

Centralia Cultural Society

Policy Manual

This Policy Manual contains procedures and guidelines approved by review of the Board of Directors and represents standard operating policies of the Centralia Cultural Society.

Adopted February 3, 1999

MISSION STATEMENT:

The Centralia Cultural Society..linking people with the arts and artists with the community through appreciation, education, exhibition, performance. (adopted 1/10/2001)

Action goals:

1. Support the member groups.
2. Provide and enhance education in the Arts.

Non-Discriminatory Policy

It is the policy of the Centralia Cultural Society that neither it, nor those utilizing the SocietyUs facility, shall discriminate on the basis of race, sex, religion, physical disability or mental disability. Rather, it is the policy of this organization that all persons should be served and encouraged to participate in the manner set out in our mission statement.

It is further the policy of the Centralia Cultural Society that it shall make every reasonable accommodation to persons with physical or mental disability so that all might enjoy and participate in the programs and events which take place in the SocietyUs building, with the SocietyUs properties, or otherwise with the SocietyUs support.

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SECTION I STRUCTURE OF THE CENTRALIA CULTURAL SOCIETY

A. ORGANIZATIONAL CHART OF CENTRALIA CULTURAL SOCIETY

BOARD OF DIRECTORS

ADMINISTRATIVE COORDINATOR

PATRON
MEMBERS

PARTICIPATING
MEMBERS

HONORARY
MEMBERS

PRIVATE

LITTLE THEATRE PLAYERS

J. T. ALEXANDER

PATRONS

CHORAL SOCIETY

BOB COVER

PHILHARMONIC ORCHESTRA

CORPORATE

PALETTE & BRUSH

PATRONS

LIGHT & LENS

B. BOARD OF DIRECTORS

1. AUTHORITY OF THE BOARD OF DIRECTORS OF THE CENTRALIA CULTURAL SOCIETY.

CONSTITUTION Article IV. RThe governing body of the Society shall be the Board of Directors.S

BYLAWS Article V. RThe affairs of the corporation shall be managed by the Board of Directors.S

THE POLICIES OF THE BOARD OF DIRECTORS, as governing principle, plan, or course of action, SHALL BE DIRECTED TO:

- a. Ensuring that the costs of operation and maintenance of the CENTRALIA CULTURAL SOCIETY are met.
- b. Assisting the harmonious and cooperative co-existence of the organization groups, with particular emphasis on
 1. calendar schedule.
 2. space use.
- c. Assuming the responsibility to oversee public relations and standards of quality for all events sponsored in the name of the Centralia Cultural Society.

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2. RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The responsibilities of the Board of Directors of the Centralia Cultural Society are described in the Constitution and the By-Laws of the Society and further shall be defined by those policies as from time to time adopted into the Policy Manual by the Board of Directors.

3. RESPONSIBILITIES OF BOARD MEMBERS

- a. Each member must attend all Board meetings.
 1. All meetings are on the 2nd Wednesday of each month at the CCS building.
 2. Each member must call the Office for an excused absence. Three (3) unexcused absences denote replacement on the Board.
- b. Board members-at-large must be Patrons of the Society.
- c. Each Board member should be an active participant of one or more committees.
- d. Board members should attend as many of the events of the Society as possible.
- e. Board members should help promote CCS by asking others to join in our support.

4. RESPONSIBILITIES OF BOARD COMMITTEES

The activities of the Board shall be performed through the functioning of the committees of the Board.

Standing committees of the Board shall be appointed yearly and shall observe the following:

- a. Members of each committee shall appoint a chairman.
- b. Term of office is one (1) year.
- c. ChairmanUs responsibility is to designate meeting time and date, and then to make the committeeUs report to the Board.
- d. All events must be scheduled through the office.

Other committees of the Board shall be appointed as needed for the term as required by the purpose of the committee and shall observe the same as above. Advisors may be added to the Membership/development committee, Fundraising committee, Arts in Education committee, and Building/Grounds Committee. There should be a minimum of 3 board members on each committee with a maximum of 10 members. (New-adopted, Aug 11, 2004)

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C. PROCEDURES OF THE SOCIETY

1. GENERAL SOCIETY POLICIES

It shall be the policy of the Centralia Cultural Society that no donations by the Society will be made to individuals or organizations.

It shall be the policy of the Centralia Cultural Society that no money will be expended for memberships in other organizations, or for advertising, unless the expenditure will result in clear and direct benefit to the Society or to one of its participating groups.

It shall be the policy of the Centralia Cultural Society that cards or letters of thanks, condolences, felicitations or other expressions of good will may be mailed to various persons or organizations on behalf of the Society by the President. The Office and members of the Board may assist the President in determining when such cards or letters are appropriate.

It shall be the policy of the Centralia Cultural Society that no individual shall profit from the use of the facility or equipment of the Society. The Society shall be reimbursed for the value of such personal use as long distance telephone charges, copier printing, etc.

It shall be the policy of the Centralia Cultural Society, because the Society is itself a group of individual volunteers working for the community good as outlined in the SocietyUs Mission statement, not to participate in or to endorse public causes or to release lists of individual members for outside solicitation. The Society as an organization, consistent with its Mission statement, does support the Arts and freedom of expression within the Arts, and to those ends alone the Society, as an organization, may make exception to the above.

2. BOARD ACTION POLICIES

Guest items and new business brought to the Board meeting by someone other than Board members shall be placed first in the order of business. GuestUs business should be submitted to the Office in time to be included on the printed agenda.

The Society, through the Board of Directors, shall follow a yearly agenda:

January:

Bill/collect group membership fees

Groups seat new Board representatives

Calendar Committee sets Master Calendar events for next fiscal year no later than Feb. (adopted 1/8/03).

February:

Building & Grounds Committee conducts the building walk-through inspection and makes recommendations to the Board.

March:

Administrative Coordinator prepares and submits IAC Grant application.

April:

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May:

Personnel Committee evaluates Administrative Coordinator and makes recommendations to the Board.

Budget Committee projects operating budget for next fiscal year.

Policy Committee meets to review policies. 5/04

June:

July:

Groups submit Budget Application for next fiscal year and updated inventory lists.

August:

Budget Committee reviews ending fiscal year, recommends final disposition of funds, and presents new budget.

Board of Directors approves budget for next fiscal year.

September:

Board of Directors reviews key holders list.

Administrative Coordinator completes IAC grant report.

October:

Nominating Committee reports on candidates for election as members-at-large, and for officers of the Board.

Groups submit updated active membership lists.

November:

Annual meeting/elect member-at-large

Elect officers of the Board at regular Board meeting.

December:

Appoint committees of the Board

3. MASTER CALENDAR POLICY

In order to maintain the orderly and efficient use of the CENTRALIA CULTURAL SOCIETY building, it is essential that a carefully considered calendar of scheduled events be maintained.

A. Towards the above end there shall be a Calendar Committee made up of the following Board members;

Chairperson: Member-at-large

Presidents of: Choral Society, Philharmonic Orchestra, Little Theatre Players and Palette & Brush Club.

The Calendar committee shall meet to prepare the annual Master Calendar for the Centralia Cultural Society no later than the February Board meeting (adopted 1/8/03). The committee shall develop a Master Calendar which shall be formalized by Board approval and

kept at the Office of the Centralia Cultural Society.

The Annual Meeting and the Board of Directors meetings shall first be considered and then the member organization meetings. The member organizations shall each initially be entitled to place two events on the Master Calendar. Additional events may then be scheduled as the Calendar allows.

It shall be the responsibility of the Calendar committee to have had its members confer with the member organizations concerning their anticipated calendar needs prior to the establishment of the Master Calendar.

B. After the Master Calendar is established, additional events may be placed on the Master Calendar by way of the following:

- 1) Identify sufficient time on the calendar for the proposed event so that it will not conflict with the needs of already scheduled events. This shall be done through consultation with the SocietyUs Administrative Coordinator.
- 2) Present the proposed event to the Board at its monthly meeting with details as to space and time needs, production details and general information about the event. It shall be the responsibility of the Board, even at this initial stage of calendaring the event, to verify the following:
 - a. that there is an individual in place who will be responsible to the Board, who will have knowledge and experience sufficient for the event, who has an adequate support staff in place, and who will be responsible for the opening and closing of the building.
 - b. that the calendar and facility will accommodate the needs of the event.
 - c. That the financial impact of the event will be positive or that there is cause to accept an event which may have a neutral or negative financial impact.
- 3) At the monthly meeting following the presentation for calendaring, the Board shall vote on whether to calendar the proposed event.

C. Placement on the Master Calendar is NOT to be construed as approval by the Society for production of the event. Refer to Section VII concerning production.

D. The Calendar Committee and the Board shall consider when scheduling any event on the calendar:

- 1) Events sponsored by member organizations of the Society receive preference in all time and space issues.
- 2) Specific dates and specific space needs are required so that non-conflicting events will not be unnecessarily affected.
- 3) When there is time and space requests that conflict, preference shall be given to programs that provide the following:
 - a. Economic benefit to the Society.
 - b. Community appeal
 - c. Variety and diversity with existing programs.

E. After the Master Calendar is established, the Board may place its own sponsored events on the Master Calendar; this particularly to include the School Programs of the Arts in Education programming.

F. Public requests for use and/or rental of the building shall first be addressed to the Administrative Coordinator who shall verify the availability of time and space on the Master Calendar. The Administrative Coordinator will then present the request for approval by the Board.

D. PROCEDURE FOR AMENDING POLICY MANUAL

It is the intention of the Board adopting this Policy Manual that the manual shall facilitate the achieving of the SocietyUs goals and mission and provide direction, consis-

tency, and stability to its efforts. However, the Board further recognizes the need for growth and considered change. Future Board members are therefore encouraged to frequently review this document and to bring about improvements in its content as times and circumstances suggest.

In order to amend, by addition, deletion, or modification, any part of this manual, any Board member may, in writing, submit a proposed amendment at a regularly scheduled Board of DirectorUs meeting for the Board to consider in the interim between that and the next Board meeting. Unless submitted by a Policy Manual committee established by the President, no vote on the proposed amendment shall be made at the meeting at which an amendment is first submitted.

At the Board of DirectorsU meeting following the initial submission of the amendment, a vote shall be taken on the proposed amendment. A majority of a quorum shall be sufficient to enact the amendment. If the proposal to amend passes, then copies of the amendment shall immediately be provided to all Board members for inclusion in their policy manual and shall immediately be placed in the Office copy of the manual.

All enacted amendments shall display the date upon which the Board voted to approve it.

New (adopted 8/11/04) A regular meeting of the Policy committee will be held in May to review the Policies of the Cultural Society each year. Other meetings will be held as needed.

SECTION II

MEMBERSHIP OF THE CENTRALIA CULTURAL SOCIETY

A. PARTICIPATING MEMBERS

1. RESPONSIBILITIES OF THE ORGANIZATIONAL GROUPS

Establish a criteria for active membership status.

Provide a list of active members to the office in October.

Pay group dues, billed in January, to the Society; Group fees are \$100.00.

General operating items shall include:

- a. Presidents of each group are to get news items for the Area Arts to the Office by the 15th of the following months: March, June, September, and December.
- b. Members are to check the heating & air conditioning, lights, and clean up after each meeting or event. (Such as chairs, tables, coffee pot, plastic tableware—wash, do not throw away). See CHECK LIST UPON LEAVING BUILDING.
- c. A person (secretary) from each group must be appointed to assemble materials to be mailed to their members. If postage is budgeted for their group, the Office may mail the completed information.
- d. The Office maintains a master mailing list for each group. It is the responsibility of each group to update this list and have a person from their group trained and to update their mailing list and print labels.
- e. (New) adopted 8/11/04—A person should be appointed to give a welcome at each program of the Society. A script will be provided.

Submit an annual budget application for the Group by July to be included in the fiscal year budget of the Society.

1. All projects to be sponsored by the Group are to be listed on the application; include the name, income and expense for each project.
2. List any administrative expenses the group expects to spend during the year.

Establish a criteria of standards for qualified personnel in their particular discipline or area of programming.

2. RIGHTS & PRIVILEGES OF THE ORGANIZATIONAL GROUPS

As participating members of the Society, the organization groups shall:

1. Place two members (president & representative) on the board of Directors of the Centralia Cultural Society.
2. Schedule and hold group meeting at the CENTRALIA CULTURAL SOCIETY.
3. Schedule their programming events on the Master Calendar as described in the Master Calendar Policy.

B. PATRON MEMBERS

1. Patron members shall be those persons who contribute annually to the Society the amount of dues as prescribed from time to time by the Board of Directors.
2. Patron memberUs rights & privileges shall include:
 - a. A subscription to the Area Arts newsletter and calendar
 - b. Reduced or free admission to many Society productions.
 - c. Advance announcements of special events.
 - d. Voting privileges and invitation to the Annual Meeting.
 - e. Listing on the roster of membership.

Promoting patron membership shall be the concern of the Society. (Patrons shall be offered free or reduced-price admissions to all events sponsored by the Society or its participating groups. Any exception to this policy shall receive prior approval of the Board of Directors.

C. HONORARY MEMBERS

The Board of Directors may, from time to time, elect Honorary members; such names and category to be listed on the roster of membership.

SECTION III BUILDING/CENTRALIA CULTURAL SOCIETY

A. JURISDICTION OF CENTRALIA CULTURAL SOCIETY

The Board of Directors shall be responsible to oversee the care and maintenance of the building and grounds.

1. ANNUAL BUILDING INSPECTION

The Board recognizes the desirability of maintaining a safe and efficient building and physical plant. The chairperson of the Building & Grounds Committee shall therefore accompany the entire Board annually on a tour and physical inspection of the building and grounds.

The chairperson of the Building & Grounds Committee shall maintain a list of needed annual maintenance items and see that they are attended to. The chairperson will further make requests and recommendations to the Board when the property needs non-routine repairs, improvements, or maintenance.

2. INSURANCE COVERAGE

It is the policy of the Board that the property shall be adequately insured against loss or damage, and liability for personal injury.

3. SPACE ASSIGNMENT

The Board shall be responsible for the assignment and designation of use of rooms and areas within the CENTRALIA CULTURAL SOCIETY building.

4. SECURITY

- a) All keys to the CENTRALIA CULTURAL SOCIETY shall be held and recorded by the office. Key records shall be reviewed by the Board regularly and not less than yearly in September.

Any distribution of keys shall be on a need basis and recorded by the Office. Anyone holding a key to the building must be knowledgeable of the security system.

Permanent status:

Administrative Coordinator: all keys

Custodian: all keys

President of the Board: Building and office

President of Organization Groups: building and group rooms.

Building & Grounds Chairperson: building & office.

*Temporary status:

Director/coordinator of event for the term of the scheduled event: building and necessary rooms.

- b) The security system should be activated at all times when the building is unoccupied or closed nights and weekends.

Call person on security alarm shall be:

1. Administrative Coordinator
2. Custodian
3. Chairperson of Building & Grounds Committee

Key holders shall be advised of current security code and notified of any change.

The last person to leave the building is responsible for activating the security system.

Sponsoring groups shall be liable for false alarm penalties if they have allowed persons not familiar with the alarm system access to the building.

- c) The code for the security system will be changed the first working day of every quarter—January, April, July, and October. The administrator is requested to make groups aware of this change each quarter. (revised September, 2003).

B. USE OF FACILITY

1. The Board of Directors recognizes the fact that, because a number of individuals and groups have continuing use of the building both day and night on week days and weekends, no one person can oversee all use situations. Therefore, every Centralia Cultural Society event which involves use of the building shall be sponsored by one of the organization groups or by the Board, with a responsible individual designated.

The responsibilities of use by a sponsoring group are:

1. Opening and closing the building after 4:00 p.m.
2. Seeing to the care of the facility.
3. Putting away props, costumes, equipment, etc. so that the condition of the facility is open to use by other groups.

The exception to this procedure shall be when the building is rented to an outside group; and in this case there must be a qualified Society member assigned to assist the renter and to see to the above described responsibilities.

The use of the facility shall be directed toward the programming of the organization groups, special events, and Arts in Education.

2. Special instance and condition includes: Palette & Brush Club art work and meeting room.

It is the policy of the Board that art work may be displayed for public viewing on the walls of the auditorium and in the lobby.

It is the responsibility of the Palette & Brush Club to supervise the installation and removal of art work within the confines of the CENTRALIA CULTURAL SOCIETY. An officer of P&B shall be advised when paintings will be taken down to allow for decoration for other group events. Care will be taken in handling and storing the paintings; the presence of a P & B person is desirable.

The P&B meeting room is often used during other events. An officer of P&B shall be notified two weeks in advance so that the club members may have time to clear and secure their materials and art work.

3. Private teachers

It is the policy of the Board that private teachers may have use of the facility when their lessons/classes are sponsored by one of the organization groups. It is the responsibility of the sponsoring group to:

- a) schedule the lessons/classes on the Master Calendar in the manner described in the policy manual.
- b) approve the qualifications of the instructor, and to periodically review each instructor and program.
- c) advise the instructor of house rules.
- d) see to the availability and care of the SocietyUs equipment and supplies.
- e) open and close the building after 4:00 p.m.

It is the responsibility of the instructor to:

- a) provide a current class roster and schedule to the sponsoring organization and to the Office.
- b) determine the fees for lessons/classes and pay 10% of gross revenue to the Society.
- c) communicate all information, notice of changes, etc. individually to their students.

The office shall be kept informed of all information relevant to the lessons/classes.

4. Emergency information and procedures shall be posted and copies made available to individuals who are responsible when the public is present in the building.

a. MEDICAL EMERGENCY

1. If serious, call Rescue Squad or 911.
2. If not serious, advise the ill or injured party to consult a physician.

Get the personUs name, address, and phone number. Offer to contact a family member, etc. for them.

b. FIRE ALARM

1. Call the fire department 911 or use Rpanic alarm.S
2. When flame or smoke and fumes are evident remove/evacuate all occupants from the building.
3. No one should expose themselves to the danger of a major fire. Fight a small fire by using a fire extinguisher.
4. For a fire in electrical equipment:
 - a. DO NOT use water on an electrical fire.
 - b. DO NOT use a fire extinguisher on typewriters and computers.

c. POLICE

In the event of potential or actual danger or violence, call the police 911 or use Rpanic alarmS on the system.

d. STORM/WEATHER WARNINGS

1. If advanced notice is received of snow/ice storms, a tornado watch, etc. advise the occupants to leave for home.
2. If sudden storms occur, occupants should take cover in protected parts of

the building. (such as Rehearsal room).

e. MECHANICAL BREAKDOWN

In the event of a breakdown of furnace, air conditioning, electricity, water or sewer service, etc. call:

- a. Custodian
- b. Administrative Coordinator
- c. Chairman of Building & Grounds
- d. President of the Society

C. CARE OF FACILITY

It is the policy of the Centralia Cultural Society that the responsibilities for care of the building shall include protecting the physical structure from damage, economizing on the use of the utilities, and maintaining clean & orderly conditions which will not interfere with other groups' ability to use the facility.

1. A CHECKLIST UPON LEAVING THE BUILDING shall be posted and made available to individuals responsible for each event. This list should be followed every time the building is used.
2. Props, construction projects, tools, equipment, tables, chair, etc., shall be secured and stored out of traffic areas after each session.
3. Materials and equipment being used for a pending event shall not be disturbed or moved by any other group.
4. Report damage and/or need for repairs immediately to the Office.

D. RENTAL OF FACILITY

The Board of Directors recognizes the fact that renting the facility can be a source of income for the Society; and further can promote an awareness of the Society and the facility among individuals and organizations from the public sector.

Conditions, guidelines, and fees shall be determined by resolution of the Board of Directors and current information to be available through the Society's office.

E. LIABILITY FOR DAMAGE TO BUILDING OR PERSONAL PROPERTY

Any organization or individual that utilizes Centralia Cultural Society's building or personal property shall be liable for any damage done to any part of the building or any personal property during the time they are in possession, either actual or constructive.

Any organization or individual that utilizes Centralia Cultural Society's building or personal property shall impliedly be aware of the Society's policies concerning care for its properties set forth in this policy manual. The policy manual will be available in the Society's office during regular business hours.

F. SMOKE-FREE POLICY (adopted July 11, 2001)

It is the policy of the Society that all enclosed portions of the CENTRALIA CULTURAL SOCIETY are smoke-free, and the smoking of cigarettes, pipes, cigars, or any tobacco product or similar product by any means is prohibited. Smoking outside the building is permitted provided that the smoker properly dispose of cigarette butts and other waste.

Section IV PROPERTIES

A. JURISDICTION OF PROPERTIES

1. PROPERTIES OF THE SOCIETY

The properties of the Society include all equipment and furnishings of the CENTRALIA CULTURAL SOCIETY as received by donation or purchased through the Society accounts.

The Society is responsible for the maintenance and safekeeping of its properties through the supervision of the members of the Board of Directors, or as delegated to the Office or other specifically designated persons, as a costume manager, etc.

The Office shall keep a current inventory list of Society properties. Property of the Society shall be marked with CCS identification when appropriate.

2. PROPERTIES OF ORGANIZATION GROUPS

Organization groups personal properties are those items acquired through the group treasury for the special use of the individual group. The organizations are responsible for the maintenance of such items.

It shall be responsibility of the various member organizations that keep personal properties at the Centralia Cultural SocietyUs building to maintain at the SocietyUs office an inventory of such properties.

Those items so listed are not to be used by other groups or loaned to outside organizations without the knowledge and consent of the concerned group.

Organizations shall update such inventory not less than annually. Items on the grounds not so listed are presumed to be the property of the Society.

3. PROPERTIES OF INDIVIDUALS

Items which are borrowed by or loaned to the Society should be labeled with the name of the individual owner. The Society will take reasonable care of such items.

B. USE OF PROPERTIES

It is the policy of the Centralia Cultural Society that the use of Society properties shall be for the benefit of all Society members.

In order for the Society to be accountable for the location and condition of properties, the use of items shall be coordinated through the Office and the following records:

- a. Society inventory
- b. Organization group inventories
- c. Loan forms maintained in a record book.

C. CARE OF PROPERTIES

It is the policy of the Centralia Cultural Society that all properties shall be used with care and respect by all members of the Society.

Properties shall be kept in a secure storage space and returned to the location of storage in good condition. Any item requiring maintenance or repair should be reported to the Office in a timely manner.

D. LOAN OF PROPERTIES

It is the policy of the Centralia Cultural Society to make items available for use by outside organizations and individuals subject to special conditions, restrictions, and exclusions. Items not to be loaned shall be so noted on the respective inventory lists and by a red tag.

Requests for such loans shall be addressed to the Office and a record kept, including the following information:

- a. Name, address, and phone number of borrower, including the signature of the person assuming responsibility for the items.
- b. List of items borrowed.
- c. Date of loan and date of return.

Requirements for care and condition of borrowed items shall be the same as those described above, and include specific requirements as listed below. New-Costumes should not be altered without permission and should be returned within one week of final performance. Outside groups should give the Centralia Cultural Society credit in their program. (Adpted 8/11/04)

1. LENDING OF ELECTRONIC EQUIPMENT (revised June 9, 1999)

It is the policy of the Centralia Cultural Society that due to the great cost and fragile nature of its spot lights and sound board, that these items shall not be lent to outside organizations unless the Society is involved in the production or prior Board approval is obtained.

Other electronic items may only be lent if:

- a. Prior Board approval is obtained.
- b. A receipt for the borrowed item is delivered to the Office with a description of the borrowed items, signature of the person responsible, and location where the item will be kept.

2. LENDING OF COSTUMES (revised 2/00)

Costumes may be borrowed for Cultural, educational, artistic, or religious programs. They may not be borrowed for personal use.

Any costume borrowed from the Centralia Cultural Society must be returned clean and in good repair. If the item is washable, it must be washed before returning; items which must be dry cleaned shall be taken to a professional cleaners before return to the costume department, except by special permission from the Board.

3. LENDING OF PROPS

The borrower shall be advised whether these items may be altered, painted, etc. at the time of the loan; otherwise items shall be returned in the same condition as when borrowed.

4. LENDING OF FURNISHINGS

The loaning of such items as tables, chairs, risers, etc. shall be by Board approval and/or Office discretion.

E. LIABILITY FOR PROPERTIES

Overdue items and loss or damage to properties of the Society or the Groups shall be reported immediately to the office; and the Board of Directors shall determine the liability for repair or replacement. Such determinations may be financial in nature, and/or restrict privileges of future use.

SECTION V

EXPENDITURES

A. FISCAL YEAR

The Fiscal Year shall be September 1 through August 31.

B. AUTHORITY TO PAY; WRITE CHECKS, SIGN CHECKS

The Office shall write checks once bills have been approved by the Board of Directors.

The president and the treasurer shall be the registered agents on all financial accounts and either individual shall be authorized to sign checks.

C. BUDGET CONFORMANCE

No expenditures shall be in excess of the amount authorized for that account pursuant to the annual budget without prior approval of the Board.

D. APPROVAL TO PREPAY

The Board of Directors extends its approval to pay upon demand the following:

1. Budgeted, regular billings with late payment clauses which do not conform to the schedule of regular meetings, as Illinois Power, insurance premiums, etc.
2. Payment at the time of their performance to professional performers who have been scheduled on the calendar, as School Programs, guest artists, etc.
3. Payment to reimburse individuals who have extended personal funds to purchase items which will subsequently be billed to programming events or operating expense.

E. PURCHASING POLICY

1. Formal bids, in conformance with accepted business practices, will be required for major purchases and commitments for contractual services, commodities and capital goods, and shall be to the lowest bidder conforming with specifications, terms of delivery, quality, and serviceability, except for the following:

a. Where the goods and services to be procured are economically procurable from only one source, as public utility services, etc.

b. Where goods or services are to match or complete items previously purchased or used by the Society, as chairs, table service, etc.

c. In an emergency; an emergency shall be deemed to exist when immediate repairs to, or replacement of, equipment owned by the Society is necessary to permit the Society to function and its regular operation and scheduling to continue, or when there has been a local disaster or catastrophe.

2. The Centralia Cultural Society recognizes its partnership with the business community of the area and therefore the Board endorses a policy of purchasing locally.

3. The Centralia Cultural Society recognizes its financial limitations and therefore encourages seeking donations or loan of needed items or materials, with purchase as the last alternative.

F. CHARGES TO SOCIETY ACCOUNT

1. The Society may maintain charge accounts in its name at such local businesses as shall from time to time be designated by the Board.

2. The authority to make charges may be extended on a temporary basis to individuals who are members of the Society for expenses budgeted to an approved event. Charge receipts shall be delivered to the Office in a timely manner with signature and account identification.

G. LIABILITY & REIMBURSEMENT FOR PURCHASES BY INDIVIDUALS

1. Receipts and invoices shall not be accepted by the Office or approved by the Board of Directors for payment unless these are properly identified with a signature and an account to which these are to be credited.

2. Individuals are personally responsible for all expenditures in the name of the Society under their signature until payments are approved at a regular meeting of the Board.

3. Individuals who have extended personal funds shall submit properly identified receipts to the Office and shall then be reimbursed following the approval for payment at a regular meeting of the Board or as described in Section V.D.3.

H. VOLUNTEER POLICY

It shall be the policy of the Centralia Cultural Society that no money be paid from the Society's general operating fund, directly or indirectly, to any participant in an event sponsored by the Centralia Cultural Society. If it is deemed vital to pay someone, then such payment should receive prior approval of the Board of Directors.

No member of the Society (as defined by the By-Laws) shall receive any pay for taking part in the presentation of any event sponsored by the Society or a participating group. Any exception to this policy shall receive prior approval of the Board of Directors.

SECTION VI INCOME & FUNDING

A. GIFTS, DONATIONS, MEMORIALS

Within the provisions of the By-Laws Article VIII, Section 4, the Board of Directors adopts the following policies:

1. ACCEPTANCE POLICY

a. Personal property and other materials will be accepted on the condition that the Board of Directors considers the items to be a desirable addition to the Society, and that the Board has the authority to make whatever disposition is deemed advisable. Gifts which do not accord with the objectives and policies of the Society will be refused. No conditions may be imposed relating to any item after its acceptance by the Society.

b. Gifts or money, real estate, and/or stock will be accepted if conditions attached are acceptable to the Board of Directors. Each gift will be considered on its own merit.

c. The Society will not accept materials or items which are not outright gifts; unless a special contract for maintenance and use by the Society is entered into between the Board of Directors and the party retaining control of the material.

d. Funds shall be allowed to accumulate as recommended by the Finance/Budget Committee, for major purchases, with authorization of the Board of Directors.

e. There exists the Scholarship Fund and the Centralia Cultural Society Endowment Trust Fund and the Board of Directors encourages potential donors to consider the deposit of gifts into these funds.

f. All memorial money not specifically designated to a fund shall be placed in the

Endowment Trust Fund.

2. ACKNOWLEDGEMENT POLICY

- a. The receipt and acceptance of gifts shall be acknowledged by a letter and/or other public recognition, as from time to time set by the Board.
- b. The Office when appropriate under Section 501 (c) (3) of the Internal Revenue Code, shall send a letter stating the value of the donation and including a statement indicating that the donation may be tax deductible.

B. GRANTS POLICY

The Centralia Cultural Society recognizes the importance of funding from sources beyond the patronage of individuals and businesses within the local community. Grants are a significant part of the Society budget.

1. Traditional grants, as received from the Illinois Arts Council, Southern Illinois Cultural Alliance, etc., are processed through the Office.
2. The Board of Directors may contract with individuals to write for new grant projects. The individual will be responsible to the conclusion of the grant. The individual would be paid a commission on the total grant money as received by the Society.

C. UNDERWRITERS

Underwriters shall be individuals, businesses, or corporations who make contributions to specific programming events. Such contributions shall be credited directly to the budget of the chosen event and the contributors shall receive appropriate recognition.

NOTE:

A consistent, standardized underwriter procedure shall be developed by the Board of Directors which shall include:

1. Names and amounts for levels of contributions.
2. Description of RbenefitsS for the contributor.
3. Promise not to Rnickel & dimeS the contributor.

D. PROGRAMMING REVENUE

At every event sponsored by the Society or a participating group, an admission fee shall be charged or a freewill offering taken, the proceeds of which go into the general operating account of the Society. Any exception to this policy shall receive prior approval of the Board of Directors.

SECTION VII PROGRAMMING/PRODUCTION OF EVENTS

A. STANDARD USAGE; PROMOTION AND PROGRAMS

The name of the Centralia Cultural Society shall not be used on any printed material or for promotional purposes, or by any outside organization except by direction and approval of the Board of Directors.

The name and graphic symbols of the Centralia Cultural Society shall be standard in all public usage for events sponsored by the Society; printed materials, news releases, advertising, promotional items, etc.

The name of the building is the CENTRALIA CULTURAL SOCIETY and shall be standard in all usage.

All promotional materials, public notices, and programs shall include the following:

1. A statement that: RThis program is partially supported by a grant from the Illinois Arts Council, a state agency.S
2. A statement that: RCentralia Cultural Society presentsS
3. The name of the sponsoring group.
4. The name of underwriters or other specific financial sponsors.
5. Dates of the event, including the year (optional for promotional material and public notices), time, and place of the event.
6. Extent to which patron cards will be honored.
7. Any specific language or design associated with a specific event.

B. PROCEDURE FOR PRODUCING AN EVENT

For each event sponsored by the Society or an affiliated group, a qualified director/coordinator shall have charge of and responsibility for the event. The director/coordinator shall appoint such production staff as is necessary to make all preparations for the event and afterwards to carry out whatever dismantling, storage, and clean-up may be necessary to restore the facility to its previous condition.

1. No less than one month prior to the production of an event which has been scheduled on the master calendar, the person to be responsible shall provide the following information to the Board of Directors: (revised Jan. 2003)

- a. A title, description, or general summary of the proposed programming event.
- b. Budget request form with complete itemized information on anticipated income and projected expense.
- c. A complete listing of all staffing positions required to produce the event and the names of qualified people who will fill these positions.
- d. A request for placement on the master calendar to include:
 1. Audition dates (if needed) and the building space to be used.
 2. Rehearsal times and dates with the building space to be used.
- e. A description of special building space requirements needed for the performance dates, such as the P& B room to be used for food service, or the rehearsal room set up with sinks, the lobby, concession booth, etc.

2. The Board of Directors shall review the information and shall vote at the next regular meeting of the Board to approve, approve with conditions, or disapprove the proposal.

In approving an event for production, the Board is verifying that the time and space is clear, that the program is sufficiently preplanned, and that the event will benefit the Society.

3. During the period beginning with the first scheduled meeting and through the end of the event, the director/coordinator is responsible for

- a. Building security system
- b. Care of facility and equipment
- c. Following CHECK LIST UPON LEAVING BUILDING after each meeting/session.
- d. Report damage and repair needs promptly to the Office.

4. At the conclusion of the event, the director/coordinator shall present the following to the Board of Directors

- a. A final report regarding income, expense, and attendance figures.
- b. An evaluation listing pros & cons encountered during the course of an event.
- c. A final report on clean-up, storage, and condition of the facility.

5. Of the profit (if any) based on the accepted or amended budget, the sponsoring member organizations shall receive the first \$150 (one hundred and fifty dollars.) Adopted Jan, 2003.

Amended 8/11/04-to \$100.

C. AUDITORIUM PRIORITY

It shall be the policy of the Centralia Cultural Society that four (4) weeks prior to a stage production, whichever group is involved has the right to the stage and auditorium and other groups will use another room for their meetings.

Access to the stage will not be permitted earlier than the time allotted on the Master Calendar. If it is anticipated that the proposed event will require a greater set-up time, then it must be addressed and acted upon by the Calendar Committee when the Master Calendar is first developed. For all events, it is the time allotted on the Master Calendar which will be controlling.

D. EMERGENCY PROCEDURES

The Board of Directors recognizes the importance of being prepared to respond to emergencies when the public is present. Refer to Section III for emergency procedures.

E. AUDIENCE REGULATIONS POLICY

The presence in the auditorium of electronic equipment capable of creating an audible signal (such as cell phones, alarm watches, and pagers) is discouraged. Any audience member that brings such a device into the auditorium that does, in fact, create an audible signal shall be requested to deactivate the device or to turn the device over to an usher until the end of the event. If the audience member cannot deactivate the device and refuses to turn the device over to an usher, that person shall then be required to leave the auditorium area and the admission price paid shall be refunded.

A sign may be placed in the entrance area advising audience members of this policy.

F. CONCESSIONS POLICY

The operation of the Concessions during events open to the public shall be separate from the event itself. The responsibility for supplies and personnel shall belong to the sponsoring group.

Priority to operate the Concessions, with first right of refusal, shall be given in the following order:

1. The Group sponsoring the particular event.
2. Any of the other Groups of the Society.
3. The Board of Directors, with profits going to the general account.
4. An outside organization may be extended the privilege of operating the Concessions, with Board approval.
5. If no group sponsors the Concessions, there will be none.

Profits, including expense and income, from the operation of the Concessions shall go to the treasury of the sponsoring group.

The group doing Concessions is responsible for ordering, picking up, and paying for the supplies. Popcorn, bags, and oil may be obtained through the Office with the cost prorated as to amount used.

The Concessions room is to be left clean, including putting away any items used and specifically leaving the Pop Corn machine emptied and clean.

G. DINNER THEATRE PROCEDURES

When a Dinner Theatre is to be part of a Society event, a qualified chairperson/coordinator shall be designated with the responsibility to arrange for and carry out all the requirements of the event:

1. The table service is to be packed and stored in the large storage room. All dishes, glassware, and silverware must be washed, dried, and packed for storage immediately after the dinner.
2. Volunteers must be arranged for, not only to serve the meal, but additional volunteers are needed to wash & dry dishes, and to pack same for storage. This should be two or three different groups.
3. It is considered a nice gesture to have some kind of food to feed all the volunteers for this event.

SECTION VIII PERSONNEL

A. ADMINISTRATIVE COORDINATOR

The Board of Directors shall employ an individual who will act at the direction of the Board (By-Laws Article V, Section 10), in this capacity to manage and maintain the Office of the Society. The Administrative Coordinator shall occupy the central position in communicating the policies as approved by the Board of Directors and receiving input to the Society.

The Administrative Coordinator is the primary representative of the Centralia Cultural Society to the membership and to the public.

The base salary/vacation package shall be determined by the Board of Directors at the time of hiring and budgeted annually.

A review on May 1 each year shall determine if salary adjustments are appropriate. Upon the recommendation of the Personnel Committee and approval of the Board, the Administrative Coordinator may be compensated with a bonus of time in lieu of money at a credited rate of \$500.00 per week or \$100.00 per day.

The yearly bonus shall not accumulate or alter the base salary; nor shall the bonus in a given year exceed \$1,000.00 or 2 weeks of time. The Administrative Coordinator may choose, if the budget in a given year is sufficient, time or money, or a combination thereof.

The job description of the Administrative Coordinator includes the following duties:

Administrative tasks:

-Maintain the office hours of the Society either personally or with trained persons during

absences.

- Supervision and record keeping of all physical maintenance and upkeep of the physical plant and properties of the Society.
- Oversee security of building and equipment.
- Insurance (comprehensive and liability) coverage: prepare, gather and present bids or contracts to the Board for approval.
- Inform the Board through reports at meetings, phone calls, and mailings.
- Assistance to all standing committees of the Board—assist and encourage these committees in a timely manner.
- Writes grants as appropriate and follow up with final reports as necessary.
- Handle patron and corporate membership renewals and reviews.
- Organize and attend meetings of the Board of Directors.
- Oversee the SocietyUs calendar for all groups and events.
- Attend group meeting as asked.
- Assist groups with their record keeping, use of equipment, financial records, etc. (does not include secretarial work for groups.)
- Provide information to all participating groups necessary for coordination of group activities.
- Other duties as assigned by the president of the Board.

Clerical tasks:

- Operation of computer (Macintosh) to maintain records and accounts, mailing lists w/label printer, fax, etc.
- Collect (P. O. Box) and deposit mail.
- Filing of records, receipts, etc.
- Answer phone during office hours.
- Purchase office supplies
- Supervise use of copier as needed for participating groups on a priority basis.
- Printing coordination for the Society.
- Prepare agenda and other handouts for Board meetings, takes and records minutes.
- Receives loaned items (costumes, props, etc.) and maintains record book of same.

Financial tasks:

- Assists the Budget Committee with relevant information.
- Responsible for accounts receivable and payable.
- Secures and accounts for all monies, makes deposits.
- Works with the SocietyUs accountants to rectify bank statements, etc.
- Prepares financial reports, oversees financial records.
- Other duties as assigned by the president of the Board.

Marketing tasks:

- Serve as editor of the Area Arts newsletter.
- Post ads & publicity with use of the Media for the Society.
- Advise and coordinate all groups in their marketing activities for events.

Public relations tasks:

- Representative of the Society to the Chamber of Commerce, Illinois Arts Council, etc.
- Project and present a professional appearance and image.
- Public speaking presentations, representation at private meetings, conventions, etc.
- General ambassador-at-large at all times.

B. CONTRACT LABOR

Contract labor shall be deemed to be all persons who are paid over \$500.00 for services to the Society and for whom Social Security information must be processed.

The Board of Directors shall employ an individual who shall perform custodial duties. Compensation shall be determined by the Board of Directors and budgeted annually.

C. VOLUNTEERS

The Board of Directors recognizes the fact that all members of the Society, when participating in the production of events or activities, are volunteers. In addition, all individuals who donate their time to the Society do so on a volunteer basis.

The volunteers are asked to sign the work sheet on every occasion in order to keep in-kind service records.

SECTION IX ARTS IN EDUCATION POLICY

1. The Centralia Cultural Society shall provide educational opportunities in the arts within the limits of the Society's resources and financial abilities.
2. Arts in Education funds shall be kept in an account separate from the general operating funds and budget.
3. Activities and events appropriate to Arts in Education shall include classes, workshops, and programming which are instructive or developmental in nature, and which are not included in the programming of the organizational groups. Such activities shall be directed toward, but not limited to, youth programming. The Board shall determine appropriate activities or events and their continuance, on an individual basis.

Actions of the Board:

1. (6/8/94) Set up a savings account at Community Trust Bank for Arts in Education money. (Perrine Trust).
2. (5/10/95) A Picture Person Program is to be set up.
3. (9/11/96) Convert the Arts in Education savings account to a checking account.

SECTION X SCHOLARSHIP FUND & AWARDS POLICY

1. A Scholarship Fund has been set up (8/29/85) by the Centralia Cultural Society for individuals who have demonstrated an interest in the Arts and who intend to pursue a degree in the Fine Arts.
2. The fund shall be administered by a committee. The Scholarship Committee shall consist of not less than seven people and shall include, but not be limited to members of the Centralia Cultural Society. Terms of the Committee members shall be a period of not less than three years; and the term of member representatives from the Board of Directors shall be for one year. Replacements shall be chosen by the Board of Directors of the Centralia Cultural Society.
3. The interest alone shall be disbursed from the Scholarship Fund. The above name committee shall from time to time review the assets in the Scholarship Fund and make necessary recommendations to the Board of Directors of the Centralia Cultural Society concerning funding of the Scholarship Fund. The total interest will be dispersed according to the following percentages: 55% (Vocal Music), 15% (Art), 30% (CCS participants).
New Adopted 8/11/04
4. All activities of the Scholarship Committee shall be subject to approval by the Board of Directors of the Centralia Cultural Society.
5. Scholarships shall be awarded at the sole discretion of the Scholarship Committee to those persons meeting the criteria set out below:

- a. Applicants must have been active in the Centralia Cultural Society.
- b. There will be no age limit.
- c. Financial need is not a consideration for the scholarship.
- d. Applicants must be pursuing a degree in the fine arts.

SECTION XI

CONSTITUTION AND BY-LAWS

SECTION XII

APPENDIX

A. SAMPLE FORMS

1. Checklist Upon Leaving Building
2. Annual Budget Application form
3. Event Application form
4. Building Use/Rental Request form
5. Maintenance & Repair form
6. Properties Inventory form
7. Properties Loan form
8. Volunteer Work Sheet form
9. Scholarship Application form
10. Dinner Theatre Application form
11. Attendance/Box Office Receipts form

B. GUIDELINE STATEMENTS

1. Security System instructions
2. Current patron membership fee schedule
3. Current building rental fee schedule

C. GROUP CRITERIA FOR ACTIVE MEMBERSHIP STATUS

1. Little Theatre Players
2. Philharmonic Orchestra
3. Choral Society
4. Palette & Brush Club

D. GROUP CRITERIA FOR STANDARDS FOR QUALIFIED PERSONNEL

1. Little Theatre Players
2. Philharmonic Orchestra
3. Choral Society
4. Palette & Brush Club

