

CHILlicothe CIVIC THEATRE, INC

CONSTITUTION AND BYLAWS

Article I Name

The name of the corporation shall be Chillicothe Civic Theatre, Inc., hereinafter referred to as CCT.

Article II Purpose

Section 1. The specific purpose of CCT, as stated in its Articles of Incorporation, is “establishing, maintaining, and conducting a stock theatre for the purpose of offering instruction in the arts and sciences; promoting education and knowledge of the theatre, and acquiring and holding for such purposes, both real and personal property necessary and proper to carry out said object and to receive and disburse funds and doing any and all things necessary or incident thereto.”

Section 2. Such purpose shall include serving as a center for all persons to experience plays and other theatrical, musical, operatic, and/or dramatic entertainment—hereinafter referred to as productions—regardless of age, gender, sexual orientation, race, religious affiliation, or experience, thereby serving as a center for all persons interested in any phase of theatrical activity, wherein they may advance their knowledge and skills for mutual benefit and for the recreational, educational, and cultural enrichment of the community, and to encourage and simulate public interest in theatrical, dramatic, artistic, and intellectual forms of entertainment, particularly through instruction in acting, lights, sound, set designing, costume designing and other functions of theatre.

Article III Organization

Section 1. The Executive Board is the governing body of the organization and shall consist of 8 elected officials and 3 elected Trustees. Only members in good standing as of August 31 prior to the election year are eligible for election. However, the August 31 time requirement of membership may be waived by a 2/3 approval of the current Executive Board. **(See Article IV, Membership.)**

A. **Powers** The Executive Board shall:

1. Be in charge of, control, and manage all property belonging to the organization.
2. Approve of disbursements to cover the cost of production, rental of facilities, and other necessary services.
3. Ratify all standing and special committees and chairpersons thereof as appointed by the President.

4. Determine the performance calendar for the program year, which will be January 1-December 31.
5. Be responsible for day to day operations of CCT.
6. Establish and oversee all classes of membership in CCT.
7. Oversee all productions put on by CCT.

B. **Duties** The Executive Board shall establish the philosophy and direction of CCT, provide long term continuity, correlate future goals with past objectives and accomplishments, control and manage the property of CCT, oversee financial affairs, and propose changes to this Constitution and bylaws. The Board shall consist of 8 elected officers and 3 elected Trustees with duties as follows.

1. **President:** Presides at all meetings, enforces the bylaws, calls meetings of the Executive Board, and appoints all committee chairpersons; the President shall be an ex-officio member of all standing and special committees; the President shall submit an annual report of all committees. It is recommended that the candidate for President should have previously served on the Executive Board *within the last five years* before being elected to the office of President. The President shall be a de facto member of the casting committee.
2. **Vice President:** Assists the President, and in the absence of the President, assumes the duties and prerogatives of the President, presides at meetings in the absence of the President, and is responsible for planning and implementing annual Board training. Appointed program leaders (O.C.T.A. Delegate, Historian, Youth Theatre Director) shall report to the Vice President on an ongoing basis. The Vice President shall be a de facto member of the casting and programming committees.
3. **Secretary:** Records proceedings of all meetings by keeping minutes in which all recommendations, motions, and actions of CCT at said meetings are entered; the Secretary shall be responsible for the distribution of pertinent CCT information among all members in good standing. The Secretary will also work with the Membership Director to maintain membership/sponsorship records. The Secretary shall work in conjunction with the Marketing Manager to maintain and publish the CCT website.
4. **Treasurer:** Receives the funds of CCT, records all receipts and disbursements, pays all bills authorized by the Executive Board by check or electronic transfer, makes financial reports at meetings including the annual business meeting in December, which shall be the annual report. The Executive Board may request an audit of the Treasurer's records at any time. The Treasurer shall work in conjunction with the Business Manager to fiscally maintain all properties owned by CCT. The Treasurer shall also be a de facto member of the Fundraising Committee.

5. **Membership Director:** Maintains membership records, plans and manages membership recruiting, strategies and events; the Membership Director is responsible for all enrollment and new member education. The Membership Director is a de facto member of the Development and Casting committees.
 6. **Business Manager:** Conducts business and legal affairs associated with productions, including production sites, insurance, and securing any necessary written contracts. The Business Manager will work in conjunction with the Treasurer to maintain all properties owned by CCT.
 7. **Community Development and Diversity:** Works on behalf of CCT as a representative to our community. Responsible for the solicitation and procurement of financial support for CCT through means such as, but not limited to, grants, donations, and contributions. Works with the President and Treasurer as necessary in the completion of applications, requests, etc. Serves as liaison between CCT and major donors, patrons, and contributors. Serves as a facilitator for CCT assisting in matters that promote diversity and inclusion within the membership. The Community Development Director shall be de facto member of the casting and education committees.
 8. **Marketing Director:** Responsible for short and long-term marketing and publicity for the organization, including the development and implementation of annual marketing plan, advertising strategies, publicity, and brand management. The Secretary shall work in conjunction with the Marketing Manager to maintain and publish the CCT website. The marketing manager is a de facto member of the Development committee.
 9. **Trustees (3)** Trustees shall aid in all phases of CCT with particular emphasis on long range planning. Each Trustee shall be a defacto member of the casting committee.
- C. **Selection** The officers shall be elected by a 2/3 majority vote of attendees at the annual general membership meeting to be held in December.
- D. **Term of Office** All officers shall serve for a term of one year, as a voting member, and one additional month, as a non-voting member, commencing on the date of January 1, and ending the following year on January 31st for the purpose of training replacement officers.
- E. **Term of Trustees** The three Trustees of the organization shall serve for three year-long terms, as voting members, with one Trustee being elected each year. In the final year of a Trustees' term, if they are not reelected, the Trustee will serve an additional month as a non-voting member for the purpose of transitioning a replacement Trustee, making the Trustee's commitment to the Board a total of 37 months.
- F. **Longevity** No officer shall be eligible to serve more than three consecutive terms in the same office without a waiver signed by all current Executive Board members.

G. **Vacancy** Any officer may voluntarily resign at any point during their term. The President *may* appoint any member of CCT in good standing to any vacated officer or Trustee position. Any officer shall be deemed to have voluntarily resigned and created a vacancy in their position if they have three or more absences throughout the calendar year. Any officer that resigns mid-term shall not be permitted to hold leadership positions (including roles on the Executive Board, committee chairs, and Director positions) for the following two calendar years. This stipulation may be waived by a written application to the Board followed by a two-thirds majority vote of the Board.

Section 2. Committees: Committees will be formed to serve the purpose and execute the vision of CCT. Any member in good standing may serve on a committee. Committee chairpersons may submit a letter of intent to the President to express interest in leading a committee. The President shall appoint chairpersons on the basis of their letter, and each committee chairperson shall appoint the members of their committee unless otherwise noted.

A. **Standing Committees** Standing committees shall be assembled annually to achieve the goals of CCT. There will be the following standing committees.

1. **Development:** This committee shall be responsible for coordinating membership and new member education, as well as community outreach, and marketing. The Membership Director and Marketing Director are de facto members of this committee.
2. **Programming:** This committee shall be responsible for all events that are not deemed official CCT productions, controlling event management, second stage productions, facility rentals, and custodial responsibilities.
3. **Education:** This committee shall be responsible for planning and coordinating workshops, showcases, professional development, and other activities for the purpose of furthering the theatrical education of the members of CCT.
4. **Fundraising:** This committee shall be responsible for coordinating events—other than productions or educational events—and writing grants specifically to raise additional funds for CCT. The Treasurer is a de facto member of this committee.
5. **Casting:** This committee shall be comprised of the President, Vice President, Membership Director, Community Development Director, and three Trustees and is responsible for the audit of personnel involved in CCT productions. In the event all committee members have a vested interest in the casting of a show, rendering them unable to serve, the President may appoint a member in good standing to serve as a delegate on the audition panel. A committee member shall be deemed to have a vested interest if the committee member, their extended family, a domestic partner or spouse, or close friend, have signed up to audition for a given show.
6. Other areas of needed support as determined by the Executive Board.

B. **Special Committees** The following special committees will be assembled when necessary to achieve a specific goal during the CCT business year, and can be disbanded once the goal is completed.

1. **Awards:** This committee shall be in charge of nominating members for achievement and memorial awards. This committee shall also be in charge of conferring with the directors of each show to confirm the people's choice awards, director's choice, and any other awards to be given at the annual postseason award banquet.
2. **Nomination:** See Article IV. The nomination committee volunteers September through December annually.
3. **Season Selection:** This committee shall read and evaluate plays for the following year's productions. The committee shall present selections at the June Board meeting. The Board will make final selections at the June meeting for the following year. It shall encourage all CCT members to read plays and submit reports and recommendations to the committee. The committee will recommend to the Executive Board those plays which are available to CCT and judged to be most appropriate for CCT production, giving due regard to contemporary community standards. A synopsis shall be prepared for the Board (and for permanent file) which includes a description of the show's contents and committee's evaluation whether the audience may be general or restricted in some manner. It shall be the chairperson's responsibility to maintain a descriptive file of all plays read and to maintain a library for the storage of CCT records and literature.

C. **Non-Elected Appointments** These roles will be nominated and appointed by the Executive Board annually. No person shall serve for more than ten consecutive years in their appointed role.

1. **Youth Theatre Director** Responsible for selecting and proposing repertoire for the Children's and Young Adult's Theatre Wing to the Executive Board.
2. **O.C.T.A. Delegate or Designee** Delegate(s) shall attend regional meetings and the state conference of the Ohio Community Theatre Association and keep the Executive Board and the membership informed of OCTA activities of interest.
3. **Historian** Acquires items of memorabilia throughout the year and is responsible for keeping visual records in print or any other necessary media formats.

Section 3. Restrictions

- A. The activities of CCT shall be conducted on a non-profit basis. Any monies derived from such activities shall be, in every case, expended for other ventures within CCT.
- B. No member of CCT shall be paid for work done in connection with it, or in any of its productions, unless decided on by 2/3 majority vote of the Executive Board that such payment is warranted.

- C. CCT may sponsor or participate in other theatre-related activities deemed beneficial to its purpose.

Article IV Membership

Section 1. Membership. Membership shall be open to all community members who wish to support the purpose of CCT. Membership shall be a requirement for all Executive Board members, participating actors, directors, and production crew members. Membership shall be for a one year period commencing on the date of member enrollment or renewal. Membership shall be renewable annually. The Executive Board shall determine levels of membership and schedule of fees for membership, which are to be reviewed annually.

Section 2. The Executive Board may, at its discretion, revoke the membership of any person whose activities are not in the best interest of CCT, including but not limited to, being contrary to the established policies of CCT. Revocation of membership shall occur by a simple majority vote of the Executive Board.

Section 3. To participate in a production as a cast member, or production staff, a person shall be a dues paying member in good standing, unless waived for hardship by the Board. New members must join and pay dues no later than one week after the first cast meeting for a production.

Section 4. Membership in good standing privileges shall include:

- A. May vote on all questions brought before general membership, as long as they have reached the age of eighteen (18).
- B. May introduce matters for discussion or decision at a general meeting of CCT.
- C. Eligible for election or appointment for any office, as long as they have reached the age of eighteen (18).
- D. May participate in CCT productions or any event sponsored by CCT.
- E. May attend and observe open sessions of the Executive Board or any committee.

Article V Meetings

Section 1. There shall be a minimum of one regularly scheduled meeting of the general membership each year. Dates for this or these meetings shall be determined by the Executive Board at the January meeting of each calendar year. Executive Board Meetings shall be at a regular time and date each month for the calendar year, or, in the event of a conflict, as near to that time as practical.

Section 2. Special meetings of the Executive Board or of the full membership may be scheduled by (a) a petition signed by one-fourth of the CCT membership in good standing, (b) a majority vote of the Executive Board, or (c) a call by the President at any time with five days written notice, including a statement of the specific purpose, or agenda item(s), for which the meeting is being called, to such involved members.

Section 3. A quorum at any general membership meeting shall consist of the actual members present.

Section 4. A quorum of the Executive Board shall consist of two-thirds or more of the members of the Board. Executive Board members may attend via a live video conferencing platform or via telephone to meet the quorum.

Article VI Nomination, Election, and Removal of Officers; Voting Policy

Section 1. The nominating committee shall consist of three members of the organization appointed at the September meeting by the Executive Board. The nominating committee shall be comprised of one Executive Board member and two members who are not current members of, and not seeking a position on, the Executive Board. It shall be the duty of this committee to propose a list of no less than 2 qualified and capable candidates for each position. Candidates proposed by the nominating committee may choose to accept or decline their nomination. A nominee who accepts will become a candidate on the slate for the position for which they were nominated. The November meeting minutes will list candidates prior to the election of new officers.

Section 2. Following the report of the nominating committee, and following approval of the slate by the Board, additional nominations of eligible consenting members may be made from the floor during the general membership meeting. Members who accept a nomination for office from the floor will become candidates for that position alongside the nominating committee's slate.

Section 3. Election of Officers will occur during open sessions of the Board meeting and will proceed as follows:

- A.** Officer positions will be voted upon one at a time, in the order in which they appear in Article III.
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Membership Director

- f. Business Manager
 - g. Community Development and Diversity
 - h. Marketing Director
 - i. Trustees (3)
- B.** Nominees for the position in question may give a statement of no more than 3 minutes advocating for themselves.
 - C.** Nominees for the position in question must leave the room, and discussion will commence—during which members in attendance may voice support or concern for the candidates.
 - D.** Once discussion has ended, nominees will be invited back into the room and ballots will be cast for the office in question. Members may abstain from the vote in extenuating circumstances.
 - E.** The votes shall be counted by a member of the nomination committee and announced prior to moving on to voting for the next position.
 - a.** If a simple majority is not reached, another round of discussion will commence and another vote shall be taken. This process may be repeated as necessary.
 - F.** Once a member is elected to office, they will be removed from consideration for any other elected position.

Section 4. Voting Policy

A. The method of voting shall be by voice, hand, or ballot—with the method being determined by the Board members present at the meeting, unless the vote is regarding personnel, which will always be conducted via ballot, except for circumstances in which a simple majority is not obtained after 3 rounds.

B. A simple majority must be obtained on all votes concerning personnel. In the event that a simple majority is not obtained, discussion shall resume and the quorum will revote. If, after 3 rounds of discussion and voting, a simple majority is not reached, the method of voting shall be by hand and shall **not** be anonymous.

C. No write-in candidates will be allowed and any votes for members who are not official candidates for the position being voted upon shall not be counted.

D. Proxy or absentee voting shall not be allowed.

E. No person may hold two or more offices on the Executive Board simultaneously during a given calendar year, with the exception of any overlap during the January training period as mentioned in Article III.

Section 5. Officers may be impeached by a vote of the Executive Board or a vote of the General Membership. Officers may be impeached for good cause, such as:

1. Failure to fulfill fiduciary obligations to CCT.
2. Failure to attend four or more Board meetings without just cause.

3. Failure to consistently complete tasks necessary to their position.
 4. Conduct that fails to abide by the values of CCT.
 5. The occurrence of other, similar conduct.
- A. Impeachment by Vote of the Executive Board
- Upon a two-thirds majority vote of the Executive Board, any Officer position shall be deemed vacant. Any member of the Board may abstain from the vote, and it shall not reduce the number of votes necessary to reach a two-thirds majority.
- B. Impeachment by Vote of the General Membership
1. Upon presentation of a petition signed by one-third of adult General Members to the President (or to the Vice President if the President is the subject of the petition), the President or Vice President shall appoint a three-person panel of active, disinterested General Members to supervise the impeachment vote.
 2. The impeachment vote shall occur via electronic ballot within two weeks of receipt of the petition. The ballot shall offer General Members the opportunity to abstain from the vote, and such abstention shall not reduce the number of General Members necessary to reach a simple majority.
 3. If a simple majority of General Members votes to remove the Officer, the Officer position shall be deemed vacant, and shall be filled according to the vacancy provisions below.

Section 6. In the event of a vacancy occurring among elected officers, the President shall appoint a Trustee to fill such vacancy until the end of the previous officer's term. Vacancies occurring among elected Trustees shall be filled by a member in good standing for the remainder of the calendar year, as appointed by the President. In the event of a vacancy for President, the Vice President shall fill the role, and the position of Vice President shall be deemed vacant.

Article VII Productions

Section 1. CCT may sponsor a slate of main stage productions annually. These productions shall be selected by the season selection committee as outlined in Article III.

Section 2. All main stage productions slated by CCT shall have a production team—comprised of at least one director and one production coordinator—voted on by the Executive Board prior to the start of rehearsals. The director shall serve as the leader of the production team. The director must submit a working budget, production staff roster, proposed schedule, and any casting requirements or prerequisites before being appointed by the Executive Board. The production coordinator shall serve as the liaison with the Board for each production, in addition to overseeing all logistics as delegated by the director.

Section 3. All directors (theatrical, musical, or choreographic), producers, and any other member serving in a position of power in regards to a main stage show, must submit to a directors contract after being appointed by the Executive Board. The contract is attached to the Constitution and Bylaws and is labeled as Appendix A.

Section 4. All members of the cast and crew must submit to an actor’s contract after accepting a role or position in any production. The contract is attached to the Constitution and Bylaws and is labeled as Appendix B.

Section 5 Members in good standing may propose additional theatrical productions, hereinafter referred to as “second stage productions,” to the Executive Board to be performed in addition to the official main stage season. Guidelines for second stage productions are attached to the constitution and bylaws and are labeled as Appendix C.

Section 6. The next show on the official season calendar will take precedence over any other conflicting CCT activities or events. All members shall devote their best efforts in promoting the current main stage and youth theatre productions.

Article VIII Fiduciary Duty of Loyalty

All members of CCT, including Executive Board members, committee chairpersons and members, must abide by the highest degree of fidelity and loyalty to the purpose and interests of CCT, in recognition of the educational and charitable purpose for which the not-for profit corporation has been formed and for which it has been recognized as exempt from federal tax liability. This includes a duty to keep CCT matters confidential, the disclosure of which could provide an improper advantage to others through premature or unauthorized revelation of the affairs of CCT. Similarly, conflicts of interest and self dealing, or the appearance thereof, should be strictly avoided unless after full disclosure of the potentiality thereof to the Executive Board said Board approves the acceptance and the waiver thereof.

Article IX Indemnification

With regard to any suit, claim, or obligation of any kind lodged or filed against a Trustee, officer, member, chairperson, committee member, or employee of the corporation, directly or indirectly, concerning a matter arising within the scope of service to the corporation by said Trustee, officer, member, chairperson, committee member, or employee, the corporation shall defend and indemnify and

hold harmless the Trustee, officer or employee, and may procure liability insurance to guarantee this commitment in whole or in part.

Article X Procedure

Except as otherwise provided in the Constitution and Bylaws, all business shall be conducted in accordance with “Robert's Rules of Order.”

Article XI Accounting Period

The corporation shall operate on a calendar year.

Article XII Amendments

Section 1. This amendment of October 15, 2024, supersedes and replaces the amendment of November 6, 2023.

Section 2. This Constitution and bylaws may be amended at any regular meeting of the Executive Board or full membership of CCT by two-thirds vote, and provided that notice of the proposed amendment has been given at the previous meeting or mailed to each member at least ten days prior to the meeting.

Section 3. Amendment may also be made without a meeting, but such amendment requires the unanimous written consent of all persons serving on the Executive Board.

Article XIII Dissolution

As long as there are ten members of CCT willing to continue the organization, it shall not be dissolved. However, if it is to be dissolved, terms of dissolution, including disposal of properties and funds, shall be decided upon by the Executive Board, consistent with the provisions of the articles of incorporation and the law.

Article XIV Adoption

The undersigned President of the Chillicothe Civic Theatre hereby certifies that this version of the constitution and bylaws was duly adopted by the Chillicothe Civic Theatre Executive Board on October 15, 2024.

Melissa Lawson, President

Appendix A: Director's Contract and Code of Conduct

Code of Conduct

- Directors are expected to uphold the highest standard of professionalism throughout the course of the production.
 - Directors should treat their cast with respect. Derogatory comments, harassment, hate speech, or excessive profanity will not be tolerated in the rehearsal environment.
 - Directors are responsible for handling misbehavior from their cast. Directors will hold their cast accountable and adhere to CCT policy for harassment and attendance.
 - Directors will hold their performers to high artistic standards. They will perform the material to the best of their ability.
 - Directors assume the position of educators, and therefore must be willing to teach their performers the skills necessary for the production.
- Directors will head the production team, and collaborate effectively with all production staff, as well as the CCT Board.

Artistic Vision

- Directors will carry out the material they are producing with honor to the original creator or playwright. Therefore;
 - The director shall not alter the original work with the purpose of changing the story, but especially not with explicit intent to offend or disturb.
 - The director shall make appropriate casting choices that are considerate of characters' ages, races, ethnicities, and the like—as referenced in the CCT diversity and inclusion charter.

Casting

- Directors may not cast themselves in any show in which they are directing.
 - If someone wishes to be considered for a role in a production, they may not apply to direct.
- Directors and their designees are expected to recuse themselves from casting an immediate family member or spouse.
- All audition panels must include an impartial member (not auditioning for the show, have immediate family auditioning for the show, nor involved in the production) of the casting committee.

- This member will be responsible for monitoring audition conduct, for both directors and auditionees, and confirming the quality of the candidates before a cast list is prepared.
- The casting committee member may call for an audit of the cast list if they have reason to believe that the selection was not done in good faith.
 - The sitting member of the casting committee on the panel will be responsible for providing a report of the audition and casting process if this situation arises.

Scheduling and Membership

- Directors must provide their cast and crew with a rehearsal schedule (including firm dates and start times) no later than 1 week after the first meeting, rehearsal, or read through occurs. Both a printed and digital copy must be made available. Rehearsal calendars can be subject to change.
- Directors shall not schedule rehearsals that conflict with CCT Board Meetings.
- Directors must be considerate of cast and crew conflicts when scheduling rehearsals, and should ask for such conflicts prior to the creation of the final schedule.
- Directors must enforce the attendance policy set forth in the CCT bylaws.
- Directors and production coordinators must ensure that all participants are active, dues-paying members of CCT no later than 1 week after the first meeting, rehearsal, or read through occurs.

Completion of Duties

- Upon accepting a directorial position, **directors** are committing to performing **their** duties as listed until the completion of the show run.
- If the director does not believe they can perform these duties, they must inform the rest of the production staff and the Board immediately. The director then must make reasonable efforts to recruit a replacement prior to resigning. Once a replacement has been procured, or reasonable efforts have been made to recruit one, the Board may vote to dismiss the director without penalty, with the replacement Director being subject to Board approval.
 - 2/3 majority rules
- If the director cannot perform these duties and chooses to resign without Board approval, penalty will be as follows:
 - First offense: \$100 fine to be paid as an uncredited sponsorship of the abandoned production OR year long ban from participation in CCT productions
 - Second offense: Five (5) year ban from serving as a director, board member, or other leadership role in CCT.
 - Third offense: Lifetime ban from CCT and revocation of membership

As Director for [Production Name] from the dates of [begin date] to [end date], I agree to abide by the Code of Conduct above. If I fail to abide by the Contract and Code of Conduct, the Executive Board may remove me from the show, appoint my replacement,

and in cases of serious and repeated misconduct, I shall be deemed to have resigned my post without approval and shall be subject to the penalties above.

Director

Appendix B: Actor's Contract and Harassment and Bullying Policy

Actor's Contract

As a member of the cast of [production]:

- If I am not currently a member, I agree to become a member of CCT by the first week of rehearsal as a condition of being in this production.
- I agree to attend all rehearsals for which I am scheduled (including all Technical and Dress rehearsals). The rehearsal period begins on [date]
- I agree to attend all scheduled performances. Performance dates are [dates]. Additional performances may be announced at a later date. I agree that it is my responsibility to know when and where rehearsals will take place by referring to the published rehearsal schedule or by joining the "[name]" Facebook group, where updates to the schedule will be published on a regular basis.
- I will remain at rehearsals until the rehearsal is completed or I am excused. I agree to be on time for all scheduled calls on performance dates.
- I agree to notify the Director or Stage Manager immediately of any conflicts to the published schedule.
- If I must miss a rehearsal because of an emergency, I will personally contact the Director or the Stage Manager via phone or text a minimum of 24 hours prior to the beginning of the rehearsal. If I miss a rehearsal and do not contact the Director and Stage Manager, I understand that my lack of consideration is enough for me to be dismissed from the production. Please contact your directors or production staff through their preferred method of communication.
- I will bring my assigned script, notebook, calendar, personal planner, pencils, and proper shoes and rehearsal clothing to each rehearsal.
- I agree to return all rented scripts and scores to CCT no later than the close of the final performance. A deposit of [money] will be collected in order to get the script. I understand that, unless otherwise noted by the production team, I am required to return my script at the end of the production run. When I return my script, my deposit will be refunded to me. If I fail to return my script, I forfeit my deposit and may be responsible for the replacement cost of the material.
- I agree to be off-book with lines memorized no later than [date]. In the event I cannot recall lines at a rehearsal, I may call "line" for a reasonable period of time after that date.
- While at rehearsal I agree to focus my attention on the rehearsal process and will not play electronic games, text, or other such activities that may distract me or others from the purpose of rehearsal.
- I agree to properly care for any costume pieces that are assigned to me, and will launder any washable items and return them to CCT within seven days of show

close. I further agree to furnish my own shoes and undergarments as indicated by the Director or Costume Designer.

- I will not cut my hair, change hairstyles or colors, or, in general, change my appearance in any way until after the show closes, unless permission is given by the director.
- I agree that I will not invite guests to rehearsals without express, prior approval of the Director.
- I agree to promote the financial success of this production through various means—such as ticket and advertisement sales, and concessions. I also understand that I am responsible for participating in any marketing/publicity events that are scheduled, including distribution of posters/flyers, cast photo sessions, and the performance of excerpts at designated locations.
- I agree to assist with the production in any capacity, including but not limited to, working on the set, helping in the costume shop, assisting the Box Office with publicity and marketing, etc.
- I agree to participate in the strike of the show. Strike will occur after the final Sunday afternoon performance.
- While at rehearsals, work sessions or performances, I will promote and foster a professional attitude all times: dedicated, productive, positive, safe, pleasant, creative, and collaborative.
- I will treat others with respect and courtesy at all times, and agree to abide by CCT's sexual harassment policy. I understand that I may be immediately dismissed from the production should I violate any of CCT's policies with regard to conduct.
- I understand that I am responsible for attending at least ONE of the scheduled work days to assist CCT in non-production-related cleaning, organizing, moving, storing, etc. events.
- I agree to properly care for any puppet or prop that is assigned to me. I will not touch any puppet or prop that is not assigned to me. When I am finished with a puppet or prop, I will put it back in its designated place.

Harassment and Bullying Policy

It is policy of Chillicothe Civic Theatre (CCT) and its Youth Theatre Wing that all actors, orchestra, crew, directors, choreographers and all others involved in a production have the right in work in an environment that is respectful and positive; free of discrimination and bullying, which encompasses freedom from any disrespectful, inappropriate, or offensive behavior. CCT strongly disapproves of the harassment of its members in any form, and states that all CCT members must avoid inappropriate or offensive language and/or touching at rehearsal, work sessions and performances, and will be held responsible for ensuring that the environment is free from this inappropriate behavior.

Specifically, CCT prohibits the following:

- Inappropriate/Non-consensual touching;
- Request for inappropriate touching;

- Any verbal or physical conduct that has the purpose or effect of substantially interfering with the member's ability to do his/her role or job; or
- Any unwelcome verbal or physical contact that has the purpose or effect of creating an intimidating, hostile or offensive rehearsal or performance environment.

Other harassing or bullying conduct at any CCT or Youth Theatre Wing event, whether physical or verbal is also prohibited. This behavior includes, but is not limited to, negative commentary about an individual (i.e. body, ability/skill, execution of role), degrading words to describe an individual, offensive comments, "off color" language or jokes, and inappropriate objects, books, magazines, photos, cartoons or pictures.

Members who have complaints of such harassment or bullying by anyone at rehearsal, work session, or performance, including any members or visitors, are urged to report such conduct to a CCT Board member or the Director of the production immediately so that CCT may investigate and resolve the problem.

CCT will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken and the offending member may be dismissed from any current production, and in particularly egregious instances, from participating in any future CCT production.

CCT will make every attempt to maintain the information provided to it in the complaint and investigation process as confidential as possible. There will be no retaliation against members for reporting harassment or bullying, or assisting CCT in the investigation of a complaint.

Consequences

Members who do not comply with the Actors Contract or the Harassment and Bullying Policy are subject to removal from this production, future productions, and/or the organization as outlined in Article IV Section 2 of the CCT Bylaws.

CCT will provide such members with a written notice, documenting their misconduct and outlining its related consequences.

Appendix C: Second Stage Production Guidelines