

**CONSTITUTION AND BY-LAWS
OF
OUACHITA LITTLE THEATRE**

ARTICLE I **NAME**

The name of this organization, including its subsidiary divisions, shall be OUACHITA LITTLE THEATRE.

ARTICLE II **MISSION**

The mission of OUACHITA LITTLE THEATRE shall be to provide an opportunity for creative activity and wholesome entertainment in amateur theatre; and to work cooperatively, when possible, with other agencies in the area to foster an interest in the cultural arts generally. It shall be the objectives of the organization to conduct a school or drama association, producing amateur theatrical productions for educational, civic, or benevolent purposes. Notwithstanding anything contained herein, said organization is organized exclusively for charitable, educational, and literary purpose, including for such purposes the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law.)

ARTICLE III **SUBSIDIARY DIVISIONS**

- Section 1) Junior Ouachita Little Theatre (JOLT)
- Section 2) The Lyric Players (Reader's Theatre)
- Section 3) The Just 4 Fun Players
- Section 4) Business office and video duplication service

ARTICLE IV **MEMBERSHIP AND DUES**

- Section 1) Active membership shall be open to all persons eighteen (18) years of age or older who are interested in the mission of the organization upon payment of dues.
- Section 2) Student membership, on a non-voting basis, shall be open to all persons seventeen (17) years of age or younger who are interested in the mission of this organization upon payment of dues.
- Section 3) Annual dues for active membership shall be set by the board and approved by members at the annual general membership meeting. Membership is for one year commencing on the date of payment and requiring renewal exactly one year after that payment date.
- Section 4) Membership in Ouachita Little Theatre makes the member eligible to join any of the subsidiary divisions with no additional requirements. All active performers of any subsidiary group must be a member of the OLT to perform with said group.

ARTICLE V

OFFICERS AND THEIR ELECTION

Section 1) Officers shall be a President, a Vice President, a Secretary, and a Treasurer, all of whom shall be elected at the Annual May General Membership Meeting. (Provision) EXCEPT THAT OFFICERS ELECTED UPON THE ADOPTION OF THESE BY LAWS SHALL SERVE FROM THAT DATE UNTIL THE ELECTION IN 1980).

Nominees for officers shall be presented by a nominating committee of three (3) members selected at the board meeting no later than March. The nominating committee shall present a single slate, and further nominations may be made from the floor, providing the consent of the nominee has been secured before his name is placed in nomination. Election shall be by ballot, except that should there be but one nominee for each office, election may be by voice. A simple majority vote shall constitute election. Officers shall assume office immediately upon election.

Section 2) Officers shall be elected for a term of one (1) year and shall be eligible for re-election to the same office.

Section 3) Vacancies in office shall be filled by the Board of Directors.

ARTICLE VI

DUTIES OF OFFICERS

Section 1) The President shall preside at all meeting of the organization and of the Board of Directors; and shall be an e-officio member of all committees, except the nominating committee. The president as chief operational officer is the personification of the board in the day-to-day operations of the theatre and acts on behalf to the board within the limits prescribed by the board. The president is responsible for keeping the board informed on the day-to-day operations and presidential actions taken.

Section 2) The Vice President shall perform the duties of the President in the absence of that officer. In addition, the Vice President shall serve as house manager during his term of office.

Section 3) The Secretary shall keep a record of all meetings of the organization and of the Board of Directors and shall perform such other duties as may be delegated.

Section 4) The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds only as authorized by the Board of Directors and shall perform such other duties as may be delegated.

Section 5) The Treasurer shall present written statements at the regular meetings of the Board of Directors. It is given for information and is not adopted merely ordered by the President that it be filed for the audit. The Treasurer's audited full financial report shall be presented at the annual membership meeting in May at which time it should be adopted.

ARTICLE VII

MEETINGS

- Section 1) The Board of Directors will meet monthly. There will be an Annual Membership meeting in May.
- Section 2) Special meetings may be called at the discretion of the Board of Directors, or upon written request of ten (10) members of the organization.
- Section 3) Ten percent (10%) of the active membership shall constitute a quorum.

ARTICLE VIII

BOARD OF DIRECTORS

- Section 1) The Board of Directors shall be composed of the Officers, the immediate past President, and no more than nine (9) other members to be elected at the Annual Meeting to serve for a term of two (2) years. (PROVISO: EXCEPT THAT APPROXIMATELY HALF (4 or 5) OF THESE SHALL BE ELECTED FOR A TERM OF ONE (1) YEAR AT THE ELECTION OF 1979, IN ORDER TO STAGGER THE MEMBERSHIP OF THE BOARD OF DIRECTORS). Nominees to the Board of Directors shall be presented by the nominating committee at the Annual May General Membership Meeting, and further nominations may be made from the floor. Election shall be by ballot. Should there be more than three (3) nominees, plurality vote shall elect.
- Section 2) Regular Meetings of the Board shall be held monthly at a time to be decided by the Board members. Special meetings may be called by three (3) members of the Board, or by the President. 50% attendance shall constitute a quorum.
- Section 3) Duties of the Board shall be to transact the regular business of the organization, and to report all action of the Board to the membership meeting.
- Section 4) Vacancies in the membership of the Board of Directors shall be filled by the President and confirmed by the Board of Directors. The appointed Board Member shall serve out the term of the member replaced.

ARTICLE IX

COMMITTEES

- Section 1) There shall be the following standing committees: Membership, Public Relations, Program, Play and Director Selection. Other committees may be created as are deemed necessary by the Board of Directors.
- Section 2) Chairmen of standing committees shall be appointed by the President, with approval of the Board. Duties of all standing committees shall be defined by the Board of Directors.
- Section 3) Activities of committees and committee members must remain within the limitations set by the scope of the committee's published responsibilities.

ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in ROBERT'S RULES OF ORDER REVISED shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws.

ARTICLE XI AMENDMENTS

These By-Laws may be amended at any annual meeting by two-thirds (2/3) of the members present and voting, providing the reading of the proposed amendment has been made at regular board meeting prior to the annual meeting and published online on the Ouachita Little Theatre website and other available media.

ARTICLE XII PERMANENT CONSTITUTIONAL ARTICLE

The principal place of business of this organization shall be in Mena, Polk County, Arkansas.

ARTICLE XIII PERMANENT CONSTITUTIONAL ARTICLE

Upon the dissolution of this organization, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization in such manner, to such an organization or organizations organized and operated exclusively for charitable, religious, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not disposed of shall be disposed of by the Polk County District Court, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XIV PERMANENT CONSTITUTIONAL ARTICLE

No part of the net earnings of this organization shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article II hereof. No substantial part of the activities of this organization shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the organization shall not participate in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE XV PERMANENT CONSTITUTIONAL ARTICLE

Notwithstanding any other provision of these Articles this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c) (3) (or the corresponding provision of any future United States Internal Revenue Law).

STANDING RULES MEMBERSHIP AND TICKETS

VOTING

A voting member must be at least 18 years of age. One person can have one vote; under no circumstance can an individual person get more than one vote.

MEMBERSHIPS

Legacy membership is conveyed to any individual or estate who offers a posthumous gift of at least \$5000.

Emeritus membership is conveyed to all former life members upon their passing.

Life membership for individuals requires a one-time gift of \$5000. Life membership for couples requires a one-time gift of \$7500. This is a non-transferrable membership that provides the member(s) with free admission to all OLT Division functions as well as recognition on our web site, in pre-show video presentations, and in show programs. Life members also have voting privileges for life. Complimentary tickets are provided on request.

\$1000 gift - Major Donor - this membership level includes 2 votes (member + spouse/partner), 2 season tickets, and 18 complimentary tickets per year.

\$500 gift - Patron - this membership level includes 2 votes (member + spouse/partner), 2 season tickets, and 12 complimentary tickets per year.

\$250 gift - Supporter - this membership level includes 2 votes (member + spouse/partner), 2 season tickets, and 6 complimentary tickets per year.

\$125 gift - Angel - this membership level includes 2 votes (member + spouse/partner) and 2 season tickets.

\$150 gift - Commercial Member – this membership level includes 2 votes (member + spouse/partner), ad in show programs, pre-show video presentations, and our web site. It also includes 10 complimentary tickets.

\$500 gift - Commercial Premier Member – this membership level includes 2 votes (member + spouse/partner), ½ page ad in show programs, pre-show video presentations, and our web site. It also includes 16 complimentary tickets.

\$25 gift - Family Membership – this membership level is for parents/spouses and children. It includes 2 votes (one for the member and one for spouse/partner) and recognition in pre-show video presentations, in show programs, and on our web site.

\$10 gift - Individual membership – this membership level is for an individual. It includes 1 vote and covers the cost of insurance required by the insurance company for all participants in OLT programs and productions. All cast members and crew MUST be members in order to participate in our productions.

TICKETS

For comedies and dramas, ticket prices will be \$12 for adults and \$8 for students & seniors.

For musicals, ticket prices will be \$15 for adults and \$10 for students & seniors.

Season ticket - \$40 – An individual season ticket is good for 1 admission per performance but may be used for multiple performances of the same show on different days, maximum attendance of 8 shows per year.

Family season ticket - \$85 – A family season ticket is for parents/spouses and their children. It entitles the owner to tickets for 8 productions a year to be used only by family members.

Season Tickets will be honored for all OLT functions including those of the subsidiary divisions.

Once elected to the OLT Board, board members receive an individual membership and a season pass.

STANDING RULES
BOARD MEMBER BENEFITS AND DUTIES

All board Members are:

- Responsible for making every effort to attend the once monthly board meetings and general membership meetings. **Three unexcused** absences will be reason for the President to ask the board's recommendations on finding a replacement.
- Ambassadors of Ouachita Little Theater.
- Have the desire and willingness to attend OLT events and plays when possible.
- Have the desire and willingness to help on clean-up days at the Theatre and other special board events.
- Have the desire and willingness to serve on committees and possibly chair or co-chair such committees as needed
- Have the desire and willingness to assist in producing plays (sets, props, box office, concessions, etc.).
- Be proactive in helping wherever necessary.
- Given a free membership and season ticket or a \$50.00 deduction from any membership level they choose.

GENERAL DUTIES OF EACH COMMITTEE CHAIR/COMMITTEE

- The committee Chairman shall schedule and facilitate committee meeting as well as report on progress, activities, and duties of the committee.

THE FOLLOWING MIGHT SERVE AS GUIDELINES FOR RESPONSIBILITIES OF THE COMMITTEE UNDER THE LEADERSHIP OF THE CHAIRMAN

- The committee shall work to recruit people (not necessarily board members or even members) to serve on the committee.
- The committee shall innovate new ways to make that committee not only pay for itself but contribute revenue to the OLT.
- The committee shall define the objectives of that committee and provide them in writing to the board
- The committee shall project and track expenditures / income and report to the board.

STANDING RULES
COMMITTEES AND COMMITTEE CHAIRMEN

PRODUCTION COMMITTEE **The Director of each new show shall become chairman.** The temporary chairman operates under the authority of the board. The OLT president and the Artistic Director shall act as liaison between the board, director, and committee. A new committee may be chosen by the director of each new show and be comprised of individuals with expertise in the following areas:

- Lighting
- Sound
- Sets
- Props
- Costumes
- Programs

There is no prohibition to having the same members serving for multiple shows.

This committee will be available to aid all subsidiary division productions as much as possible.

BOX OFFICE (Chairman and no more than 2 members)

The responsibilities of this committee are as follows:

- Recruit/secure persons to handle these duties for specific shows as needed
- Deposit admission money in the bank or hand off the funds to a designated depositor.
- Log and report box office income to the treasurer for presentation at monthly board meeting.
- Greet theater patrons and sell tickets and hand out programs at the door.

CONCESSIONS (Chairman and at least 3 members, more if possible)

- Coordinate volunteers to work concession stand for performances
- Purchase and stock concession supplies
- Re-stock water in the refrigerator, clean the popcorn machine and the counters, store supplies at the end of each event
- Deposit proceeds of concession sales in the bank or hand them off to a designated depositor.
- Log and report income and expenses to the treasurer for presentation at monthly board meeting.
- Assess efficiency of current layout and perhaps innovate future upgrades to meet increased business

PUBLIC RELATIONS/PUBLICITY (Chairman and 2 members)

This committee should coordinate all our publicity so that we have an organized public presence. This is likely best accomplished by only having the chair responsible for disseminating all information to all media outlets.

- Publicize any performance sponsored or produced by Ouachita Little Theater locally and regionally via media alerts, news releases, written articles, placement in Mena Forum and Facebook and recorded radio voice productions.
- In cooperation with the director of the event, produce and disseminate posters to advertise any upcoming events
- Produce digital media content to IT for OLT website and Facebook Page with accurate and current information and design (graphics, layout, artwork) and schedule posting of OLT Newsletter.
- In cooperation with the custodian, update “coming attractions” posted in the cases in front of OLT
- In cooperation with the custodian, update marquee.
- Assist with and coordinate publicity of all the subsidiary divisions.
- Assist in design and printing of subsidiary division production programs.

PLAY AND DIRECTOR SELECTION (open to all members interested in providing input.)

- Nominate plays for production by Ouachita Little Theater. Each play considered should be read or well known by at least two members of the committee and then presented to the committee as a whole. Plays agreed upon as appropriate by the committee will be presented to the board of directors for a final vote. Development of a list of suitable plays should be ongoing.
- Since selection of plays often depends on a willing director, let's be sure we have input from those wishing to direct plays.
- Match selected plays with qualified directors.
- It would be nice to prepare a line-up of shows for at least twelve months in advance.
- Work on developing an expanded list of potential directors by inviting interested and motivated persons as assistant directors.

HOUSE (Chairman Vice-President) Custodian and members as needed

- Manage all rentals of auditorium and office at the OLT. Insure that every month all rents are collected as per rental agreements.
- Assure the security of light and sound equipment with the help of members having expertise in those areas.
- Monitor all maintenance and improvements of the building using the paid custodian.
- Coordinate with maintenance person(s) to keep building cleanliness and restroom supplies stocked.
- Schedule and monitor all authorized and needed repairs to completion.
- Coordinate with directors to select and hang mementos from plays on wall.

COSTUMES (Chairman and 2 members)

This committee is responsible for maintaining our costume collection. This committee is NOT necessarily responsible for costuming shows. This committee will

- Check out from stock costumes to directors or to costume directors of OLT production as needed.
- Make sure all costumes are returned clean for restocking
- If appropriate, rent out costumes to community organizations
- If time allows, start an inventory of our costumes which may ultimately be put on the web for the purpose of rentals.

PROPERTIES AND SET PIECES (i.e. furniture) (Chairman and 2 members)

This committee is responsible for maintaining our properties collection. This committee is NOT necessarily responsible for providing show props. This committee will

- Check out from stock properties to directors or to property directors of OLT production as needed.
- Make sure all properties are returned and restocked in the assigned place.
- If appropriate, rent out properties to community organizations
- If time allows, start an inventory of our properties which would be available to show directors

PROGRAMS (Chairman and two members with others helping for sorting and collating)

With the cooperation of directors this committee will oversee the production of all programs for OLT productions, not necessarily all divisions. The following are some possible tasks:

- Obtain standard features of a program i.e. cover, cast & crew, membership, etc.
- Acquire and generate "bios"
- Organize advertisings, investigating the possibility of additional ad income
- Oversee printing of programs at lowest possible cost.

FINANCE (Chairman (Treasurer) and at least two members)

- Review and evaluate budget.
- Review the treasurer's report annually
- Work with Treasurer for soliciting and maintaining a record of budgets for each show or event from the director or producer.
- Insure that the Treasurer has filed any necessary tax forms are submitted and 501/C/3 tax exempt status continues
- Serve as consultants with play directors and the board of directors.

OUTREACH (Chairman and producers of outreach programs)

- Produce SATURDAY NIGHT AT THE LYRIC as schedule permits
- Coordinate with Reader's Theatre troupe.
- Work with A & P on Lum & Abner Days
- Work with Downtown Art District activities
- Reconsider OLT ON THE ROAD
 - o Create and produce a line-up of plays to be presented here and at various venues
 - o Locate and negotiate with different venues to present plays at their facilities (schools, theaters, etc.).
 - o Production of a play for the AACT Community Theater competition.
 - o Arrange for "On the Road" travel, track expenses and coordinate with treasurer.
 - o Organize tech support and maintain equipment for ON THE ROAD performances.

MEMBERSHIP (Chairman and 4 members)

The responsibility of the membership committee is to recruit members at all levels and to maintain records of those memberships. Ongoing progress reports are to be provided to the Board and Program Committee

A suggested list of activities to meet membership goals is listed below. It should only be used as a guide and be open to additions and modification as determined by the Board and the committee.

- Develop ideas to encourage new people to come to a show and become members
- Send renewal notices as memberships expire, second notices as needed
- Contact non-renewed members
- Contact and/or visit businesses as potential new members
- Encourage board members to recruit members with the possible use of business cards
- Periodically update and print membership application forms
- Update and print Ouachita Little Theatre brochure as necessary
- Keep membership materials available in the theater lobby
- Distribute membership materials to board and committee members
- Provide membership labels as needed for events
- Send admission tickets and “thank you” notes to new and renewing members

SOCIAL (Chairman and at least two members)

- Responsible for all aspects of any social activities for membership or community related events.
- Responsible for organizing the Benson Awards event including location, publicity, printing and sending of ballots, counting votes, presentation of awards, arrangement for decorations and food.
- Responsible for sending recognitions and thank you cards for OLT

ARTISTIC DIRECTOR

- Manage the staff for each of the plays-director, stage managers, set builders, painters, costumers. (make sure the director has people in place for their play)
- “Go-Between” for director and board; director and crew (“Go-Between” means interceder, intermediary, middleman, peacemaker, moderator, troubleshooter, negotiator, advisor, ambassador)
- Set up a volunteer data base
- Oversee the budget for each play and the spending of the money
- Can be one of the representatives of the organization to the public, events, and social appearances
- Oversee the insurance of cast members and update insurance company
- Attend all meetings of the board of directors - not necessarily a board member, but not precluded
- Schedules all events in the Little Theatre between directors and other shows that may use the venue
- Qualifications
 - o Needs to be a past director
 - o Needs to have been involved in at least three areas of the theatre (directing, publicity, set building, costumes, makeup, music, finances, lighting, sound, painting, box office, recruitment)
 - o Has done some acting
 - o Skill set
 - Communication skills
 - Management skills
 - Organized
 - Some budget skills

INFORMATION TECHNOLOGY (IT) COMMITTEE (Chairman and at least two members)

- information technology, the branch of engineering that deals with the use of computers and telecommunications to retrieve and store and transmit
- Provide technical support for all OLT operations, committees, productions, and systems.
- Provide for installation, administration, backup, maintenance, training and upgrades of all OLT IT systems, platforms, and equipment
- Define and document all IT processes and procedures
- Deploy content as provided by other committees to various technical platforms

STANDING RULES CONCERNING THE RENTAL OF THE LYRIC THEATRE BUILDING

1. The OLT is available for rent for \$250.00 per day for individual or group performances or events, as long as there is not a scheduled OLT or its subsidiary divisions performance scheduled. Additional full or partial days for rehearsal or preparation will be charged at \$100.00 per day.
2. Rental of the Lyric Theater with the use of lighting is \$(50.00) and sound (\$50.00) would be another \$100.00. This money goes to those individuals running lights and sound.
3. Rental for a show where the OLT receives at least 1/3 of the profit of the show would be \$50.00 deposit. 1/3 of the profit must be greater than \$125.00 per night to cover lighting.
4. Lighting and sound equipment must be operated by an OLT authorized technician.
5. The President has the authority to rent the Lyric Theater Building to an OLT member, the city/government official, or local school system and waive the rental fee
6. Rental agreement must be signed and in the hands of the President before use of the building can occur.
7. Proof of insurance coverage must be given to the President before usage.
8. There must be an OLT member present to open and close the building and to be assured that fire codes are followed.
9. Only people allowed in the upstairs of the building are authorized OLT technicians.
10. The concession stand will only be opened by OLT membership and all profits of the concession stand go to the OLT treasury.
11. There is no smoking, alcohol, chewing, or firearms allowed in the building at any time. It is a drug free environment.
12. A final check must be made to assure that all doors are locked by an OLT member.
13. There may be times during which a play is in preparation (usually up to two weeks in advance of a performance, e.g. ongoing rehearsals, scenery construction, etc.), when the theater is not in a condition conducive to an outside rental, and therefore will not be available.

OUACHITA LITTLE THEATRE
BUILDING RENTAL AGREEMENT

The following agreement is entered into between Ouachita Little Theatre, (OLT) Lesser, and _____, Lessee. Rental fee for use of the facility is per day, without use of special effects, lighting, sound, etc. and shall be for \$250.00 including the use of stage lights and/or sound.

An extra \$50.00 will be charged if radio spots are purchased with the agreement of the Lessee.

All concessions will be maintained by the Ouachita Little Theatre. All proceeds and box office will be taken care of by the Lessee.

The OLT will have a representative in the building during the entire time that the building is in use. An evening performance, traditionally at 7:30 pm, would customarily open around 4:30 pm for sound checks, etc. with that representative. No one is allowed upstairs in the building except for the OLT representative. That representative will have the authority to make final decisions concerning the building. That representative will control the heating and air conditioning for the building.

As the Lessee, you will be responsible for cleanup of the stage area. Please leave it the way you found it! You may not take flats down nor paint them. The floor is not to be painted. There is to be no food, liquid, open flames, or smoking on the stage. The building is a DRUG FREE Environment - no tobacco products, alcohol, or other drugs are permitted on the premises. You may not block any exits – violation of Mena City fire codes.

Reservation requirements:

In order to reserve the Theatre, the rental (\$100.00) should be paid to reserve the date. A list of performers who will be on the stage is required, as well as their insurance fee of \$4.00 each. Paid for by the Lessee. This fee will be waived if the Lessee presents proof of liability insurance for each of the members of the lessee's performing group. Any extra money will be due the day of the performance. Checks should be made payable to Ouachita Little Theatre and sent to OLT, 610 Mena St., Mena, AR 71953. ATTN: Treasurer.

Contact information for the Lessee is:

Organization: _____

Name: _____

Address: _____

Phone Numbers: home/work _____ cell _____

DATE of performance: _____

Lessee Signature: _____

STANDING RULES
ON THE
BENSON AWARD BANQUET

1. There will be a BENSON AWARD BANQUET biannually on the odd numbered years.
2. All shows that can be produced and sponsored by the Ouachita Little Theatre, including JOLT, Just 4 Fun Players, and Lyric Players, in those two years are eligible for awards. The two-year time period begins with 05/01 and ends with 05/31 of the year of the banquet.
3. Categories should include, but not restricted to:

Best Director	Best Sound
Best Female Actress	Best Costumes
Best Male Actor	Best Musical Director
Best Supporting Actress	Best Technical Director
Best Supporting Actor	Best Prop Manager
Best Child Actor	Best Lighting
Best Child Actress	Best Set Designer

For each genre: Typically, Comedy, Drama, Musical. In the event that there are not at least two shows in each genre, the board will determine the shows to be put in each of three categories.

4. The Committee narrows down to 2 or 3 nominees for each category. Mail those nominee names out to the membership and receive ballots back. Tally the votes and order the awards. In case of a tie, another mailing should be sent out to the membership.
5. Committee must pick out our Master of Ceremonies, the place of the banquet, meal selection, decorations, prices, and dates of deadlines.
6. The Committee must coordinate with the Program Committee and The Publicity Committee.
7. Meals must be prepaid for the banquet.
8. Certificates of appreciation can be awarded at the banquet
9. Be sure to ask Directors and President for special awards.
10. In addition to the standard Benson Awards, JOLT will present Kropp awards for their productions as part of the biannual ceremony.

DUTIES OF OLT CUSTODIAN

It has often been said, "You only get one chance to make a first impression". As the OLT custodian you are, perhaps, the person most responsible for that impression. People are turned off by dirty or ill maintained facilities. The custodian must be prepared for any eventuality. To help organize custodial responsibilities the following list is provided. This list must not be considered a limit, but rather a minimum of responsibilities. Individual initiative resulting in a more inviting facility is not only encouraged but expected.

Sweep (done routinely at least weekly and additionally after shows and rehearsals)

- Entrance Alcove
- Lobby
- Rest Rooms (public, backstage, upstairs)
- Auditorium

Mop

- Spot mop bathrooms as needed
- Entire bathroom floor once per month
- Entrance area as needed

Carpeted areas

- Vacuum as needed
- Shampoo rugs twice per year

Rest Rooms

- Clean sinks and toilets as needed
- Make sure all sinks and toilets are clean prior to public use
- Make sure paper products are in place and in good supply

Windows

- Wash front windows once per month, if needed, before shows
- Wash back windows once per month, if needed, before shows
- Wash door windows once per month, if needed, before shows
- Clean mirrors one per month, if needed, before shows

Empty all trash containers

- Upstairs
- Downstairs
- Back stage
- Have trash bags on hand

Concession area

- While it will be difficult to impossible to keep the area neat during rehearsal sessions. The custodian will need to insist that those using the area, clean it up when done so that the custodian can do a complete cleaning of the area.

Maintenance (each time in the building)

- Check that Heat and Air are functioning
- Check that all bathroom fixtures are working
- Check for water and Gas leaks
- Check that safety equipment is up to date and functional
 - o fire extinguishers
 - o exit lights
- Check for general wear and tear
 - o **In the event that a discrepancy is found, report it to the building manager (usually the Vice President). If not available notify the President.**
- Check to see that all doors are locked when building is empty
- Replace burned out lights
- Update outside signs (Theatre and Highway)

Supplies

- Maintain an adequate supply of cleaning supplies
- Maintain an adequate supply of paper towels and toilet paper
- Maintain an adequate supply of trash bags
 - o **The custodian will be authorized to purchase supplies at his or her discretion as overseen by the treasurer.**

Outside

- Pick up litter around building weekly
- When present, cut weeds around building

Suite B

- Sweep and Vacuum
- Empty Trash

While not specifically stated elsewhere, It will be the responsibility of the custodian to make sure the theatre is cleaned after each performance of a show so that it will be ready for the next show. It would be preferable that cast members and the tech crew help, but it is ultimately the responsibility of the custodian.

STANDING RULES
POLICY ON KEYS OF LYRIC THEATRE BUILDING

Those having keys should be:

- President
- Vice President
- Businesses that rent from OLT
- Director of on-going show. (key should be returned at conclusion of play)
- Costumer
- Members of House Committee
- Concession stand
- Members of IT Committee
- Office Worker

Keys should be returned to the House Manager at the end of the office term.

House Manager is responsible for keeping an accurate list of those having keys. List is to be passed on to the net House Director.

House Manager may decide on his/her discretion if any other keys are to be given out. Record must be kept.

STANDING RULES
POLICY ON ADMINISTRATIVE PROCEDURES
REGARDING THE SUBSIDIARY DIVISIONS

MEMBERSHIP COORDINATION

1. The only requirement for membership in a subsidiary division is membership in Ouachita Little Theatre.
2. In order to continue to meet with a subsidiary division OLT membership should be attained by the second meeting. The primary reason for this is that the individual would be covered by liability insurance.

GOVERNANCE

1. Each division is Semi-autonomous being only required to coordinate their activities with each other and the parent organization regarding scheduling and financial transactions impacting the entire organization.
2. The subsidiary divisions, while not having a required membership on the board of directors, are encouraged to attend and participate in OLT board meetings.

OLT RESOURCE COMMITMENT

1. Participate in division activities
2. Share physical resources such as costumes and props
3. Share facility resources such as stage, office space, meeting room, office supplies (i.e. copy machine)
4. Share equipment resources such as lights and sound equipment
5. OLT will pay royalties for all productions being reimbursed by the appropriate division for off premises productions such as Mena Mountain Resort dinner theatre.
6. Provide all publicity for programs presented by any of the divisions
7. Place informational ad about each division in the OLT 's printed programs

DIVISION RESOURCE COMMITMENT

1. Participate in division activities
2. Each division will be responsible for their own printed programs
3. Share facility resources such as stage, office, and meeting room
4. Give OLT the admission from all non-dinner shows
5. Accept season memberships for all productions
6. Provide copy for the informational ad for the printed OLT programs

FINANCE AND RECORD KEEPING

1. All non-dinner finance will be run through the general account
2. Individual budget categories will be set up for each division
3. Any profit attributed to a division will be made available to meet expenses incurred by the division.
4. OLT treasurer will maintain auditable records available to each division.

STANDING RULES
POLICY OUTLINING RESPONSIBILITIES OF
THE OFFICE DIVISION AND ITS PERSONNEL

PUBLIC PRESENCE

1. Regular hours provide a continuous presence on "main street"
2. Office staff/volunteers provide a friendly person to person interaction with the public reinforcing the mission of the theatre.

TICKET SALES

1. Sale of memberships and season tickets.
2. Advance ticket sales for OLT and subsidiary divisions
3. Coordinate with Membership Chairman to assure proper documentation of memberships and donations for the online record.
4. Monitor online renewal activity to assure prompt response for membership and ticket requests.

MEDIA DUPLICATION

1. Take orders for media duplication
2. Perform the process of duplicating the media as ability and time permit.
3. Call customers when products are finished, deliver finished media duplication products to customers, and collect any fees associated with the work done.
4. Promote the media duplication service

FINANCIAL DUTIES

1. Keep an accurate record of income being sure to include source of said income.
2. Act as the clearing house for purchase requests, reimbursement requests, and presentation of checks written by the treasurer to fulfill the aforementioned requests.
3. Be prepared to coordinate with the treasurer to help maintain accurate records of income and expenses.

GENERAL ADMINISTRATIVE DUTIES

1. Be prepared to assist with OLT production performing tasks like, but not limited to, assembling programs, cutting, and sorting tickets.
2. Keep the office organized by making sure materials are properly stored.
3. Prepare mailings of tickets in response to patron renewals
4. Make sure the computer, copy machine, and other facilities are operational.
5. Maintain a record of theatre availability and be prepared to convey that availability in the event of a request for the theatre use. Could be done online.