS

**DIVISION:** Administration

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**POLICY:** Elections will be held at the Annual meeting for any open positions on the Board.

**PROCEDURE:** Interested persons who are members of an OCTA member theatre may submit an application as a candidate for a Board position at any time during the year prior to deadline set by Nominations Committee. (Interested parties may also attend Board meetings as visitors.) Nominating Committee Chair will also recruit candidates for said position.

Candidates must attend the annual meeting and all functions at the Annual Conference pertaining to candidates. Pictures, application forms, and resumes will be displayed at the Annual Conference.

At the Meet the Candidates / Annual Meeting, each candidate will be required to have a nomination speech of not more than two minutes from a second party. The candidate will then have two minutes to speak on their own behalf followed by questions from the membership.

In case of a tie vote, the Executive Committee will meet and vote to break the tie.

After the election, the Nominations Chair will notify the candidates to announce results which will then be posted and also announced to the general membership at the Monday luncheon.

**POLICY ADOPTION DATE:**  
**REVIEW/REVISION DATES:**

May 1998  
October 1999  
October 2002  
November 2009  
October 2016

# **OHIO COMMUNITY THEATRE ASSOCIATION**

**POLICY NAME:** BOARD MEETING SCHEDULE

**DIVISION:** Administration

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**POLICY:** Board Members are required to attend meetings as follows:

-The Board meetings for the year will be scheduled as follows:

1. Monday morning of the Conference to elect Officers for the Executive Committee.
2. Third Saturday in October - Board Retreat
3. First Saturday in December if weather permits  
Third Saturday in January if December meeting was canceled
4. Third Saturday in March
5. Third Saturday in May
6. Third Saturday in July

-The third Saturday in January will be used for a make-up meeting if December meeting does not occur

-The March or May meeting will be held at the Conference Site.

**POLICY ADOPTION DATE:**

May 2000

**REVIEW/REVISION DATE:**

October 2003

November 2009

October 2010

October 2016,

July 2017

# **OHIO COMMUNITY THEATRE ASSOCIATION**

**POLICY NAME: BOARD MEMBER ATTENDANCE**

**DIVISION: Administration**

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**POLICY:** An elected Board Member, not to include Regional Reps, who has three absences of any part of their scheduled meeting time prior to 3:30 p.m. per OCTA term year, shall be considered resigned from the Board subject to appeal.

**PROCEDURE:** A Board Member who has three (3) absences must present a written appeal (if he/she meets Appeal Reasons below) prior to the next scheduled Executive Committee meeting for the Executive Committee to approve.

In order to appeal, the Board Member must have notified the Secretary or a member of the Executive Committee with the reason for his/her absence prior to the meeting, if possible, or by 12:00 a.m. (midnight) the following day.

**APPEAL REASONS:**

1. Extreme Weather
2. Work
3. Medical

**MEETING SCHEDULE:**

Executive Committee	9:30 am – 11:00 am
Regional Reps	10:00 am – 11:00 am
Lunch / Division Meetings	11:00 am – 1:30 pm
Board Meeting	1:30 pm – 3:30 pm

**ADDITIONAL:** Any absence after the reappointment shall be a resignation from the Board. The OCTA Secretary shall notify any Board Member(s) immediately after they have missed two (2) meetings as a reminder/warning.

Regional Representative attendance will be recorded by Region, but each Board Member and Regional Representative will have his/her attendance at board meetings recorded in the Annual Report by name.

**POLICY ADOPTION DATE:** September 1997  
**REVIEW/REVISION DATES:** December 2002  
November 2009  
December 2011  
October 2016

# **OHIO COMMUNITY THEATRE ASSOCIATION**

**POLICY NAME:** BUDGET  
**DIVISION:** Administration

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**POLICY:** The Executive Committee will prepare a balanced budget that reflects the programming needs of the Ohio Community Theatre Association and provide a tool for controlling and evaluating the annual income and expenses of the organization.

**PROCEDURES:** Other OCTA Board members may be invited to present criteria costs for specific programs at the discretion of an Executive Committee member.

The Executive Committee will initiate the budget preparation after the Annual Meeting at the Executive Committee Retreat for the following fiscal year (January - December).

The Administrative Assistant will provide each Committee member with a copy of previous year(s) budget(s) and current financial reports for evaluation to determine priorities and develop a budget.

OCTA program surveys and committee recommendations will be used as guidelines in determining new programming areas and funding to implement new programs.

The OCTA Budget will show total estimated income and expenditures for all planned programs of the Ohio Community Theatre Association.

The Executive Committee will present the proposed budget to the OCTA Board of Directors during the full Board Retreat for revisions, additions, and final adoption.

This policy will be reviewed annually by the OCTA Executive Committee for presentation to the OCTA Board of Directors.

**POLICY ADOPTION DATE:** March 1993  
**REVIEW/REVISION DATES:** May 1996  
November 2009  
October 2016

# **OHIO COMMUNITY THEATRE ASSOCIATION**

**POLICY NAME: CHECKING/SAVINGS/MONEY ACCOUNTS**

**DIVISION: Administration**

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**POLICY:** There will be three (3) authorized signatures for the OCTA checking, savings, and money accounts. Two (2) signatures will be required for checks over \$2,000.00.

**PROCEDURE:** The Administrative Assistant, President, and the President's designated Board Member confirmed at the OCTA Board Retreat will be authorized to sign checks and make withdrawals from OCTA's checking, savings, and money accounts.

No more than three (3) authorized signatures shall be on the bank card at any one time and each of the three shall be bonded along with the OCTA Treasurer.

No payee can authorize their own check.

A returned check fee will be charged for all returned checks according to the fee schedule.

Payment for returned checks along with fee must be paid by money order, bank draft, or by cash.

Annually, ten percent (10%) of the net profit from the Annual Conference shall be transferred to the Endowment Fund, CD Certificates, or Savings Account dependent upon current interest rates.

**POLICY ADOPTION DATE:** October 1994  
**REVIEW/REVISION DATES:** October 1999  
December 2000  
October 2004  
October 2005  
October 2016

# **OHIO COMMUNITY THEATRE ASSOCIATION**

**POLICY NAME: CONFERENCE SITE SELECTION**

**DIVISION: Administration**

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**POLICY:** The Search Committee for State Conference site selection will consist of the President, any member of the Executive Committee who has an interest, a past Conference Chair, unless the President or the Executive Committee members have served as Conference Chair, the newly appointed Conference Chair for the specific year, and a representative from the region where the conference is being held if needed.

The hotel contract will be reviewed and approved by the Executive Committee. Once the Executive Committee has approved the contract, the Contract shall be signed by the President, the Administrative Assistant of OCTA, and the future Conference Chair.

The rotation to determine which region hosts the Conference is as follows:

CENTRAL	2017
WEST / SOUTHEAST	2018
NORTHWEST	2019
SOUTHWEST	2020
NORTHEAST	2021

At this time, the Southeast Region does not have a hotel large enough to host the conference alone. Should that happen, they will follow West Region. Following the Northeast Region, the rotation begins again in the order listed above.

**POLICY ADOPTION DATE:** March 2006  
**REVIEW/REVISION DATES:** November 2009  
October 2010  
December 3, 2011  
October 2016

# **OHIO COMMUNITY THEATRE ASSOCIATION**

**POLICY NAME:** CONFLICT OF INTEREST

**DIVISION:** Administration

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**POLICY:** The purpose of a conflict of interest policy is to protect OCTA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its board members. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest.

**PROCEDURE:** At the annual Board Retreat, all Board members (including Regional Reps) will be asked to sign the Conflict of Interest Statement.

Whenever a board member has a financial or personal interest in any matter coming before the Board of Directors, the board shall ensure that:

- The interest of such board member is fully disclosed to the Board of Directors.
- No interested board member may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the Board of Directors at which such matter is voted upon.
- Any transaction in which an officer or board member has a financial or personal interest shall be duly approved by members of the Board of Directors not so interested or connected as being in the best interests of the organization.
- The minutes of meetings at which such votes occur shall record such disclosure, abstention, and rationale of approval.

**POLICY ADOPTION DATE:** October 2012

**REVIEW/REVISION DATE:** October 2016



# ***OHIO COMMUNITY THEATRE ASSOCIATION***

**POLICY NAME:** EXECUTIVE COMMITTEE

**DIVISION:** Administration

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**POLICY:** Executive Committee shall consist of President, First Vice-President, Second Vice-President, Third Vice-President, Secretary and Immediate Past President.

Executive Committee decisions will be relayed to the Board through the Administration Division.

**POLICY ADOPTION DATE:** October 1999  
**REVIEW/REVISION DATES:** November 2009  
October 2016

# **OHIO COMMUNITY THEATRE ASSOCIATION**

**POLICY NAME:** HONORARY LIFETIME MEMBERSHIP

**DIVISION:** Administration

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**POLICY:** An Honorary Lifetime Membership may be given to an individual that is deserving of this honor.

The individual must be nominated by the Executive Committee and approved by the full board.

A member of the Executive Committee or the Administrative Assistant will notify the Honoree of his/her selection as an Honorary Lifetime Member.

The individual(s) selected will have all registration fees waived at all State OCTA events and all Regional OCTA events.

They will have a 10% discount on all OCTA logo items purchased and they will have all the extra benefits offered to Patrons (i.e: receptions, seating preferences, etc.).

His/her presence at OCTA events will be announced, and they will have a ribbon indicating "Honorary Lifetime Member" added to their name tag at conference.

They will be recognized at each conference and Regional following their selection as an Honorary Lifetime Member.

**POLICY ADOPTION DATE:**

December 2009

**REVIEW/REVISION DATE:**

July 2017

# **OHIO COMMUNITY THEATRE ASSOCIATION**

**POLICY NAME:** OCTA HALL OF FAME AWARD

**DIVISION:** Administration

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**POLICY:** Awards will be given annually for outstanding contributions to the promotion of theater arts in Ohio. No more than three inductees per year.

**PROCEDURES:** Nominations will be received by the OCTA Hall of Fame Chair from any OCTA member by the July board meeting.

The Administrative Committee will determine the selections.

Of the maximum three inductees each year, two will be selected from the nominations submitted and the third may be chosen by the Administrative Division. This will insure that founders and early contributors to OCTA will not be overlooked. These inductees must have made long term commitments to community theatre especially through OCTA and may not be currently a part of the OCTA Board and must have a positive relationship with OCTA.

A board display of Inductees will be made to be displayed at the Annual Conference and as many regional festivals as possible.

Inductees will be announced at the Annual Conference by the nominator or the Hall of Fame Chair or their designee from the Admin Division.

The Honoree will receive an OCTA medal and their name(s) added to a permanent plaque.

Applications not selected will be passed to the following year. Nominator may be asked for some updated information.

This process will continue for ten years until 2027 at which time the policy will be evaluated and updated.

**POLICY ADOPTION DATE:**  
**REVIEW/REVISION DATES:**

November 1999  
December 2002  
November 2009  
October 2011  
May 2013  
July 2017

# **OHIO COMMUNITY THEATRE ASSOCIATION**

**POLICY NAME:** OCTA SPIRIT OF COMMUNITY  
THEATRE AWARD

**DIVISION:** Administration

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**POLICY:** Awards will be given annually to recognize an individual, or theatre, from each of the Ohio Community Theatre Association (OCTA) regions who/which has demonstrated an outstanding commitment to the pursuit of Community Theater.

**PROCEDURES:** Any person can submit a nomination.

Encourage submission of nominations for the award at OCTA events especially at Regional events and during regional meetings.

All completed nomination forms should be sent to the OCTA Administrative Assistant, or the OCTA Spirit of Community Theatre Chairperson prior to the 2nd Saturday in May.

The Administrative Committee will determine the selections at the May Board Meeting.

Awards consisting of a lapel pin and a certificate will be presented at the Regional OCTAFest of the honoree. An announcement of all honorees will be made at the Annual Conference.

This process will continue until 2027 at which time the policy will be evaluated and updated as needed.

**POLICY ADOPTION DATE:**  
**REVIEW/REVISION DATES:**

October 2010  
December 2010  
March 2011  
October 2011  
July 2017

# **OHIO COMMUNITY THEATRE ASSOCIATION**

**POLICY NAME:** ORGANIZATIONAL IDENTITY & LOGO USE

**DIVISION:** Administration

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## **POLICY:**

### **ORGANIZATIONAL IDENTITY:**

In recognition of the importance of the Ohio Community Theatre Association (OCTA) presenting itself as an organization that upholds the highest standards of quality, credibility, respect, and recognition in the community at large, the strict and limited use of the organization's name and logo are essential elements of the furtherance of this goal.

### **ORGANIZATION NAME:**

The correct title of the organization is the "Ohio Community Theatre Association" (please note the spelling of "theatre"). The full name of the organization should be used on first reference in copy whenever possible. The second, and subsequent, references may be "OCTA".

## **PROCEDURES:**

### **USE OF LOGO:**

Unless the OCTA logo is used as a part of official OCTA business, said logo shall not be used by any other individual or group without the previous permission of the OCTA Executive Committee. Included in this prohibition is the sale and/or distribution of any "logo items" bearing the OCTA symbol and/or the words "Ohio Community Theatre Association" not approved by the OCTA Executive Committee prior to said sale or distribution. Once said approval is granted, any net proceeds from the sale and/or distribution of said "logo items" shall be the sole property of OCTA. In the event that a Region of OCTA is approved by the Executive Board to sell and/or distribute said "logo items," the amount returned to the Region from the sale of the items will be determined by the Executive Committee at the time approval is granted, and will be expressed as a specific percentage of the profit.

### **LOGOTYPE:**

To maintain consistency and clarity of the logo type, please use the logo "slick" provided by OCTA. If you are in need of this logo, please contact the Administrative Assistant of OCTA. The entire logo should be used whenever possible; however, if a very small logo is used, the symbol may be used without words. OCTA member theatres are encouraged to use the OCTA logo, when appropriate, in programs and advertising; however, this right is limited to member theatres only and shall not be used in any way by a non-member theatre.

### **LETTER HEAD:**

Only official OCTA letterhead and envelopes should be used for OCTA business. If it is not official OCTA business, the letterhead and envelopes shall not be used for correspondence.

**POLICY ADOPTION DATE:**

May 2007

**REVIEW/REVISION DATES:**

November 2009

October 2016





# ***OHIO COMMUNITY THEATRE ASSOCIATION***

**POLICY NAME:** RECOGNITION PLAQUES / AWARDS

**DIVISION:** Administration

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**POLICY:** Any Board Member or Regional Representative that has served two (2) or more years on the OCTA Board shall be eligible for a plaque when they resign and it shall signify a complete termination of their services to OCTA.

Board Members or Regional Representatives serving only one year or less will receive a Certificate of Recognition at the conclusion of their term.

**PROCEDURES:** The Administrative Assistant shall order plaques for any outgoing Board Member or Regional Representative. This plaque will reflect the total continuation of years of service with starting and ending years of service indicated.

The President or a designee assigned by the President shall make sure that one year Certificates of Recognition are prepared for presentation to any outgoing Board Member or Regional Representative that has served OCTA for one year.

**POLICY ADOPTION DATE:**  
**REVIEW/REVISION DATES:**

July 1997  
July 2001  
October 2005  
November 2009  
October 2016



# **OHIO COMMUNITY THEATRE ASSOCIATION**

**POLICY NAME: REFUND OF REGISTRATION MONIES**

**DIVISION: Administration**

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**POLICY:** Refunds of registration monies for any OCTA event will be made for cancellation with the following exceptions:

1. Cancellation must be made prior to one week before the event and the individual will receive the registration fee except for the fee schedule percentage due OCTA for administration purposes.
2. No exception on the featured registration package.
3. Any request for refunds received after one week will not be honored.

**PROCEDURES:** Registrant will present receipt of payment to Administrative Assistant. If the registrant meets the requirements, the Administrative Assistant will refund the registration fee according to the OCTA Fee Schedule.

**POLICY ADOPTION DATE:**  
**REVIEW/REVISION DATES:**

May 1999  
May 2003  
October 2004  
November 2009  
October 2016

# ***OHIO COMMUNITY THEATRE ASSOCIATION***

**POLICY NAME:** REGIONAL FINANCES

**DIVISION:** Administration

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**POLICY:** OCTA Regional Representatives with the exception of Southwest Region, will report to the Board of Directors all monies received and expended in their region for any OCTA activity.

**PROCEDURES:** This report will be submitted annually by the Regional Representative for preparation of the OCTA income tax report.

The report will be prepared on a financial form provided by the Administrative Assistant.

Regional Bank accounts will include "OCTA" and the Ohio Community Theatre Association Federal ID number as identification of the account and will include the name of a Regional Representative and OCTA Administrative Assistant.

**POLICY ADOPTION DATE:**  
**REVIEW/REVISION DATES:**

March 1993  
May 1996  
November 2009  
October 2016

# ***OHIO COMMUNITY THEATRE ASSOCIATION***

**POLICY NAME:** REGIONAL REPRESENTATIVE ELECTIONS

**DIVISION:** Administration

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**POLICY:** Regional representative election results shall be reported to the Administrative Assistant by the July Board Meeting.

**PROCEDURE:** Each Region will hold election of their representatives at their Regional Festival.

**POLICY ADOPTION DATE:** March 2000  
**REVIEW/REVISION DATES:** July 2004  
November 2009  
October 2010  
October 2016

# ***OHIO COMMUNITY THEATRE ASSOCIATION***

**POLICY NAME:** STANDARDS OF CONDUCT

**DIVISION:** Administration

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**POLICY:** The Ohio Community Theatre Association believes that every member of our association should be treated with respect. As members, we should conform to socially acceptable standards of conduct. The Association strongly condemns all disrespectful behavior. It is the position of the Association that individuals who are involved in any manner at any meeting or sponsored event must refrain from any form of sexual harassment. Sexual harassment is defined as unwelcomed or unwanted sexual advances, request for sexual favors and other verbal or non-verbal or physical conduct of a sexual nature.

The Ohio Community Theatre Association strives at all times to maintain the integrity of the Association. To that end, our members and guests must refrain from any illegal conduct or activity that may be deemed detrimental to the reputation of our Association.

Members or guests who violate the requirements set forth above will be immediately asked to leave the meeting or function and may be subject to having their membership suspended or terminated.

Anyone attending an event sponsored by the Ohio Community Theatre Association who believes that they have been subjected to conduct falling within these guidelines should report the occurrence to any Board Member or to the Event Chairman.

The Ohio Community Theatre Association will not accept responsibility for any inappropriate conduct by its members, guests or vendors who attend the Association's functions.

**POLICY ADOPTION DATE:**  
**REVIEW/REVISION DATES:**

January 2002  
November 2009  
October 2016

# **OHIO COMMUNITY THEATRE ASSOCIATION**

**POLICY NAME:** TRAVEL AND LODGING

**DIVISION:** Administration

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## **POLICY:**

### **MILEAGE:**

All OCTA Board Members and the Administrative Assistant may be reimbursed for mileage (see fee schedule) for OCTA business on an as-needed basis to be reviewed and approved by the Executive Committee.

### **REGIONALS:**

All OCTA Regions will pay for the hotel room during their regional festivals for the Responders and OCTAfest Chair, when an overnight stay is necessary.

### **CONFERENCE:**

Hotel rooms for the Conference Chair, Responders, and President will be paid for by OCTA (Using complimentary rooms when available.)

### **AACTFEST:**

OCTA will pay for hotel rooms for the AACTfest Chair, Responders, and the President.

### **PROCEDURE:**

Requests for mileage and miscellaneous travel expense will be turned into the Administrative Assistant and upon approval by the Executive Committee, will be paid.

**POLICY ADOPTION DATE:**

December 2009

**REVIEW/REVISION DATES:**

October 2010

October 2016

# **OHIO COMMUNITY THEATRE ASSOCIATION**

**POLICY NAME:** VISITORS

**DIVISION:** Administration

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**POLICY:** OCTA will provide a time during Board meetings to listen to all visitors.

**PROCEDURES:** Visitor(s) will be given time on the agenda to offer input or address issues. Each speaker will be limited to five (5) minutes.

Visitors will not be recognized for comment, questions, or input except within the confines of their portion of the agenda.

**INFORMATION:** A visitor is considered to be anyone who is not an elected OCTA Board Member, Regional Representative, or OCTA staff member.

There will be a designated area in the meeting room for visitor(s).

This policy should not be interpreted that visitors are not welcome or that their input is not desired. It is, however, the desire of the members of the OCTA Board that usiness be conducted in an orderly fashion.

This policy will be reviewed every two years.

**POLICY ADOPTION DATE:** October 1990  
**REVIEW/REVISION DATES:** May 1995  
November 2009  
October 2016