



# **Operations Manual**

*Revised October 2018*

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# American Association of Community Theatre AACT Operations Manual

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# American Association of Community Theatre

## POLICIES

### BYLAW POLICIES

AACT is governed by its Bylaws, which can be found in the Addendum and online at [www.aact.org/public-aact-documents](http://www.aact.org/public-aact-documents).

#### **Mission**

AACT Helps Theatres Thrive

#### **Purposes**

from AACT's Articles of Incorporation, available at [www.aact.org/public-aact-documents](http://www.aact.org/public-aact-documents).

(1) To foster and encourage the development of, and commitment to, the highest standards by community theatres, including standards of excellence for production, management, governance, and community relations and service.

(2) To receive from interested persons and organizations, hold, manage and disburse funds to carry out the foregoing purposes.

(3) To make available services, publications, programs, meetings, and other activities designed to meet the needs of nonprofit community theatres and those actively engaged in or supporting their activities.

(4) To provide leadership for growth in excellence in all aspects of community theatre activity.

(5) To establish and maintain working relationships with persons and organizations in other theatre fields.

(6) To provide a national voice for community theatre and to join with and support other organizations devoted to making known the human, social, cultural and economic values of living theatre and other art forms and the arts generally.

#### **Dissolution**

The dissolution of AACT requires an affirmative vote of three-quarters of the entire Board of Directors and must be in full accordance with state and federal statutes for nonprofit corporations. Any assets remaining, after making provision for liabilities, shall be transferred to similar 501(c)(3) organization(s) as selected by the Board of Directors.

#### **Membership**

The Membership Year is September 1 – August 31.

Membership is non-transferable or assignable.

Any member may resign by filing a written resignation with the Executive Director.

Persons serving on the Board, Nominating Committee, and Endowment Committee must maintain individual membership with AACT.

## Regions

The geographic extent of AACT Regions are periodically reviewed and set by the Board. Regions currently are:

- Region 1 - Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- Region 2 - Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania
- Region 3 - Illinois, Indiana, Michigan, Ohio, Wisconsin
- Region 4 - Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, Puerto Rico, Virgin Islands
- Region 5 - Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota
- Region 6 - Arkansas, Louisiana, New Mexico, Oklahoma, Texas
- Region 7 - Colorado, Montana, Utah, Wyoming
- Region 8 - Arizona, California, Hawaii, Nevada, Guam
- Region 9 - Alaska, Idaho, Oregon, Washington
- Region 10 - Armed Services: Individual and organizational members attached to the United States Military Installations located geographically outside the United States and its territories.

A map of the regions appears on the website at [www.aact.org/aact-organization](http://www.aact.org/aact-organization).

## Board

AACT is governed by a Board of Directors consisting of Members at Large and Regional Representatives. See current Board members at [www.aact.org/Board](http://www.aact.org/Board). Board members must be individual members of AACT. No person may serve as a Board member for more than eleven (11) consecutive years. The third consecutive absence of a Board member removes him/her from the Board. A Board member whose actions are found detrimental to AACT may be removed from the Board by a vote of three-fourths (3/4) of the entire Board. AACT members who feel such action is needed should contact the President or Executive Director.

## Regional Representatives

Regional Representatives are appointed by the designated regional theatre associations. If there is no regional association or the association allows the Regional Representative position to remain vacant for more than 90 days, the AACT President shall appoint a Regional Representative for a term of up to three years.

Appointment of Regional Representatives shall be made in writing to the Executive Director and contain the year in which the term expires. Regional Representatives assume office at the close of the annual meeting of Members next succeeding his/her appointment, unless filling the balance of an unexpired term.

Regional Representatives must meet the same requirements as other AACT Board Members

- maintain AACT individual membership
- attend AACT Board meetings per the AACT Bylaws
- serve no more than eleven (11) consecutive years on the AACT Board

## Endowment Committee

Members of the Endowment Committee shall be elected by the members of AACT for three-year staggered terms. Endowment Committee members may not serve more than three full terms.

## **OPERATIONS POLICIES**

### **Privacy Statement**

AACT protects the privacy of member data and limits member data available to the public. Only AACT members have access to AACT member directories. Members are expected to respect other members' privacy and to not abuse the privilege of access to member data. The privacy statement is in the Addendum of the Manual and online at [www.aact.org/privacy-statement](http://www.aact.org/privacy-statement).

### **Conflict of Interest**

Each Board member and staff member shall annually sign acknowledgement of AACT's Conflict of Interest Policy Statement and are responsible for declaring any conflicts of interest.

### **Staff**

The Board has delegated much of the operations of AACT to a paid staff. The chief staff person is the Executive Director who is responsible for operation of the association and execution of the association's goals and objectives. The Executive Director is further responsible for determining staff positions, selection and supervision of staff, and staff remuneration (subject to budget approval by the board). AACT employees shall be directed and guided by provisions of the AACT Employee Manual.

### **Emergency Staff Succession**

The Executive Director shall designate another executive staff person to take charge should the Executive Director become ill, injured, or otherwise unable to work. This person shall immediately notify the President should such a situation occur. If the Executive Director's absence is to be for an extended period of time, the President may appoint an interim executive director and/or delegate some Executive Director duties to other staff, Board members, or other volunteers.

### **Financial Policies**

- The fiscal year end is August 31.
- Banks or other depositories to be utilized by AACT shall be recommended by the Executive Director and approved by the Treasurer.
- Authorized check signers are President, Executive Vice President, Treasurer, Executive Director, and an additional staff member as designated by the Executive Director. Single signature is allowed for disbursements under \$2000, unless payable to the signer. Single signature is allowed for tax deposits up to \$5000. Disbursements \$2000 and over or payable to the signer require approval of a second signer which may be provided by email. However, the Executive Director may authorize payments up to \$25,000 without a second approval if included in an approved budget or contract.
- The Board shall annually approve a two-year rolling budget (for the coming year and the following year). The proposed budget is developed by the Executive Director



and reviewed by the Finance Committee before submission to the Board for approval. Committee chairs, and others who may need to, submit budget requests to the Executive Director by May 1.

-- Two funds shall be maintained in the accounting records: General and Endowment.

-- The accrual method of accounting is used for both financial and taxes reporting. Donations shall be recognized in the period pledged and/or received according to FASB rules; membership and program fees in the period during which the services will be provided.

-- Capital Expenditures, Depreciation, and Amortization

Items with a useful life of over 1 Year costing over \$1000 shall be capitalized and depreciated:

Furniture, Fixtures, and Office Equipment - 5

Computers and Peripherals - 3

Leasehold Improvements - Lease Period

Software with life of over 1 Year costing over \$1000 shall be capitalized and amortized: New programs - 3 Years; Upgrades - 3 Years

Other Intellectual Property: Fair market value of over \$1000 and life of over 1 Year shall be capitalized and amortized

Patent/Trademark/Copyright - Remaining Legal Life (Without Renewals)

Other - 3 years

-- The Treasurer shall review bank statements and checking account registers monthly.

-- An independent CPA firm shall conduct an annual audit. Audited financial statements are presented for two years (current and prior).

-- An Audit Committee shall be appointed to select the audit firm and to review the Audit Report and tax return before submission to the Board and/or filing.

-- AACT shall purchase Officers and Directors Insurance.

-- The Finance Committee reviews/updates the Financial Policies biennially. (Financial Policies updated June 2017)

### **Operations Manual**

AACT shall maintain an Operations Manual that includes policies, procedures, program descriptions, and job descriptions of key volunteer positions and committees. It is to be updated at least biennially by the Executive Director and reviewed by the President. It can be found at [www.aact.org/board-committee-documents](http://www.aact.org/board-committee-documents).

### **ADDITIONAL POLICIES** (in Addendum)

Privacy Statement

Conflict of Interest Policy

Gift Acceptance Policy

Gift Stewardship Policy

Whistleblower Policy

Harassment and Discrimination Policy

Document Retention Policy

Limits of Authority

Position Statements

# American Association of Community Theatre

## **PROGRAMS & PROCEDURES**

Procedures are established to facilitate AACT governance, programs, and operations.

### **MEMBERSHIP**

#### **Membership Types**

##### Individual

Individual

First time individual

Couple (Formerly shared address)

Senior individual (62+)

Youth (18 or under)

Military (Active, Retired, or Wounded Warrior)

Family (Immediate Family of 4 or more (children 18 or under)

##### Organization/Association (nonprofit)

Organization over 1M budget

Organization with 500K to 1M budget

Organization with 250K to 500K budget

Organization with 100K to 250K budget

Organization with 25K to 100K budget

Organization with 10K to 25K budget

Organization with budget under 10K

Army (Paid by the US Army)

State Association

Associate (National Association)

#### **Membership Fees**

The Executive Director shall set membership fees as appropriate for the organization and administration of the budget.

#### **Organization/Association Member Contacts**

Each organization or association that is a member of AACT may designate two persons to receive AACT communications.

### **ELECTIONS**

Elections will be held by the board. Members at Large are held annually in the spring. The method of conducting the election is set by the Board.

#### **Nominations**

The Nominating Committee shall present a preliminary slate of Board Members at Large to fill terms beginning at the next annual meeting of Members. Persons

nominated must be individual members or the designated contact for an organizational member. Persons elected must maintain individual membership throughout the term to which they are elected.

### **Voting**

After thirty days of continuous membership, each member shall be entitled to one vote on each matter submitted to vote of the Members. Voting instructions shall be delivered to the designated contact's address on file with the AACT office. To be counted, the Secretary must receive votes no later than April 1. To be elected, a candidate must receive a plurality of the votes cast.

## **MEETINGS**

### **Membership Meetings**

Notice of the Annual Meeting of Members will appear in *Spotlight*.

Should a member wish to submit a proxy for a meeting of Members, a proxy form shall be requested from the AACT Office. Completed proxy forms must be received by the Secretary per instructions on the form.

### **Board Meetings**

The President shall set the number and approximate dates of Regular Board meetings for the coming year at the first Board meeting following the annual meeting of Members. Notice of the meetings will appear in *Spotlight* and be emailed to Board members.

## **VOLUNTEERS and GROUPS**

### **Regional Representatives**

The Region Representatives Handbook shall be provided to each new Region Rep upon written notification to AACT of the Region's appointment of the Rep or of appointment by the AACT President. The Region Representatives Handbook shall be reviewed/updated at least biennially with input from the Region Reps.

Regional Reps shall be notified by the AACT office when new memberships are received from their respective regions.

Regional Reps may request from the AACT office information for members and contacts in the AACT database for their region. They may order membership brochures and other materials for use in recruiting members and may request use of an AACT banner for events in their region. AACT budgets limited funds for Regional Reps to travel to represent AACT in states within their respective regions.

### **State Contacts**

The state association office shall be the State Contact if the state has such an office. A particular person in the office should be designated to receive AACT communications. Each state that does not have a state association office, or the state association is not an AACT member or chooses not to have its office as the contact point, shall have a State Contact appointed annually by the Regional

Representative. Such State Contact should be a person on the state association board or otherwise active in and knowledgeable of the state association's activities. If there is no state association, the Regional Representative shall appoint as State Contact a person within the state who is knowledgeable about and willing to communicate with the community theatres in the state.

State Contacts shall be individual members or the designated contact for an organizational member of AACT. Regional Representatives shall notify the AACT office of State Contact appointments by August 1 and update the office as soon as possible should the State Contact change mid-year. Current State Contacts are listed at [www.aact.org/statecontacts](http://www.aact.org/statecontacts).

### **AACT Ambassadors and Past Presidents**

Persons who have served on the AACT Board for six or more years, but not as President, are designated AACT Ambassadors. AACT provides these persons with a name badge and business cards, if requested. This group, plus the Past Presidents, are a body of knowledgeable individuals who, it is hoped, will continue to promote the benefits of involvement in AACT, its activities, and services.

### **Committees**

Committee members shall be selected by the Committee Chair as needed, except as otherwise designated in the Bylaws or elsewhere in this Operations Manual. Chairs are responsible for informing the Executive Director of persons s/he has appointed, and of those who were appointed, but do not participate, so volunteer records can be accurately kept. Committee lists are posted at [www.aact.org/committees-task-forces](http://www.aact.org/committees-task-forces).

### **Task Forces**

The President shall establish or dissolve task forces as are needed to research, review, plan, and/or develop specific projects to further AACT's mission or facilitate its governance or operations. The President shall appoint the chair, set a timeline, and provide a charge detailing the task to be accomplished. Task force lists are posted at [www.aact.org/committees-task-forces](http://www.aact.org/committees-task-forces).

### **Committee/Task Force Way of Work**

Each Committee and Task Force may adopt rules for its own governance consistent with the Bylaws or with rules adopted by the Board. Each Committee and Task Force will be assigned an executive staff member to provide professional assistance and guidance and to coordinate staff services. Chairs shall communicate with the staff member re: meetings and needs.

### **Staff Team**

The Staff Team consists of employees (executive staff and support staff), contract staff, and volunteer staff. Current staff can be seen on the website at [www.aact.org/aact-staff](http://www.aact.org/aact-staff).

Employees - Work full or part time, receiving compensation and employee benefits.

Executive Staff are management positions with responsibilities for programs, publications, member engagement, volunteer participation, etc. Executive staff are often required to travel. They are expected to work office hours, except when traveling or when they need to adjust hours to work with volunteers or otherwise accomplish their jobs.

Support Staff provide office support including customer service, participation processing, and clerical services. Support staff work during office hours, except as approved by the Executive Director.

Contract Staff - Provide specific services as independent contractors.

Volunteer Staff - Provide specific services on a volunteer basis.

### **Operating Teams**

Staff recruit and appoint volunteers to be involved in planning and conducting AACT programs, engaging members, and in AACT communications efforts. The staff member making the appointment communicates expectations and the length of the appointment, provides support to the volunteer or volunteer team, and solicits volunteer input in evaluating programs and activities. Volunteers involved in operations are responsible to the staff member making the appointment. Many volunteer appointments are for specific events or short term projects. There are two ongoing teams: the Membership Engagement Team and the Communications Team.

### **Travel Expenses Guidelines**

If AACT is paying (or reimbursing) for travel expenses, these guidelines should be followed.

#### **Flying**

Book travel far enough in advance (usually 4-6 weeks) to get economical rates. AACT only pays for economy and does not cover checked baggage fees, any upgrades, or travel insurance.

#### **Car Rental**

If a rental car is needed, select an economy model. AACT carries hired vehicle insurance, so do not expect AACT to pay for insurance.

#### **Reimbursement**

By the end of the month or no later than 30 days after the trip, send receipts to the AACT office along with the appropriate request form. Forms can be accessed at [www.aact.org/board-committee-documents](http://www.aact.org/board-committee-documents). (If traveling the last

month of the fiscal year, August, please notify the Executive Director in advance and send receipts ASAP after the trip.) Receipts need to show vendor, date of purchase, dates of travel, and itinerary (cities traveled to). Credit card statements do not provide sufficient information. Receipts can be scanned/emailed or copied/snail mailed.

## **RECOGNITIONS**

### **Awards Committee**

Committee members shall be appointed by the President, with two appointed each year, for three-year, staggered terms, for a maximum of six members. One member of the Awards Committee must be an AACT Fellow.

### **AACT National Awards**

Nominations for AACT National Awards may be submitted by any AACT member online November 1 - January 20 each year. Award recipients are notified in the spring. Awards are presented at the annual meeting of Members or the national event or festival during which the members meeting is held.

### **AACT Fellows**

The AACT highest honor is induction as an AACT Fellow. The Fellows elect incoming Fellows biennially. New Fellows are inducted at the annual meeting of Members or during the national festival.

### **Spotlight Award**

The Spotlight Award recognizes outstanding service to local theatres. AACT organizational members may submit Spotlight Award applications at any time per the instructions on the application form. For information and the application form, go to [www.aact.org/spotlight-award](http://www.aact.org/spotlight-award).

### **Years of Service**

Pins are presented to AACT volunteers and staff for Years of Service in 5 year increments. Volunteer service recognized by Years of Service pins include service on the Board, Committees/Task Forces/Teams/Program Volunteers, State Contacts, etc.

### **AACT Logo Usage & AACT Ads**

AACT members are entitled to display their association with AACT by displaying the AACT logo, along with "Member of AACT," on their websites and in publications. The AACTFest, AACT NewPlayFest, and other AACT logos may be used by theatres and associations participating in the respective programs. Various logo configurations and file formats are available on the AACT website or by contacting the AACT office. Anyone using the AACT logo shall follow the guidelines and directions in the "AACT Image and Logo Usage Guidelines," which can be downloaded at [www.aact.org/logos](http://www.aact.org/logos).

AACT members are also encouraged to place AACT ads in their programs and newsletters. AACT ads can be downloaded at [www.aact.org/aact-ads](http://www.aact.org/aact-ads).

## VENDOR SUPPORT

### **Corporate Partners**

AACT Corporate Partners provide direct annual support for AACT sponsored programs and events and, in turn, AACT gives Partners greater visibility and discounts on AACT promotional products. Corporate Partner levels and benefits are listed on the website at [www.aact.org/become-corporate-partner](http://www.aact.org/become-corporate-partner).

### **Spotlight Advertising and Mailing List Rentals**

Display advertising is available in various sizes in AACT's *Spotlight* magazine. AACT maintains a mailing list of the community theatres AACT knows about (the Known Theatres list) and individuals interested in community theatre. All or parts of the Known Theatres list are available for rental as mailing or emailing lists. Individual lists are available for mailing, but not for emailing. Information is available on the website at [www.aact.org/advertise-through-aact](http://www.aact.org/advertise-through-aact).

## DONATIONS

AACT is pleased to accept donations, which can be contributed for current AACT programs, services, and operations; designated for specific programs and services; or designated for one or both AACT Endowment Funds.

### **AACT Endowment Funds**

- The Mission and Long Term Sustainability Fund was established to safeguard and sustain the mission of AACT for the future.
- The Festival Fund provides biennial distributions to assist with travel expenses of companies representing their regions in AACT's national festival.

### **The Legacy Society**

Those who commit to endowment contributions of \$5000 or more via direct contribution, pledge, or a planned giving vehicle, such as a bequest or insurance policy are recognized as members of the Legacy Society.

Non-cash gifts are subject to AACT's Gift Acceptance Policy (see Addendum). Endowment distributions are governed by the Gift Stewardship Policy (also in the Addendum).

Donations can be made at [www.aact.org](http://www.aact.org). Click on the Donations tab in the top menu.

Donors are listed on the website at [www.aact.org/donor-list](http://www.aact.org/donor-list). Those over a designated amount are listed in the March-April issue of *Spotlight*.

## **AACT PROGRAMS and SERVICES**

### **AACTFest Festival Program**

AACT's Festival program is called AACTFest. It is a two-year cycle consisting of state festivals, which advance winning productions to regional festivals, which select winning shows to perform at the national festival. (Advancing companies and their shows are listed at [aact.org/moving-\[year\]](http://aact.org/moving-[year]) during the spring prior to the national festival.) Specific guidelines, rules, requirements, and other details for AACTFest festivals are covered in the *AACTFest Handbook*, which can be downloaded at [www.aact.org/festival-handbook](http://www.aact.org/festival-handbook). After each national festival, the *Handbook* is updated for the next cycle based on input from the just ended cycle.

The AACTFest program is guided by the Vice President for Festivals, the Festival Committee, and AACT staff. Each state and regional festival participating in the AACTFest program is assigned a Festival Commissioner to provide guidance and support in advance of the festival and to guide the onsite competition during the festival.

Entering AACTFest starts at the state level. Theatres interested in entering need to contact the state association (see [www.aact.org/stateassociations](http://www.aact.org/stateassociations).) or the contact for the state festival as posted in the Calendar at [www.aact.org/calendar](http://www.aact.org/calendar). If there is no listing, contact the AACT office. If there is no state festival, a theatre can apply to be appointed to represent the state. Each festival sets its entry and registration fees. Theatres that are not AACT members also need to join AACT or pay an AACT Festival Fee to qualify to be considered to move on to the regional festival. AACT membership is required for theatres participating in the regional festival to qualify to be considered to move on to the national festival.

Hosting a state or regional festival is a lot of work, but also a lot of fun. A theatre interested in learning about hosting should contact the state/regional association or contact the AACT office. A helpful resource is the "Guide to Hosting AACTFest" available at [www.aact.org/festival-handbook](http://www.aact.org/festival-handbook).

State and regional festival chairs should submit information about their festivals as soon as the date or the location is set, using the online form at [www.aact.org/festinfo](http://www.aact.org/festinfo).

A Festival Commissioner is assigned to each festival to provide support and guidance to the festival, especially to the chair, tech director, and adjudicators. AACT Staff and the VP for Festivals are responsible for training and assigning Festival Commissioners, and, along with the Festival Commission Chair, helping the Commissioner provide the best support possible to the festival. The Commissioner should be assigned six months prior to the festival or immediately after the festival chair is appointed. Festivals are asked to waive registration fees for the assigned Commissioner and help with any other expenses they can. Limited reimbursement for Commissioner travel is budgeted by AACT. However, Commissioners, as volunteers, are asked to pay for their own travel whenever possible.



AACT staff provide festival chairs and Commissioners with festival materials, and is responsible for receiving and processing festival forms and Commissioner reports.

Adjudicators are crucial to the AACT festival experience, providing constructive feedback following the performances. AACT maintains a database of evaluations of persons who have adjudicated previous AACT festivals and those who have taken AACT's Adjudication Training. Chairs may contact the AACT office to access the database. Objective and experienced evaluators are selected to provide feedback by the Commissioner at each festival.

AACT conducts Adjudication Training at the biennial national festivals.

### **AACT NewPlayFest**

AACT supports the development of new scripts and seeks to expand the canon of quality works available and suited to community theatres. AACT NewPlayFest is a biennial new play contest. The cycle is named for the year in which it culminates, such as AACT NewPlayFest 2020.

#### Sample Cycle

##### First Year

Winter– Producing Theatres Selection - Six AACT member theatres are selected to stage the winning plays.

Winter - Reviewer Selection – Volunteers selected to read and review the scripts.

Spring - Scripts submitted digitally

Summer & Fall – Review of Scripts begin

Fall & Winter – Winning Scripts Selected

##### Second Year

Winter – Winning scripts/playwrights announced.

Spring - Premiere productions of winning plays begin

Winter– Publication of anthology of the cycle's winning scripts by Dramatic Publishing Company; rights handled by Dramatic Publishing for two years.

Funding to provide grants to assist Producing Theatres and to support operation of the program has been generously provided by the Jack K. Ayre and Frank Ayre Lee Theatre Foundation.

Details of AACT NewPlayFest are on the website at [www.aact.org/newplayfest](http://www.aact.org/newplayfest).

### **Education**

#### **Workshops**

Education is a strong component of AACT programs. Many festivals, particularly the national festival, include workshops on a variety of subjects conducted by professionals or very experienced community theatre practitioners. Proposals for national festival workshops are requested before each national festival. The RFP (Request for Proposals) can be found about a year before the festival at [www.aact.org/workshop-rfp](http://www.aact.org/workshop-rfp).

## Conferences

AACT conducts educational conferences for various theatre positions or subjects. Information for the conferences can be accessed at [www.aact.org/educational-events](http://www.aact.org/educational-events).

Conferences include:

- Community Theatre Management Conference – for volunteers and staff who manage their theatre’s operations, held in June as a pre-conference to the national festival. See [www.aact.org/management-conference](http://www.aact.org/management-conference).
- TEAM Conference – one conference with four tracks: Educational Programing, Directing the Theatre’s Artistic Vision, Development/Marketing, and Technical Theatre Skills. For details go to [www.aact.org/team](http://www.aact.org/team).
- Full-Time Community Theatre Directors Conference – co-sponsored by AACT; conducted biennially in November of odd-numbered years by the University of Wisconsin Continuing Studies.

## AACTEd Hours

Recognition of participation in AACT educational opportunities is provided by the awarding of AACTEd Hours. AACT is committed to providing continuing education opportunities for its members who ultimately improve the quality of community theatre operations throughout the country. AACTEd Hours are awarded for hours spent in festival workshops and educational conferences. Certificates showing AACTEd Hours earned are provided to conference participants and cumulative records are kept to provide recognition of ongoing commitment to continuing education.

## Youth Programs

AACT has a Youth membership at a deeply discounted fee. Services, such as *Spotlight* magazine, are provided to youth via the AACT website. AACT is in the process of developing programs for youth. Current programs include YouthFest and Youth Leadership Conference.

## International

AACT serves as the National Center of the International Amateur Theatre Association ([aitaiata.org](http://aitaiata.org)). AACT has developed relationships with a number of international festivals and identifies/recommends USA productions that may be suitable for international audiences at those festivals.

## aactWorldFest

AACT has a tradition of hosting an international festival every four years. In 2017, AACT voted to move the festival to a two year cycle and will be hosted and staged by Venice Theatre in Venice, Florida. The next aactWorldFest will be in 2020. Access details via [www.aact.org/aactworldfest](http://www.aact.org/aactworldfest).

### **AACT Publications**

- AACT publishes *Spotlight* magazine six times a year. It is mailed to members and is also available online at [www.aact.org/spotlight](http://www.aact.org/spotlight). For *Spotlight* advertising information go to [www.aact.org/advertise-through-aact](http://www.aact.org/advertise-through-aact).
- *Boards in the Spotlight* by Twink Lynch is a collection of her boardmanship articles from *Spotlight*. It can be purchased in the Store at [www.aact.org/store](http://www.aact.org/store), by contacting the AACT office, and at some AACT events.
- The *AACTFest Handbook* is the guide for conducting and for entering festivals in the AACTFest program. It can be downloaded at [www.aact.org/handbook](http://www.aact.org/handbook). It is revised and republished biennially, prior to each AACTFest cycle. Input to the revision is accepted during the spring and summer of odd-numbered years on the AACT website. Look for [www.aact.org/aactfest-handbook-feedback](http://www.aact.org/aactfest-handbook-feedback).
- *Guide to Hosting Festivals* is a step-by-step guide for planning and conducting festivals. It is available at [www.aact.org/handbook](http://www.aact.org/handbook).
- Other Manuals – AACT also maintains this Operating Manual, the Region Representative Handbook, and an Employee Manual.
- The AACT website contains numerous articles and other resources.
- AACT often communicates via e-news and email promotions of AACT programs and services.

### **ASCAP License**

AACT negotiated and administers a special ASCAP Community Theatre license to cover the use of recorded music played before and after shows and at intermission for all the theatre's shows, no matter the venue. AACT member theatres receive a 30% discount on the license. The ASCAP license runs concurrent with the AACT membership year and can only be purchased from May-September each year. See [www.aact.org/ascap](http://www.aact.org/ascap).

### **AACT Resource Roster**

AACT members with expertise and experience in various subjects related to theatre have volunteered to share their knowledge with other AACT members through the AACT Resource Roster. Persons who wish to access the Resource Roster submit their needs via the AACT website at [www.aact.org/resource-roster](http://www.aact.org/resource-roster). The AACT Resource Roster Coordinator matches the need to a member of the Resource Roster, who then contacts the member to assist with the expressed need.

### **AACTList**

A listserv for AACT members, AACTList is an avenue for asking questions of other AACT members. Sign up for AACTList is on the AACT website at [www.aact.org/aactlist](http://www.aact.org/aactlist), but after signing up, communication between those on AACTList is via email. Each question and the answers of those responding are emailed to all those on AACTList.

### **AACT Insurance Program**

Designed specifically for community theatres, AACT's insurance program (provided by Kings Insurance) can provide AACT member groups with high-quality, low-cost coverage - including property and general liability, volunteer accident, and directors

and officers liability. Contact Nikki or Grice King at 940-612-1300 or by email at [Grice@KingGroup.us](mailto:Grice@KingGroup.us)

### **AACT Member Discounts**

Numerous vendors provide discounts to AACT members. These are listed on the AACT website. Discounts usually run the membership year, but occasionally may have other expiration dates. Details on how to access the discounts vary from vendor to vendor. See [www.aact.org/discounts-for-aact-members](http://www.aact.org/discounts-for-aact-members).

### **Job Postings**

AACT provides a free job posting service at [www.aact.org/job-postings](http://www.aact.org/job-postings). Organizations can post their openings and job seekers can find jobs for which to apply.

### **Arts Advocacy**

AACT advocates for the arts and participates as a National Partner of the national Arts Advocacy Day in Washington, D.C. each spring and encourages theatres and individuals to be active in arts advocacy on state and local levels. Nonprofit organizations are prohibited from participating in elections or endorsing candidates, but may provide educational materials about issues to members, legislators, and others.

## **AACT ONLINE**

### **AACT Website: [aact.org](http://aact.org)**

AACT has been online with [www.aact.org](http://www.aact.org) since 1996. The current site design was launched in the spring of 2015. The website is the best place to find information about all things AACT. It has AACT programs, member benefits, member profiles, many resources, and much more. AACT membership and event registrations can be handled on the site. The site content, resources, and processes are constantly tweaked and updated.

Site navigation is facilitated by drop-down menus and a multi-function search feature. Type a word into the Search box to find pages with that word or chose the A-Z search to find a list of pages by topic.

Member Only content on the website is often marked in the menu with an asterisks (\*) and can only be accessed by an AACT member who is signed in.

When a person signs in, that person's dashboard appears. To return to the dashboard, click on the name in the "Signed in as" box at the top of the screen.

Problems with the site can be reported by clicking on "Report a Website Problem" at the bottom of most pages of the site. Questions about AACT membership, programs, etc. can be submitted by clicking on "CONTACT US" at the bottom of most pages.

### **Member Search**

Members can search for other members by name, location, and by some profile information such as individuals' theatre interests, theatre founding dates and specific programs at [aact.org/organizational-member-search](http://aact.org/organizational-member-search)

### **Member Profiles**

Profiles of individual and organizational members are available to other members on the website by clicking on the member's name in the member directory at [www.aact.org/aact-member-directories](http://www.aact.org/aact-member-directories). A member can update and add to his/her profile by going to his/her dashboard (sign in or click on the "Signed in as" name at the top of the screen). Click on the pencil icon next to the name toward the bottom of the screen. Representatives of organizational members should see the name of the organization on their dashboard. If the organizational name does not appear, the member should contact the AACT office at [info@aact.org](mailto:info@aact.org).

### **Events Calendar**

AACT promotes state and regional theatre association events, as well as AACT events, via the Calendar on the website ([www.aact.org/calendar](http://www.aact.org/calendar)) and in *Spotlight*. State and regional associations are urged to submit their event info at [www.aact.org/eventdata](http://www.aact.org/eventdata) or to send it to the AACT office.

### **Post Your Event**

The AACT website includes a listing of events, such as performances, auditions, and workshops posted by members and others who visit the site. See it at [www.aact.org/local-events](http://www.aact.org/local-events). There is a link on the page to post an event.

### **Store on aact.org**

The AACT website Store is accessible in the top menu of the website or at [www.aact.org/store](http://www.aact.org/store). Visitors can purchase *Boards in the Spotlight*, AACT logo pins, and AACT note cards with envelopes. The Store is also the location for other items that may need to be purchased through the year. For instance, during the ASCAP license window, theatres that have already paid the membership fee can add the ASCAP license through the Store. In the year prior to the National Festival, non-AACT member theatres can pay the AACT Festival Fee in the Store.

**AACTivity**

A section of the website called AACTivity provides a way for organizational reps to share their productions, administrative documents, and staff position details. The organization must have an AACTivity account. To request an account or to log into AACTivity go to [www.aact.org/aactivity-log](http://www.aact.org/aactivity-log).

**Productions List**

A list of productions with alphabetical grades based on financial success can be viewed by members at [www.aact.org/production-list](http://www.aact.org/production-list). The list is searchable. Shows on the list show the publisher and the theatre that produced/submitted the production so that either can be contacted.

**Play Sources**

The AACT website provides several ways to search for scripts at [www.aact.org/play-sources](http://www.aact.org/play-sources).

**Playwright Members' Script Listings**

AACT member playwrights can list their scripts via AACTivity. They can sign up for AACTivity at [www.aact.org/aactivity-log](http://www.aact.org/aactivity-log). Visitors to the site can search or browse their scripts at [www.aact.org/play-sources](http://www.aact.org/play-sources).

**Resource Library**

AACT's Resource Library provides articles on a wide spectrum of topics of importance to community theatres and those who work in them. AACT members can access the Resource Library at [www.aact.org/resource-library](http://www.aact.org/resource-library).

**News & Updates/Press Room**

News releases and other announcements can be found on the website at [www.aact.org/whats-new](http://www.aact.org/whats-new) and [www.aact.org/press-room](http://www.aact.org/press-room).

**Friendly URLs**

Many pages on aact.org can be referenced with a short, or friendly URL. For instance, [aact.org/aactfest2017](http://aact.org/aactfest2017) can also be found via [www.aact.org/17](http://www.aact.org/17); [aact.org/festival-handbook](http://aact.org/festival-handbook) can also be found via [www.aact.org/handbook](http://www.aact.org/handbook). When promoting an AACT program or service, Friendly URLs should be used to make the message shorter and friendlier. Friendly URLs are listed at [www.aact.org/friendly-urls](http://www.aact.org/friendly-urls).

# American Association of Community Theatre

## **Job Descriptions**

# American Association of Community Theatre

## **BOARD MEMBER AT LARGE**

Term: 3 Years

### **OBJECTIVE**

To provide leadership, direction, and oversight to the American Association of Community Theatre through support, development, and review of policies and goals for the Association.

### **AUTHORITY RELATIONSHIPS**

Responsible to the President, the Board of Directors and ultimately the Membership.

### **RESPONSIBILITIES**

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Attend all meetings of the Board of Directors and the Membership.
3. Review agenda and supporting materials and reports prior to meetings to assess outcomes, performances, and effectiveness of AACT. Ensure that AACT adheres to its stated corporate purposes, and that its activities and resources advance its mission.
4. Declare any conflicts of interest. Make decisions based on the best interests of AACT and its members.
5. Serve on committees or task forces and complete special assignments.
6. Enhance AACT's public standing; Advocate for community theatre and the arts whenever possible.
7. Perform other duties as assigned.



# American Association of Community Theatre

## **REGIONAL REPRESENTATIVE**

Term: 1-3 years as stated in appointment

### **OBJECTIVE**

To provide leadership, direction, and oversight to the American Association of Community Theatre through support, development, and review of policies and goals for the Association and to further the mission of the AACT within a specific region.

### **AUTHORITY RELATIONSHIPS**

Responsible to the President, the Board, and ultimately the Membership.

### **RESPONSIBILITIES**

1. Maintain a current individual Membership with the American Association of Community Theatre.
2. Serve as a member of the AACT Board of Directors and attend all meetings of the Board and the Membership.
3. Review agenda and supporting materials and reports prior to meetings to assess outcomes, performances, and effectiveness of AACT. Ensure that AACT adheres to its stated corporate purposes, and that its activities and resources advance its mission.
4. Declare any conflicts of interest. Make decisions based on the best interests of AACT and its members.
5. Serve as liaison between the regional association and AACT, if a regional association exists. Report state and regional theatre association activities and concerns of community theatre in the region to the AACT Board.
6. Serve as a liaison between AACT and state associations within the region. Appoint a State Contact for each state in the region.
7. Promote and assist with Association programs and projects within the region, including recruitment of festival hosts, if needed.
8. Enhance AACT's public standing; Advocate for community theatre and the arts whenever possible.
9. Perform other duties as assigned.

# American Association of Community Theatre

## **PRESIDENT**

Term: 1 Year

### **OBJECTIVE**

To provide leadership for the American Association of Community Theatre and its Board of Directors.

### **AUTHORITY RELATIONSHIPS**

Responsible to the Board of Directors.

### **RESPONSIBILITIES**

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Preside over meetings of the Membership, Board of Directors, and Executive Committee.
3. Serve as chairperson of the Executive Committee and as non-voting ex officio member of all other committees of the Board.
4. Establish/dissolve committees as needed to carry out the work of AACT.
5. Appoint committee chairs, except as otherwise specified in the Bylaws or Operating Manual.
6. Create and dissolve task forces as needed to research, review, plan, and/or develop specific projects to further AACT's mission or facilitate its governance or operations. Appoint the chair, set a timeline, and provide a charge detailing the task to be accomplished. Annually evaluate the need for each task force.
7. Appoint advisors, as needed, i.e.: parliamentarian, legal counsel.
8. Oversee the annual election of Board officers.
9. Provide guidance to and monitor the activities of Board members.
10. Report the state of the Association to the Membership at the Annual Membership Meeting.
11. Supervise the work of the Executive Director, including an annual performance review.
12. Represent the Association at meetings of other organizations.
13. Advocate for and increase the visibility of AACT, community theatre, and the arts whenever possible.

# American Association of Community Theatre

## **EXECUTIVE VICE PRESIDENT**

Term: 1 Year

### **OBJECTIVE**

To provide support to the President.

### **AUTHORITY RELATIONSHIPS**

Responsible to the President and the Board of Directors.

### **RESPONSIBILITIES**

1. Maintain a current individual membership in the American Association of Community Theatre.
2. Attend all meetings of the Executive Committee, the Board of Directors, and the Membership. Serve as member of the Executive Committee.
3. Preside over meetings of the Executive Committee, Board, and Membership in the absence of the President and assume other duties, if needed.
4. Serve as Chair of the Nominating Committee with voting rights. Oversee the nominations of Board Members-at-Large and Board Officers in a timely manner.
5. Advocate for and increase the visibility of AACT, community theatre, and the arts whenever possible.
6. Perform other duties as assigned.

## American Association of Community Theatre

### **VICE PRESIDENT FOR FESTIVALS**

Term: 1 Year

#### **OBJECTIVE**

To provide leadership and direction to the festival program of AACT.

#### **AUTHORITY RELATIONSHIPS**

Responsible to the President and the Board of Directors.

#### **RESPONSIBILITIES**

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Attend all meetings of the Membership, Board of Directors, and Executive Committee.
3. Serve as a member of the Executive Committee.
4. Appoint and chair the Festival Committee and provide support to AACT's Festivals program.
5. In partnership with the appropriate staff member, select and appoint persons to be Festival Commissioners. Appoint a Commissioner and Technical Liaison for the national festival.
6. Advocate for and increase the visibility of AACT, community theatre, and the arts whenever possible.
7. Perform other duties as assigned.

# American Association of Community Theatre

## **TREASURER**

Term: 1 Year

### **OBJECTIVE**

To provide leadership and direction to the funding and financial accountability of the American Association of Community Theatre.

### **AUTHORITY RELATIONSHIPS**

Responsible to the President and the Board of Directors.

### **RESPONSIBILITIES**

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Attend all meetings of the Executive Committee, the Board of Directors, and the Membership.
3. Serve as a member of the Executive Committee.
4. Serve as chair of the Finance Committee.
5. Work closely with the Executive Director in the preparation of the budget, financial reports, tax returns, and other needed reports. Review each month, bank statements, reconciliations and registers.
6. Advocate for and increase the visibility of AACT, community theatre, and the arts whenever possible.
7. Perform other duties as assigned.

# American Association of Community Theatre

## **SECRETARY**

Term: 1 Year

### **OBJECTIVE**

To ensure the accurate recording and archiving of the actions and activities of the American Association of Community Theatre.

### **AUTHORITY RELATIONSHIPS**

Responsible to the President and the Board of Directors.

### **RESPONSIBILITIES**

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Attend all meetings of the Executive Committee, the Board of Directors, the Membership.
3. Serve as a member of the Executive Committee.
4. Serve as the recording Secretary of the Association.
5. Report the results the annual elections of the Association.
6. Transmit relevant and necessary documents to the archives.
7. Advocate for and increase the visibility of AACT, community theatre, and the arts whenever possible.
8. Perform other duties as assigned.

# American Association of Community Theatre

## **COMMITTEE CHAIR and VICE CHAIR**

Also for Task Forces and other groups

Term: as specified at time of appointment

### **OBJECTIVE**

To provide leadership and direction to the assigned committee/group.

### **AUTHORITY RELATIONSHIPS**

Responsible to the President or as specified in the Committee job description.

### **RESPONSIBILITIES (chair):**

1. Maintain a current membership with the American Association of Community Theatre.
2. Appoint members of the committee/group, unless appointment is otherwise provided for in the Bylaws or Operations Manual. Provide list of members as requested by staff. Update staff when members are added or become inactive.
3. Ensure the accomplishment of tasks assigned to the committee/group.
4. Plan and conduct committee meetings.
5. Communicate committee activities, accomplishments, needs, and action items to the Board.
6. File committee reports as requested by staff
7. Ensure committee members are active participants in the work of the committee and are informed of decisions affecting the committee.
8. Mentor the Vice-Chair
9. Perform other duties as assigned.

### **RESPONSIBILITIES (vice-chair):**

1. Maintain a current membership with the American Association of Community Theatre.
2. Serve as "chair" in the appointed chair's absence.
3. Work closely with and support the chair to accomplish the work of the committee.
4. Perform other duties as assigned.

## American Association of Community Theatre

### **COMMITTEE MEMBER**

Also Task Forces and other groups

Term: as specified at time of appointment

#### **OBJECTIVE**

To contribute to planning and conducting activities of a particular committee or group as defined in the group's job description or charge.

#### **AUTHORITY RELATIONSHIPS**

Responsible to the Committee/Task Force Chair and ultimately the President.

#### **RESPONSIBILITIES**

1. Attend meetings of the assigned Committee or group. Attend the annual Membership meeting, when possible.
2. Execute assignments and provide input to the committee/committee chair in a timely fashion.
3. Consider maintaining a current membership with the American Association of Community Theatre. (Membership is required for the Nominating, Awards, and Festival Committees, and for Festival Commissioners.)
4. Advocate for and increase the visibility of the Association, community theatre, and the arts whenever possible.
5. Perform other duties as assigned.



## American Association of Community Theatre

### **OPERATING TEAM MEMBER or PROGRAM VOLUNTEER**

Term: as specified at time of appointment

#### **OBJECTIVE**

To contribute to planning and/or conducting activities of a particular AACT program or service.

#### **AUTHORITY RELATIONSHIPS**

Responsible to the Staff member making the appointment.

#### **RESPONSIBILITIES**

1. Attend meetings of the assigned Team, if applicable.
2. Execute assignments and provide input to the team or staff in a timely fashion.
3. Consider maintaining a current membership with the American Association of Community Theatre.
4. Advocate for and increase the visibility of the Association, community theatre, and the arts whenever possible.
5. Perform other duties as assigned.

# American Association of Community Theatre

## STATE CONTACT

Term: 1 year

### OBJECTIVE

To provide two-way communication between the American Association of Community Theatre and the state.

### AUTHORITY RELATIONSHIPS

Responsible to the AACT Regional Representative.

### RESPONSIBILITIES

1. Maintain a current Membership with the American Association of Community Theatre as an individual member or designation as the official representative of an organizational member.
2. Serve as liaison between the state association and AACT, if a state association exists. Report state association activities and concerns of community theatre in the state to the Regional Representative.
3. Assist AACT in maintaining an up-to-date list of community theatres in the state.
4. Promote and assist with AACT affiliated state festivals and other AACT programs and projects within the state.
5. Advocate for and increase the visibility of AACT, community theatre, and the arts whenever possible.
6. Perform other duties as assigned.

# American Association of Community Theatre

## **NOMINATING COMMITTEE**

### **COMPOSITION**

Six AACT members appointed by the President for three-year staggered terms. Committee members may not succeed themselves on the Nominating Committee. The Executive Vice President serves as the Chair of the Committee, with voting rights.

### **OBJECTIVE**

To provide a qualified slate of candidates for the annual elections of the Association.

### **AUTHORITY RELATIONSHIP**

Responsible to the President, the Board of Directors, and ultimately the Membership.

### **RESPONSIBILITIES**

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Identify qualified candidates for Board Members-at-Large and Officers of the Board, including seeking recommendations from AACT members, Board members, Endowment Committee members, and the Executive Director. Solicit interest in board service from individual and organizational members.
3. Utilizing input from the Board, the strategic plan, and the Executive Director, determine qualities, skills, experiences, geographic representation, and other attributes needed to best fill the open positions and balance the Board.
4. Convene to review prospective candidates, prioritize those who should be contacted for candidacy, and make contacts, ensuring prospective candidates know the responsibilities and requirements of the position.
5. Approve slate of candidates within the time frame established by the chair of the Nominating Committee and the President.
6. Perform other duties as assigned.

American Association of Community Theatre

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# EDUCATION COMMITTEE

## COMPOSITION

Chair appointed by the President. Members appointed by the Chair to fulfill the Committee's charge.

## OBJECTIVE

To assess needs and develop educational opportunities for AACT's constituents, including youth.

## AUTHORITY RELATIONSHIPS

Responsible to the President.

## RESPONSIBILITIES

1. Determine through surveys, listening forums, and other data how AACT can best serve educational needs of constituency theatres.
2. Determine through surveys, listening forums, and other data how AACT can best serve educational needs both for adults and youth.
3. Develop comprehensive plan for implementation of best education opportunities at state, regional, and national level, including time frame, staffing needs, required expertise, and marketing.
4. Continue development of youth programming, including organization and implementation of a national youth festival.
5. Develop "headliner" and "must-do" workshops for the national festival as a marketing tool for the festival and other educational offerings.
6. Develop individual performance and design "competitions," at least on national level. Explore possibilities for regional and national hierarchy.
7. Explore scholarship opportunities for youth, adults, and constituent theatres.
8. Appoint chairs for and oversee subcommittees as they are developed such as Youth Festival Committee, Workshops, Youth Activities, etc.
9. Perform other duties as assigned.

## American Association of Community Theatre

### **AACTFESTIVAL COMMITTEE**

#### **COMPOSITION**

Chaired by the Vice President for Festivals. Members appointed by the Vice President for Festivals for the Festival cycle.

#### **OBJECTIVE**

To develop and maintain guidelines and policies for participating state and regional theatre festivals and for the national festival, and oversee the festival cycle process.

#### **AUTHORITY RELATIONSHIPS**

Responsible to the Vice President for Festivals and the President.

#### **RESPONSIBILITIES**

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Review and recommend changes in the festival rules and policies to the Executive Committee.
3. Recommend persons to serve as adjudicators for the national festival to the Executive Committee.
4. Provide guidance, support, and oversight to the Festival process.
5. Perform other duties as assigned.

# American Association of Community Theatre

## **ENDOWMENT COMMITTEE**

### **COMPOSITION**

Nine AACT members appointed by the President for three-year staggered terms. Committee members may serve no more than three consecutive full terms. At the final meeting of the year, the committee members select a chair and a secretary to serve for the following year.

### **OBJECTIVE**

To increase AACT Endowment funds and make recommendations for investment and distribution of the funds.

### **AUTHORITY RELATIONSHIP**

Responsible to the Treasurer, the President, and ultimately the Membership.

### **RESPONSIBILITIES**

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Ensure 100% participation of the Committee in contributing to AACT Endowment funds.
3. Plan and conduct solicitations and other activities to raise funds for inclusion in AACT Endowment funds.
4. Build the AACT Legacy Society by recruiting new members and recognizing their support.
5. Review, as needed, investment vehicles, firms, and policies and make recommendations to the AACT Executive Committee.
6. Review, as needed, endowment fund stewardship policies to ensure AACT endowment funds are always used for the purposes of AACT and that restricted funds are used properly. Make recommendations to the AACT Executive Committee.
7. Perform other duties as assigned.

# American Association of Community Theatre

## **AWARDS COMMITTEE**

### **COMPOSITION**

Six AACT members appointed by the President: two members each year to staggered three-year terms. At least one member is to be an AACT Fellow. The chair is appointed by the President from its members. The chair is elected by the committee from its members at the final meeting of the year to serve during the following year.

### **OBJECTIVE**

To determine recipients and facilitate the AACT national awards bestowed by the American Association of Community Theatre.

### **AUTHORITY RELATIONSHIPS**

Responsible to the President and the Board.

### **RESPONSIBILITIES**

1. Maintain a current individual membership in the American Association of Community Theatre.
2. Receive nominations for AACT National Awards from the Membership, with the exception of the Fellows Award (which is determined by the current Fellows). Convene to determine recipients based on criteria approved by the Board.
3. Appoint an Awards Committee member to oversee the Fellows biennial elections and conduct the Fellows meeting.
4. Consider nominations and determine recipients for the Spotlight Award based on criteria approved by the Board.
5. Determine the need for additional awards. If needed, develop appropriate awards and criteria for Board approval.
6. Perform other duties as assigned.

# American Association of Community Theatre

## **FESTIVAL COMMISSION**

### **COMPOSITION**

Chair and Commissioners appointed by the Vice President for Festivals for the Festival cycle.

### **OBJECTIVE**

To provide support to state and regional theatre festivals participating in AACT's Festival program.

### **AUTHORITY RELATIONSHIPS**

Responsible to the Vice President for Festivals and the President.

### **RESPONSIBILITIES**

1. Maintain a current individual membership with the American Association of Community Theatre.
2. Receive training on the *AACTFest Handbook* for the current cycle and best practices for Festival Commissioners.
3. Provide advance and on-site support to state and regional festivals to ensure smoothly operating festivals and positive experiences for entering theatres.
4. Review and recommend changes in the festival rules and policies to the Festival Committee.
5. Perform other duties as assigned.



# American Association of Community Theatre

## **INTERNATIONAL COMMITTEE**

### **COMPOSITION**

Chair appointed by the President. Members appointed by the chair.

### **OBJECTIVE**

To develop a network and promote international participation by USA theatres.

### **AUTHORITY RELATIONSHIPS**

Responsible to the Executive Vice President and the President.

### **RESPONSIBILITIES**

1. Serve as a conduit between world-wide festivals and AACT member theatres to encourage and facilitate international participation.
2. Assist international festival organizers in identifying appropriate USA entries for their consideration, and to offer endorsements as merited.
3. Facilitate attendance by Committee members to provide AACT representation at international festivals, develop a network of communication, and to promote mutual participation interest and inclusiveness of an international scope.
4. Recommend to the President persons to be appointed USA Delegates to the IATA General Assembly at least six months before it meets.
5. Perform other duties as assigned.

## American Association of Community Theatre

### **FINANCE COMMITTEE**

#### **COMPOSITION**

Chaired by the Treasurer. Members appointed by the Treasurer.

#### **OBJECTIVE**

To ensure fiscal stability and accountability of the Association.

#### **AUTHORITY RELATIONSHIPS**

Responsible to the Treasurer and the President.

#### **RESPONSIBILITIES**

1. Review and adjust proposed budgets for the coming two years and recommend Board approval.
2. Assist in setting and planning achievement of funding goals, seeking revenues from a variety of sources.
3. Monitor the financial activity and status of the Association throughout the year.
4. Review and adjust financial policies and procedures biennially or as needed.
5. Perform other duties as assigned.

# American Association of Community Theatre

## **AUDIT COMMITTEE**

### **COMPOSITION**

Chair appointed by President. Treasurer serves on the committee. Chair appoints two to four additional members so committee meets criteria listed below.

### **OBJECTIVE**

Oversee AACT's external audit and tax reporting process.

### **AUTHORITY RELATIONSHIP**

Responsible to the President and the Board of Directors.

### **RESPONSIBILITIES**

1. Select an independent auditor to conduct the annual audit. Review/approve the engagement letter.
2. Communicate with the auditor, as needed.
3. Review the audited financial statements and associated reports before acceptance. Present audit report to Board.
4. Review any audit comments and make appropriate recommendations concerning internal controls or changes in accounting procedures.
5. Review the 990, 990T, and/or other tax returns before they are filed.
6. Receive and consider any complaints concerning AACT's accounting, internal control, or other financial procedures and make appropriate dispositions of them.
7. Perform other duties as assigned.

### Criteria for Audit Committee Composition

- Committee members should have financial and tax reporting experience in nonprofit organizations.
- At least one member should be considered a "Financial Expert" in Not for Profit Accounting and Tax reporting procedures, such as a CPA or CMA.
- No Audit Committee Member may be an employee or have any direct financial interest in entities servicing AACT.

American Association of Community Theatre

**ADDENDUM**

# BYLAWS of the AMERICAN ASSOCIATION of COMMUNITY THEATRE

(An Illinois not-for-profit corporation.)

Effective as of February 1, 1986; Revised October 3, 2018

## Article 1 - Name

The name of the corporation is "American Association of Community Theatre."

## Article 2 - Mission

The mission of the American Association of Community Theatre is to Help Theatres Thrive.

## Article 3 - Offices

AACT shall maintain in the State of Illinois a registered office and a registered agent at such office.

## Article 4 - Fiscal Year

The fiscal year of AACT shall begin on September 1 of each calendar year and end on August 31 of the following calendar year.

## Article 5 - Dissolution

Dissolution of AACT shall occur upon an affirmative vote of three-quarters (3/4) of the Board of Directors and must be in full accordance with state and federal statutes for nonprofit corporations.

## Article 6 - Membership

**Section 6.1 - Members.** Members shall be those individuals, organizations, firms, and corporations who support the purposes of AACT and have met the membership requirements.

**Section 6.2 - Voting Rights.** After thirty (30) days of continuous membership, each member shall be entitled to one vote on each matter submitted to vote of the Members.

## Article 7 - Meetings of Members

**Section 7.1 - Annual Meeting.** An annual meeting of the Members shall be held at such place and time as the Board of Directors shall designate.

**Section 7.2 - Special Meetings.** Special meetings of the Members may be called and the time, place, and purpose of such meetings designated either by the President, by the Directors, or by not less than five (5)% of the Members.

**Section 7.3 - Notice of Meetings.** Notice stating the place, date, and hour of any meeting of the Members shall be delivered to each member forty-five (45) days before the date of such meeting. In the case of a special meeting, the purpose for which the meeting is called shall be stated in the notice.

**Section 7.4 - Quorum of Members.** Twenty-five (25) members present or represented by proxies shall constitute a quorum for the transaction of business at any meeting of the Members.

**Section 7.5 - Proxies.** Each Member entitled to vote in a meeting of Members may authorize a person to act on behalf of the Member. Proxies must be submitted as specified in the Operations Manual.

## Article 8 - Board of Directors

**Section 8.1 - General Powers.** The affairs of AACT shall be managed by its Directors.

**Section 8.2 - Number.** The number on the Board of Directors shall be no less than twenty-seven (27) and no more than thirty-three (33). All Board of Directors members shall be individual members of AACT.

**Section 8.3 – Members at Large.** Members at Large shall be elected by the membership for three (3)-year terms on a staggered basis. Each Member at Large shall assume office upon the close of the annual meeting of Members next succeeding his/her election. No person may be elected as a Board member for more than three consecutive terms, nor serve more than eleven (11) consecutive years. A vacancy in office of Member at Large may be filled by appointment by the President.

**Section 8.4 – Regional Representatives.** All Region Representatives' board service shall adhere to all rules and obligations of Board Members at Large.

**Section 8.5 - Regular Meetings.** The Board shall hold at least one (1) regular meeting each year. Notice stating the place, date, and hour of any meeting of the Board shall be delivered to each member forty-five (45) days before the date of such meeting.

**Section 8.6 - Special Meetings.** Special meetings of the Board may be called by or at the request of the President or one-third (1/3) of the Directors.

**Section 8.7 - Notice.** Notice of each special meeting of the Board shall be given at least fourteen (14) days prior thereto by written notice to each; provided that if an emergency exists requiring shorter notice, and the existence of such emergency is confirmed by the Board at such meeting, the notice may be given not less than two (2) days prior thereto.

**Section 8.8 - Quorum.** One-third (1/3) of the Directors shall constitute a quorum for the transaction of business at any meeting of the Board. If less than a majority of the Directors are present, a majority of the Directors present may adjourn the meeting to another time without further notice.

**Section 8.9 - Absence from Meetings.** The third consecutive absence of a Director from a duly noticed Board meeting shall remove the Director from the Board. Attending a Board meeting electronically does not meet the attendance requirement of this section. In filling the vacancy created, the President may appoint the same individual to fill the unexpired term.

**Section 8.10 – Removal from the Board.** Any member of the Board of Directors whose actions are found detrimental to AACT may be removed from the Board by a vote of three-fourths (3/4) of the entire Board.

**Section 8.11 - Compensation.** Directors shall not receive any compensation for their services.

### **Article 9 - Officers and Their Duties**

**Section 9.1 - Officers.** The officers of AACT shall be President, Executive Vice President, Vice President for Festivals, Secretary, and Treasurer. Offices are to be elected by the Board of Directors from among its members.

**Section 9.2 - Term of Office.** Officers shall be elected to one (1)-year terms. Officers shall assume office upon election. Officers serve at the pleasure of the Board of Directors. They may be re-elected annually, up to their term limits as board members.

**Section 9.3 - Vacancies.** In the event of an Officer vacancy, the Board of Directors may elect a successor to serve the unexpired term.

**Section 9.4 - Duties of Officers.** The duties of the officers shall be defined in the Operations Manual of AACT, consistent with the title of each position, and shall include duties as specified in other parts of these bylaws and other duties as may be assigned from time to time by the President or the Board.

**Section 9.5 – Removal from Office.** Any officer of the Board of Directors whose actions are found detrimental to AACT by a vote of three-fourths (3/4) of the entire Board of Directors at any meeting of the Board, shall be removed from that office. An election shall be held by the Directors immediately to fill the vacancy. Removal from office does not constitute automatic removal from the Board of Directors.

### **Article 10 - Regions and Regional Representatives**

**Section 10.1 - Regions.** The Board may designate regions.

**Section 10.2 - Regional Representatives.** Each region shall be represented on the AACT Board by a Regional Representative selected as follows:

(a) By the region's theatre association in accordance with AACT policy.

(b) In each region where there is no regional theatre association or the regional association allows the Regional Representative position to remain vacant for ninety (90) days or more, the AACT President shall appoint a Regional Representative for a term of up to three (3) years.

### **Article 11 - Executive Committee**

**Section 11.1 - Composition.** There shall be an Executive Committee of nine (9) members consisting of the five (5) officers, Education Committee Chair, and three (3) additional Board members elected annually by the Board.

**Section 11.2 - Duties.** It shall be the duty of the Executive Committee to transact the business of the Board when not in session.

**Section 11.3 - Quorum.** Five (5) members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.

#### **Article 12 – Committees**

**Section 12.1 - Nominating Committee.** The Nominating Committee shall consist of six (6) AACT Members who shall be appointed by the president for staggered three (3)-year terms . The Committee shall select its chair from among its members. Members of the committee shall not be eligible to succeed themselves. A vacancy on the Nominating Committee may shall be filled by appointment by the President until the next election.

**Section 12.2 - Festival Committee.** The Festival Committee shall oversee AACT's Festival program and recommend changes in rules and policies. The Committee shall be chaired by the Vice President for Festivals.

**Section 12.3 – Education Committee.** The Education Committee Chair shall be appointed by the President from among the members of the Board. Such appointment shall be confirmed by the Board.

**Section 12.4 – Endowment Committee.** An Endowment Committee of nine (9) AACT members shall be appointed by the president for staggered three (3)-year terms and shall select its chair from among its members. Members of the Committee shall not be eligible to serve more than three (3) consecutive full terms. A vacancy on the Endowment Committee shall be filled by appointment by the President until the next election. The Committee shall recommend to the Board investment and disbursement policies for the Endowment Fund which require three-quarters (3/4) approval of both the Endowment Committee and the entire Board in a manner established by the Board.

**Section 12.5 - Other Committees.** The President shall establish or dissolve other committees not specified by the bylaws as he/she deems necessary to carry out the work of AACT.

**Section 12.6 - Committee Appointments.** The President shall appoint the chair of each committee for which such appointment is not otherwise provided by the Bylaws or the Operations Manual. Such chairs shall serve at the pleasure of the President.

#### **Article 13 - Nominations & Elections**

**Section 13.1 – Nominations.** The Nominating Committee shall present a preliminary slate for the annual elections of Members at Large to the Board of Directors. The slate is subject to addition by petition from the membership as specified in the Operations Manual.

**Section 13.2 - Elections.** All eligible Members shall have the opportunity to vote in the annual elections, which shall be concluded at least sixty (60) days prior to the annual meeting of Members. Elections will be conducted by a method approved by the Board.

#### **Article 14 - Staff**

The Board may delegate the operations of the organization, or a portion thereof, to a paid staff. The chief staff person shall serve as a non-voting officer of the corporation and shall be responsible for selection and supervision of all other staff.

#### **Article 15 - Rules of Order**

The meetings of the Members, the Board, and the Executive Committee shall be governed by the latest revised edition of *Robert's Rules of Order*.

#### **Article 16 - Amendments**

The power to alter, amend or repeal the Bylaws or adopt new Bylaws shall be vested in the Board. Such action may be taken at a regular or special meeting of the full Board for which written notice of the purpose has been given. Approval of amendments requires three-quarters (3/4) of the entire Board.

## American Association of Community Theatre

### MEMBER PRIVACY STATEMENT

Updated August 2017

#### Member Directory

The AACT membership directory was created to identify the members of AACT to one another, and to promote the sharing of ideas among members. The complete member directory is made available only to AACT members. Members are expected to have consideration for the privacy of fellow members and to not abuse the privilege of having access to this personal contact information.

Current members of AACT may use the directory for the purposes described by these terms:

- Members may use the directory for personal or professional contacts to other members, but not for commercial purposes.
- Members agree not to send email to members who have specifically requested otherwise. (For purposes of this provision, merely making one's email address accessible via the directory shall not constitute a request or invitation to receive messages.)
- Transmitting a series of messages to the same member on the same topic is not permitted, nor are mass mailings of unsolicited messages (spam) to members.
- Copying or distributing all or any part of AACT member information without express permission from AACT is prohibited, as is any use that is damaging to the interests of AACT or its members.
- Members may not assist any non-member in obtaining or using any names or contact information from the directory, other than that available on the public (non-member) portion of the AACT website, [aact.org](http://aact.org).

Members who receive any unwanted solicitation that appears to be the result of their listing in the directory should notify AACT immediately.

Penalties for misuse of the directory may range from a request to discontinue inappropriate behavior, to legal action. In addition, sending unsolicited emails of a commercial nature may violate the federal CAN-SPAM Act [Source: Federal Trade Commission, [www.business.ftc.gov/documents/bus61-can-spam-act-compliance-guide-business](http://www.business.ftc.gov/documents/bus61-can-spam-act-compliance-guide-business)].

Questions about appropriate and inappropriate use of the directory should be directed to the AACT office, 1300 Gendy St., Fort Worth, TX 76107; [817-732-3177](tel:817-732-3177); [info@aact.org](mailto:info@aact.org).

#### AACT Mailing List

AACT maintains a mailing list of known theatres (every community theatre organization in the country of which AACT is aware) and individuals interested in community theatre. Individuals are on the list due to current or past AACT membership, participation in an AACT event, leadership in a state/regional theatre organization or festival, request, or other indication of interest in community theatre.

AACT may use both the mailing and email addresses to conduct AACT business and promote AACT programs. AACT may also release mailing and email addresses from the list to state and regional organizations/festivals for the promotion of AACT related events, such as festivals.

The AACT mailing list is available for rent for use in promoting supplies, properties, and services of interest to theatres and persons active in theatre. Such rental may include the mailing and/or email addresses on file for organizations and the mailing addresses of individuals. Email addresses of individuals may not be rented except when the address has been provided for contact with an organization.

Individuals who do not want their addresses rented by AACT to third parties should make the request in writing to [<info@aact.org>](mailto:info@aact.org) or AACT, 1300 Gendy St., Fort Worth, TX 76107. Such individuals should not provide their personal addresses or email addresses to AACT as the contact points for their organizations.



American Association of Community Theatre

**CONFLICT OF INTEREST POLICY**

Adopted February 2012, updated May 2017

A conflict of interest is present whenever a Board member, Endowment Committee member, or staff of the American Association of Community Theatre has a financial interest in a proposed transaction or is a director or officer of the other entity to the proposed transaction. Such transactions may include services provided by the association, grants given to charitable organizations on which the AACT official serves as an officer or director, purchase of services and/or tangibles from a vendor, and/or access to specialized or privileged information that can be used for personal gain.

American Association of Community Theatre requires its Board members, Endowment Committee members, and staff to disclose all interests that they or a family member has in other for-profit or nonprofit entities where it is foreseeable that the Association may enter into a contract or award a grant or have other business or financial dealings with the entity. This shall include, but not be limited to, financial interests, officerships, directorships, and other similar substantial interests in any such entities.

Board members, Endowment Committee members, and staff of American Association of Community Theatre are expected to maintain independence, objectivity, and confidentiality and to do what a sense of fairness, ethics, and personal integrity dictate even though not necessarily obligated to do so by law, regulation, or custom. AACT officials shall refrain from voting on or approving a proposed transaction if in a conflict-of-interest situation and, if appropriate, shall withdraw from the meeting.

In order to avoid a conflict of interest that might embarrass the Board or the association, AACT officials must disclose any actual or possible conflicts, and the nature thereof, to the Board President or to the Executive Director of the Association annually, or as such situations may arise.

American Association of Community Theatre  
**CONFLICT OF INTEREST DECLARATION**

I have received, read and understand fully the Conflict of Interest Policy.

I am declaring the following as possible conflict(s) of interest (if none, write "None."):

I will further comply with the statement by bringing any potential conflict of interest situations that may arise in the future to the Board President or to the Executive Director.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

American Association of Community Theatre  
**DONATION AND GIFT ACCEPTANCE POLICY**

Approved June 25, 2000, updated May 2017

All Donations, Gifts, Grants, and the like (hereafter Gifts) will be accepted by AACT as provided in the policy as outlined below. AACT reserves the right not to accept any Gift. The Gifts shall be appropriate for an organization holding a 501(c)3 determination under the 1986 Internal Revenue Code as amended.

1. All Gifts will be accepted by the Executive Director after securing any additional approvals that may be required under this policy. The Executive Director shall cause the appropriate thank you to be issued. If the office of the Executive Director is vacant, the acceptance will be by the President.
2. Unrestricted (\*) funds in the form of Cash; Fully Paid Non Assessable Securities [Less than 5% owner] registered for sale to the public under the 1933 Security and Exchange Act as amended; and personal or intellectual property not requiring expenditures for storage, maintenance, or defense may be accepted by the Executive Director without additional approvals. Common office equipment may be accepted without additional approvals, provided no substantial unbudgeted cost would be likely to be incurred.
3. Restricted (\*) funds in the form described in 2 above:
  - A. For inclusion in AACT's Endowment Funds as described in the AACT Operations manual - No additional approvals.
  - B. For approved programs - No additional approvals.
  - C. Unapproved programs - Executive Committee.
4. The acceptance of Gifts that include a potential for liabilities including contingent ones shall include the specific approval of the Board. Examples of these gifts are as follows:
  - A. Real Estate.
  - B. Ownership interest as a general partner or with unlimited liability.
  - C. Personal or intellectual property that may require funds for storage or maintenance or defense.
  - D. Assessable debt or equity instruments.
5. Certain Gifts may require advice from legal, tax, or investment council as to what, if any, risks may be involved. The Executive Director shall consult with the Treasurer and President concerning the determination of risk and the appropriate approval level. Examples:
  - A. Assessable Debt or Equity instruments.
  - B. Options / Derivatives.
  - C. Life Estates or Charitable Remainder Trusts.
  - D. Restricted securities (including intrastate registrations) and ownership interests (all with limited liability) as an investor [Less than 5% owner].
  - E. Foreign Securities of any kind.
6. Board approval is required for a more than 5% security or equity ownership.

7. For Items not described above the Executive Director will consult with President and Treasurer to determine the appropriate approval level.
8. The designated Investment Manager will manage registered securities donated to the Endowment Fund. For non-cash donations the Executive Director, with the concurrence of the President, shall designate the procedures concerning disposition. During unusual market conditions the Executive Director, with the concurrence of the President, may make disposition if holding the gift would not be prudent.

\* As used in Statement of Financial Accounting Standards 116

## American Association of Community Theatre

### **GIFTS STEWARDSHIP POLICIES**

AACT welcomes and encourages donations and contributions to the Association to aid in accomplishing AACT's purposes. Non-cash gifts are subject to AACT's Gift Acceptance Policy.

Gifts may be designated or restricted for a specific program or for an AACT Endowment fund. If a donor designates or restricts a gift, AACT will honor the designation. Undesignated gifts will be utilized as needed.

Gifts designated Endowment may be for

-- Festival Support: travel expenses for regional festival winning companies performing in the national festival of AACT's Festival program or in international festivals.

-- AACT Mission and Long Term Sustainability

Gifts designated for Endowment, but not for Festival Support will be considered for the long term support of AACT.

Donors will be appreciated, thanked, and recognized in various ways. However, AACT will honor the privacy of a donor who wishes to be anonymous.

#### **Endowment Distribution Policies**

A change to these policies requires three-quarters approval of both the Endowment Committee and the entire Board.

#### Festival Support

Adopted May 10, 2010

Distributions from the Festival Support fund will be calculated biennially, utilizing 10% of the average of the previous three years Festival Support Endowment Fund end of fiscal year account balances. This sum will be divided equally among the companies performing in the National AACTFest, rounded to the nearest five dollars.

#### Mission and Long Term Sustainability

Adopted February 22, 2014

AACT will annually (after receipt of the annual audit report) transfer from the Mission and Long Term Sustainability fund to AACT general funds the higher of

-- 50% of the investment income of the Mission and Long Term Sustainability Income for the year just ended. Income equals dividends, interest, and net market value changes for the year – realized and unrealized. It excludes donations. OR

-- 4% of the current beginning year net value of the Mission and Long Term Sustainability fund.

## American Association of Community Theatre

### WHISTLEBLOWER POLICY

Adopted by the American Association of Community Theatre: February 2012

In keeping with the policy of maintaining the highest standards of conduct and ethics, the American Association of Community Theatre (AACT) will investigate any suspected fraudulent or dishonest use or misuse of resources or property by staff, board members, consultants, or volunteers.

Staff, board members, consultants, contractors and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as a “whistleblower”) pursuant to the procedures set forth below.

#### Reporting

A person’s concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to the employee’s supervisor, or if suspected by a volunteer, to the staff member supporting the volunteer’s work. If, for any reason, a person finds it difficult to report concerns to a supervisor or staff member supporting the volunteer’s work, the person may report the concerns directly to the Executive Director. If it is the Executive Director who is suspected, concerns should be reported to the Board President. Alternatively, to facilitate reporting suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

#### Definitions

**Baseless Allegations:** Allegations made with reckless disregard for their truth or falsity or knowingly false allegations. Individuals making such allegations may be subject to disciplinary action by AACT and/or legal claims by individuals accused of such conduct.

**Fraudulent or Dishonest Conduct:** A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include:

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuing a benefit or advantage in violation of AACT Conflict of Interest Policy
- Misappropriation or misuse of AACT resources, such as funds, supplies or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked

**Whistleblower:** An employee, consultant, or volunteer who informs a supervisor, the Executive Director, or the Board President about an activity relating to AACT that the person believes to be fraudulent or dishonest.

#### Rights and Responsibilities

##### Supervisors

Supervisors are required to report suspected fraudulent or dishonest conduct to the Executive Director. Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations
- Premature notice to people suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's rights under law

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or other follow-up steps on their own. Accordingly, a supervisor who becomes aware of suspected misconduct:

- Should not contact the person suspected to further investigate the matter or demand restitution
- Should not discuss the case with attorneys, the media, or anyone other than the Executive Director
- Should not report the case to an authorized law enforcement officer without first discussing the case with the Executive Director

### **Investigation**

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken if necessary, and findings will be communicated to the reporting person and his or her supervisor. Investigations may warrant investigation by independent people, such as auditors and/or attorneys.

### **Whistleblower Protection**

AACT will protect whistleblowers as defined below:

- AACT will use its best efforts to protect whistleblowers against retaliation. Whistleblower complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that AACT can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)
- Employees, consultants, contractors, and volunteers may not retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Executive Director or the Board President. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are sustained. Protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.
- Whistleblowers must be cautious to avoid baseless allegations (as described above in the Definitions section of this policy).

American Association of Community Theatre

**Harassment and Discrimination Policy**

Adopted February 1999, updated May 2017

American Association of Community Theatre endorses the principle that all staff and volunteers should enjoy a working environment free from all forms of discrimination, including sexual harassment. No one should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, sexual orientation, marital status, age, or disability, or that of his/her relatives, friends, or associates. It has the purpose or effect of creating an intimidating, hostile, or offensive work environment, interfering with an individual's work performance, or otherwise adversely affecting an individual's employment or volunteer assignment opportunities.

A hostile work environment may be created through inappropriate jokes (racial, ethnic, sexual, religious, etc.) and innuendo, written material (magazines, pictures, posters, etc.), and stereotypical remarks.

It is illegal and against the policies of AACT for any employee or volunteer to sexually harass another employee/volunteer. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. acceptance of such advances or requests is a condition of an employee's/volunteer's continued employment/service;
2. submission to or rejection of such conduct is the basis for employment or assignment decisions affecting the employee/volunteer; or
3. such conduct creates an intimidating, hostile, or offensive working environment which unreasonably interferes with an employee's/volunteer's work performance.

AACT will take appropriate action against any person who is found to violate this policy, up to and including termination of employment.

AACT recognizes that any claim of discrimination or harassment requires a factual determination based on an understanding of all the events. Thus, AACT will act positively to investigate all alleged claims and to effectively remedy them when the allegation is determined to be valid.

This policy also expressly prohibits retaliation of any kind against any employee/volunteer bringing a complaint or assisting in the investigation of a complaint. Such employees/volunteers may not be adversely affected in any manner related to their employment/assignment.

Employees/volunteers who consider themselves victims of harassment should report the matter at once to their immediate supervisor or the Executive Director. Should a Board member or the Executive Director be viewed as the source of the harassment, the matter should be reported to the President. Every effort will be made to ensure the privacy of the complainant and the accused.



American Association of Community Theatres

**RECORD RETENTION POLICY**

Adopted by the American Association of Community Theatre February 2012

AACT takes seriously its obligations to preserve information relating to litigation, audits, and investigations. State and Federal regulations make it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against AACT and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the Executive Director or President of a potential or actual litigation, external audit, investigation, or similar proceeding involving AACT. The information listed in the retention schedule below is intended as a guideline and may not contain all the records AACT may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Executive Director.

From time to time, the Executive Director may issue a notice, known as a "legal hold," suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Executive Director. Note the 7 year period for records that support a tax return would be extended until the tax period is considered closed.

The policy also applies to records stored in an electronic format. The key provision for this procedure is that a system that can process (access) the records needs to be maintained.

See IRS Revenue Procedure 98-25

Note: this policy applies to AACT, but may be used as a sample for other organizations; therefore some types of documents included may not be applicable to AACT.

<b>File Category</b>	<b>Item</b>	<b>Retention Period</b>
<b>Corporate Records</b>	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board, Membership, and Endowment Trustees meeting agendas and minutes	Permanent
	Conflict of interest disclosure forms	4 years
<b>Archives</b>	At University Of Wisconsin	Permanent
<b>Finance and Administration</b>	Financial statements (audited)	Permanent
	Auditor management letters	Permanent
	Payroll records	Permanent
	Journal entries	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Charitable organizations registration	7 years

	statements (filed with [State] Attorney General)	
	Chart of accounts	7 years
	Expense reports	7 years
	General ledgers and journals (includes bank reconciliations, fund accounting by month, payouts allocations, securities lending, single fund allocation, trust statements)	7 years
	Accounts payable ledger	7 years
	Investment performance reports	7 years
	Investment consultant reports	7 years
	Investment manager correspondence	7 years
	Depreciation Schedule and supporting documents	7 years after disposition
	Equipment safety records	7 years after disposition
	Contracts and agreements	7 years after all obligations end
	Investment manager contracts	7 years after all obligations end
	Correspondence-general	3 years
<b>Insurance Records</b>	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Accident reports	7 years
	Fire inspection records	7 years
	Safety (OSHA) reports	7 years
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
<b>Real Estate</b>	Deeds	Permanent
	Leases	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
	Purchase agreements	7 years after disposition requirements
<b>Tax</b>	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	Permanent
	Withholding tax statements	7 years
	Correspondence with legal counsel or accountants, not otherwise listed	7 years after return is filed
	Employee Timecards	3 years
<b>Communications</b>	Press releases	Permanent
	Annual reports	Permanent
	Other publications	7 years
	Photos	7 years
	Press clippings	7 years
<b>Donor Services</b>	Fund agreements	Permanent
	Correspondence — acknowledgment of gifts and grant requests	Permanent
	Donor fund statements	Permanent

<b>Community Philanthropy</b>	Records from advisory or family fund meetings, including minutes, if any, and lists of grants recommended for approval	7 years
	Scholarship grant records, including applications if foundation staff participates in selection decisions	7 years
	Approved grants — all documentation supporting grant payment, including application/recommendation, due diligence, grant agreement letters, grant transmittal letters, and post-grant reporting information, if any	7 years after completion of funded program, or date of grant if operating grant
	Foundation funding requests, correspondence, and reports (funding received)	7 years after completion of program
	Declined/withdrawn grant applications	3 years
	Foundation funding requests (denied)	3 years
<b>Consulting Services</b>	Consulting contracts/files	7 years after all obligations end
<b>Human Resources</b>	Employee personnel files	Permanent
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee medical records	Permanent
	Employee handbooks	Permanent
	Workers comp claims	7 years after settlement
	Employee (volunteer) orientation and training materials	7 years after use ends
	Employment offer letter	7 years after all obligations end
	Employment applications	3 years
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service or three years
	Résumés	1 year
<b>National Festival</b>	Host application & Contract	11 years
	Host Reports	11 years
	Other Applications	4 years
	National Results	Permanent
<b>Awards</b>	AACT National Awards	Permanent
	Spotlight Awards	Permanent
	Education Credits	Permanent
<b>Technology</b>	Software licenses and support agreements	7 years after all obligations end
<b>General Administration</b>	Correspondence — Executive Director	7 years
	Appointment calendars — Executive Director	7 years

## American Association of Community Theatre

### LIMITS OF AUTHORITY

Approved February 18, 2016

#### **Contracts**

Executive Director approves and signs all contracts. Treasurer's review and President's approval is required if expenditure is not approved via the budget, exceeds \$25,000, or is for legal services.

#### **Site Selection for Major Annual Event**

(National Festival, International Festival, or other "Off-Year" event)

Executive Director recommends, Executive Committee reviews, Board approves.

#### **New Major AACT Event, Program, or Project**

(Major = significant impact on finances, AACT image, or existing major program.)

May be proposed by staff, a Board committee/task force, or the Board. Staff reviews, Executive Committee approves.

#### **Audit**

Audit Committee annually selects a firm to conduct the audit and provide tax services. Audit Committee reviews, Board approves acceptance of the Audit Report.

#### **Budget**

Executive Director annually prepares a two-year rolling budget. Treasurer reviews, Finance Committee recommends, Board approves.

#### **Budget Oversight**

Executive Director approves minor expense budget overages and overages for expenses without corresponding revenue. Treasurer or President approval needed for major overages not covered by corresponding revenue.

#### **Payment of Expenses**, including capital expenses

-- Executive Director authorizes payments up to \$25,000 if included in an approved budget or contract. Treasurer or President approval needed on amounts over \$25,000, which may be given via email.

-- Treasurer's approval needed for new credit cards.

#### **Cash Management**

-- Executive Committee approves new bank accounts.

-- Executive Director approves transfer of cash among bank accounts.

-- Treasurer approves investments, such as CDs.

#### **Staff Management** (Employees or Contractors)

-- Executive Committee recommends hiring or terminating of the Executive Director, Board approves. Executive Committee annually reviews the Executive Director's performance. Executive Committee determines adjustments in the Executive Director's salary and benefits.

-- Executive Director hires, terminates, reviews, and sets salary for all other staff, based on the approved budget.

-- Executive Committee approves changes in the personnel manual and to staff benefits.

## American Association of Community Theatre

### **POSITION STATEMENTS**

#### **Resolution on the NEA**

Adopted June 1995

The American Association of Community Theatre, believing:

That culture is our link to the past and the future, and a bridge to human understanding;

That creativity and expression are critical to the skills of problem solving, nurturing of the human spirit, and survival in an expanding world;

That theatre is a collaborative art, building team work and community pride; and

That public support is crucial to ensuring the accessibility of the arts to all people;

Declares its support of the National Endowment for the Arts, and urges the continued funding and support by the Congress of the United States.

#### **Anti-Discrimination Statement**

Adopted February 1998, revised June 2010

AACT believes in equal opportunity for employees and members. AACT's success depends on the effective utilization of qualified people, regardless of their race, creed, color, age, gender, sexual orientation, national origin, disability, or any other characteristic protected by law. We will not discriminate on the basis of these characteristics in any personnel or member action.

AACT expects all organizational members to adhere to current accessibility regulations.

Reasonable accommodations to ensure inclusion by all participants should be made by the hosts of AACT events.

AACT encourages members to give this non-discrimination policy their full support through leadership and personal example.

#### **Position Statement on HIV/AIDS**

Recognizing that HIV/AIDS is a threat to all people, the American Association of Community Theatre encourages all community theatres to initiate and participate in activities to increase awareness, tolerance, and support for individuals who are living with the disease.