



**POST OFFICE BOX 1255  
GOLDSBORO, NC 27533**

**TELEPHONE: (919) 429-9278  
WWW.CSTHEATRE.ORG**

## **NEW MEMBER PACKET**

Established in 1978, Center Stage Theatre is a 501(c)3 non-profit community theatre group providing quality entertainment to Wayne County, North Carolina and beyond. CST is a volunteer organization and optional membership is available at a minimal fee (\$15-\$20 per year). Auditions are free and open to anyone and membership is suggested, but not required.

Included in this packet:

- Welcome Letter from the President of Center Stage theatre
- Membership Form
- Board Member Contact Information
- Info on Voting Rights
- CST Policies
- A list of CST Committees
- A list of Herman Awards and description of named awards
- A basic annual calendar showing a schedule for major voting items (productions, board members, budget, directors)
- A full copy of CST's bylaws

More documents, including our production guide, are available on our website at [www.CSTheatre.org](http://www.CSTheatre.org)

Benefits of becoming a member of Center Stage Theatre include:

- Voting rights on all membership issues including play selection, season format, and Herman Awards (A voting member must be age 18 or older to vote, and voting rights are granted at your second CST membership meeting.)
- Discounted Individual and Season tickets
- The possibility to chair CST committees
- Annual Ice Cream Social and Holiday Party
- Welcome to all CST Cast Parties
- Membership Card

Monthly meetings are normally held the first Monday of each month at 7:00 p.m., at the Wayne County Museum (116 N William St, Goldsboro, NC 27530).

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**MISSION STATEMENT:** The goals of Center Stage Theatre, as herein set forth, shall be to stimulate interest in theatrical activities within and throughout the community, to enhance aspects of theatrical arts, to produce a season of shows each year that provide an educational as well as entertaining theatrical experience for all patrons and participants, and to cooperate with area schools and organizations on theatrical activities. These goals are designed to serve a cross section of the community, inclusive of all interested parties, without regard to race, sex, religion, national origin, or creed.



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Dear New Member of Center Stage Theatre,

On behalf of CST, welcome aboard! You've joined Wayne County's longest running community theatre group. Center Stage Theatre has been entertaining Wayne County and beyond for over 35 years and we couldn't do it without our faithful and hardworking members.

As a member, you will be able to help make important decisions for the future of the organization including voting on board members, the shows that we produce, and the annual Herman Awards.

If you're interested in an area of Center Stage Theatre besides just being on stage, I highly suggest that you ask a board member about getting involved in things like advertising, fundraising, directing, and behind the scenes roles like painting, props, costumes, and set building.

Thank you so much for joining our organization.

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## MEMBERSHIP FORM

Center Stage Theatre invites you to be a part of Wayne County's premier nonprofit community theatre organization. Your membership dues will be put toward the group's social member events such as our annual ice cream social and holiday party, our annual Herman Awards banquet, and help with the costs of our productions. Most importantly, you will have an opportunity to take an active role in CST throughout the year by using your unique skills, talents, and abilities as we continue to bring quality theatrical entertainment to Wayne County and beyond.

### Benefits of becoming a member of Center Stage Theatre include:

- Voting rights on all membership issues including play selection, season format, and Herman Awards (A voting member must be age 18 or older to vote, and voting rights are granted at your second CST membership meeting)
- Discounted Individual and Season tickets
- The possibility to chair CST committees
- Annual Ice Cream Social and Holiday Party
- Welcome to all CST Cast Parties

### Center Stage Theatre offers the following three membership options:

- Individual Membership - \$15/year
- Household Membership - \$20/year (all members listed on a household membership must live within the same household)
- Lifetime Membership - \$100/one-time

Each membership period runs from June 1 through May 31 of the following year. An annual CST membership drive is held annually from June 1 through CST's September membership meeting of the same year. Membership dues may be paid at any time during the membership period and are only valid for the membership period in which they are paid. The lifetime membership is non-transferable and is not available for Households. Dues previously paid cannot be applied toward lifetime membership dues. Membership dues are non-refundable.

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Choose your Membership Type:  Individual (\$15/year)  Household (\$20/year)  Lifetime (\$100)

Name(s) (If purchasing a Household Membership, please list all additional household members):

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Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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Email Address: \_\_\_\_\_

Please remit this form with payment to the Center Stage Theatre Membership Chairperson or mail to:  
Center Stage Theatre Attention Membership, P.O. Box 1255, Goldsboro, NC 27533

CENTER STAGE THEATRE IS A 501(C)3 NONPROFIT ORGANIZATION AND AN AFFILIATE OF THE ARTS COUNCIL OF WAYNE COUNTY

FORM UPDATED 07/10/14

## **2019-2020 Board**

President: Cathy Woods

Vice President: Linda Sampson

Treasurer: Karen Parrish

Secretary: Tamara Baltazar

Julie Ham

Wayne Williams

Sequilla Arita

Jim Rickard

Sargent at Arms: Michael Corbitt

If you have any questions or concerns, please contact the board at [cstheatre@gmail.com](mailto:cstheatre@gmail.com)

# VOTING RIGHTS

Members who are 18 years or older shall have voting rights. Proxy voting shall be allowed under the following conditions:

For election of officers and Board members; for play selections; for approval of Bylaw changes; and for any issue that is decided by the majority of the quorum to be brought to full membership for vote.

Any proxy voting must be done by mail by sending ballots drawn up by the voter to Center Stage Theatre at P.O. Box 1255, Goldsboro, NC 27533. Ballots must be received prior to the meeting. Voting members shall include their membership number on the ballot and sign and date the ballot. The word "Ballot" is to be written on the face of the envelope.

**See ByLaws, Article VII, Section 5, for more details.**

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# **CENTER STAGE THEATRE POLICIES AND INFORMATION**

It is important that the following policies be provided at the first rehearsal for every production and attached to the audition sheet for every production. If a cast or production team member is unable to attend the first rehearsal, a copy of this information must be provided to them.

In addition to the information below, a list of production team members and their responsibilities to the cast (i.e. who is the first point of contact for questions regarding costumes, sets, props, absences, etc.) should also be provided.

## **A LEARNING ORGANIZATION**

CST can be a learning organization; so please do not hesitate to ask any questions you may have about the production of a show. If a production team member cannot answer your questions, they may be able to refer you to one of our organization's board members. Feel free to ask about anything from how we select our plays, set up finances, construct set/prop/costume pieces, advertise, etc. We want to be sure that all of you are informed and appreciate what goes on behind the scenes in addition to what we are trying to create on stage. We would love to have you involved in other areas of the organization.

## **REHEARSAL ATTENDANCE**

Productions may use a "three strikes you're out" policy in regards to tardiness/absence; if a cast member is tardy or absent three times without notifying the production team, they will be removed from the show. Remember, "early is on-time, on-time is late, and late is unacceptable."

## **CAST PARTIES**

If a Center Stage Theatre production is performed at the Paramount Theatre or the Wayne County Museum, the cast party for that production will be held at the performance venue directly following the Friday or Saturday night performance (the day is to be decided by the cast & crew). The venue must be cleared out by midnight and alcohol is not allowed at these venues.

## **CENTER STAGE THEATRE PROMOTIONAL ITEMS**

If/when you wear a shirt/hoodie with the "Center Stage Theatre" name on it, keep in mind that you are representing the organization to the public. Our shirts are a great memento for our cast and crew and a great way to spread the word about a show and the organization, but "bad press" can spread fast if we have individuals being disruptive and offensive when wearing clothing that represents our organization.

## **SOCIALIZING OUTSIDE OF REHEARSALS AND MEETINGS**

We consider CST to be a family friendly organization, and we're always happy to see new faces. We often make plans outside of rehearsals and socialize; however, if you are under the age of 18, be sure that a parent or guardian is informed of your whereabouts at ALL times. CST cannot be held responsible for our lives outside of rehearsals and productions. Whenever possible, parents/guardians will be included on all scheduling emails so they are aware of the production schedule.

## **ONE-ON-ONE INTERACTION**

It is the policy of Center Stage Theatre to limit one-on-one interactions between adults and minors whenever possible by having at least two adults present at all times with youth. Our organization discourages one-on-one interaction between adults and minors such as indoor rehearsals behind closed doors and non-related one-on-one interaction in situations such as rides to/from rehearsals unless there is an urgent situation such as where a parent/guardian does not show up and the child would be in danger not having a ride. If such a situation arises, another adult should be informed.

## **ALCOHOL AND ILLEGAL SUBSTANCES & ACTIVITIES**

Center Stage Theatre does not condone underage alcohol consumption and does not condone the use of illegal substances.

# **CST Committees and Responsibilities**

**Marketing** - Work with each production team on Small Fundraisers, Spirit Nights, Public Appearances, Newspaper/Press Contact. Design needed ads, programs, and posters.

**Fundraising** - Solicit playbill ads and brainstorm potential fundraising ideas.

**Historian** - Store and add to CST Scrapbooks. Keep copies of all newspaper articles, playbills, and posters/flyers whenever possible.

## **Membership**

Provide Membership Forms and collect Membership Dues. Provide money collected to Treasurer to deposit with record of which member paid the money.

Track member attendance and voting status.

Provide a monthly updated list of active members to the President or Secretary so the email distribution list is up to date. Coordinate Membership activities (i.e. Ice Cream Social and Holiday Party)

## **Warehouse Chair**

Taking of general warehouse needs i.e. lighting. Communication with the landlord about any needs for issues with the building. Follow up with the area managers on their areas (props/costumes)

Be there during production strikes. General Layout and needs (shelving, storage, etc)

Schedule Fire Extinguisher recharge and keep track of Inspection Reports

Can call for Warehouse Workday

## **Properties Manager**

Organization of props area and be available to answer questions from production properties managers Be there during strike or follow up about the return of props after a show

Can call for a Properties workday

## **Wardrobe Manager**

Organization of wardrobe area

Available to answer questions from production costumers

Be there during strike or follow up about the return of costumes after a show

Communicate with the costumer during a show about washing costumes

Can call for a Wardrobe workday

Check the need for costume repair

## **House Manager**

Coordinate Lobby volunteers (will-call, ushers, ticket takers, and running concessions/raffles)

Season Brochures / Playbills Design (or coordinate design)

Follow-up with Season Tickets Holders

Do Season Ticket mailings

Keep our mailing databases up to date

Purchase concessions supplies

Coordinate any special needs with productions teams for the lobby or concessions (i.e. themed items) Keep up with petty cash (\$100) and CST Square Card/iPod

## **School Shows**

Contact schools regarding approved school shows and keep track of attendance and groups attending

Create and provide seating charts to groups attending. Communicate safe drop off point to the Paramount

Theatre Collect admission charges from groups attending, create a summary and provide with all money to the treasurer for deposit. Provide Receipts to groups attending

These are just a few of the committees that CST has at any given time. Committees are formed when needed



## **Center Stage Theatre's Herman Awards**

Center Stage Theatre's Herman Awards are an annual tradition of Center Stage Theatre. Think of them as our own "Mini-Tony Awards" night. Started in 1982, the Herman Awards allow us to show appreciation for the hard work and dedication that our casts and crews have shown over the season. The Hermans are voted upon by our season ticket holders and voting members.

### **Annual Awards:**

**Best Show of the Season**

**Best Direction of a Play or Musical**

**Best Performance by a Leading Actor in a Play or Musical**

**Best Performance by a Leading Actress in a Play or Musical**

**Best Performance by a Supporting Actor in a Play or Musical**

**Best Performance by a Supporting Actress in a Play or Musical**

**Best Special Performance by an Actor in a Play or Musical**

**Best Special Performance by an Actress in a Play or Musical**

**The Katherine Costa Award for Best Choreography**

**Best Set**

**Best Costuming**

**Best Vocal Performance by an Actor in a Musical**

**Best Vocal Performance by an Actress in a Musical**

**Newcomer Award**

**Directors' Awards**

**President's Award**

**Lifetime Achievement Award**

### **The Rich and KJ Bernstein Award for Best Technical Direction**

Rich and KJ were a young couple who loved technical theatre and didn't hesitate to step on stage if needed. They used very innovative techniques behind the scenes whenever working on a play. Both were eager to lend their tech skills to improve any production with loads of energy, always putting in extra hours to "get it right". Both Rich and KJ enjoyed teaching, always helping young thespians learn more about the tech side of theatre.

### **Shannon Horton Award**

The Shannon M. Horton Award is presented each year to recognize a youth member of Center Stage Theater who has shown unusual dedication to the organization through the continued pursuit of excellence, team spirit, and service beyond self. The recipient must be under the age of nineteen at the time of nomination and must have shown a willingness to put personal desires aside for the benefit of the group. The recipient must demonstrate the resolve to cheerfully carry out whatever task or part is assigned them, both on and off stage, and the initiative to volunteer to help when they see something that needs to be done.

### **Fran Newby Award**



Named after former CST member, Fran Newby, for her selfless service to CST, nominees for the Fran Newby Award should be a CST member that has gone “above and beyond” for the current season. Nominations are made by membership and the award is voted upon by membership. Fran Newby currently resides in the mountains of NC.

## Center Stage Theatre Basic Annual Calendar

### **June**

- Send out new season announcement to large mailing list and previous season ticket holders and sponsors that have not renewed yet. Use Arts Council discount for mailing when over 250 pieces (House Manager & Marketing)
- Present Draft Season Budget to Membership
- Vote on Fran Newby Award (Membership)
- Grassroots Grant Reports Due - Due by the 15<sup>th</sup> (Vice-President)
- Membership Drive Begins (June – September Meetings)
- Annual Membership Begins (June 1<sup>st</sup> – May 31<sup>st</sup>)

### **July**

- Ice Cream Social
- Approve Season Budget (Membership)
- Auditions for season premiere
- Apply for Andy's Foundation Grant - Due by the 15<sup>th</sup> (Treasurer)
- Letters of intent for play/musical selection committee head(s) due
- Grassroots Grant Application (Treasurer)
- Request rehearsal space at college (Vice-President)

### **August**

- Herman Awards
- Prepare and distribute information for school performances to WCPS central office (Marketing)
- Tax returns due if total gross income during the fiscal year (not during season) is more than \$50,000 - Due by the 15<sup>th</sup> (Treasurer)

### **September**

- Annual Really Chili Challenge Letters of Intent Due
- Season Premiere
- Apply for Andy's Foundation Grant - Due by the 15<sup>th</sup> (Treasurer)
- Membership Drive Ends

### **October**

- Annual Christmas Parade Float Letters of Intent Due
- Goldsboro & Mount Olive Christmas Float applications due (Marketing)
- Annual Really Chili Challenge
- Wayne County Agricultural Fair

### **November**

- Annual Holiday Party
- Downtown Lights Up Event

### **December**

- Christmas Parade Float
- A Christmas Carol (Annual Production)
- Request rehearsal space at college (Vice-President)
- Play/Musical Selection Committee provide list of shows to Vice-President to check on royalty availability prior to being presented to membership.

## **Center Stage Theatre Basic Annual Calendar (Continued)**

### **January**

- VERY IMPORTANT: On the first business day of the year, reserve Paramount event dates 2 years in advance. I.E. on January 2nd, 2013, reserve ALL 2015 dates (Vice-President)
- Present AND Approve Mid-Year Budget (Membership)
- Play/Musical Selection Presentation
- Apply for Andy's Foundation Grant – Due by the 15<sup>th</sup> (Treasurer)

### **February**

- Winter/Spring Show (sometimes in March)
- Vote on Play/Musical Selection (Membership)
- Confirm and, pay the royalties to all of following season's shows (Vice-President & Treasurer)

### **March**

- Executive Board Nominations (Membership)
- Confirm Ticket Prices for next season (Membership)
- Create Marketing Material for next season. I.E. Logos, Posters, Brochure (Marketing)

### **April**

- Send out new season announcement and letter to existing season ticket holders and sponsors (House Manager & Marketing)
- Vote on Executive Board (Membership)
- Nomination Letters due for Fran Newby Award
- Herman Awards Letters of Intent Due
- General Board Nominations (2 Nominated spots)
- Apply for Andy's Foundation Grant – Due by the 15<sup>th</sup> (Treasurer)

### **May**

- Season Finale (sometimes in April)
- Directors' letters of intent due for next season.
- Decide on Directors for next season (Board)
- Vote on open General Board spots (Membership)
- Present Final Report for Season (Most of the time in June because of time constraints) (President)
- Incoming President, Current President, and Treasurer meet to initial draft budget for next season
- Combined Board Meeting for incoming board and outgoing board to review proposed draft budget
- Request rehearsal space at college (Vice-President)

CENTER STAGE THEATRE  
A 501-C NOT FOR PROFIT ORGANIZATION  
GOLDSBORO, NORTH CAROLINA  
BY-LAWS  
(Revised March, 2018)

ARTICLE I

NAME, LOCATION, AND GOALS

SECTION 1. The name of this organization shall be Center Stage Theatre and the organization shall be located in the City of Goldsboro, County of Wayne, State of North Carolina.

SECTION 2. The goals of Center Stage Theatre, as herein set forth, shall be to stimulate interest in theatrical activities within and throughout the community, to enhance interest in theatrical activities within and throughout the community, to enhance aspects of theatrical arts, to produce a season of shows each year that provide an educational as well as entertaining theatrical experience for all patrons and participants, and to cooperate with area schools and organizations on theatrical activities. These goals are designed to serve a cross section of the community, inclusive of all interested parties, without regard to race, sex, religion, national origin, or creed.

ARTICLE II

MEMBERSHIP

SECTION 1. Membership in this organization shall be open to any person interested in theatre.

SECTION 2. Each membership period will run from June 1 through May 31 of the following year. The membership drive will be held annually from June 1 through the September membership meeting of the same year.

SECTION 3. Membership dues are non-refundable and shall be \$15.00 for an individual membership and \$20.00 for a household membership. Membership dues may be paid at any time during the membership period and are only valid for the membership period in which they are paid.

SECTION 4. Members who have obtained voting rights by the process outlined below shall henceforth be referred to as “voting members.”

- a. Voting rights will only be obtainable to those individuals or household members who have attained the age 18.
- b. Voting rights become effective at an individual’s second monthly membership meeting, if membership dues have been paid for the membership period.
- c. Renewing members retain voting rights during the membership drive period. If membership dues are not paid by a renewing member during the membership drive period, that membership shall lapse.

SECTION 5: Lifetime membership in this organization is available for a one time, non-refundable membership due of \$100.00 per individual. The lifetime membership is non-

transferable and is not available for households. Dues previously paid cannot be applied toward lifetime membership dues.

## ARTICLE III

### OFFICERS

SECTION 1. The elected officers of the Center Stage Theatre organization shall consist of a President, Vice President, Secretary, and Treasurer and shall be known collectively as the “Executive Committee.” Only voting members shall be eligible for either elected or appointed office. These officers shall be elected under the following guidelines:

- a. Nominations for Executive Committee officers are open during the February and March membership meetings only and are elected at the April membership meeting.
- b. Members nominated for an officer position must be present to accept their nomination, or must provide a signed letter accepting their nomination to be presented to membership.
- c. Members nominated for Executive Committee officers must write a letter of intent outlining their experience and plans for the position. The letter must be provided to voting members prior to the April membership meeting.
- d. Officers must receive at least 51% of the votes of members present and proxy votes received. If a majority is not achieved in the first election, a second run-off election of the two highest vote earners shall take place directly following the initial election. If a situation arises during the initial election, wherein no two candidates can be deemed front runners, consecutive run-off election shall occur between all top vote-earners until a candidate has received 51% of the votes cast.
- e. Elected officers assume their responsibilities on June 1.
- f. Each officer shall serve for a term of one year and shall not serve more than four (4) consecutive elected terms in the same office, unless no other eligible member wishes to run for that office, then that incumbent may run for as many consecutive terms as remain uncontested.
- g. Elected officers may be subject to a background check.

SECTION 2. The duties of the President shall be to preside at all general and annual meetings, to report regularly on the affairs of the Center Stage Theatre, to be an *ex-officio* member of all standing and ad hoc committees, to present the Annual Report each year, to appoint an officer for a vacant office with the approval of the Executive Committee, and to retain the authority to sign checks when the Treasurer is unavailable. The President is a non-voting board member except to break a tie vote. It is also the duty of the President to review the financial records of Center Stage Theatre on a monthly basis. The President shall also collaborate with the administrator of the CST Facebook Page and Official CST Website to inform members and general public of updated CST news and calendar postings.

SECTION 3. The duties of the Vice President shall be to work together with the President, assuming such official responsibilities as shall be delegated by the President, to act as President in the absence of the President, to schedule all shows/rehearsals/meetings, and to ensure materials are ordered for all shows. The Vice President shall also collaborate with the administrator of the CST Facebook Page and Official CST Website to inform members and general public of updated CST news and calendar postings.

SECTION 4. The duties of the Secretary shall be to attend all meetings and to record the votes and minutes of all such proceedings, distribute meeting minutes to the membership, and handle all official correspondence. The Secretary shall also collaborate with the administrator of the CST Facebook Page and Official CST Website to inform members and general public of updated CST news and calendar postings.

SECTION 5. The duties of the Treasurer shall be to act as financial agent for the receipt and disbursement of all Center Stage Theatre funds, to keep full and accurate accounts of all such receipts and disbursements, to prepare and present a financial status report at all general and annual meetings, and to write checks in the name of Center Stage Theatre. All checks must bear the name of the Treasurer or, if unavailable, the President. The Treasurer shall always be the first point of contact for the reimbursement of all costs advanced on behalf of Center Stage Theatre, either from other organizations or individuals. Direct show related expenditures must first be presented to the show's Producer as an original receipt with the name of the purchaser recorded thereon before the Treasurer may authorize reimbursement from Center Stage Theatre.

SECTION 6. An officer may be removed from office by a two-thirds vote of voting members, with written notification of the pending vote having been previously provided to the membership.

## ARTICLE IV

### FINANCE

SECTION 1. The finances of Center Stage Theatre shall be reviewed annually between the months of May and July. This review may be performed by an accounting professional or a committee created from within the organization consisting of the President, Treasurer, and at least two voting members of the organization who are not part of the Board of Directors.

SECTION 2. Center Stage Theatre shall keep an account separate to the operating accounts of the organization named the "Vision Fund." The Vision Fund should only be used to better the organization, help in hardship, help achieve the goals of the organization, and enhance the theatrical ability of the organization. Center Stage Theatre should make an active effort to contribute to the Vision Fund on an annual basis. In order to spend funds from the Vision Fund, approval must be given by simple majority of voting members. If emergency circumstances when general funds will not cover an immediate expense that would harm the organization or its property if left unpaid, the board of directors may approve the use of the Vision Fund.

SECTION 3. Expenses within a production's budget as approved by membership will be reimbursed by the Treasurer after being reported to the production's Producer, Production Manager, or assigned individual. The reimbursement of any expenses over a production's approved budget must be approved by the Board of Directors. Funds budgeted or raised under the Center Stage Theatre name cannot be used for any personal gain or for cast parties.

## ARTICLE V

### BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall consist of the Executive Committee, the immediate Past President, and four (4) additional members to be chosen as follows: Two (2) members shall be chosen by the Executive Committee; and two (2) members shall be chosen by the general membership at the May monthly meeting. Only voting members shall be eligible for election or appointment to the Board. These four (4) members shall serve a two-year term and shall not serve consecutive terms, unless no other voting members are willing to accept an appointment or run for election and the installed member is willing to accept or run for a third term. If such a situation should arise, then all consecutive terms following the original two, two year-terms shall be reviewed annually.

If any of the four (4) additional board members shall be elected to an office during their term, then a replacement shall be either appointed by the Board or reelected by the general membership, based upon the vacant seat, to serve out the remainder of the term on the Board of Directors. This term will not be counted as a full term and the new appointee will still be eligible to serve two (2) full two-year consecutive terms thereafter.

SECTION 2. The Board of Directors shall transact business of the organization between monthly meetings of the membership.

SECTION 3. A majority of the voting members shall constitute a quorum provided that two are members of the Executive Committee.

SECTION 4. The Board of Directors shall report to the membership the business transacted by the Board in the interim between monthly meetings.

SECTION 5. The immediate Past President is a non-voting board member.

#### SERGEANT-AT-ARMS

SECTION 1. Board of Directors may choose to appoint an individual to serve as Sergeant-at-Arms. The duties of the Sergeant-at-Arms shall be to attend meetings as a non-voting member upon the request of the Board of Directors and to ensure that meetings are conducted according to parliamentary procedure.

SECTION 2. In the event of a dispute of these By-Laws, Membership and the Board of Directors may agree to bring in an outside party Mediator to a meeting. The Mediator may not be a member of this Center Stage Theatre. The Mediator may be a member of the Board of Directors of the Arts Council of Wayne County or individual well versed in the creation and execution of By-Laws.

#### DIRECTOR OF OUTREACH

SECTION 1. The Board of Directors may appoint an individual to serve as the Director of Outreach. The duties of the Director of Outreach shall be to conduct all business related to the Outreach Program. The Director of Outreach is solely responsible for the activities and vision of the Outreach Program, but must report activities and status directly to the Board of Directors during the open session of the monthly Board meetings, to the general membership at the monthly membership meetings, and at any other times deemed appropriate by the Board. The director of Outreach may recruit assistance and membership only from voting members of the

Center Stage Theatre. All expenditures related to the Outreach program as prescribed by the Director of Outreach must receive prior approval from the Board of Directors.

## ARTICLE VI

### COMMITTEES

SECTION 1. The Executive Committee shall consist of the four (4) officers. The Executive Committee shall appoint the House Manager.

SECTION 2. The House Manager shall be appointed by each production team to be responsible for concessions and providing ushers for all productions. The Paramount Theatre shall be in charge of the following: (1) design, printing, and selling of all tickets for all regular season productions, (2) box office and season tickets as appropriate, (3) printing and design of playbills for all productions, (4) submit a report after each production listing number of tickets sold, number of seats filled each night, and total monies collected in ticket sales as well as any additional donations. After each production, all concession money collected during the production will be submitted to the President. An amount of \$100.00 will be maintained in the concession's money box for future concessions and any remaining money will be forwarded to the Treasurer for deposit into the CST bank account.

SECTION 3. Standing committees shall consist of the following: (1) membership and recruitment, (2) play selection, (3) publicity, advertising, and marketing, (4) fundraising, grants, and endowments, (5) history. Committee Chairs shall serve no more than two consecutive terms, unless no other voting members are willing to accept a vacant Committee Chair and the outgoing Chair is willing to remain in this position. If such a situation should arise, then all consecutive terms following the original two one-year terms shall be reviewed annually.

SECTION 4. Executive Committee members shall not serve as Committee Chairs, unless no other eligible or willing voting member is available to assume the vacant Committee Chair, then the Executive committee shall assume the duties of the chair.

SECTION 5. Other committees of ad hoc status may be formed or dissolved by the Executive Committee throughout the year, if deemed necessary.

SECTION 6. The Executive Committee shall appoint, with the approval of the Board of Directors, a Building Manager and any Area Managers as deemed necessary for the maintenance of any building or equipment Center Stage Theatre may rent or own.

SECTION 7. Only voting members shall be eligible to serve as Area Managers and Committee Chairs.

SECTION 8. The terms for the House Manager, Committee Chairs, Building Manager, and Area Managers shall be one year and shall run from June 1 through May 31 of the following year. They shall serve no more than two consecutive terms, unless no other voting members are willing to accept the vacant position and the outgoing Manager is willing to remain in the position. If no eligible member is available for said position and the present Manager declines another term, then the duties thereof shall be assumed by the Executive Committee until such time as a successor is appointed.



SECTION 9. The Executive Committee shall transact the business of the organization between meetings of the Board of Directors.

SECTION 10: The Executive Committee shall report to the Board of Directors the business transacted by the Executive Committee since the previous meeting of the Board of Directors.

SECTION 11. The Executive Committee shall have the power to act for the Board of Directors in an emergency only in the interim between meetings.

## ARTICLE VII

### PRODUCTIONS

SECTION 1. A director of a season production for this organization must be a voting member and meet one (1) or more of the following requirements:

- a. Has previously directed or assistant directed with this organization.
- b. Has had previous directorial experience with a professional or similar community organization and will be accompanied by a producer, production manager, or assistant director that has served with this organization in that capacity.
- c. Has a degree in theatrical directing and will be accompanied by a producer, production manager, or assistant director that has served with this organization in that capacity.

SECTION 2. In order to direct a season production of this organization, an individual must compose a letter of intent that includes a short description of the vision for the production, a list of possible team members, any budgetary requests, and their previous directorial experience to be given to the Board of Directors according to the schedule below:

- a. Letters of intent for directing season productions must be received at or **prior to** the membership meeting before the full season of productions has been voted upon by membership (i.e. if the season is set at the **March Meeting**, letters of intent are due at the **February Meeting**). Directors for these productions **are voted upon by the membership.**
- b. **If letters of intent are not received by the announced deadline, the board of directors may choose to extend the deadline for letters to be received beyond the deadline but prior to voting for the next season's productions. Any proposed selection that does not have a letter of intent for directing will not be eligible for vote.**
- c. The Board of Directors may deny a letter of intent.

SECTION 3. The selection of season productions will be voted upon annually by the voting members from a list of productions provided by the Play Selection Committee.

- a. Letters of intent to become the chairperson of the Play Selection Committee must be received at or before the July membership meeting. The letter of intent must include an outline of the process that the committee will follow. The play selection chairperson will be chosen by the Board of Directors.
- b. The play selection committee shall present membership with options for the upcoming season at the January membership meeting.

SECTION 4. Center Stage Theatre will present an annual production of *A Christmas Carol*. Whenever possible, this production will be scheduled for the second weekend in December every

year at the Paramount Theatre located at 139 South Center Street in Historic Downtown Goldsboro, North Carolina.

## ARTICLE VIII

### FISCAL YEAR

The Fiscal Year shall begin on the first day of June each year and shall end on the last day of May of the following year.

## ARTICLE IX

### MEETINGS

SECTION 1. General meetings shall be held at least once a month. Other meetings may be called by the Executive Committee as deemed necessary.

SECTION 2. An annual meeting of the Board of Directors shall be held during May of each fiscal year. Both the active and incoming members of the board should attend this meeting. At this meeting, any documents will be transferred from the outgoing to the incoming board members so the incoming board can assume their responsibilities on June 1. At this meeting, the board may compose a draft budget for the upcoming season to be presented to membership at the June membership and voted on by voting members at the July meeting. At this meeting, the incoming Board of Directors may review any committee chair positions occupied by persons past their initial term limit, and upon review, successors may be appointed. An annual membership meeting for the organization will be held during June. At this meeting, an annual report for the previous season will be given; if final information for the previous season is unavailable, the presentation may be delayed until such a time that all information can be presented.

SECTION 3. Reasonable notice of pending votes or elections must be given to the membership prior to each meeting. Reasonable notice is defined as at least one week prior to the vote.

SECTION 4. Fifteen (15) voting members shall constitute a quorum.

SECTION 5. Proxy voting shall be allowed under the following conditions:

- a. For election of officers and Board members; for play selections; for approval of Bylaw changes; and for any issue that is decided by the majority of the quorum to be brought to full membership for vote.
- b. The item to be voted on shall be announced at the monthly meeting prior to the meeting at which it is to be voted or posted on the organizations office website one week prior to the meeting.
- c. It shall be the responsibility of the members to be aware of upcoming matters.
- d. Any proxy voting must be done by mail by sending ballots drawn up by the voter to Center Stage Theatre at P.O. Box 1255, Goldsboro, NC 27533. Ballots must be

received prior to the meeting. Voting members shall sign and date the ballot. The word "Ballot" is to be written on the face of the envelope and signed across the seal of the envelop.

- e. The President is to check the post office box within two (2) hours prior to the meeting time. The President is to bring the ballots unopened to the meeting. The ballots shall be opened after the motion has been voted on by the members present at the meeting. If the President is unable to attend the meeting, it shall be the responsibility of the Executive Committee to ensure that the ballots are present at the meeting.
- f. If a ballot has not been signed or has not been dated, or does not have a return address, then it shall be null and void. If a ballot had been opened during the delivery process, or is illegible, then it shall be null and void.
- g. Ballots are to be opened, validated, and tallied by two members of the Board of Directors and two general voting members, as selected by the Executive Committee from a pool of volunteers.
- h. Each ballot should state the voter's intention on each article of the proposed motion. If the actual motion is substantially different than the issues presented at the previous meeting, such that the intent is no longer that as originally stated, then the ballots sent in by absent members shall be null and void.

SECTION 6: The board of directors may conduct meetings and votes over conference call and/or email.

## ARTICLE X

### SPONSORSHIP, TRUSTEES, NON-PROFIT STATEMENT

SECTION 1. The organization, Center Stage Theatre, is a 501c 3 Non-Profit corporation with its Articles of Incorporation having been filed with the North Carolina Secretary of State on August 21, 1981. The Tax ID No. is 56-2210151.

SECTION 2. Center Stage Theatre shall be under the sponsorship of the Arts Council of Wayne County and an affiliate of the Wayne County Museum.

SECTION 3. The Board of Trustees shall consist of the Board of Directors of the Arts Council of Wayne County. The Board of Trustees shall advise Center Stage Theatre's Board of Directors and Officers, and shall insure the legality of the organization's activities.

SECTION 4. It is provided that no part of the net earnings of Center Stage Theatre shall be used for the benefit of, or be distributed to, its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered to the organization and to make payments and distributions in furtherance of the goals herein set forth.

SECTION 5. Should Center Stage Theatre organization dissolve, the Board of Trustees shall, after making provisions for the payment of all liabilities (if any) of the Center Stage Theatre,

deposit all remaining earnings and budgeted money into an escrow account of the Arts Council of Wayne County to be used for the future theatre organization.

## ARTICLE XI

### AMENDMENTS AND REVIEW

SECTION 1. These By-Laws may be amended at any meeting by a two-thirds vote of voting members, with the propose changes being provided previously to the membership in writing.

SECTION 2. These By-Laws must be reviewed by the Board of Directors with an open meeting for voting members every three years. Last date of review: 03/05/18

SECTION 3. A revision log of these By-laws must be kept up to date showing all amendments, revisions, and original text. A copy of this revision log shall be kept in Center Stage Theatre's safety deposit box.

## ARTICLE XII

### PROCEDURE

ROBERT'S RULES OF ORDER, REVISED shall govern in all cases not covered by these By-Laws and shall be the parliamentary authority at all meetings of Center Stage Theatre.

DATE APPROVED: \_\_\_\_\_

Signed: \_\_\_\_\_  
Cathy Woods, CST President

\_\_\_\_\_  
Wanda Becton, CST Secretary