

CONSTITUTION AND BYLAWS OF THE UWHARRIE PLAYERS ALBEMARLE AND STANLY COUNTY COMMUNITY THEATRE

The Uwharrie Players were formed in February of 1975 by the Stanly County Arts Council. This document consists of the constitution and bylaws of the Uwharrie Players. The First draft of this constitution and bylaws was presented at the April 13, 1975 meeting of the organization, after which the membership was given a period of two weeks to make inquiries. Written amendments were presented and voted upon at the May 11, 1975 general meeting, after which the final amended constitution was presented for adoption by a two-thirds majority of the quorum present. Draft revisions were presented and discussed during the general meetings listed below, and were approved at the general meetings listed below.

Draft Revision Presented

December 13, 1976
December 11, 1979
November 12, 1990
September 13, 1993
1994
August 12, 1996
January, 2001**
September 27, 2004
September 20, 2007

Revisions Approved

January 12, 1977
January 15, 1980

November 1, 1993
January 24, 1995
December 11, 1997
2001, rescinded 2004
January 4, 2005
November 15, 2007

** The January 2001 Bylaws Committee recommended changes to the Constitution and Bylaws of the Uwharrie Players Albemarle and Stanly County Community Theater. The changes were presented to and approved by the general membership in the spring of 2001. In February of 2004, we discovered that the vote was not officially recorded in the minutes from that meeting. Consequently, the changes with modifications were brought before the general membership again for approval in 2004-2005.

ARTICLE I.....NAME

The name of the organization, as decided by vote of the members, shall be the Uwharrie Players, Inc.

ARTICLE II.....PURPOSE & MISSION STATEMENT

The purpose of the Uwharrie Players, hereinafter referred to as 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 purpose of the organization to provide professional quality entertainment within easy reach of area citizens.

ARTICLE III.... MEMBERSHIP

- Section 1. Membership is open to anyone who expresses a sincere interest in the activities of the organization and who has paid dues accordingly to the prevailing yearly schedule.
- Section 2. To participate in an organizational production, a person must become a paid member of the organization. Dues must be paid when accepting a role/part in a production.
- Section 3. The dues shall include separate amounts for adult, student, and family memberships and all shall be set yearly by the board of Trustees.
- Section 4. Any paid 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 shall become dues paying members upon assuming their Trustee position.
- Section 7. All dues paying 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.

ARTICLE IV...MEETINGS

- Section 1. The organization will hold three general meetings yearly, January, May, and September. The time and place for each meeting is to be decided in time for sufficient notification, seven days, of members.
- Section 2. The President of the organization may call for special meetings from time to time. Sufficient notice, seven days, 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 meetings of the organization shall be "Robert's Rules of Order."

ARTICLE V...ORGANIZATIONAL STRUCTURE

- Section 1. The organization shall have four officers, those being: President, President Elect, Secretary, and Treasurer.

- Section 2. The business of the organization shall be run by a Board of Trustees which shall consist of eleven elected Board members and all organizational officers. Total board membership shall range from eleven to fifteen, dependant on whether any officer is also a previously elected Board member. Regular Board members shall be elected by the organization's membership for three year terms. By prior arrangement, the terms of the Board members shall be staggered to insure continuity.
- 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 Trustees.
- Section 4. The Board of Trustees shall meet six times per year and/or as needed on a called basis.
- Section 5. Executive committee shall consist of Chairperson of the Board and four elected officers. The committee shall meet monthly or as needed.
- Section 6. The Board of Trustees shall nominate and elect a chairperson. The Board shall also nominate 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. First year board members are not eligible for the position of Chairperson. The general membership may make additional nominations and final election shall be by a quorum at the organization's general meeting. Secretary and Treasurer shall serve one-year terms and may be reelected to one additional term; 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 shall serve on the Board of Trustees as consulting members.
- Section 9. Any office other than the Presidency that becomes vacant for any reason shall be appointed by the Board of Trustees immediately following the vacancy. The President Elect shall fill the Presidency, if it is vacated.

ARTICLE VI....DUTIES OF OFFICERS

- Section 1. The Chairperson of the Board shall:
- A. Call and preside over all Board of Trustees meetings.
 - B. Appoint committees to deal with specific organization business.
 - C. Work with the President to insure the successful carrying-out of all organizational projects.
 - D. Keep the Board of Trustees informed on organizational business matters.
 - E. Be available to sign organization checks as needed.
 - F. Organize, along with the President, the fund-raising efforts of the organization.
 - G. Serve as a consulting member of the Board for the following year immediately following term of office.
- Section 2. The President shall:
- A. Possess a working knowledge of parliamentary procedure.
 - B. Preside over all general meetings.
 - C. Appoint committees to deal with organizational activities.
 - D. Work with the Chairperson of the Board to insure the successful carrying-out of all organizational projects.
 - E. Be available to sign checks as needed.
 - F. Organize, along with the Chairperson of the Board, fund raising efforts of the organization.
 - G. Establish a liaison with the Arts Council and other groups who contact the organization.
 - H. Serve as a consulting member of the Board for the calendar year immediately following term of office.
- Section 3. The President Elect shall:
- A. Preside over any general meetings in the absence of the President.
 - B. Assist the President in the implementation of organizational activities.
 - C. Act as a representative of the organization, or appoint a representative to attend social functions on behalf of the organization.
 - D. Assume the Presidency for the remainder of the term, should that position be vacated.
 - E. President Elect shall be responsible for the planning and implementation of the awards banquet.
 - F. Assume Presidency at end of term of President.
- Section 4. The Secretary shall:
- A. Record and file minutes of all general and Board of Trustees meetings.
 - B. Keep a record of organization publicity.
 - C. Handle routine correspondence of the organization.
 - D. Be responsible for notification of general and called meetings.
 - E. Keep the membership roster current.
 - F. Maintain the running files of the organization.
 - G. Organize and maintain archives of the organization.

- Section 5. The Treasurer shall:
- A. Keep financial records current and up-to-date by the double entry method.
 - B. Be the principle signer of checks along with the President or Chairperson of the Board. All checks should be complete when presented for signing.
 - C. Collect and deposit dues, ticket receipts and other accounts.
 - D. Issue membership cards.
 - E. Be responsible for accounts paid and received.
 - F. Keep the Board of Trustees and full membership up-to-date on the financial status of the organization by providing a current monthly written report.
 - G. Keep the board apprised of current bank rates for maximum return for monies invested and/or on deposit.
- Section 6. It shall be further understood that all officers shall work for the continuation and betterment of the organization through diligent effort and by maintaining a favorable rapport with members of the community at large. All officers shall be responsible for and abide by the job description as set forth by the Board of Trustees.

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.

ARTICLE VIII.....DEFINITIONS

- Section 1. Family memberships shall include husband, wife, and children twenty one years of age and under.
- Section 2. Student memberships shall include those who are 21 years of age and under and who are not covered by family membership.
- Section 3. Adult memberships shall include those who are over 21 years of age and who are not covered by a family membership.
- Section 4. Sufficient notification of a general meeting shall be made available to all members at least 7 days prior to said meeting.

- 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. Organizational projects shall include any activity approved by the Board of Trustees and/or the general membership and conducted under the name of the Uwharrie Players, Inc.
- Section 8. Organizational activities shall include all matters not covered under business of the organization.

BY-LAWS TO THE UWHARRIE PLAYERS CONSTITUTION

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 Trustees 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.

PLAY SELECTION

When the Board of Trustees determines that the organization is financially able to produce a certain number of productions 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, and other factors, shall recommend three plays for each specific production to the organization at the next general meeting. After a structured period of discussion, 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 involving 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. (Proposal: The board member receiving the highest number of votes. Other options might include a vote of current board members, drawing names of those elected, etc.)
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 committee would meet on a regular basis throughout the year. Members would be encouraged to attend performances of area theater groups. Each committee member would be provided a "notebook" with synopsis pages previously filled out by other committee members and kept on file. These would be passed on to new committee members. The president shall be responsible for maintaining notebooks as member's cycle on and off the committee.

COMMITTEES

Standing committees of the organization shall include:

Executive - chaired by President

Membership-campaigning

Play Selection

Production - makes sure job is done for each show; select crew heads

Constitution/Bylaws/Procedure - update procedure manual as needed

Budget/Finance - audits prior year; invests funds

Fundraising & Development

Promotions/Publications - makes sure image is consistent

Nominations - knows Board positions becoming vacant

Strategic Planning - looks into the future 3-5 years

Archives/History - suggest having archives at public library Each committee head should be a board member. Board members shall chair one committee and serve on one other committee only.

ROLE OF A COMMITTEE

- * Distribute work load
- * Provide members an opportunity to participate
- * Orderly way of planning and carrying out work of organization
- * Clarify policy
- * Use special talents of members
- * Train board members for positions of responsibility
- * Provides a strong board
- * Carries out functions that are essential but which do not require the time of the full board

COMMITTEE CHAIRPERSON RESPONSIBILITY

- * Provides leadership
- * Participates in choosing members
- * Organizes workload
- * Calls meetings
- * Prepares agenda
- * Delegates tasks
- * Checks details
- * Coordinates work
- * Reports to board

MEMBER ROLE IN COMMITTEE

- * Attends meetings
- * Agrees to participate
- * Willing to accept responsibility
- * Once the meeting begins, chairperson takes the greater part of responsibility
- * Collaborates with the chairperson as a strategist/planner
- * Member does most of his/her work outside the meeting
- * Takes notes
- * Plays low key role
- * Assists with mechanics
- * Collects, analyzes, synthesizes data

TYPES OF COMMITTEES

- * Standing/on-going
- * Special/ad hoc/task force--limited life
- * Coordinative--such as executive or committee of the board

SPECIAL BOARD POLICIES

The Board of Trustees of the Uwharrie Players, Inc. has agreed to a set of policies to minimize controversy and avoid financial loss. This document may serve as a corporate 'memory' of resolutions to problems. It may be modified at any time.

1. Dues paying members of the Uwharrie Players and cast members' immediate families (defined as the spouse of married cast members and the parents of non-married cast members) may purchase one production ticket (or season ticket) and attend as many performances as they wish. Complimentary tickets may not be used in this manner.
2. Prices for children or student tickets apply to persons only of high school age and lower. College students are not eligible for student prices. Persons over 60 years of age are entitled to senior citizen's rate.
3. During a production, theater seats will only be reserved for groups of 15 or more. This policy applies to members of the Uwharrie Players and cast members, as well as to the general public.
4. When scripts and scores are rented by the Uwharrie Players, cast members must make a \$10.00 deposit in order to receive these materials. This deposit will be refunded when the materials are returned. The chairperson 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 their scripts.
5. 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.)
6. During productions, doors to the theater will be closed until 7:30 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.
7. 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 Agreement for Equipment Usage in the Documents section.)
8. The Uwharrie Players "season" for production and season ticket purposes shall coincide with the calendar year and run from January to December.
9. The kitchen door and stage doors will remain locked and closed during productions. Patrons have been entering undetected through these doors in the hour before production, and have not been using tickets. (1/8/93)
10. A Member of the Board of Trustees should convey regrets to the Chairman of the Board prior to missing a scheduled Board of Trustees 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 Trustees may initiate action to replace that board member. (9/24/95)

UWHARRIE PLAYERS, INC.
BOARD POLICY FOR EQUIPMENT USAGE
(adopted 4-25-90)

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 Sets Manager and/or Properties Manager in conjunction with approval of the Chairman of the Board or the President of the Uwharrie Players. Should 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:

Criteria:

- 1) 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.
- 2) 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.
- 3) Any organization or person(s) using Uwharrie Players equipment or materials to raise funds for said organization or person(s) will be charged a users fee. User fee will be commensurate with intended use. In addition, a security deposit will be required as defined in signed user agreement.

UWHARRIE PLAYERS COSTUME/PROPS COMMITTEE

(Supersedes prior Costume Policy. Approved by board vote 2/11/10)

1. 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 *or others as determined by the committee*. This committee will consist of the organization's Board Chairperson, President and Facilities Coordinator, as well as Edna Lipe-Harkey and Patti Furr. Only these people (or others as determined by the committee 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.
2. A detailed list of borrowed/rented costumes or props will be compiled by the 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.
3. 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.
4. 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 Trustees must approve any waiver of this charge for non-members. All transactions must be conducted through a member of the Costume/Prop Committee.
5. 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.

UWHARRIE PLAYERS
Power Outage at the Agri-Civic Center
(adopted 8-30-94)

1. The Chairperson or President (or some other officer if they are not available) will make an announcement to the audience (see item 2) as quickly as possible - informing them of procedures that will be followed.
2. Everyone involved in the production will wait up to 45 minutes to see if the power returns. If the power is not back after 45 minutes, performance will be canceled for that date.
3. If blackout occurs on a Thursday or Friday night, cast, crew and orchestra will be quickly polled to see if all necessary people can be present for a "make-up" matinee performance at 2:30 p.m. on Saturday. If not, there will be no make-up. It is understood that orchestra will be paid for additional show.
4. Once the performance is canceled, Chairman or President (etc.) will make additional announcement to the audience about their options. If there is to be an extra matinee, audience members will be issued a special ticket that can be used for either the extra matinee, or any remaining performance of that show or one performance of any future show. If there is no extra matinee, obviously, only future performances are available to attend. Any audience member who requests his/her money back rather than attending another performance, may receive a full refund by filling out a special refund request form and mailing it to the Uwharrie Players, P.O. Box 131, Albemarle, NC. 28002. A refund will be mailed to the person within 2 weeks of receipt.

THEATER ETIQUETTE

(wording approved for publication in programs 3-21-94)

For reasons of traditional etiquette, Board policy, and federal copyright laws, the Uwharrie Players' Board of Trustees asks that the following rules be observed:

1. Theater doors will be opened 30 minutes prior to curtain time. No one, including family members of the cast and crew, will be seated before the doors open.
2. Theater seats are not reserved, except for pre-paid groups of 15 or more.
3. Flash photography is prohibited during performances. This is a distraction to the actors and an annoyance to others in the audience.
4. Due to copyright laws, unauthorized video taping of Uwharrie Players productions is prohibited. The U.P. Board reserves the right to designate one person to video tape for posterity reasons.
5. A specific amount of time for intermission will be assigned for each show (usually 10 to 15 minutes). Members of the audience are asked to closely adhere to these time allotments. This will assist in moving the play along to an appropriate time of conclusion.
6. Food and drinks are not to be taken into the theater's auditorium area.
7. No special presentations (flowers, awards, etc.) or recognition (birthdays, anniversaries, etc.) are permitted in the theater's auditorium area during productions unless specifically authorized by the U.P. Board of Trustees. Flowers and gifts to cast members are welcomed back-stage prior to and immediately following performances.
8. The Director of the Stanly County Agri-Civic Center reserves the right to ask anyone to leave the premises at any time.

YOUR COOPERATION WILL BE GREATLY APPRECIATED!

UWHARRIE PLAYERS HALL OF FAME

Approved 8/30/94

- Purpose - 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? - Present members and contributors. Also, past members who are on the eligibility list to be voted into the Hall of Fame.
- Selection Process - Ballots containing list of nominees and their credential 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? - Outside Accountant. (i.e. Carolyn Johnson of Price Waterhouse)
- Recognition - Those elected are announced and recognized at awards banquet. Create a "Hall of Fame" down hall to Agri Civic Center auditorium. Nice plaque on wall. Special notation in programs. Life-time membership.

Uwharrie Players Hall of Fame Veterans Committee

Presented to Board of Directors by Special Committee Chairman Reed Furr

Approved 2/11/10

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 people 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.

Ticket Policy (1994)

1. Dues paying members of the Uwharrie Players and cast members' immediate families (defined as the spouse of married cast members and the parents of non-married cast members) may purchase one production ticket and attend as many performances as they wish. Complimentary tickets may not be used in this manner. Cast members' children/brothers and sisters may not use their tickets in this manner unless they are covered under a family membership to the Uwharrie Players.
2. Prices for children or student tickets apply to persons only of high school age and lower. College students are not eligible for student prices. Persons over 60 years of age are entitled to senior citizen's rate.
3. Cast members will be given a maximum of 5 tickets per category at a time. Money will need to be turned in for these tickets before additional tickets can be issued.
4. All money and unsold tickets need to be turned in by no later than August 2.
5. All tickets sold in advance need to be paid for in advance. NO MONEY FOR ADVANCED TICKET SALES CAN BE TAKEN AT THE BOX OFFICE. Tickets that are paid for can be held at the box office.
6. No free or complimentary tickets may be given to anyone without the prior approval of the President or Chairman of the Board.

Bylaws Revision History
Since January 1995

MEMBERSHIP FEES:

1/24/95 - General membership approves removal of bylaws section relating to MEMBERSHIP FEES to permit board to more easily set the amount of fees (as charged in the Constitution). Subsequently the board approved an increase in fees (family/adult/student) from \$10/\$5/\$2.50 to \$20/\$10/\$5. The section previously read:

Membership fees shall be \$10.00 for families, \$5.00 for adults, and \$2.50 for students. Memberships run for one year from January to December, and no pro rata schedule will be permitted.

PLAY SELECTION

12/11/97 – General Membership approves changes drafted 8/12/96 (yes, 1 year earlier) to modify the original paragraph:

When the Board of Trustees determines that the organization is financially able to present a certain number of productions during an organizational year, nominations for specific plays shall be accepted at a general meeting. A play selection committee appointed by the President shall take all nominations into consideration, and after determining resources, talent, and other factors, shall recommend three plays for each specific production to the organization at the next general meeting. After a structured period of discussion, the organization shall vote on each production by secret ballot. Play selections shall be determined by preferential balloting.

The section now reads:

When the Board of Trustees determines that the organization is financially able to present a certain number of productions 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, and other factors, shall recommend three plays for each specific production to the organization at the next general meeting. After a structured period of discussion, 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 involving 3 board members and 6 general members. Members are placed for 3 year terms on committee as follows:

4. One newly elected board member each fall is also placed on the play selection committee. (Proposal: The board member receiving the highest number of votes. Other options might include a vote of current board members, drawing names of those elected, etc.)
5. 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 member to the committee, the “open” position could be filled by electing/appointing another member to complete the open term.
6. The committee would meet on a regular basis throughout the year. Members would be encouraged to attend performances of area theater groups. Each committee member would be provided a “notebook” with synopsis pages previously filled out by other committee members and kept on file. These would be passed on to new committee members. The president shall be responsible for maintaining notebooks as members cycle on and off the committee.

9/27/04 - In our bylaws under PLAY SELECTION: Change word ‘present’ to ‘produce’

9/27/04 – In our bylaws under COMMITTEES: Add ‘Fundraising & Development’. Change ‘Long Range Planning’ to ‘Strategic Planning’.

Constitution Revision History
Since January 1995

**Proposed revisions to the Uwharrie Players, Inc. Constitution and Bylaws – January 2001
Modified Sept 2004, Passed Jan 4, 2005:** The Uwharrie Players Board of Trustees working with consultant Keith T. Martin, Producer and Managing Director of the Charlotte Repertory Theatre propose the following changes to 5 paragraphs of our Constitution and Bylaws.

1/4/2005 - Constitution Article V Section 4: Change 'bimonthly' to 'six times per year'.

1/4/2005 - Deleted Section 10 which read: The Director of the Stanly County Agri-Civic Center shall serve on the Board of Trustees as an ex-officio member.

Special Board Policies Revision History

After Discussion in the September 24, 1995 Board of Trustee's meeting, the following wording was approved:

10. A Member of the Board of Trustees should convey regrets to the Chairman of the Board prior to missing a scheduled Board of Trustees 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 Trustees may initiate action to replace that board member.

Special board policy #1 stated that "Uwharrie Players and cast members' immediate families" could attend repeat performances of one production on a single ticket. The policy explicitly stated that "Complimentary tickets and season passes may not be used in this manner." In March of 1996, the Board of Trustees amended the policy to permit the use of season tickets (by the immediate family) for attending repeat performances.

Uwharrie Players' 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:

_____ (print)

_____ (print)

_____ (sign)

_____ (sign)

_____/_____/_____ (date)

_____/_____/_____ (date)

Uwharrie Players' 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.

Agreement to Share Resources

Approved by U.P. Board April 2nd, 2009

The following is an agreement to share the resources of The Uwharrie Paayers 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 items 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 for 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.

Board Chair, Uwharrie Players Inc.

Board Chair, The Talent Co.

Date

Date

UWHARRIE PLAYERS, INC.
MEMORANDUM OF UNDERSTANDING

1991, Signature added 2010

The Uwharrie Players would like to set out in the 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. Become a dues paying member of the Uwharrie Players (see attached membership form for details)
2. Pay a returnable deposit for scripts/scores issued to you. (Generally a returnable personal check)
3. 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)
4. 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)
5. 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 minor)

from Roberts Rules of Order:

A Quorum of an assembly is such a number as must be present in order that business can be legally transacted. The quorum refers to the number present, not to the number voting. The quorum of a mass meeting is the number present at the time, as they constitute the membership at that time. The quorum of a body of delegates, unless the by-laws provide for a smaller quorum, is a majority of the number enrolled as attending the convention, not those appointed. The quorum of any other deliberative assembly with an enrolled membership (unless the by-laws provide for a smaller quorum) is a majority of all the members. In the case, however, of a society, like many religious ones, where there are no annual dues, and where membership is for life (unless it is transferred or the names are struck from the roll by a vote of the society) the register of members is not reliable as a list of the bona fide members of the society, and in many such societies it would be impossible to have present at a business meeting a majority of those enrolled as members. Where such societies have no by-law establishing a quorum, the quorum consists of those who attend the meeting, provided it is either a stated meeting or one that has been properly called.

In all ordinary societies the by-laws should provide for a quorum as large as can be depended upon for being present at all meetings when the weather is not exceptionally bad. In such an assembly the chairman should not take the chair until a quorum is present, or there is no prospect of there being a quorum. The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix the time to which to adjourn, and to adjourn, or to take a recess. Unanimous consent cannot be given when a quorum is not present, and a notice given then is not valid. In the case of an annual meeting, where certain business for the year, as the election of officers, must be attended to during the session, the meeting should fix a time for an adjourned meeting and then adjourn.

In an assembly that has the power to compel the attendance of its members, if a quorum is not present at the appointed hour, the chairman should wait a few minutes before taking the chair. In the absence of a quorum such an assembly may order a call of the house [\[41\]](#) and thus compel attendance of absentees, or it may adjourn, providing for an adjourned meeting if it pleases.

In committee of the whole the quorum is the same as in the assembly; if it finds itself without a quorum it can do nothing but rise and report to the assembly, which then adjourns. In any other committee the majority is a quorum, unless the assembly order otherwise, and it must wait for a quorum before proceeding to business. Boards of trustees, managers, directors, etc., are on the same footing as committees as regards a quorum. Their power is delegated to them as a body, and their quorum, or what number shall be present, in order that they may act as a board or committee, cannot be determined by them, unless so provided in the by-laws.

While no question can be decided in the absence of a quorum excepting those mentioned above, a member cannot be interrupted while speaking in order to make the point of no quorum. The debate may continue in the absence of a quorum until some one raises the point while no one is speaking.

While a quorum is competent to transact any business, it is usually not expedient to transact important business unless there is a fair attendance at the meeting, or else previous notice of such action has been given.

Care should be taken in amending the rule providing for a quorum. If the rule is struck out first, then the quorum instantly becomes a majority of all the members, so that in many societies it would be nearly impracticable to secure a quorum to adopt a new rule. The proper way is to amend by striking out certain words (or the whole rule) and inserting certain other words (or the new rule), which is made and voted on as one question.

NOTE ON QUORUM. -- After all the members of an organization have had reasonable notice of a meeting, and ample opportunity for discussion, if a majority of the total membership of the organization come to a certain decision, that must be accepted as the action or opinion of that body. But, with the exception of a body of delegates, it is seldom that a vote as great as a majority of the total membership of a large voluntary organization can be obtained for anything, and consequently there has been established a common parliamentary law principle, that if a bare majority of the membership is present at a meeting properly called or provided for, a majority vote (which means a majority of those who vote) shall be sufficient to make the act the act of the body, unless it suspends a rule or a right of a member (as the right to introduce questions and the right of free discussion before being required to vote on finally disposing of a question) and that a two-thirds vote shall have the power to suspend these rules and rights. This gives the right to act for the society to about one-fourth of its members in ordinary cases, and to about one-third of its members in case of suspending the rules and certain rights. But it has been found impracticable to accomplish the work of most voluntary societies if no business can be transacted

unless a majority of the members is present. In large organizations, meeting weekly or monthly for one or two hours, it is the exception when a majority of the members is present at a meeting, and therefore it has been found necessary to require the presence of only a small percentage of the members to enable the assembly to act for the organization, or, in other words, to establish a small quorum. In legislative bodies in this country, which are composed of members paid for their services, it is determined by the constitutions to be a majority of their members. Congress in 1861 decided this to be a majority of the members chosen. In the English House of Commons it is 40 out of nearly 700, being about 6% of the members, while in the House of Lords the quorum is 3, or about one-half of 1% of the members. Where the quorum is so small it has been found necessary to require notice of all bills, amendments, etc., to be given in advance; and even in Congress, With its large quorum, one day's notice has to be given of any motion to rescind or change any rule or standing order. This principle is a sound one, particularly with societies meeting monthly or weekly for one or two hours, and with small quorums, where frequently the assembly is no adequate representation of the society. The difficulty in such cases may be met in societies adopting this Manual by the proper use of the motion to reconsider and have entered on the minutes as explained in [36:13](#).

SOURCE: www.rulesonline.com