

Amended and Ratified: 2023  
Last Revised: 11.25.23

## **CONSTITUTION & BYLAWS**



**Lawn Recreation Department's Resident Theatre Company**

**Fair**

# Preliminary

## I. Defined Terms & Interpretation

1. In this constitution, unless the contrary intention appears:
  - 1.1. OLT has the same meaning as Old Library Theatre.
  - 1.2. The Location is 10-10 20<sup>th</sup> Street, Fair Lawn, NJ 07410.
  - 1.3. Performing Arts refers to any production approved by the Executive Board of OLT and the Borough of Fair Lawn.
  - 1.4. Executive Board refers to the seven elected members serving in the positions of President, Vice President, Treasurer, Communications & Administration Manager, Membership & Inclusion Manager, Digital Marketing Manager, and House Manager.
  - 1.5. Constitution means this governing document.
  - 1.6. Staff refers to paid members of performing arts events or paid service providers contracted including but not limited to: Director, Music Director, Stage Manager, Assistant Stage Manager, Set Designer, Choreographer, Web Designer, Photographer and/or Videographer.
  - 1.7. Resources refers to use of facilities, rehearsal time, technical needs, props and set pieces
  - 1.8. Season refers to one year of OLT performing arts events, to run from January to December
  - 1.9. Friend refers to "Friends of Old Library Theatre," meaning any individual who has purchased a membership to OLT for the season
  - 1.10. Relations refers to spouses, domestic partners, life partners, siblings, in- laws and children
  - 1.11. Good standing means being a paid Friend
  - 1.12. Forms refer to any official documents used by OLT

## II. Purpose, Income and Property

1. 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.
2. 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:
  - 2.1. To defray all necessary and incidental expenses in connection with production and staging;
  - 2.2. To purchase scripts, periodicals and books on theatre and other literature designed to instruct, inform or improve the organization;
  - 2.3. To defray expenses for stationery, postage and other necessary administrative costs;
  - 2.4. To engage the services of staff;
  - 2.5. To fund any other expense in connection with the theatrical development of the group, as approved by majority of the Executive Board;
  - 2.6. To pay for any social events sponsored by OLT, as approved by the majority of the Executive Board.
3. The mission of OLT is as follows:

3.1. To provide quality entertainment in Bergen County, encompassing talent in all stages of development in people of all ages, shapes, sizes, abilities, and colors, by producing quality productions at an affordable price.

### **III. Performing Arts Events**

OLT may sponsor the following performing arts events annually:

1. Main stage Productions, the production of which must be originated by OLT and designated at the beginning of each season.
  - 1.2. These productions are to be fully staged, with costumes, sets, props, lighting and production staff as needed.
  - 1.3. These productions shall have priority in the use of OLT resources.
  - 1.4. The budget for these productions shall be in proportion to the anticipated revenues and must be approved by a majority of the Executive Board.
  - 1.5. The producers for each main stage production will be selected by the majority of the executive board members and will include at least one board representative co-producer.
  - 1.6. Directors of these productions shall be approved by a majority of the Executive Board, upon the recommendation of the Season Selection Committee.
  - 1.7. The Director shall select other members of the production staff for these productions and/or Music Director of said production subject to approval by The Executive Board.
  - 1.8. Stipends shall be provided to Staff, as determined by the Director and producer, based on amounts set in the board approved budget.
2. Special Events, the production of which must be originated by OLT and designated at the beginning of each season.
  - 2.1. These productions may not be fully staged, but will utilize some costumes, sets, props, and lighting and staff as needed.
  2. 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.
  - 2.3. The producer for each special event will be selected by the majority of the executive board members.
  - 2.4. Directors of these productions shall be approved by the majority of the Executive Board, upon the recommendation of the Season Selection Committee.
  - 2.5. 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.
  - 2.6. 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.
3. Readings, the production of which must be originated by OLT, but announced throughout, not designated at the beginning of, each season.
  - 3.1. These readings are not to be fully staged, but may utilize some props and staff as needed.

- 3.2. Budget for these productions shall be determined by the Executive Board, per reading.
- 3.3. Readings will be selected and approved by a majority of the Executive Board, from proposals submitted.
- 3.4. The Director of these productions shall be determined by the Executive Board.
- 3.5. All staff for these readings shall be selected and approved by the director.
- 3.6. No staff members will receive a stipend for participation in these readings.

4. Producers are expected to attend performing arts event rehearsals as needed and be available to the production team throughout the rehearsal process. At least one producer must attend all tech week rehearsals.

#### **IV. Organization**

##### 1. Management

1.1. OLT shall be managed by the Executive Board whose composition shall be as follows: President, Vice President, Treasurer, Communications & Administration Manager, Membership & Inclusion Manager, Digital Marketing Manager, and House Manager.

1.2. No more than two members of the Executive Board may be relations.

1.3. All members of the Executive Board must be a Friend in good standing.

1.4. 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.

1.5. 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.

1.6. 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.

1.7. 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

#### **OLT Board Responsibilities**

**In addition to the individual responsibilities assigned to each role, all board members are expected to:**

- Attend all executive board and general membership meetings
- Produce (returning board member) or co-produce (new board member) at least one production
- Staff auditions for at least one production
- Staff front of house for the majority of productions

#### **President**

- To oversee the organization as a whole.
- To conduct and schedule general and executive board meetings.
- To request, negotiate, complete, and sign all performance licensing contracts with theatrical vendors, ensuring the organization remains in good standing with each.
- To manage all third-party contracts and systems, including ASCAP, Backstage, Bluehost, Bravenet, EZ Register, Mail Chimp, On The Stage, Square, and Survey Monkey.
- To provide direction and supervision for OLT staff members, including Photographer, Videographer, Web Designer, and Interns.
- To facilitate OLT's costume, property, and set piece rental program.

### **Vice President**

- To assist the President in completion of their duties.
- To conduct meetings in the absence of the President.
- To liaise with the Fair Lawn Recreation Department to schedule auditions, rehearsals, and performances, and address general inquiries pertaining to the organization.
- To ensure the organization's compliance with related Borough and OLT guidelines through the full life cycle of a production, and for general meetings and fundraisers.
- To ensure the organization's adherence to its stated mission.
- To facilitate the pre-production welcome meeting, collecting Media Release forms.
- To serve as community liaison to the town of Fair Lawn for the purpose of coordinating participation in town events such as Pride and Art in the Park, serving as a point of contact for the Arts Council, communicating with the town council to address concerns/foster a mutually beneficial relationship

### **Treasurer**

- To maintain all financial accounts and associated records.
- To ensure production teams' compliance with authorized budgets.
- To pay all authorized bills and issue any authorized refunds.
- To coordinate all OLT fiscal business.
- To collect member fees.

### **Digital Marketing Manager**

- To manage OLT's social media accounts, including Facebook, Twitter, Instagram, and Flickr.
- To oversee and maintain the official OLT website, in coordination with the Web Designer.
- To set up audition notices/listings for productions on Backstage.
- To field any media queries and requests.
- To actively cultivate and maintain positive relationships with media sources.
- To develop a comprehensive marketing and media strategy for each season and its productions.
- Oversee the marketing committee.

### **House Manager**

- To oversee complete operations for the theatre main lobby during performances and other OLT events.
- To manage the OLT voicemail box office, manage ticket reservations, and oversee online ticket sales, in coordination with the President.
- To coordinate staffing for auditions and performing arts events, including box office, ushers, and concessions.
- To oversee and maintain organization of the OLT storage room in compliance with Borough and fire safety guidelines.
- Print tickets for each performance.
- Oversee the front of house committee.

### **Membership & Inclusion Manager**

- To maintain membership records.
- To increase organization awareness within Bergen County, building and maintaining relationships with a diverse set of community-based organizations, residents, and stakeholders, including the Fair Lawn Arts Council.
- To coordinate outreach efforts designed to increase participation among underrepresented groups across race, ethnicity, gender identity and expression, sexual orientation, religion, size, ability, and age.
- To oversee the midpoint and post-production cast and crew assessment processes, collecting feedback, sharing insights, and providing guidance for needed point-in-time changes or for use in future planning.
- To foster open communication between and within production teams, casts, and the Executive board.
- Oversee the diversity & inclusion committee.

### **Communications & Administration Manager**

- To conduct annual elections.
- To oversee and track online ticket sales, in coordination with the House Manager.
- To create and update all forms and documents used by OLT.
- To record minutes of all meetings and coordinate their dissemination to members of the Executive Board or the organization writ large, as appropriate.
- To maintain email distribution lists and draft and disseminate all email communications, including meeting minutes, and all notices for meetings, auditions, performances, and elections.
- To check the organization's mailbox, no less frequently than once per week, and process mail accordingly.
- To draft and disseminate all publicity and press releases for the organization, including for auditions, performances, meetings, fundraisers, and other events.

## **V. Meetings**

1. Executive Board Meetings: The Executive Board shall meet monthly.
  - 1.1. A majority of Executive Board members must be present at these meetings in order for any decisions made to be binding.
  - 1.2. A decision is binding if a majority of the Executive Board members present agree.
2. OLT Meetings: The Executive Board shall conduct open meetings in January, April, August, November, and December.
  - 2.1. A majority of Executive Board members must be present at these meetings in order for any vote to be binding.
  - 2.2. In the event these meetings need to be rescheduled, a majority of the Executive Board must agree on the reschedule date.
  - 2.3. The Executive Board shall disseminate an agenda to these meetings to all Friends in good standing prior to each scheduled meeting.
  - 2.4. 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 Communications & Administration Manager. A binding decision refers to one agreed to by a majority of those present.
  - 2.5. In the event a special OLT meeting is required for any reason as determined by a majority of the Executive Board, the Communications & Membership Administration shall notify Friends no less than one week in advance.

## **VI. Elections and Procedures**

1. Election Requirements
  - 1.1 The term of office for a member of the Executive Board is one year, completed by season, from January 1 to December 31.
  - 1.2 Only Friends in good standing, who have been Friends since July 15 of that year, are eligible for nomination and to vote in elections.
2. Election Procedures
  - 2.1 An announcement regarding elections will be made by the Communications & Administration Manager in October, and nominations for positions shall be finalized at the November OLT General Meeting. Any eligible Friend is able to self-nominate, or nominate an eligible Friend at that meeting for one or more positions, or prior to that meeting by submitting a nomination to the Communications & Administration Manager via email.
  - 2.2 Nominees need not be present at the November OLT General Meeting to accept their nomination. Nominees who are not present will be contacted by the Communications & Administration Manager to confirm their interest. For contested positions, all nominees, no more than one week after nomination, can submit a letter of intent explaining their interest in, and qualifications, for the Executive Board position. If nominees do not provide a letter of intent, ballots will be distributed to Friends without it.
  - 2.3 After all nominations have been completed, the Communications & Administration Manager will prepare an electronic 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, and individuals will be appointed to their position.

2.4 Ballots will be distributed to all eligible Friends via an electronic balloting system, in which Friends will have one week to complete voting.

2.5 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.

2.6 If a ballot is required, votes will be tabulated and announced at the December OLT Executive Board Meeting, at which point the Board shall certify the election, and the Communications & Administration Manager will notify all friends of the results.

2.7 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.

## **VII. Performing Arts Events Selection**

1. The recommendation of Main stage and Special Productions for each season shall be proposed by a Season Selection Committee, consisting of one non-voting Executive Board member selected by the Executive Board and five voting Friends in good standing that are not members of the Executive Board, nor submitting proposals.
2. A Request For Proposals (RFP) will be sent by the Communications & Administration Manager in May for the subsequent season. Anyone interested in serving as Director of a Main stage or Special Production shall submit a proposal to the board via Google form by June 1.
3. The Executive Board shall meet with all director candidates in June and provide production criteria and director assessments to the Committee. Director/Show pairings will be reviewed by the Executive Board for 1) Feasibility of the Show and 2) Capability of the Director. The Executive Board shall apply for rights for all shows to be advanced to the selection committee for consideration.
4. The Season Selection Committee should review all proposals approved by the Board and with available rights at a meeting at some point during the month of July . The committee shall select the full season of productions from the proposals, by majority vote, and recommend their selections to the Executive Board by August 1.
5. The Executive Board shall be responsible for final selection and assigning scheduling of, and obtaining rights for, these productions.
6. Announcement of the subsequent season's Productions will occur in August.
7. The Executive Board may make the selection of Readings throughout the season.
  - 7.1 Friends may submit proposals for readings to the Communications & Administration Manager at any time.
  - 7.2 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.



7.3 Announcement of Readings shall occur at the next OLT Meeting after they have been scheduled.

## **VIII. Administrative Procedures**

### **1. Friends of Old Library Theatre**

1.1 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.

1.2. The term of membership is for one (1) calendar year (January 1 through December 31)

1.3 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.

1.4 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.

1.5 Becoming a Friend is not required for participation in the group.

1.6 Friends who pay dues after auditions for the final production of each season shall remain in good standing through the following season.

### **2. Budget**

2.1 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 Producer, proving eligibility.

2.2 The Treasurer shall deposit all monies realized from any fund-making endeavor of OLT in the OLT checking account.

2.3 Only the Treasurer, President and Superintendent of Recreation for the Borough of Fair Lawn have check-signing authority on behalf of OLT.

2.4 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**

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

### **4. Constitution & Bylaws**

4.1 The constitution and by-laws are to be reviewed every three (3) years.

4.2 Revisions are to be presented by the President at a monthly Meeting, and then disseminated to Friends in good standing for review by the Communications & Administration Manager. They are to be amended, if necessary, and ratified at the subsequent OLT Meeting.

4.3 This constitution may only be amended and ratified by majority vote of those in attendance at the subsequent OLT meeting.

### **5. OLT Property**

5.1 No property belonging to OLT shall be loaned to anyone for any reason at any time without the consent of the entire Executive Board.

5.2 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.

5.3 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.

5.4. 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

6.1 Executive Board members may attend rehearsals of any performing arts event at any time.

6.2 No other person not affiliated with a performing arts event shall attend a rehearsal without approval of both the Director and Producer.

## 7. Casting

7.1 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.

7.2 Casting of all roles in Main stage or Special productions shall occur only following open auditions.

7.3 All persons accepting a part in a production are expected to fulfill the obligations that come with accepting that role. This includes participating in one of three ways: 1) Becoming a Friend of OLT; 2) Purchasing or selling an ad in the show's playbill; 3) Contributing an item for sale at the concession stand

7.4 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.

7.5 Should a role need to be recast after a vacancy has occurred, the Director has the sole discretion to cast the role.

## 8. Productions

8.1 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.

8.2 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 Vice President and President.

8.3 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.

8.4 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.

8.5. The-sale of alcohol on the premises of the Fair Lawn Community Center is strictly prohibited.