

CONSTITUTION and BYLAWS
of
THE UWHARRIE PLAYERS, INC.
ALBEMARLE & STANLY COUNTY COMMUNITY THEATRE

- This comprehensive revision was approved by the Uwharrie Players Board of Trustees on May 8, 2023.
- Draft of Revision was presented to the General Membership for review on May 30 2023.
- This Constitution and Bylaws was approved by the General Membership on November 7, 2023, is legally binding upon membership approval, and goes into full effect at the beginning of the fiscal year following approval (January 1, 2024).

ARTICLE I
GENERAL

Section 1. *Name.* The name of the corporation shall be The Uwharrie Players, Inc., hereinafter referred to as “the organization.”

Section 2. *Location.* The organization is located in Albemarle, Stanly County, North Carolina.

Section 3. *Purpose.* The Uwharrie Players, Inc. is a non-profit 501(c)(3) company incorporated in the State of North Carolina as a voluntary charitable organization of persons interested in amateur non-remunerative theatre.

Section 4. *Mission.* The mission of the organization shall be to promote interest in theatre arts, including drama, dance, music, theatrical crafts and other theatre-related activities, and to encourage active involvement by members of the community in these arts. Recognizing the cultural needs of the community, it is the further mission of the organization to provide professional quality entertainment within easy reach of area citizens.

ARTICLE II
MEMBERSHIP

Section 1. Membership is open to anyone who expresses a sincere interest in the activities of the organization and who has paid dues according to the prevailing yearly schedule.

Section 2. Upon accepting a role (onstage or backstage), a person will become a Production Member. Production Members will have no voting privileges but will be covered under the organization’s insurance.

Section 3. Season Memberships shall include separate dues amounts for Adult and Junior/Senior, and all fees shall be set yearly by the Board of Directors. Season Memberships are defined as follows:

- a) Junior Season Members are 17 years of age and younger.
- b) Adult Season Members are between 18 and 59.
- c) Senior Season Members are 60 years of age and older.

Section 4. Any Season Member, age 12 and over, has voting privileges at general meetings.

Section 5. When conditions warrant, a member may be removed by a two-thirds majority of a quorum at a general meeting.

Section 6. All elected officers and board members must also become Season Members upon assuming their Board position.

ARTICLE III MEETINGS

Section 1. The organization shall hold at least three general meetings yearly, First Quarter, Second Quarter, and Fourth Quarter of the calendar year. The time and place for each meeting is to be determined in time for sufficient notification of members.

Section 2. The President of the organization may call for special meetings from time to time. Sufficient notice must be given to all members prior to a called meeting.

Section 3. The President may cancel general meetings when deemed necessary.

Section 4. The parliamentary authority for all meetings of the organization shall be "Robert's Rules of Order."

Section 5. A quorum consists of the voting members both present and by proper absentee ballot (totaling at least 10 members), at a meeting after sufficient notice of the meeting has been given.

Section 6. An absentee ballot shall be used by a member or members unable to attend a general meeting by duly submitting a signed ballot to the President prior to the commencement of the general meeting. No proxy votes are allowed.

Section 7. All members are welcome to attend board meetings as observers only. A request must be made in advance to the Chairperson of the Board to be on the agenda.

Section 8. Organizational projects shall include any activity approved by the Board of Directors and/or the general membership and conducted under the name of the Uwharrie Players, Inc.

Section 9. Organizational activities shall include all matters not covered under business of the organization.

ARTICLE IV OFFICERS & BOARD OF DIRECTORS

Section 1. The organization shall have four officers, those being: President, President-Elect, Secretary, and Treasurer. Officers are considered as members of the Board of Directors but are not elected Board members. Officers are elected by the General Membership of the organization.

Section 2. The business of the organization shall be run by a Board of Directors, which shall consist of five elected Board members and four elected organizational officers. Regular Board members shall be nominated for each Board position and approved by the organization's membership for three-year terms. By prior arrangement, the terms of the Board members shall be staggered to ensure continuity. At least two Board members shall come from organization contributors or other general members of the community and shall not be chosen for their theatrical experience.

Section 3. All board members shall work for the continuation and betterment of the organization through diligent effort, maintaining favorable rapport with members of the community at large. Board decisions will be upheld, supported and promoted by all Board members. All Board members shall be responsible for their job description as set forth by the Board of Directors.

Section 4. The Board of Directors shall meet monthly and/or as needed but shall meet no fewer than six times per year.

Section 5. Executive Committee shall consist of Chairperson of the Board and four elected officers. The committee shall meet as needed.

Section 6. The Board of Directors shall nominate and elect a chairperson. The Board shall approve all nominations for Board openings and recommend to the general membership a slate of officers.

- The chairperson shall be elected by majority vote of the new board at the first board meeting of the new fiscal year.
- The general membership may make additional nominations and final election shall be by a quorum at the organization's last general meeting of each year.
- Secretary and Treasurer shall serve unlimited one-year terms and need not be re-elected; upon written notice to the Board, the Secretary or Treasurer may ask to be replaced at the upcoming election. The Secretary and Treasurer positions shall not be replaced during the same election cycle to promote continuity.
- The President-Elect shall serve a two-year term, one as President-Elect, and one as President.

Section 7. Officers shall be elected at the last general meeting each year and shall begin term of office on January 1.

Section 8. The immediate past chairperson and past president may serve on the Board of Directors as consulting members.

Section 9. Any office other than the Presidency that becomes vacant for any reason shall be appointed by the Board of Directors immediately following the vacancy. The President-Elect shall fill the Presidency, if it is vacated.

Section 10. The Chairperson of the Board shall:

- Call and preside over all Board of Directors meetings.
- Appoint ad hoc committees to deal with specific organization business.
- Work with the President to ensure the successful carrying-out of all organizational projects.
- Keep the Board of Directors informed on organizational business matters.
- Be available to sign organization checks as needed.
- Organize and direct, along with the President, the fund-raising efforts of the organization.
- Chair, or designate a board member to chair, the Production Committee.
- Contract and supervise all paid staff members of the organization.
- May serve as a consulting member of the Board for the year immediately following term of office.

Section 11. The President shall:

- Possess a working knowledge of parliamentary procedure.
- Call and chair meetings of the Executive Committee.
- Schedule, organize, promote and preside over all general meetings.
- Appoint general members to committees to deal with organizational activities.
- Work with the Chairperson of the Board to ensure the successful carrying-out of all organizational projects.

- Be available to sign checks as needed.
- Organize and direct, along with the Chairperson of the Board, fundraising efforts of the organization.
- Establish a liaison with the Arts Council and other groups who contact the organization.
- May serve as a consulting member of the Board for the calendar year immediately following term of office.

Section 12. The President -Elect shall:

- Preside over any general meetings in the absence of the President.
- Assist the President in the implementation of organizational activities.
- Act as a representative of the organization, or appoint a representative, for community functions on behalf of the organization.
- Chair, or designate a board member to chair, the Nominating Committee.
- Assume the Presidency for the remainder of the term of the presidency, if that position shall be vacated.
- Be responsible for planning and implementation of the awards banquet during the year prior to assuming the Presidency.
- Assume the Presidency at the end of the term of the current President.

Section 13. The Secretary shall:

- Record and file minutes of all general meetings and meetings of the Board of Directors.
- Keep a record and example of all organizational publicity materials.
- Handle routine correspondence of the organization.
- Be responsible for notification of general and called meetings, notifications occurring at least seven calendar days prior to said meeting.
- Keep the membership roster current; send out reminders for renewal as membership comes due.
- Chair, or designate a board member to chair, the Promotions/Publications Committee.
- Maintain the running files of the organization.
- Maintain lists of Contributors, Season Ticket Holders, and Advertisers.
- Promptly mail out season tickets and tax letters as needed.
- Supervise the organization's website and newsletter.

Section 14. The Treasurer shall:

- Keep financial records current and up to date by the double entry method.
- Chair the Budget/Finance Committee.
- Be the principle signer of checks along with the President or Chairperson of the Board. All checks should be complete when presented for signing.
- Collect and deposit all monies received for all accounts.
- Work with Secretary on maintaining accurate lists of membership, contributors, advertisers, sponsors and other information as needed.
- Be responsible for accounts paid and received.
- Keep the Board of Directors and general membership up to date on the financial status of the organization by providing a current monthly written report.
- Keep the board apprised of current bank rates for maximum return for monies invested and/or on deposit.
- Work with the Board of Directors to create a balanced budget for the fiscal year to be presented to the general membership for approval.

ARTICLE V COMMITTEES

Each committee is chaired by a board member or officer, and has general members on the committee. Each committee may be divided into subcommittees as necessary. Board members may chair one committee and serve on one other committee.

Standing committees of the organization shall be:

- Executive - chaired by President, consists of the four elected officers and the Board Chair; meets as necessary to address organization business that must be dealt with prior to a regular meeting of the Board of Directors.
- Nominating – chaired by the President-elect or his/her board member designee, with one other board member and three general members, two of which may come from organization’s contributors; committee nominates a slate of officers annually, with the approval of the Board, to be presented to the general membership for confirmation. Nominating Committee also submits names for consideration of open Board positions and Play Selection committee general members. When an opening occurs during a Board term, the Nominating Committee recommends replacements to the Board of Directors.
- Promotions/Publications – chaired by the Secretary or his/her board member designee, should include at least one other board member and three general members. Plans overall promotional strategy each year; works closely with the production committee for each production; supervises the website and produces a monthly newsletter.
- Budget/Finance – chaired by the Treasurer, consists of one other Board member and three general members; audits financial records of previous year; creates a detailed proposed Budget for the coming year to the Board of Directors for approval prior to the last general membership meeting of the year.
- Production - headed by the Board Chair or his/her board member designee, makes sure job is done for each show; committee is composed of production manager of each production, and general members appointed for specific productions.
- Play Selection – chaired by one Board member, consists of two other board members and six general members, divided into “classes” of one board member and two general members, each class serving a three-year staggered term for continuity. Six general members are voted in by election of the membership. Presents annual roster of shows for consideration and vote of the general membership at the second quarterly meeting each year.
- Strategic Planning/Fundraising & Development – chaired by one Board member with another Board Member serving, should include at least three general members who are also contributors to the organization; the one committee that may also include non- members serving as advisors or consultants as needed. Committee coordinates major fundraisers as needed and presents a strategic plan for growth during the third quarter of each fiscal year. Produces annual fundraising brochure and solicits for the renewal of existing contributors, as well as campaigning for new contributors.
- Archives/History – chaired by one of the Board Members, with as many general members as needed, committee collects, catalogues, and stores materials from all productions and official events, and supervises the lending library. Committee is responsible for arranging photographs and videography of all productions and events. Hall of Fame is a subcommittee.
- Grounds & Properties – chaired by one Board Member, with as many general members as needed; supervises the maintenance, cleaning, and use of organization’s club house and various storage facilities; supervises the loaning and maintenance of props, costumes, and electronic hardware.

Most business should be conducted and organized through the above standing committees. When necessary, the Chair may appoint, with the assistance of the President, certain ad hoc committees as are necessary to conduct organization business.

ARTICLE VI PROFESSIONAL STAFF

When the Board of Directors determines that the organization is in need of hired personnel to attain the goals of the organization, and it is financially viable to hire such persons, then the Board may offer employment to individuals in any or all of the following areas. Each paid staff member is to be supervised by the Board Chair or his/her Board Member Designee, and placed under contract duly specifying the duties of the paid staff member.

Paid Staff Positions may include:

- Artistic and Music Directors for specific productions, as well as any technical position deemed necessary by the Board.
- Production managers for stage presentations.
- Musicians for stage productions.
- Executive Secretary to aid with the duties of the Secretary and Treasurer
- Executive Director, to helm all activities of the Board and the organization.
- Artistic Director, to supervise all productions and Play Selection, and other activities as assigned by the Board of Directors.

All paid staff shall serve at the discretion of the Board of Directors of the Uwharrie Players.

ARTICLE VII AMENDING THE CONSTITUTION AND BY-LAWS

Section 1. A proposed amendment of this constitution or bylaws may be submitted at any general meeting. A constitutional amendment may be adopted by a two-thirds majority of the quorum present at the general meeting following the one in which it was introduced, provided written copies of the amendment are available to all voting members at least one week prior to the voting.

Section 2. An amendment to the by-laws may be adopted by two-thirds of the voting quorum at the meeting of its presentation.

Section 3. Board policies and special operating procedures become part of the bylaws when properly proposed and approved, and do not have to be voted upon by the general membership.

Section 4. At the first meeting of the Officers and Board of Directors during each new year, the Board shall review all the Constitution and Bylaws for understanding of new Board Members and Officers, and shall review and adopt ANNUALLY the Standard Operating Procedures and the Existing Board Policies.

Section 5. Any changes to Standard Operating Procedures or Board Policies MUST be shared with the general membership of the organization.

**ARTICLE VIII
APPROVAL**

This Constitution and Bylaws of The Uwharrie Players, Inc. shall become legally binding on the date of passage by the general membership and certification by the following:

_____ (seal)
Melissa Eudy, President

_____ (seal)
Sarah Tysinger, Secretary

BY-LAWS
to the CONSTITUTION of
THE UWHARRIE PLAYERS, INC.

I. PLAY SELECTION

When the Board of Directors determines that the organization is financially able to produce a certain number of productions (traditionally, three per year), during an organizational year, nominations for specific plays shall be accepted at a general meeting. A play selection committee shall take all nominations into consideration, and after determining resources, talent, financial viability, and other factors, shall recommend three plays for each specific production slot to the Board of Directors for its approval. The slate should usually consist of one musical and two straight plays, be they comedies, dramas or other. Only upon direction of the Board of Directors would it be appropriate, if financially feasible, to have two musicals during the same season.

The Board of Directors, at its discretion, may suggest that the Play Selection committee re-consider certain selections, or come up with alternate shows to consider before its approval of the slate.

Upon approval, the slate to be voted upon shall be shared with the organization to be voted on by the members at the next general meeting. After a structured period of discussion at the general meeting, the organization shall vote on each production by secret ballot. Play selections shall be determined by preferential balloting.

The play selection committee will consist of 9 members, consisting of 3 board members and 6 general members. Members are placed for 3-year terms on committee as follows:

1. One newly elected board member each fall is also placed on the play selection committee.
2. Each fall during elections, two general members are nominated and elected to the committee. They will serve 3 years before rotating off. If at any point one of the general members becomes an officer/board member, they still retain their membership on the committee. If they should become the designated board members to the committee, the “open” position could be filled by electing/appointing another member to complete the open term.
3. The general members serving on the Play Selection Committee may be chosen from Contributors and other members of the community who do not have stage experience, in order to represent the needs and views of the community at large.
4. The committee should meet on a regular basis throughout the year. Members would be encouraged to attend performances of area theater groups. Each committee member will be expected to read scripts of nominated shows. Availability of rights and cost of royalties for each show considered should be available for discussion.

II. ANNUAL BUDGET

At the general membership each fall, the Board of Directors shall present to the organization a budget for the coming fiscal year, to be discussed and approved by the general membership. The Budget must balance and may not show an overall deficit.

III. CONTRIBUTORS

Anyone contributing to the Uwharrie Players shall be listed in production programs and shall be entitled to complimentary tickets to each production that year. The Board of Directors shall determine the ticket give away per donation.

Contributions of goods and services shall be evaluated by the President and/or Chairperson of the Board and shall be appropriately recognized and rewarded at their discretion. *No free tickets may be given without the approval of the Board Chairperson or President.*

IV. TERMS OF MEMBERSHIP

The term of membership for Season Members shall be for one calendar year. Season Memberships purchased after the first production will be given one ticket to the remaining mainstage season and one flex pass to be used at either production. Season Memberships purchased after the second production will be given three (3) tickets to the third production.

Contributors shall continue to be granted membership on a seasonal (yearly) basis and will not be invoiced for separate membership fees by the Treasurer.

V. SPECIAL BOARD POLICIES

The Board of Directors of the Uwharrie Players, Inc. has agreed to a set of policies to minimize controversy and avoid financial loss. This portion of the Bylaws must be reviewed and approved by the Board annually. It may be modified from time to time, but revisions MUST be posted on the Player's Website.

1. Season Members may purchase tickets for themselves at half-price after using their ticket to each mainstage production.
2. Prices for junior tickets apply to persons 17 years of age and lower. Persons over 60 years of age are entitled to senior citizen's rate.
3. When individuals or groups request the use of Uwharrie Player's sound system and/or lighting equipment, such usage must be approved by 2/3 vote of the Board. Any charges or fees for the use of this equipment will be determined by the Board on an individual basis. Whenever this equipment is used, the user must sign a written agreement concerning charges and responsibilities for any damages incurred. (See Uwharrie Players Rental Agreement & Rental Application in the Documents section.)
4. The Uwharrie Players "season" for production and season ticket purposes shall coincide with the calendar year and run from January to December.
5. A Member of the Board of Directors should convey regrets to the Chairman of the Board prior to missing a scheduled Board of Directors meeting. Failure to attend 3 consecutive scheduled meetings will be viewed by the board as a lack of interest in the organization, and the Board of Directors may initiate action to replace that board member.
6. Equipment Usage (adopted April 25, 1990). Any organization or person(s) wishing to use Uwharrie Players equipment or materials in any manner will be required to sign an agreement form stating terms and conditions of use. User fees (if any) and security deposits will be determined by Chair of the Board or the President of the Uwharrie Players. Should the fee amount not be agreed upon by the parties involved, the matter will be

brought before the entire Board of Directors. Any fees required for use will be determined under the following criteria:

- Any organization or person(s) using Uwharrie Players equipment or materials to raise funds for charitable purposes will not be charged a users fee providing all raised funds go the said charity. However, a security deposit will be required as defined in signed user agreement.
- Any organization or person(s) using Uwharrie Players equipment or materials for events not raising funds for any reason (i.e. school plays, church events, etc.) will not be charged a users fee. However, a security deposit will be required as defined in signed user agreement.
- Any organization or person(s) using Uwharrie Players equipment or materials to raise funds for said organization or person(s) will be charged a user's fee. User fee will be commensurate with intended use. In addition, a security deposit will be required as defined in signed user agreement.

7. Lending Video Library (*adopted November 11, 2010*)

- Any UP member desiring access to view a past UP video production must go through the History/Archives Committee. Various UP shows and special events videos are stored at the clubhouse. A check-out system has been created to keep up with the items borrowed.
- Each borrower will be allotted fourteen days to view the video. You will be contacted by a committee member if your video return is late. Late returns may affect your ability to check out another video.
- In the event of damaging a borrowed video, a fee of \$20 will be required to replace the video.

8. Costumes/Props Lending (*adopted February 11, 2010*). Anyone wanting access to Uwharrie Players' costumes or props must go through one of the people on a designated U.P. Costume and Props Committee (a subcommittee of Grounds & Properties) *or others as determined by the committee*. Only members of this subcommittee (or others as determined by the Board Chair in specific instances) will have knowledge of the access code to the Agri-Civic Center storage room's lock box. This access code will be changed each time there is a change of organization officers or at other times as the committee may determine it is needed.

- A detailed list of borrowed/rented costumes or props will be compiled by a designated person and will be checked off upon the return of the costumes. As long as the costumes are located at the Agri-Civic Center, the Center Director will keep a list of the names and phone numbers of costume committee members and will refer all requests for costumes to someone on that list.
- Any member of the Uwharrie Players may borrow costumes by making a deposit of \$5.00 per item. This deposit will be refunded upon the safe return of all borrowed items. This action must take place through a person on the Costume/Prop Committee.
- Anyone outside the membership of the Uwharrie Players may rent costumes at the rate of \$25.00 per item (maybe more for expensive dresses and less for simple items like hats, pants, shirts, etc.). The Board of Directors must approve any waiver of this charge for non- members. All transactions must be conducted through a member of the Costume/Prop Committee.
- Anyone taking costumes from the Uwharrie Players' costume/prop room for any purpose other than a Uwharrie Players sponsored event will sign a form stating that they are responsible for the safe return of all items. The designated Costume/Prop Committee member will be responsible for getting this form signed.

9. Uwharrie Players Hall of Fame (*Adopted August 30, 1994*) The purpose of the Hall of Fame is to generate interest and pride in long service to Uwharrie Players, and to recognize this service.

- Eligibility; Minimum Criteria - At least 5 years active involvement with the Uwharrie Players. Has made significant contributions to Uwharrie Players on-stage and/or behind the scenes.

- Who can vote? - Current Season Members and contributors. Also, former members who are on the eligibility list to be voted into the Hall of Fame may also cast votes.
- Selection Process - Ballots containing list of nominees and their credentials will be sent to all eligible voters. Voters may vote for up to 5 nominees (fewer if they so choose). To be elected to the Hall of Fame, a person must appear on 75% of all returned ballots.
- Who Counts Votes? - Current members of the Hall of Fame.
- Recognition - Those elected are announced and recognized at the annual awards banquet. A plaque will be placed on the wall at the clubhouse. Special notation will appear in programs. New inductees will receive a life-time Season Membership in the organization.

10. Uwharrie Players Hall of Fame Veterans Committee (*Adopted February 11, 2010*)

A special Hall of Fame Veterans Committee will be formed each year ending in “0” and each year ending in “5.” This committee will be made up of all living members of the Uwharrie Players Hall of Fame and two additional persons appointed by the Board from the organization’s general membership. The function of this committee will be to look at all members of the Uwharrie Players, past and present, living and deceased, and determine by consensus if any one person should be placed into the Hall of Fame by said committee.

While this special Hall of Fame Veterans Committee will have the authority to place one person in the UP Hall of Fame every five years, it is not required to do so each time. The decisions reached by this committee will not require Board approval.

11. Agreement to Share Resources (*adopted April 9, 2009*) The following is an agreement to share the resources of The Uwharrie Players Inc. & The Talent Company, both being non-profit community theater groups located in Albemarle, NC.

The two named entities hereby agree to a sharing of resources as named below:

- Costumes
- Props
- Set Materials (Flats etc)
- Audio Equipment
- Lighting Equipment
- Other Technical Special Effects Equipment (foggers, hazers etc.)

All requests for resource sharing will come through the Chairman of the Board of Directors of the group requesting the item, and will be requested through the Chairman of the Board of Directors of the group which owns the item requested. Items will be shared under the following conditions:

- The item requested is not being used by the owner of the group during the time period of the request.
- All items will be recorded and signed out by the group making the request. This will include a list of items requested and the time period of use. Forms will be signed with each group being provided a copy. Items will then be checked in at the end of the period of use.
- In the case of technical equipment such as audio & lighting, a qualified technician will be required to sign as well as being responsible for the equipment in her/her care.
- Any loss of damage is the responsibility of the group using the item/equipment, up to the replacement value of the item/equipment. Value of item(s) will be listed on the request form and agreed to by both parties prior to possession.

12. Conflict of Interest (adopted March 25, 2011) The Board of Directors of the Uwharrie Players, Inc. has adopted this conflict of interest policy:

- The members of the Board of Directors and any employees of the Uwharrie Players, Inc. shall avoid conflicts of interest and any conduct which may suggest the appearance of impropriety in the disbursement of funds.
- If a potential conflict of interests arises, the board member or employee must disclose the potential conflict to the board of directors. Further, the board member or employee shall not vote on nor participate in the solicitation, negotiation, formation, award, arbitration, modification, or settlement of any contract or grant involving any State funds or any dispute arising under such contract or grant when the board member or management employee stands to benefit, either directly or indirectly, from such contract or grant.
- A board member or employee is not deemed to benefit directly or indirectly from a contract or grant if he or she receives only the salary or stipend due to him or her in the normal course of employment with or service to the Uwharrie Players, Inc.

VI. STANDARD OPERATING PROCEDURES

Section One – Tickets

1. For each production season, a Season Membership will be offered at a price to be determined by the Board of Directors. This Membership will include a one-time pass for each of the mainstage productions of the UP season (usually three plays). Season Tickets do not include admission to radio shows or other special events. After using the pass, Season Members may purchase additional tickets for themselves at half-price.
2. Tax deductible donations may be received by the UP. Contribution may be made at various levels to be determined by the Board of Directors. Season Memberships are distributed to each contributor (number of tickets dependent upon the level of contribution as determined by the Board). Contributors may opt not to receive Season Memberships with their contribution. The cash value of any Season Memberships will be deducted from the amount of the contribution to reflect a tax deduction-eligible total. Contributors retain all rights of Season Membership in the organization.
3. At the discretion of the Board, one complimentary ticket will be given to each non-paid Production Member.

Section Two – Productions and Operations Protocol

1. When scripts and scores are rented by the Uwharrie Players, cast members must make a deposit in order to receive these materials. The amount of the deposit will be determined by the Production Manager. This deposit will be refunded when the materials are returned. The Production Manager will work with the production's hired director to ensure that this policy is carried out. When scripts are purchased by the Uwharrie Players, cast members may keep his or her script.
2. When minors are involved in a production cast, information will be sent home to their parents explaining that the Uwharrie Players may have parties involving alcoholic beverages, but that minors will not be permitted to partake. Any minor who refuses to follow this regulation will be asked to leave the party. (See Memorandum of Understanding in the Documents section.)
3. During productions, doors to the theater will be closed until one-half hour before the show's start, and no one, including family and friends of the cast members, will be allowed admittance before that time. It will be the responsibility of the house manager to enforce this policy. Flash photography and video recording are not allowed during productions. Organization reserves the right to ask anyone to vacate the premises.

4. In an effort to promote professionalism and enhance audience experience, the cast and crew of every production are to remain backstage once the House has opened and are to remain backstage until after the final curtain, unless otherwise requested by production directors.
5. Uwharrie Players discourages the use of explicit language or dialogue that is not in keeping with community standards insofar as these standard falls within our legal rights under the production agreements. This policy will be included in staff contracts to ensure that hired personnel are aware of this expectation.
6. Programs distributed to patrons during UP productions MUST include the following:
 - a. Name of the play and information as specified by the licensing agency for that play, such as author, music producer, etc.
 - b. Any funding donated for the support of the production must be recognized unless requested by the contributor to remain anonymous.
 - c. Paid advertisements must be present in the program during the season the advertisement was purchased.
 - d. Acknowledgment and biography information of the Director, Music Director, Choreographer, musical ensemble, and all other contracted members of the production team.
7. Programs SHOULD include the following:
 - a. Acknowledgement and biography information of all cast, crew, and production staff not listed above.
 - b. Recognition of all new Hall of Fame members.
 - c. Special thanks for any contributors or donations used in the production.
 - d. Director's notes.
 - e. Important information about the production, such as setting, musical synopsis, etc.
 - f. Annual contributors should be recognized by level of contribution.
8. If space allows, the following MAY appear in programs:
 - a. Promotion of upcoming UP activities – plays, special events, etc.
 - b. Recognition of the UP Board
 - c. UP History, Past presidents, and past Board Chairs
9. Information to be used on Posters for Advertisement of Productions:
 - a. Name of organization
 - b. Name of Sponsor, if applicable.
 - c. Legal statements as required by licensing agencies (placement of names and size of print is specified in some contracts).
 - d. Name of Director, Musical Director, and any others as stated in staff contracts
 - e. Dates and venues of production
 - f. Cost of tickets and availability
 - g. If the UP logo is used, it should be in the official format.
10. Play Selection. The formatting and manning of the Play Selection Committee is specified in the Bylaws.
 - a. Duties of Play Selection Chair:
 - i. Schedule sufficient number of meetings to allow for adequate review of possible shows.
 - ii. Obtain (or cause to be obtained) script materials, perusal copies, and information about the rights and fees for possible shows.
 - iii. Assign play scripts to other committee members to be reviewed.
 - iv. Consider and present to the committee additional considerations for shows (i.e. costumes, sets, music/orchestra needs) that may affect show costs of production plans.
 - v. Ensure that all shows nominated by the general membership are actually considered in committee deliberations.
 - vi. Develop (or cause to be developed) the presentation document detailing the specifications of each show appearing on the Ballot.

- b. Duties of the committee members:
 - i. Make every effort to attend in person all committee members during the deliberation process.
 - ii. Read and report on a number of plays during the review process.
 - iii. Be prepared to present to the general membership meeting, on behalf of the committee, information regarding each show submitted for voting, including cast size and demographic breakdown, costume and set requirement, cost of rights, musical requirements, and any other special considerations.
- c. Information on plays to be voted on will be presented in writing to all membership, as well as presented verbally at the general membership meeting where voting is to take place.
- d. UP President shall be responsible for the distribution of show ballot materials to general membership in a timely manner prior to the voting meeting, allowing adequate time for the return of absentee ballots.

Section Three – House Management of Performances

1. During a production, seats will only be reserved for groups of 15 or more. This policy applies to members of the organization and cast members, as well as the general public. Reservations must be arranged through the ticket agent and then communicated to and enforced by the House Manager.
2. Patrons with special needs may be seated early at the discretion of the House Manager.
3. During the production, doors to the theater will be closed until 30 minutes prior to opening curtain, and no one, including family and friends of cast members, will be allowed admittance before that time without the approval of the House Manager.
4. For productions held at the Stanly County Agri-Civic Center, the kitchen door and stage doors will remain locked and closed during productions.
5. A House Manager shall be assigned to each of UP performance by either the Production Manager (or his designee) of that play, or the UP President. The duties of the House Manager are as follows:
 - a. Arrive at the location of the production one hour prior to the scheduled beginning of the production.
 - b. Set up lobby, secure theater doors, and greet patrons prior to the opening of the theater proper doors.
 - c. Assist with recruitment of ushers for each production, with the assistance of the Production Manager or the UP President.
 - d. Orient ushers to the ticket procedure for accurate accounting of attendees of the production.
 - e. Distribute programs to the theater entrances and orient ushers to program distribution procedures.
 - f. Coordinate with production Stage Manager for timing of opening of theater doors (30 minutes prior to show start) and timing of intermissions.
 - g. Close theater doors as show begins.
 - h. Open theater doors at intermission and end of show.
 - i. Manage lighting in hallways of theater for safety of patrons.
 - j. Along with the ushers, monitor theater during performances for compliance of theater rules – i.e. photography, disruptive noise, general theater etiquette, etc.
 - k. Serve as an ambassador for the UP organization to the public.
 - l. Along with ushers, assist with preparation of the theater for next performance at the end of the show.

Section Four -- Crisis Management Protocol

The Board of Directors shall assign someone to be the “Person in Charge” for every production. This person’s function will be to facilitate the management of a crisis situation should one occur. The Person in Charge should be someone without prevailing functions already in place at the production, such as an actor, crewperson, or stage manager. The House Manager or Production Manager may also serve or co-serve. When possible, a member of the Board of Directors shall serve in this position. The primary focus for this person will be the safety, health and well-being of all persons in the production venue at all times.

1. Crisis situations which may occur might include but are not limited to: Power failure; serious illness or injury of someone within the venue (requiring medical attention); fire; inclement weather and/or structural damage to the venue which renders it unsafe or unusable.
2. In the event of an emergency or crisis situation which occurs immediately before, during, or immediately following any production performance or other Players’ event, the following procedures should be observed:
 - a. The Person in Charge shall, with the cooperation of the stage manager and other production staff, determine if the performance.
 - b. The Person in Charge will also determine the duration of the interruption or delay, the proper procedure to follow for restarting the performance, and whether or not to cancel or cease the performance altogether.
 - c. The Person in Charge will keep the audience informed as is appropriate. Special consideration should be given to the audience’s comfort and tolerance for the interruption period, not allowing an interruption to last beyond an acceptable time frame.
3. The Person in Charge shall evaluate the crisis situation to ascertain if the venue should be evacuated for the safety of all present with the venue. The Person in Charge will communicate with the stage manager, house manager, and other pertinent production and/or venue staff to facilitate this evacuation if necessary.
4. The Person in Charge shall use good judgment in determining whether assistance by law enforcement of fire and rescue personnel is warranted, and will act accordingly, calling 911 if necessary.
5. If a determination is made by the Person in Charge that the performance cannot continue, the following procedure is to be followed:
 - a. The audience shall be notified of the decision and will be given the option of either returning to a subsequent production of the same show, or receiving a monetary refund on their tickets. Production staff and/or box office will assist with this process.
 - b. It shall be communicated with the audience members that they are responsible for contacting the organization in order to receive a return pass or a refund within 24 hours of the cancellation of the performance.
 - c. It shall be understood that if the performance cancelled is the final one of the production run, then a refund will be the only recourse for audience members.
 - d. Return passes will not be transferable to another production, even in the same season.
 - e. Season ticket holders shall receive a prorated refund that covers the cost of the single performance’s ticket price.
 - f. Refunds or return passes will only be offered for performances that have been cancelled outright, and not for those that have been temporarily interrupted and resumed.

Section Five – Documents. Reproduce as necessary.

The Uwharrie Players, Inc. Rental Agreement

1. Lessee will not permit the equipment to be used by any other person without the express consent of the Lessor.
2. Upon the termination of this agreement, Lessee will promptly return equipment and all attachments, cables, and parts, to the Lessor at a time and place determined by the Lessor. This will be determined prior to the delivery of the equipment.
3. Lessee agrees to return all equipment to the Lessor in the same condition in which such equipment was received and in clean, working condition. All equipment lost or damaged beyond repair shall be paid for at the regular replacement price by the Lessee. All damaged equipment which may be repaired will be repaired by the Lessor, and the cost of such repairs shall be paid by the Lessee.
4. Lessee shall provide a security deposit in the form of a check or cash for one-half the amount of the lease agreement. Balance of the lease agreement payable immediately upon return of equipment.
5. Rental fees are determined by the Lessor and are non-negotiable. Rental fees accrue from the time equipment is received by Lessee to the time it is checked in at the Lessor's premises.
6. Lessee shall use the equipment in a careful and safe manner and shall comply with all laws relating to its possession or use. Lessee agrees that the equipment shall be used only by persons competent in the operation thereof, and further agrees that he is solely responsible for providing competent operators.
7. Lessee will not retain equipment beyond its return date without prior notice to and consent of Lessor.
8. Equipment is inspected by Lessor prior to delivery and deemed to be in good condition and repair. Lessee shall immediately inspect the equipment upon receipt. Unless the Lessee, within 24 hours of receipt, gives written notice to Lessor of any defect in the equipment, Lessee agrees that it shall be conclusively presumed, as between Lessor and Lessee, that Lessee has fully inspected and acknowledged that the equipment is in good condition and repair, and that the Lessee is satisfied with and has accepted the equipment in such good condition and repair. Any use of the equipment shall be deemed acceptance of said equipment by Lessee.
9. Lessee hereby assumes and shall bear the entire risk of loss and damage to the equipment from any and every cause. No loss or damage to the equipment or any part thereof shall impair any obligation of the Lessee under this Agreement which shall continue in full force and effect.

By signing this Agreement the Lessee agrees to all terms of the Rental Agreement listed above. It shall not be amended, altered, or changed except by a written agreement signed by both parties. No condition of this Agreement may be waived except by the written consent of the Lessor.

LESSEE:

LESSOR:

_____ (sign)

_____ (sign)

_____ (print)

_____ (print)

The Uwharrie Players, Inc. Rental Application

NAME: _____ PHONE: _____

ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EQUIPMENT REQUESTED AND REPLACEMENT COST:

RENTAL FEES: _____

DELIVERY DATE: _____

RETURN DATE: _____

TOTAL AMOUNT DUE: _____

Please initial all statements that you, the lessee, agree to accept.

_____ I, the lessee, agree to pay all fees incurred with retrieving rental equipment not returned.

_____ If any piece of equipment should happen to be lost or broken, I, the lessee, agree to pay the repair or replacement cost of it.

_____ I, the lessee, have read and understand all the terms of the attached rental agreement and will abide by all the rules.

THE UWHARRIE PLAYERS, INC.

MEMORANDUM OF UNDERSTANDING

The Uwharrie Players would like to set out in this Memorandum of Understanding the criteria for becoming a cast/crew member as well as the behavior expected at Uwharrie Players functions.

If you choose to be involved in any Uwharrie Player production as a cast or crew member, you will be asked to do the following:

1. Pay a returnable deposit for scripts/scores issued to you. (Generally a returnable personal check)
2. You may be asked to help provide personal costuming and/or stage props for your character. (Note: elaborate and specialty costumes normally are rented or provided by the Players)
3. For health reasons, provide your own make-up. Make-up scheme for each character is to be determined by the director. (Specialty make-up will be provided by the Players)
4. All personal items, including your assigned scripts/scores, are your responsibility. The Players are not responsible for lost or stolen items.

The Uwharrie Players have traditionally held parties following production nights. These parties are private parties and are given in the homes of Players or friends of the Players. Invitees are those associated with the production: cast, crew, staff and others at the discretion of the host/hostess. Each invitee may bring a guest. Each invitee is asked to bring a snack and their choice of drink. The host/hostess of the party reserves the right to ask anyone to leave for any reason.

We attract many young people during our productions and feel the need to speak to the question of alcoholic beverages. We ask that invitees attending the parties who are not permitted to drink under NC law do not do so at our parties. This rule holds true for all production members and guests. Anyone not adhering to this law will be asked to leave the party. We also ask that those who choose to drink use good judgment and “use, not abuse” alcoholic beverages.

Per the Board of Directors, a copy of the Memorandum of Understanding will be sent to the parent(s) of any minors involved with the production for their signature. Parents of any minor involved in any production are invited and encouraged to attend every party attended by their child/children.

The goals of the Uwharrie Players are to present good theater to the community, to learn as we continue to grow, and to enjoy the social contracts afforded through involvement with this organization.

Parental Signature (if a Minor Cast Member): _____

PERSONAL PROPERTY LOAN CONSENT

The undersigned consents to loaning the following described personal property to THE UWHARRIE PLAYERS for use as a stage prop for the production of _____ (name of Play).

TODAY'S DATE: _____

DATE TO BE RETURNED: _____

CONTACT INFORMATION OF OWNER:

NAME: _____

ADDRESS: _____

PHONE: _____

PLEASE DESCRIBE BRIEFLY THE ITEM(S) OF PERSONAL PROPERTY LOANED ALONG WITH YOUR APPRAISED VALUE:

SIGNED:

Owner

for The Uwharrie Players