

Participation Requirements for South Bay Musical Theatre Voting Membership Introduction:

The concept of “participation” has been loosely defined within South Bay Musical Theatre’s bylaws. Consequently, a number of members have come forth with concerns regarding what one has to do in order to be considered a voting member for a given year’s time. Nobody truly knows what qualifies as participation, nor how much participation one has to do each year in order to achieve voting membership.

The onus of interpreting the bylaws in cases of ambiguity falls to South Bay Musical Theatre’s Board of Directors, per the powers granted to it by the organization’s bylaws themselves. "Participation" going forward is now defined, in order to improve our election process by codifying what a voting member is vs. a non-voting member. Therefore, the Board is instituting the following policies regarding participation and membership, effective 2/1/15.

Participation Requirements for South Bay Musical Theatre Voting Membership

Rev: 11/19/14

“Participation” shall be exclusively defined by the number of “activity hours” one spends volunteering for the organization. These activity hours are comprised of (but are not limited to) the various operations necessary for the production of South Bay Musical Theatre’s season of shows, its various fundraising activities, and other tasks related to the organization’s upkeep and infrastructure.

A voting member’s activity hours will be tracked and recorded during the membership time frame as stipulated by the bylaws. Members will have the opportunity to contest any hours they feel they have not been awarded during the recording period, and will be informed of their membership status well in advance of South Bay Musical Theatre’s general meetings — thus ensuring each member knows he or she has the right to vote at said meetings.

Section 1 — Changing the Definition of Membership Activities

Adding, removing, or modifying any part of these participation requirements will require a two-thirds vote of the Board of Directors.

Section 2 — Hours Required to Attain Voting Membership

As stated in the SBMT bylaws, there are two membership types – voting and non-voting membership. In order to be a voting member in the general elections, members will be required to obtain a minimum number of 20 activity hours in order to be considered having “participated in the activities of

the organization,” per the bylaw requirements for membership.

Section 3 — Definition of Volunteer Activities

Time spent engaging in volunteer activities (listed below) will be tracked via various means, including but not limited to signup sheets, spreadsheets, and print programs. Activity hours will be witnessed and approved by the production staff members tasked with volunteer tracking on each production or a South Bay Musical Theatre supervisor for any volunteering that falls outside of a show environment.

Volunteer activities must be pre-approved by the aforementioned production staff members or South Bay Musical Theatre supervisors in order to count for one’s hours. (A member cannot, for example, spend 20 hours researching musical theatre licensing of his or her own volition and submit that as proof of eligibility; volunteer activities must match available volunteer opportunities offered by South Bay Musical Theatre.)

Volunteer hours are non-transferrable.

Volunteer activities that count toward activity hours will be the following:

1. All production, staff, crew, cast, and orchestra activities for mainstage productions and one-night events may fulfill the activity hour requirement for South Bay Musical Theatre. Positions which are known to take more than 20 hours’ volunteering will be considered to have automatically fulfilled the requirement (e.g. cast, a director, a producer, a musical director, etc.), and these volunteers’ hourly contributions need not be tracked
2. Current board members automatically fulfill the activity hour requirement

3. House managers for a full production run automatically fulfill the activity hour requirement
4. Front-of-house work for South Bay Musical Theatre events may fulfill the activity hour requirement. Each night ushering or running concessions will be worth 4 hours, following a house manager's confirmation that all duties were met
5. Set construction, tracked hourly
6. Show move-in, tracked hourly
7. Show move-out, tracked hourly
8. Miscellaneous studio and set shop activities (cleaning, facility maintenance, or other tasks), tracked hourly
9. Costume design, construction, and maintenance, tracked hourly
10. Hospitality activities for shows' move-in and move-out, tracked hourly
11. Assistance during fundraising events, tracked hourly
12. Infrastructure maintenance (trailer, roofing, laying floor, etc.), tracked hourly
13. Advertising activities representing SBMT, including passing out programs at local events, hanging flyers, and assisting in other publicity efforts, tracked hourly
14. Assisting at show and event auditions, tracked hourly

15. Props-related activities, including their creation and organizing, as well as running props in a show environment (all tracked hourly)
16. Program-related activities, including gathering input for the program from cast and staff, organizing information, verifying information, copy editing, and delivering programs from the printer to the theater (tracked hourly)
17. Working committee members, tracked hourly
18. Costume maintenance, assistance, delivering, repair, and other related tasks, tracked hourly
19. Providing, serving, and cleaning up lunch for set shop/theater workers/during two-show days, when coordinated with a show's producer or designated staff head (tracked hourly)
20. Assisting with opening night activities, as coordinated by a show's producer (tracked hourly)
21. Membership in special task groups, as organized by the Board of Directors (tracked hourly)
22. Buying, delivering, and setting up lobby decorations, coordinated with the producer (tracked hourly)
23. Show dressers, coordinated with the producer (tracked hourly).
24. Wig maintenance, assistance, delivering, repair, and other related tasks, tracked hourly

25. Volunteer activities **NOT** eligible for activity hours include:

- i. Loaning props to South Bay Musical Theatre.
- ii. Delivering food to rehearsals/set construction/other events, outside of a producer's direct request, will not fulfill the activity hour requirement
- iii. Other activities that have not been pre-approved by a current show's producer, a staff member charged with approving volunteer activities, or a South Bay Musical Theatre board member (or board-assigned representative)
- iv. Attendance at a South Bay Musical Theatre board meeting by non-Board Members, or attendance of a South Bay Musical Theatre general meeting by all present, will not fulfill the activity hour requirement

Section 4 – Emeritus Status

As a community-driven organization, South Bay Musical Theater greatly values those members who have donated their skills and experience to advance its mission: providing high-quality theatre for the South Bay Area. The board of directors would like to recognize longtime contributors to the organization by awarding Emeritus Status to those who have been members for more than 25 years and are over 70 years of age. Any member can apply for Emeritus Status, by submitting the Emeritus Status Application to the SBMT Board for verification & approval. If approved by the board, Emeritus Status will grant the member lifelong voting rights in recognition of their years of service.

Section 5 — Activity Tracking

The *South Bay Musical Theatre Corresponding Secretary* (or delegate) will email all volunteer opportunities to the general membership multiple times per year. Volunteers will be encouraged to sign up for opportunities and will be offered

training to teach them the skills necessary to perform activities they are otherwise unfamiliar with.

The *South Bay Musical Theatre Corresponding Secretary* (or delegate) will give each South Bay Musical Theatre volunteer their status after each mainstage production and one-night event said volunteer participates in (voting, or non-voting with total hours accumulated throughout the year-long tracking period). Following this announcement, volunteers will have 14 days to correct any misinformation about their volunteer hours, after which no further adjustments will be permitted without approval by the Board of Directors.

Volunteer hours outside of show activities will be recorded and sent to the *South Bay Musical Theatre Corresponding Secretary* (or delegate) for inclusion on a membership-tracking spreadsheet. Volunteers will be allowed to ask about the status of their membership at any point.

Volunteers will be advised, via email, of their membership status by the *South Bay Musical Theatre Corresponding Secretary* (or delegate) prior to the general meetings.

Volunteers will have 30 days from the date the email was sent to correct any misinformation about their volunteer hours, save for any volunteer hours for which they have previously been given the opportunity to contest. (For example, a member may not bring up the amount of time he or she spent volunteering for a show if he or she said nothing during the previously allotted two-week window for correcting one's contributions to said production).



South Bay Musical Theatre

Emeritus Status Application

As a community-driven organization, South Bay Musical Theatre greatly values those who have donated their skills and experience to advance its mission: providing high quality musical theatre for the South Bay Area. Emeritus Status is for people who have been members for 25 years or more and are over 70 years of age. If approved, your petition for emeritus membership status will grant you lifelong voting rights in recognition of your years of service. We couldn't have done it without you.

Name:

Phone Number:

Email Address:

Please tell us bit about your contributions to South Bay Musical Theatre, including total years volunteered:

If you could volunteer for anything at South Bay Musical Theatre, what would you like to do?