

FINAL VERSION 5.0

Amended and Ratified: 6.13.17

Last Revised: 6.13.17

Constitution & Bylaws



Fair Lawn Recreation Department's Resident Theatre Company

Preliminary

1. Defined Terms & Interpretation

- a. In this constitution, unless the contrary intention appears:
 - i. **OLT** has the same meaning as Old Library Theatre
 - ii. **The Location** is 10-10 20th Street, Fair Lawn, NJ 07410
 - iii. **Performing Arts** refers to any production approved by the Executive Board of OLT and the Borough of Fair Lawn
 - iv. **Executive Board** refers to the seven elected members serving in the positions of President, Vice President, Secretary, Treasurer, Publicity Chair, House Manager and Webmaster
 - v. **Constitution** means this governing document
 - vi. **Staff** refers to paid members of performing arts events or paid service providers contracted for a full season: Director, Music Director, Stage Manager, Set Designer, Choreographer, Photographer and/or Videographer.
 - vii. **Resources** refers to use of facilities, rehearsal time, technical needs, props and set pieces
 - viii. **Season** refers to one year of OLT performing arts events, to run from January to December
 - ix. **Friend** refers to “Friends of Old Library Theatre,” meaning any individual or couple who has purchased a membership to OLT for the season
 - x. **Relations** refers to spouses, domestic partners, life partners, siblings, in-laws and children
 - xi. **Good standing** means being a paid Friend
 - xii. **Forms** refer to any official documents used by OLT

2. Purpose, Income and Property

- a. OLT is sponsored and owned by the Fair Lawn Recreation Department and the Borough of Fair Lawn and must abide by the rules set forth by the Recreation Department and/or the Administration of the Borough of Fair Lawn.
- b. OLT is a not-for-profit dramatic group, existing solely for the purpose of providing an outlet for the expression of performing arts. Hence, any monies realized from performing arts shall be utilized solely for the following purposes:
 - i. To defray all necessary and incidental expenses in connection with production and staging;
 - ii. To purchase scripts, periodicals and books on theatre and other literature designed to instruct, inform or improve the organization;
 - iii. To defray expenses for stationery, postage and other necessary administrative costs;
 - iv. To engage the services of staff;
 - v. To fund any other expense in connection with the theatrical development of the group, as approved by majority of the Executive Board;
 - vi. To pay for any social events sponsored by OLT, as approved by the majority of the Executive Board.
- c. The mission of OLT is as follows:
 - i. To provide quality entertainment in Bergen County, encompassing talent in all stages of development in people of all ages, shapes, sizes and colors, by producing quality productions at an affordable price.

3. Performing Arts Events

a. OLT shall sponsor the following performing arts events annually:

- i. **Main stage Productions**, the production of which must be originated by OLT and designated at the beginning of each season.
 1. These productions are to be fully staged, with costumes, sets, props, lighting and production staff as needed.
 2. These productions shall have priority in the use of OLT resources.
 3. The budget for these productions shall be in proportion to the anticipated revenues and must be approved by a majority of the Executive Board.
 4. The executive producer for each main stage production will be selected by the majority of the executive board members.
 5. Directors of these productions shall be approved by a majority of the Executive Board, upon the recommendation of the Season Selection Committee.
 6. The Director shall select other members of the production staff for these productions and/or Music Director of said production. The Executive Board may suggest production staff, but the Director is responsible for final selections.
 7. Stipends shall be provided to Staff, as determined by the Director and producer, based on amounts set by the majority of the executive board members.
- ii. **Special Events**, the production of which must be originated by OLT and designated at the beginning of each season.
 1. These productions may not be fully staged, but will utilize some costumes, sets, props, and lighting and staff as needed.
 2. The budget for these productions shall be in proportion to the anticipated revenues and must be approved by the majority of the Executive Board.
 3. The producer for each special event will be selected by the majority of the executive board members.
 4. Directors of these productions shall be approved by the majority of the Executive Board, upon the recommendation of the Season Selection Committee.
 5. The Director shall select other members of the production staff for these productions and/or Music Director of said production. The Executive Board may suggest production staff, but the Director is responsible for final selections.
 6. Stipends shall be provided to Staff, as determined by the Director and producer, based on amounts set by the majority of the executive board members.
- iii. **Readings**, the production of which must be originated by OLT, but announced throughout, not designated at the beginning of, each season.
 1. These readings are not to be fully staged, but may utilize some props and staff as needed.
 2. Budget for these productions shall be determined by the Executive Board, per reading.
 3. Readings will be selected and approved by a majority of the Executive Board, from proposals submitted.

4. The Director of these productions shall be determined by the Executive Board.
 5. All staff for these readings shall be selected and approved by the director.
 6. No staff members will receive a stipend for participation in these readings.
- b. Every effort will be made to have a producer or Executive Board member at every performing arts event rehearsal. In the event none are able to attend, one will be assigned as a primary contact and must be available via phone.**

Organization

1. Management

- a. OLT shall be managed by the Executive Board whose composition shall be as follows: President, Vice President, Secretary, Treasurer, Publicity Chair, House Manager, Webmaster.
- b. No more than two members of the Executive Board may be relations.
- c. All members of the Executive Board must be a Friend in good standing.
- d. To be eligible for election to the Executive Board, one must have been a Friend in good standing by July 15 of the year in which elections occur.
- e. In the event of a vacancy on the Executive Board, the remaining members of the Executive Board shall select and appoint a replacement, by majority. The replacement member of the board shall serve until the next election that season.
- f. If an Executive Board member misses three general meetings, the other members of the Executive Board may, by unanimous vote, remove the person from their elected position.
- g. No member of the Executive Board shall use the name of OLT for personal gain or for any reason not authorized by a majority of the Executive Board.

2. Executive Board Responsibilities

- a. The duties of the President shall be as follows:**
 - i. To oversee the organization as a whole.
 - ii. To conduct and schedule meetings.
 - iii. To request, negotiate, complete and sign all licensing contracts.
 - iv. To maintain email distribution lists and draft and disseminate all email communications.
 - v. To manage OLT's Facebook and Flickr accounts.
 - vi. To oversee online ticket sales, in coordination with the House Manager.
 - vii. To create all forms used by OLT.
- b. The duties of the Vice President shall be as follows:**
 - i. To assist the President in completion of his/her duties.
 - ii. To conduct meetings in the absence of the President.
 - iii. To report to the Recreation Department for scheduling and general inquiries pertaining to the organization.
 - iv. To facilitate OLT's rental program.
- c. The duties of the Secretary shall be as follows:**
 - i. To record minutes of all meetings.
 - ii. To coordinate the dissemination of minutes and all notices of meetings, performing arts events and elections to Friends.
 - iii. To conduct elections.
- d. The duties of the Treasurer shall be as follows:**

- i. To maintain all financial accounts.
- ii. To pay all authorized bills.
- iii. To coordinate all OLT fiscal business.
- iv. To maintain the membership records, in coordination with the House Manager.
- v. To collect dues.
- vi. To check the mail box, no less frequently than once every two weeks.
- e. **The duties of the Publicity Chair shall be as follows:**
 - i. To draft and disseminate all publicity and press releases for OLT.
 - ii. To ensure compliance with related Borough and OLT guidelines, including articles for productions, general meetings and fundraisers.
 - iii. To coordinate with outside media.
 - iv. To manage OLT's Twitter and Instagram accounts.
- f. **The duties of the House Manager shall be as follows:**
 - i. To oversee complete operations of the theatre main lobby during performing arts and other OLT events.
 - ii. To manage the OLT voice mail box office, manage ticket reservations, and oversee online ticket sales, in coordination with the President.
 - iii. To coordinate staffing for auditions and performing arts events, including box office, ushers and concessions.
 - iv. To chair hospitality and house management committees, the responsibilities of which include the purchase and set up of all food and refreshments for the concession staff for performing arts events, and other OLT events, and assisting with the management and oversight of storage locations.
 - v. To maintain the membership records, in coordination with the Treasurer.
 - vi. To oversee the OLT storage room.
- g. **The duties of the Webmaster shall be as follows:**
 - i. To oversee and maintain the official OLT website.
 - ii. To coordinate, with the Publicity Chair, the management of social media.
 - iii. To coordinate, with the Treasurer, timely payments for the renewal costs associated with the website and/or e-mail communications.

3. Meetings

- a. **Executive Board Meetings:** The Executive Board shall meet quarterly.
 - i. A majority of Executive Board members must be present at these meetings in order for any decisions made to be binding.
 - ii. A decision is binding if a majority of the Executive Board members present agree.
- b. **OLT Meetings:** The Executive Board shall conduct open meetings monthly.
 - i. A majority of Executive Board members must be present at these meetings in order for any vote to be binding.
 - ii. In the event these meetings need to be rescheduled, a majority of the Executive Board must agree on the reschedule date.
 - iii. The Executive Board shall disseminate an agenda to these meetings to all Friends in good standing prior to each scheduled meeting.
 - iv. The Executive Board shall conduct the business of the group. If, as decided by members of the Executive Board, a vote of those present is desired to make a binding decision, said vote will be conducted by the Secretary. A binding decision refers to one agreed to by a majority of

those present.

- v. In the event a special OLT meeting is required for any reason as determined by a majority of the Executive Board, the Secretary shall notify Friends no less than one week in advance.

4. Elections

- a. Elections shall occur at the December OLT Meeting.
- b. The term of office for a member of the Executive Board is one year, completed by season, from January 1 to December 31.
- c. Only Friends in good standing, who have been Friends since July 15 of that year, are eligible to vote.
- d. An announcement regarding elections will be made by the Secretary at the October OLT Meeting.
- e. Nominations for open positions shall occur at the November OLT Meeting. Any person present at that meeting shall be able to nominate an eligible Friend. If seconded, and accepted by the nominee, the nomination shall be approved.
- f. Nominees need not be present at the November OLT Meeting to be nominated. If not present, nominees shall have three days from the date of nomination to accept or decline the nomination, in writing, to the Secretary.
- g. Nominees shall submit a letter of intent to the Secretary, no more than one week after nomination, explaining their interest in, and qualifications, for the Executive Board position. If nominees do not provide a letter of intent, ballots will be mailed to Friends without it.
- h. After all nominations have been completed and accepted/declined, the Secretary will prepare an official sample ballot with all candidates for open positions, listed in alphabetical order, and disseminate the ballot and letters of intent to all Friends eligible to vote. In the event all positions are uncontested, a ballot may not be made.
- i. Friends in good standing who wish to vote, but cannot be present at the December OLT Meeting may request an absentee ballot be mailed to them by the Secretary. Friends eligible to vote may do so by absentee ballot, received at the OLT mail box by the elections date and meeting all procedures communicated by the Secretary, or in person at the December OLT Meeting.
- j. Nominees and Friends are not permitted to contact Friends by any means during the election period for purposes of campaigning. Should this occur, a majority of the Executive Board can agree to void the nomination.
- k. Elections shall occur at the December OLT Meeting, presided over by the Secretary and one additional Friend, who is not a member of the Executive Board or a nominee.
- l. The order of elections shall be as follows: President, Vice President, Secretary, Treasurer, Publicity Chair, House Manager, and Webmaster.
- m. In the event that an Executive Board position remains vacant after elections have been completed, the newly elected Executive Board may select a Friend, in good standing, to fill the position, by majority vote. Once a member of the Executive Board, the appointee shall have full privileges and responsibilities of the position, including voting.

5. Elections Procedures

- a. At the start of the December elections meeting, the large outside envelope for absentee ballots will be opened and discarded. This shall be done by the Secretary and one additional Friend, who is not a member of the Executive Board or a nominee.
- b. Names on the outside of the small envelopes will be checked off on the official

membership list to ensure only one vote is being recorded per Friend. A current list of Friends in good standing shall be provided by the Treasurer at the start of the December elections meeting.

- c. Friends in attendance at the meeting shall have the right to void their earlier absentee ballot.
- d. The small outside envelopes will then be opened and discarded, without the vote being seen.
- e. The tallying of votes shall be carried out by the Secretary and one additional Friend, who is not a member of the Executive Board or a nominee. This person shall be chosen by Friends in attendance. In the event the Secretary is a nominee, the votes for that office will be tallied by two Friends who are not members of the Executive Board or nominees.
- f. Slips of paper will be distributed to voting Friends, who will mark their choices on them. These ballots will then be tallied with the absentee ballots by the Secretary and the chosen Friend.
- g. Results of the vote for each office shall be announced by the Secretary before voting commences for the subsequent position.

6. Performing Arts Events Selection

- a. The selection of Main stage and Special Productions for each season shall be made by a Season Selection Committee, consisting of one Executive Board member selected by the Executive Board and four Friends in good standing that are not members of the Executive Board, nor submitting proposals.
 - i. The Executive Board shall meet with all director candidates in July and provide production criteria and director assessments to the Committee.
 - ii. A Request For Proposals (RFP) will be sent by the Secretary, in collaboration with the Publicity Chair, in June for the subsequent season. Anyone interested in serving as Director of a Main stage or Special Production shall submit a proposal to the Secretary by July 1.
 - iii. The Play Selection Committee should review all proposals at a meeting at some point during the month of September. The committee shall select the Main stage and Special Productions from the proposals, by majority vote, and recommend their selections to the Executive Board prior to the August OLT Meeting. The Executive Board shall be responsible for final selection and assigning scheduling of, and obtaining rights for, these productions.
 - iv. Announcement of the subsequent season's Main stage Productions will occur at the September OLT Meeting.
- b. The Executive Board shall make the selection of Readings throughout the season.
 - i. Friends may submit proposals for readings to the Secretary at any time.
 - ii. The Executive Board shall review all proposals received and shall be responsible for accepting or denying the proposal. If accepted, one Executive Board member, chosen by the Friend who submitted the proposal, will be responsible for assigning the scheduling of these readings.
 - iii. Announcement of Readings shall occur at the next OLT Meeting after they have been scheduled.

Administrative Procedures

1. Friends of Old Library Theatre

- a. Anyone 18 and over may become a Friend of Old Library Theatre at any time

during the season. Friends may join at the current fee as determined by the Executive Board.

- b. The term of membership is for one (1) calendar year (January 1 through December 31).
- c. A list of names, addresses, telephone numbers and e-mail addresses of all Executive Board members will be given to the Fair Lawn Recreation Department when a new Board is elected.
- d. No Friend shall receive remuneration by OLT for participation in any OLT activities outside of paid production staff. The activities are defined for the purposes of this document as: acting, technical crew, or any other facet of production.
- e. Becoming a Friend is not required for participation in the group-
- f. Friends who pay dues after auditions for the final Main stage Production of each season shall remain in good standing through the following season.

2. Budget

- a. The Executive Board will set the budget for all performing arts events. Any persons to receive remuneration through budget monies for services rendered must complete the necessary paperwork, furnished by the Executive Producer, proving eligibility.
- b. The Treasurer shall deposit all monies realized from any fund-making endeavor of OLT in the OLT checking account.
- c. Only the Treasurer, President and Superintendent of Recreation for the Borough of Fair Lawn have check-signing authority on behalf of OLT.
- d. OLT's current bank is Columbia Savings Bank, Fair Lawn, NJ. The association is also the holder of night deposit bags. Any changes in regard to banking must be approved by the Superintendent of Recreation for the Borough of Fair Lawn.

3. Mail

- a. OLT's mailing address is Old Library Theatre, 12-45 River Road #103, Fair Lawn, NJ 07410.

4. Constitution & Bylaws

- a. The constitution and by-laws are to be reviewed every three (3) years.
- b. Revisions are to be presented by the President at a monthly Meeting, and then disseminated to Friends in good standing for review by the Secretary. They are to be amended, if necessary, and ratified at the subsequent OLT Meeting.
- c. This constitution may only be amended and ratified by majority vote of those in attendance at the subsequent OLT Meeting.

5. OLT Property

- a. No property belonging to OLT shall be loaned to anyone for any reason at any time without the consent of the entire Executive Board.
- b. In the event that any property is loaned out, the person(s) or group borrowing the property will be responsible for full replacement or the repair cost of said property in the event of loss or damage. A rental fee, as determined by the Executive Board, may be charged.
- c. No Board member may loan property belonging to the Borough of Fair Lawn, which is housed in the Fair Lawn Community Center, out at any time.
- d. Executive Board members issued keys for cabinets or Community Center doors must surrender said keys to the incoming Board member. If any Board member resigns or is removed from office, said keys shall be given to the Superintendent of Recreation for the Borough of Fair Lawn, who has the

authority to request said keys from any and all Executive Board members at any time.

6. Rehearsals

- a. Executive Board members may attend rehearsals of any performing arts event at any time.
- b. No other person not affiliated with a performing arts event shall attend a rehearsal without approval of both the Director and Executive Producer.

7. Casting

- a. Auditions for any performing arts event should be open to any interested person over the age of 7. In the event persons younger than 7 are required for the production, a notice shall be included in the audition listing.
- b. Casting of all roles in Main stage or Special productions shall occur only following open auditions.
- c. All persons accepting a part in a production are expected to fulfill the obligations that come with accepting that role.
- d. All cast members will be notified of all performance dates at the time of auditions and are expected to notify the Director of any possible conflicts at that time.
- e. Should a role need to be recast after a vacancy has occurred, the Director has the sole discretion to cast the role.

8. Productions

- a. Neither production staff, nor any one member of a production staff, whether a board member or not, shall be empowered to cancel a production for any reason. Only the executive board, by unanimous vote, may cancel a production and then by majority, approve a replacement.
- b. Any items that are purchased for a production and have been reimbursed are property of the theatre and may not be disposed of or resold without the consent of the House Manager and President.
- c. The use of any lighting or sound equipment belonging to the Borough of Fair Lawn is strictly prohibited without authorization from the Superintendent of Recreation for the Borough of Fair Lawn, or his designee. It is the responsibility of the producer of the production to obtain any authorizations pertaining to equipment. Any set construction scheduled for a production shall be scheduled by the Producer for said production with the knowledge and permission of the Executive Board.
- d. Due to Fire Department regulations, there shall be absolutely NO SMOKING in the building at any time, nor use of any open flame in production.