

CLINTON COUNTY CIVIC THEATRE (C.C.C.T.) BOARD-APPROVED POLICIES

E-Mail and Computer Usage Policy (established 3/22/2007)

Computers and e-mail are essential tools in the successful operation and promotion of CCCT. Correspondence sent via CCCT's e-mail address is representative of the entire CCCT organization, and should therefore be of a strictly professional and courteous nature. To preserve the integrity of the group, CCCT e-mails are expected to be polite, respectful, and inoffensive.

E-MAIL

CCCT's e-mail address (currently ccct@ccctonline.org) is to be used for official CCCT business, including (but not limited to):

- Ticket sales
- Advertising and promotion
- Board matters
- Notification of events (such as show dates, auditions, work days, Board meetings, and organized road trips and recreational gatherings)
- Performances of other theatre groups that might be of interest to CCCT members

CCCT's e-mail is NOT to be used for offensive or inappropriate material, or in ways that are disruptive or harmful to morale. Common sense and good etiquette should be exercised at all times. The following uses of CCCT e-mail are strictly prohibited:

- Offensive or off-color language
- Sexually explicit images, messages or cartoons
- Racially or religiously offensive or intolerant material
- Unsolicited advertising material, including spam and junk mail
- Support or propaganda for any political causes
- The operation of any business ventures for personal gain
- Personal correspondence
- Personal attacks on anyone within or outside of the CCCT organization •
Negative or critical discussion of other theatre groups
- Anything that another person might interpret as harassment, discrimination or disrespect

COMPUTER

The computer owned by CCCT is intended primarily for use on Civic-related matters. The designated user of this computer may also utilize the computer for personal use. Personal correspondence using this computer and a **different e-mail address** is acceptable. However, because the contents on the computer still reflects on CCCT, offensive material should be avoided. The computer should not be used to display, download or e-mail any of the following:

- Sexually explicit images, messages or cartoons
 - Racially or religiously offensive or intolerant material
 - Any other offensive or inappropriate material

All uses of the computer and e-mail must comply with all applicable local, state and federal laws. The unauthorized use, installation, copying or distribution of copyrighted, trademarked

CLINTON COUNTY CIVIC THEATRE (C.C.C.T.) BOARD-APPROVED POLICIES

Eligibility for Directors and Assistant Directors (established 6/23/2015)

1. Every C.C.C.T. production must have a Director and an Assistant Director. (Co-directors are not allowed.)
2. For every C.C.C.T. production, at least one of the two Directors (either the Director or the Assistant Director) must have served as Director or Assistant Director for at least one previous C.C.C.T. production.
3. If a prospective Director has never been a Director or Assistant Director for any previous C.C.C.T. productions, they must meet the following criteria to be eligible to direct:
 - a. They must work with an Assistant Director who has served as a Director or Assistant Director for a previous C.C.C.T. production.
 - b. They must have previous directing experience elsewhere, defined for this policy as having directed at least three (3) shows for other theatres or drama departments.
 - c. They must provide a recommendation from at least one current member of the C.C.C.T. Board of Directors.
4. If a prospective Assistant Director has never been a Director or Assistant Director for any previous C.C.C.T. productions, they must meet the following criteria to be eligible to direct:
 - a. They must work with a Director who has served as a Director or Assistant Director for a previous C.C.C.T. production.

Definition of "Active Members" (established 10/5/2019)

1. "Active members" are a specific sub-set of the C.C.C.T. membership.
2. "Active members" are eligible for the following benefits of membership:
 - a. "Active members" are eligible to vote for C.C.C.T. Officers and Board members in our annual general elections.
 - b. "Active members" are eligible for discounted pricing, if available and offered, on C.C.C.T. bus trips or excursions.
 - c. "Active members" are eligible to become members of the C.C.C.T. Script Committee, if desired.
3. To be an "Active member," an individual must have helped with the production of a show – as either cast, crew, or additional backstage help – during the current season, or during either of the two previous seasons. To qualify, their name must have appeared in the program of the show.
4. If a show is currently in rehearsals or production, all participating cast and crew of the current show – provided they are working in a capacity where their name is expected to be listed in the upcoming program – will qualify as "Active members."
5. Anyone who helped with a strike, or whose name was unintentionally omitted from a program, will qualify as "Active members."
6. C.C.C.T. Officers and Board members automatically qualify as "Active members" due to their behind-the-scenes involvement, so anyone whose name is listed as a Board member during the current season or either of the two previous seasons qualifies.

7. The Board of Directors reserves the right to grant “active membership” to people whom they deem eligible.

CLINTON COUNTY CIVIC THEATRE (C.C.C.T.) BOARD-APPROVED POLICIES

- Script Committee Membership (established 10/5/2019, last revised 3/10/2020)**
1. In order to keep the C.C.C.T. Script Committee to a manageable size to facilitate the circulation of scripts, and to maintain an odd number of members for the purpose of tie breakers, the Script Committee shall consist of five (5) members.
 2. Three (3) of the five Script Committee members will be currently-serving members of the C.C.C.T. Board of Directors.
 3. The remaining two (2) Script Committee members do not have to be Board members, but they must qualify as “Active members”. (See the *Definition of “Active Members”* policy.)
 4. Should more than five (5) eligible people wish to serve on the Script Committee, the Board of Directors will vote for their top five choices, with the top five vote-getters serving on the Script Committee.
 5. The Script Committee will serve for the term of one (1) calendar year, from January 1st to December 31st. They will be choosing the season that will begin during the following calendar year.
 6. The annual timeline for the Script Committee shall be as follows:
 - a. **January** – The new Script Committee officially begins reading scripts. This will continue from January to October.
 - b. **August** – At the annual meeting in August, and via other communications – such as e-mail and newsletter – to notify the rest of the membership soon after, the membership will be informed that if they want to be considered for the next Script Committee, they should send an e-mail to the entire Board (board@ccctonline.org) declaring their clear, unequivocal interest. The deadline to declare interest is opening night of the October show. Currently-serving members of the Script Committee must do this as well, if they would like to be considered for the Committee for another year.
 - c. **October** – By the opening night of the October show, the Script Committee will be expected to have chosen it’s suggested line-up of plays for the following season. This is also the deadline for members to express an interest in joining the Script Committee.
 - d. **October** – The season line-up will be shared with the entire Board in case any Board members have concerns or objections. Afterwards, permission from the publishers to perform the shows will be obtained to make sure all of the shows are actually available.
 - e. **November** – At the Board meeting that follows the October show, the Board will discuss the Script Committee candidates. If there are more than five (5) candidates, the Board will hold an anonymous vote at the meeting. The top five (5) vote-getters will serve on the next Script Committee, provided at least three (3) are currently-serving members of the C.C.C.T. Board of Directors. The sixth place vote-getter will serve as the first alternate, and will be notified that they will be called to serve if any Script Committee members need to be replaced for any reason.

f. **December 31st** – The current Script Committee’s term ends. By this time, the season line-up of plays should be determined, availability of all the plays should be confirmed, and directors should be lined up. The season will be announced in the April play’s program, at the latest.

4

7. Script Committee members will be expected to read and circulate any script within three (3) weeks of obtaining that script. Failure to circulate three (3) scripts within the time allotted during any given calendar year may disqualify that individual from Script Committee membership.
8. Non-Voting Membership: Any C.C.C.T. members can read scripts and make suggestions to the Script Committee regarding potential shows, but only the Script Committee will vote on them.
9. The Script Committee will be responsible for self-governing, including:
 - a. Choosing a Chairman.
 - b. Deciding on a rubric with which to uniformly evaluate and rate all scripts.
 - c. Determining a method of tracking the whereabouts of scripts, as well as which members have or have not read them.
 - d. Identifying any members who have failed to circulate scripts in a timely fashion, and voting on their continued place on the Script Committee.