



"Pride Grows With Community Theatre"

OHIO
COMMUNITY
THEATRE
ASSOCIATION

POLICIES AND
PROCEDURES

OHIO COMMUNITY THEATRE ASSOCIATION

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OHIO COMMUNITY THEATRE ASSOCIATION

FEE SCHEDULE

MEMBERSHIP	\$ 65.00 Community Theatre Annual Dues (Jan/Dec). Theatre Dues and Fees are due by March 1st or a 20% late fee will be assessed. \$ 20.00 Individual Member for 1 st year (Jan/Dec), \$ 30.00 to renew.
GUIDE/RESPONDENT SPEAKERS BUREAU	\$ 35.00 upon third visit of Guide/Respondent/Speaker's Bureau per theatre season (Sept thru Aug) (First two visits are free.)
SCRIPT LIBRARY	\$ 20.00 refundable deposit each request - may request 1-15 scripts. \$ 10.00 fee per script if lost (or same script replacement sent to Script Librarian for library use).
ANNUAL CONFERENCE	Registration refund minus \$10.00 Administrative fee prior to posted deadline with written or emailed request only. No refunds after posted deadline. 10% of Annual Conference profit to be placed in Endowment fund or savings account as directed by Fundraising division. Raffle receipts from Annual Conference to be transferred to Endowment fund or savings account as directed by Fundraising Division. Entertainment fees negotiated by Conference chair. Executive Committee will negotiate and determine hotel fees for annual state conference.
FINANCIAL	\$ 35.00 fee for any returned check.
NEWSLETTER	10 free copies sent via US mail available with each theatre membership, upon request – must be requested each year. Unlimited number of electronic newsletters available to member theaters with annual updates to email addresses required. \$ 10.00 Individual newsletter subscriptions
ADVERTISING	Advertising products in Cuelines newsletter and in all print media used by OCTA during calendar year: \$ 50.00 for 1/8 page ad – Member Theatres \$ 60.00 for 1/8 page ad – Outside theatres or businesses \$ 110.00 per quarter ad – Outside theatres or businesses \$ 200.00 for half page ad – Outside theatres or businesses \$ 250.00 for full page ad – Outside theatres or businesses \$ 300.00 for full page ad & table at Conference (Corporate Sponsorship)
RESPONDERS: Regional	\$ 50.00 for 1-5 excerpts \$ 10.00 per excerpt for 6+ excerpts \$ 0.35 per mile round trip for travel allowance
RESPONDERS: State Conf	\$ 250.00 for all excerpts, all working meals, Sunday banquet, Monday lunch and lodging \$ 0.35 per mile round trip for travel allowance or economy airfare fee
WORKSHOP LEADERS	\$ 25.00 per hour for each State Conference workshop leader. \$ 25.00 per hour for each Regional workshop leader.
REGIONS	\$ 250.00 paid yearly to OCTA towards Festival responder travel.
PATRONS	10% of yearly patron receipts are transferred to Scholarship Program.
SCHOLARSHIPS	One or more undergraduate scholarships ranging from \$200 - \$500 are presented each year to eligible candidates chosen by the fundraising division. Named scholarships are funded solely by individual donors and can be of any monetary value.

ADMINISTRATION

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: BEREAVEMENT

DIVISION: Administration

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

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: May 1998
REVIEW/REVISION DATES: October 1999
October 2002
November 2009
October 2016

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: BOARD MEETING SCHEDULE

DIVISION: Administration

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

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

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:
REVIEW/REVISION DATES:

March 1993
May 1996
November 2009
October 2016

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: CHECKING/SAVINGS/MONEY ACCOUNTS

DIVISION: Administration

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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:
REVIEW/REVISION DATES:

October 1990
May 1995
November 2009
October 2016

FUNDRAISING

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: COLLEGE SCHOLARSHIP

DIVISION: FUNDRAISING

POLICY:

OCTA will make available a scholarship or scholarships to one or more approved applicants who meet the eligibility requirements below and who demonstrates dedication to and involvement with one or more OCTA member community theatres.

ELIGIBILITY REQUIREMENTS:

- Applicants must be accepted into an accredited post-secondary program for the scholarship school year.
- Applicants must be a member of or the child of a member of an OCTA member community theatre.
- Applicant must complete the 'Ohio Community Theatre Association Application for College Scholarship' and submit all elements of the application by March 15th.

These elements include:

- A transcript from the last four years of education
- Two letters of recommendation
 - One from a teacher, drama director, religious leader or other person in the education field
 - One from a person directly involved in an OCTA member theatre
- A head shot of the applicant (no smaller than 4x6). This does not have to be a professional headshot.
- Applicant must submit a paper (one page only) answering the following questions:
 - What are your future goals to involve theater (including Community Theater) in your life?
 - How will your education enable you to reach these goals?
 - If your major is not theatre-related, how will you use your major to benefit local community theatre?

INFORMATION:

All applications must be sent to OCTA's Administrative Assistant by March 15th of each year. The Fundraising Division will select the winner(s), and the winner(s) will be notified by the Administrative Assistant by May 1st. The award recipients will be announced at the Annual Conference during the awards banquet, and if in attendance, the winners will be introduced at that time. Policy will be reviewed annually.

POLICY ADOPTION DATE:

January 1994

REVIEW/REVISION DATES:

May 1996, October 1997,
November 2009, July 2017

MMPR

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: CUELINES

DIVISION: MMPR

POLICY: The deadline for information to Cuelines is the Monday after scheduled Board meetings in January, March, and May. Deadlines for the October issue is the Monday following Board Retreat, December issue is December 10, and Call to Conference issue is the Monday following the May Board Meeting so that the Call to Conference can be distributed at all Regional Festivals.

Ads will be accepted for inclusion in Cuelines at the rate listed on the OCTA Fee Schedule for five regular issues in a fiscal year.

PROCEDURE: Anyone with newsletter information is requested to have their information to the newsletter editor by the above-listed dates.

Theatre Delegates, Board Members, Regional Reps, Patrons, Honorary Lifetime Members, and Individuals shall receive the newsletter in electronic form unless hard copies are requested. Each member theatre may add an unlimited number of digital subscriptions or up to 10 hard copies of Cuelines.

POLICY ADOPTION DATE:
REVIEW/REVISION DATES:

December 2000
December 2002
November 2009
July 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: MEMBERSHIP

DIVISION: MMPR

POLICY: Membership in OCTA is defined by Article II of the By-laws.

SPECIFICS: Theatre membership dues will be paid annually, renewable from January through December.

Theatres who have not paid their membership by January 1st will lose their privileges, however will remain on the roster. If dues are still unpaid by March 1st, they will be removed from the roster, and must reapply for membership. Applications for new membership must be submitted prior the May board meeting for formal acceptance in order to excerpt in regional festivals that same year. Theatres may reapply at any time during the year. When applying for reinstatement, theatres must pay the full dues amount according to the OCTA Fee Schedule. No discounts will be given.

Any theatre that becomes a member of OCTA shall pay the initial fee as determined by the OCTA Fee Schedule. The OCTA Board of Directors may waive the initial membership fee for new member theatres or for those who have been off the OCTA membership roster for five consecutive years. These theatres will enjoy the full benefits of OCTA membership for one year after which they will need to pay annual membership dues.

Cuelines newsletter will be sent electronically to all member theatres, theatre delegates, patrons, OCTA Board members and individual members

Individual memberships will be determined by the OCTA Fee Schedule and renewable by January 1st. Benefits include discounts according to the OCTA Fee Schedule including, but not limited to: discount to the OCTA State Conference /Ohio AACTFest (even years) and Regional OCTAFests (at the discretion of those regions); discounts to participating theaters; a subscription to Cuelines newsletter; and all other benefits received by member theatres. Individuals will be issued membership cards.

POLICY ADOPTION DATE:
REVIEW/REVISION DATES:

December 2000
October 2004
November 2009
October 2010
September 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: NEW MEMBER THEATRE WELCOME

DIVISION: MMPR

POLICY: Each new member theatre will receive a personal welcome by members of the OCTA Board.

PROCEDURE: After the application has been received, the MM/PR Division Chair will propose the theater for membership at the next Board Meeting.

After the proposed theatre has been accepted, the Administrative Assistant will send a letter of welcome to the new member theatre and a Regional Rep will contact a representative of the theatre (preferably the delegate) informing him/her that the theatre is now an official member of OCTA, and will invite the new member theatre to the next scheduled regional delegates' meeting.

POLICY ADOPTION DATE:	November 1998
REVIEW/REVISION DATES:	October 1999
	November 2009
	October 2010
	July 2017

PROGRAMMING

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: BOARD MEMBER PARTICIPATION
IN OCTA EVENT

DIVISION: Programming

POLICY: An OCTA Board member who is involved in a competing excerpt at a Regional Festival or State Conference may not be in charge of contacting the Responder(s) for that event.

POLICY ADOPTION DATE:
REVIEW/REVISION DATES:

March 1993
November 2009
September 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: CONFERENCE CHAIR

DIVISION: Programming

POLICY: The Chair for the Annual OCTA Conference shall be an elected member of the Board of Directors.

The appointment of the Conference Chair will be made by the President with input and selection information from the Executive Committee. If the person is not an elected member of the board, they may be appointed to the position pending election. In the event that a candidate for Conference Chair is an Executive Committee Member, they must excuse themselves from that discussion and decision. The Conference Chair shall keep the 1st Vice President Programming Chair updated on all plans for the conference.

PROCEDURES: Plans for the Annual OCTA Conference are handled through the Programming Division and the Chairperson of the event will report to the 1st Vice-President, Programming Chair.

POLICY ADOPTION DATE:
REVIEW/REVISION DATES:

October 1993
July 2004
November 2009
July 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: **GUIDE / RESPONDENT / SPEAKERS
BUREAU PROGRAM**

DIVISION: **Programming**

POLICY: OCTA will provide Guides, Respondents and Speakers for use by member theatres.

PROCEDURES: Theatres will send requests to the Guide / Respondent Chair for either a Guide or Respondent for their production and will include directions to their theatre.

Theatres are entitled to use the Program two times free each year. Thereafter the cost shall be determined by the OCTA Fee Schedule.

Theatres will receive a Confirmation Letter and Evaluation form, from the Guide / Respondent Chair.

The Guide / Respondent will sign a Program Completion postcard and return it to the Administrative Assistant after each session.

If a Guide / Respondent is not contacted by the Guide/Respondent Chair, they will not be reimbursed by OCTA.

FEE: Guide, Responder, or Speaker will be paid according to the OCTA Fee Schedule for each event.

POLICY ADOPTION DATE:
REVIEW/REVISION DATES:

March 1998
October 2000
October 2004
November 2009
July 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: REGIONAL OCTAFESTS

DIVISION: Programming

POLICY: All Regions must hold their annual Regional Festivals by or before the second weekend in July of each year.

Regions hosting seven (7) or fewer theatres for their Regional Festival must hold a one day event. Regions hosting eight (8) or more theatres for their Regional Festival may hold either a one day or two day event, according to their needs.

The dates for Regional Festivals shall be as follows:
(Dates are based on the weekend that contains the first Saturday in June date.)

- 1st Weekend in June – Central Region
- 2nd Weekend in June – Northwest Region
- 3rd Weekend in June – Northeast Region
- 4th Weekend in June – Southwest Region
- 2nd Weekend in July – West/Southeast Regions (TBA)

No changes may be made to this schedule without board approval.

POLICY ADOPTION DATE:	October 1998
REVIEW/REVISION DATES:	November 2009
	October 2010
	December 2010
	September 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: RESPONDERS

DIVISION: Programming

POLICY: Responders who arrive late to a Regional Festival or State Conference will be replaced, and only mileage to the event will be paid. The expectation is that the Responder will arrive 30 minutes prior to the start of their contracted event.

If a Responder has not arrived 30 minutes prior to the start of the contracted event, the OCTAFest Chair or other designated person will try to locate an OCTA trained and/or accepted Responder on site who will be asked to serve as the Responder. If there are no OCTA trained and/or accepted Responders readily available, the OCTAFest Chair or designated person, if qualified will act as a Responder.

If there are no OCTA trained and/or accepted Responders available, the event will proceed with two Responders. The OCTAFest Chair or designated person will serve as tie-breaker during the deciding of awards

PROCEDURES: The replacement Responder will receive the payment as specified in the Contract with the original Responder.

POLICY ADOPTION DATE:
REVIEW/REVISION DATES:

October 2000
January 2005
November 2009
September 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: SCRIPT LIBRARY

DIVISION: Programming

POLICY: The Ohio Community Theatre Association will maintain a script library to provide easy access of scripts to OCTA member theatres.

PROCEDURES: Member theatres requesting script(s) will understand that script(s) are for reading only.

Request form must be signed by the person requesting the scripts and the theatre President or Treasurer.

An address including street, house number or apartment number must be used. A post office box number will not be accepted.

A limit of fifteen (15) scripts may be ordered at one time. Scripts will be on loan for two (2) months.

A refundable check as determined by the OCTA Fee Schedule must accompany the script request. The check will be refunded if the scripts are returned by the due date posted on the follow-up letter. Overdue scripts will receive a past due reminder followed by an invoice. The replacement amount charged per script will be determined by the OCTA Fee Schedule. The deposit is forfeited once scripts are overdue.

The borrowing theater is responsible for the return postage.

Any theater with overdue scripts or outstanding bills will be denied use of the library.

POLICY ADOPTION DATE:	September 1997
REVIEW/REVISION DATES:	March 2002
	October 2004
	November 2009
	July 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: **WORKSHOP LEADERS**

DIVISION: **Programming**

POLICY: All Workshop Leaders for State or Regional festivals will be paid according to the OCTA Fee Schedule

POLICY ADOPTION DATE: October 2000
REVIEW/REVISION DATES: October 2004
 November 2009
 July 2017