



Syracuse City Arts Council Special Meeting Agenda March 16, 2021 8pm

Public meeting held electronically in accordance with Executive Order 2020-1 issued by Governor Herbert on March 18, 2020 Suspending the Enforcement of Provisions of Utah Code 52-4-202 and 52-4-207 due to Infectious Disease COVID-19 Novel Coronavirus. No physical meeting location will be available.

Join Zoom Meeting: <https://us02web.zoom.us/j/82471477170>
Meeting ID: 824 7147 7170 No Passcode

1. Opening Business

- Call to Order
- Adoption of March 16, 2021 Agenda

2. **Public Comment**-This is an opportunity to address the Council regarding your concerns or ideas. Please limit your comments to three minutes.

3. Open Board Position

- Procedure for vacated board position, reassignment of board positions
- Posting open Board position

4. Business Sponsorship Letters

5. April 2021 Reader's Theatre Approval of Director

6. Bylaw Revision-Paul Roberts

7. Future Agenda Items

8. Adjournment

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In compliance with the Americans Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the City Offices at 801-825-1477 at least 48 hours in advance of the meeting.

#### CERTIFICATE OF POSTING

On March 12, 2021 this agenda was provided to the Standard Examiner and submitted to Syracuse City for posting on the Syracuse City Hall Notice Board and for publishing on the Syracuse City website, at <http://www.syracuseut.com>, and on the State Public Notice website, at <http://www.utah.gov/pmn/indix.html>. A copy was also submitted to the website manager for publishing on the Syracuse City Arts Council website, at <http://www.syracuseutaharts.org/about-us/council-minutes>. Cindy Hellewell, Syracuse City Arts Council Secretary



## 2021 Sponsorship and Donation Form

**Business Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

| Level             |                | Benefits                       |                                    |                         |                                          |                               |                                            |
|-------------------|----------------|--------------------------------|------------------------------------|-------------------------|------------------------------------------|-------------------------------|--------------------------------------------|
|                   |                | Name or Logo on Event programs | Thanks on Facebook & City Magazine | Name or Logo on website | Comp tickets to Summer or Junior musical | Ad in Summer Musical playbill | Facebook Ads/Posts during sponsorship year |
| <b>Presenting</b> | <b>\$2000+</b> | Logo                           | x                                  | Logo                    | 20                                       | Full page                     | 6                                          |
| <b>Diamond</b>    | <b>\$1000+</b> | Logo                           | x                                  | Logo                    | 15                                       | ½ page                        | 4                                          |
| <b>Platinum</b>   | <b>\$750+</b>  | Logo                           | x                                  | Logo                    | 12                                       | ½ page                        | 3                                          |
| <b>Gold</b>       | <b>\$500+</b>  | Logo                           | x                                  | Logo                    | 10                                       | ½ page                        | 2                                          |
| <b>Silver</b>     | <b>\$350+</b>  | Name                           | x                                  | Name                    | 8                                        | ¼ page                        | 2                                          |
| <b>Bronze</b>     | <b>\$200+</b>  | Name                           | x                                  | Name                    | 6                                        | ½ page                        | -                                          |
| <b>Supporter</b>  | <b>\$100+</b>  | Name                           | x                                  | Name                    | 4                                        | -                             | -                                          |
| <b>Friend</b>     | <b>\$50+</b>   | Name                           | x                                  | Name                    | 2                                        | -                             | -                                          |

**\*Cash donations are greatly appreciated and allow us to allocate the funds wherever they are needed.**

**\*In-Kind Donations are also welcome.** Gift cards/certificates, merchandise, gift baskets or other items may be used for silent auctions, raffle prizes, thank you gifts, or events. Services such as photography, videography, printing services, etc are also needed. In-kind donations are given 50% of their value to determine sponsorship level. A \$200 gift card donation qualifies for the \$100 Bronze sponsorship level.

**\*Cash Donation:** We accept Venmo, PayPal, cash, or check. **Amount:** \$ \_\_\_\_\_

**\*In Kind Donation:** \_\_\_\_\_ **Value:** \$ \_\_\_\_\_ **50% Value** \$ \_\_\_\_\_

(Description) \_\_\_\_\_

**Sponsorship Level** \_\_\_\_\_ **Total Value Used for Sponsorship Level:** \$ \_\_\_\_\_

**\*Playbill Ad for Summer Musical:** Advertise in our professional summer musical playbill.

| Size              | Full page         | ½ page              | ¼ page Vert           | ¼ page Horiz          | 1/8 page               |
|-------------------|-------------------|---------------------|-----------------------|-----------------------|------------------------|
| <b>Cost</b>       | \$150             | \$100               | \$70                  | \$70                  | \$40                   |
| <b>Dimensions</b> | 5" wide x 8" tall | 5" wide x 3.9" tall | 2.4" wide x 3.9" tall | 3.9" wide x 2.4" tall | 2.4" wide x 1.95" tall |

**Page Size:** \_\_\_\_\_ **Amount:** \$ \_\_\_\_\_

**Total Amount due:** \$ \_\_\_\_\_

Please email this form and business logo to Tara Wilson at [tara@syracuseutaharts.org](mailto:tara@syracuseutaharts.org).  
Call Tara at 801-510-5347 if you have any questions or to make payment arrangements.



Dear Local Business:

The Syracuse City Arts Council is excited to be planning for live events again after having to cancel most of our programs over the past year. Prior to the pandemic, 2019 was our biggest year, and 2020 was off to a great start, as we continued to expand our programs and events, bringing arts to the citizens of our city and surrounding areas.

Our all-volunteer board, cast, crew and participants donate roughly 15,000 hours each year to make these programs possible. Many participants return year after year, because in our community we value what the arts bring into our lives. Programs like these would not be possible without the support of the community and businesses like yours.

### 2021 Season

- **Theatre**
  - June 16-21 Big Fish the Musical at the Syracuse Arts Academy Amphitheater
- **Jr Theatre**
  - April 7-8 Virtual Reader's Theater
  - June 7-18 Broadway Summer Camp - Going Places
  - November Matilda Jr! in the Syracuse Arts Academy Jr. High Auditorium
- **Orchestra**
  - May 10 Spring Concert at Syracuse High School
  - Fall and Christmas Concert ~ dates TBA
- **We anticipate that Jazz Band and Choir will resume in the fall!**

We are looking for sponsors for our 2021 Season. We accept cash donations as well as in-kind donations and services. Donations of any amount are greatly appreciated. The attached page outlines the benefits we offer for each sponsorship level. Thank you for your time and consideration. We look forward to hearing from you.

Sincerely,

Tara Wilson  
Syracuse City Arts Council  
801-510-5347  
tara@syracuseutaharts.org

BYLAWS OF  
THE SYRACUSE CITY ARTS COUNCIL OF UTAH

~~May 10, 2016~~ \_\_\_\_\_, 2021

**ARTICLE I: NAME**

The name of this Organization is the Syracuse City Arts Council.

**ARTICLE II: OBJECTIVES AND PURPOSES**

Section 1: The purposes of this Organization are:

A) First, to present live productions for the cultural education, entertainment, and inspiration of the community.

B) Second, to foster and develop the artistic talents and skills of families and individuals within Syracuse and the surrounding communities.

C) Third, to encourage and sponsor social activities designed to foster the foregoing purposes of the Organization.

Section 2: In the furtherance of these objectives, the Syracuse City Arts Council may collect admission fees, gratuities, and bequests; may buy or otherwise acquire, sell, or otherwise dispose of, and mortgage or otherwise hypothecate real, personal, and mixed property of all kinds and may, in general, exercise all powers granted by the Syracuse City Council in the State of Utah.

Section 3: The Syracuse City Arts Council is a not-for-profit organization. No member of the Organization shall profit in any tangible way from its activities. All funds are to be disbursed in furtherance of the objectives set forth in Article II, Section 1. In the event of the dissolution of this Organization, all monies, property, and physical assets of the Organization shall be distributed for any worthy purposes in accordance with the recommendation of a majority of the votes cast, at a final meeting of membership called for that purpose, and accepted by the Mayor with the advice and consent of the City Council.

Section 4: The Organization is nonpolitical in character and shall not engage in political activities of any nature.

**ARTICLE III: MEMBERSHIP**

Any person of any age, race, creed, color, or sex may become a member of the Organization, and there shall be no differences among members regarding rights, privileges, activities, or duties. All participants in Arts Council activities or programs are Members of the Organization.

**ARTICLE IV: ORGANIZATION**

Section 1: Board of Directors. The officers of this Organization, hereinafter referred to as the Board, shall be appointed as outlined in Syracuse City Code 3.45.020(A)(B).

~~A)~~ ~~Chair and Co-Chair~~. See Syracuse City Code 3.45.030(AC). The term of each elected Chair, as voted on by the members of the Board, shall be from September 1 to August 31. A Board member may serve as Chair a maximum of 2 consecutive years and is required to serve in a non-executive board position for the same length of time prior to being eligible to serve on the executive board.

~~A)B)~~ An executive board is organized under Syracuse City Code 3.45.030(A). In order to form a quorum, both a majority of the overall Board membership must be present, and a majority of the Executive Board must also be present. All board members are equal with one vote. No board member regardless of position is authorized to make decisions that are board decisions or alter a board decision outside of publicly noticed meetings.

~~CB)~~ Other Officers. See Syracuse City Code 3.45.030(B).

~~CD)~~ ~~Adviser~~ Council Liaison. See Syracuse City Code 3.45.020(C).

Section 2: Committee Chairs. Board members are appointed by majority vote to shall serve as Committee Chairs over different programs offered by the Syracuse City Arts Council. Those Committees may evolve, as the Board deems appropriate, according to the changing needs of the community. However, when there are more committees than Board members, the Board will appoint heads of specific Committees after publicizing and accepting letters of interest for a minimum of fourteen days. They will review all letters in a public meeting and select the best candidate by majority vote. To be considered for the position of Committee Chair, the candidate must have served/participated within the Syracuse City Arts Council for a minimum of six months, unless the Board has no candidates who meet that requirement. In such cases, the Board may appoint the best volunteer by unanimous-majority vote.

Section 3: Removal from Office. See Syracuse City Code 3.45.020(D). The Board may also instigate the removal of any Board member or Committee Chair ~~from office~~ by a unanimous-majority vote of the remaining Board members after careful and appropriate consideration of facts and applicable information, garnered from the general membership of the Organization, City officials and/or employees, or other appropriate sources. Discussion of the potential removal may occur during a closed executive session pursuant to the provisions of Section 52-4-205 of the Open and Public Meetings Law-Act for the purpose of discussing the character, professional competence, or physical or mental health of an individual, but the vote must take place in an open meeting. The Board may also accept and forward, to the Mayor and City Council, resignations from Board members who will no longer be eligible to serve due to ongoing scheduling conflicts or changes in residency from the City of Syracuse, Utah, to another community or State.

Section 4: Vacancy. See Syracuse City Code 3.45.020(E). The Board may consider volunteers to fill such vacancies after publicizing and accepting letters of interest for a minimum of fourteen days. Open positions are required to be posted consistent with City Code. They will review all letters in a public meeting, select the best nominee by majority vote, and forward said nominee to the Mayor. To be considered for the position of Board member, the candidate must have served-participated within the Syracuse City Arts Council for a minimum of six months, unless the Board has no candidates who meet that requirement. In such cases, the Board may appoint the best volunteer by unanimous-majority vote.

Section 5: Temporary Vacancy. ~~In-if-at-the-event-any~~ Board member is unable to serve for a period of not less than one nor more than six months, the Board may appoint, in a public meeting, a substitute to fulfill that member's duties during his/her absence. The Board may temporarily fill vacant Board positions, up to 20% of vacant Board positions, with a member of the Organization willing to serve in that position until the official appointment by Mayor and City Council. Temporary appointments shall be by majority vote of the sitting Board, and shall take place during a public meeting. The appointed individual shall be designated as an interim Board member.

#### **ARTICLE V: MEETINGS**

Section 1: Meeting Location and Written Notice. All meetings of the general membership and the Board shall be held at a Syracuse City public building or another convenient public meeting location, designated by the Board, within Syracuse City, Utah. Written notice of such meetings, containing a statement of the purpose, shall be made public not less than twenty-four hours in advance. Written notice shall be posted at no less than one City Office building as well as published on the Syracuse City's and Organization's websites.

Section 2: Special Meetings. The Board may schedule special meetings, subject to the requirements of appropriate notice, at the request of at least three Board members or receipt of a petition signed by at least ten members of the general membership.

Section 3: Board Meeting. See Syracuse City Code 3.45.030(C). The Board shall meet no less than once quarterly in order to discharge the duties of the Board and carry out the purposes and objectives of the Organization.

Section 4: Voting. The Board shall not conduct official business on behalf of the Organization, except in the presence of a properly-constituted quorum. A quorum shall consist of a majority of the appointed Board members. Participation through electronic means shall be adequate for creating a forum and voting on matters of the Organization. Each voting Board member present, either physically or via electronic means, shall be entitled to one vote. ~~The Vice President shall only vote in the event of a tie vote.~~ The majority vote of the Board during a meeting shall constitute the act of the Organization.

#### **ARTICLE VI: TERMS OF OFFICE**

Section 1: Board Members. See Syracuse City Code 3.45.020(B).

Section 2: Chairperson of the Board. See Syracuse City Code 3.45.030(A).

Section 3: Committee Chairs. Committee Chairs shall serve until August 31<sup>st</sup> of the year during which they are appointed, or, in the case of Board members, shall serve until the end of their term. Board members serving as Committee Chairs may ask to Chair a different Committee, based on valid reasons and concerns, which the Board may approve by way of unanimous-majority vote.

#### **ARTICLE VII: FINANCES**

Section 1: Policy. The Organization's basic financial policy shall be to raise and acquire funds for the purposes and objectives outlined in Article II Section 1 of these Bylaws, which may include the acquisition of funds and property to erect buildings suitable for those purposes and in keeping with the objectives of the Organization:

Section 2: Funds. The Organization shall allocate its properties and assets each year:

A) for the performance of its routine administrative and operational tasks, including, but not necessarily limited to, the budgeting of live productions, the administrative expenses of the Board, advertising, and correspondence as well as savings for growth investments and acquisition of real property to enable the Organization to accomplish its objectives as defined in Article II herein. The Board shall oversee the Funds on behalf of the Organization (See Article X, Section 2) but said Funds shall be under the custody of the City finance officer coordinated through the Treasurer and disbursed in accordance with direction of the Board.

B) ~~A)~~ Reimbursements. See Syracuse City Code 3.45.020(F). All requests for reimbursements shall be approved by and submitted to the applicable Committee Chair, or other member previously designated by the Board of Directors who is overseeing the expenses for that particular purpose or project, and accompanied by an original receipt of actual expenses incurred and a written explanation for each expense, unless a majority of the Board approves a reimbursement without an original receipt. An accounting of expenses paid since the last meeting shall be provided for board approval no later than 60 days from payment. Requests for reimbursements must be submitted for approval by the Activity Chair prior to making the expenditure. Requests for reimbursement for out of pocket expenses for events more than 30 days after the event will not be honored and the expense is considered a donation to SCAC.

Section 3: Gifts, Gratuities, and Bequests. These funds shall be administered by the Board and handled in the following manner:

A) The solicitation mechanism for acquiring these funds shall be approved and designated by the Board.

B) Unless a donor specifies a purpose for their gift, the Board may use any donation, in keeping with the goals of the Organization, as it deems appropriate.

Section 4: Banking Practices. All Working Funds of the Organization shall be maintained with Syracuse City. All checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issued in the name of the Organization shall be designated from the General Ledger account of the Organization with Syracuse City only after submission of a written request by the Treasurer upon appropriately approved forms designated by Syracuse City.

Section 5: Interest in Assets. No member of the Organization shall have any right, title, or interest in any property of the Organization. No person, whose membership in the Organization is terminated, whether by death, resignation, or any other means, shall have any right, title, or interest in any asset or property of the Organization.

Section 6: Compensation. See Syracuse City Code 3.45.020(F).

## **ARTICLE VIII: DUTIES OF BOARD MEMBERS**

Section 1: General Duties of all Board members:

A) Attendance at regularly held board meetings. Consecutive absences as noted in city code without notification is considered abandonment of board position.

B) Oversee and approval all financial matters such as setting annual budgets, budget adjustments, program spending, and general financial matters.

C) Make programming decisions such as concert dates and themes, shows, fundraising events, and performance opportunities.

D) Enter into contractual agreements – whether paid or unpaid – such as venue, program directors and producers, and SCAC commitments.

E) Board business shall be decided by majority vote by a quorum of the Board in a publicly-noticed meeting.

Section 24: Chair. As per See-Syracuse City Code 3.45.030(A) the chair is to oversee proceedings and activities of the board and set the agenda for Board meetings. As the only official duty of the chair is to conduct proceedings, the chair may fill a committee chair assignment as well. The Chair may NOT act alone or make decisions on behalf of the entire board.

Section 3: The Vice Chair is a member of the city staff as outlined in Syracuse City Code 3.45.020.

Section 4: The Secretary shall distribute an agenda of upcoming meetings for publishing consistent with city regulations and keep accurate minutes of meetings.

Section 25: Treasurer. The Treasurer shall oversee the records of the Organization's finances and be responsible for an accounting of said funds at any meeting of the Board or its general membership when requested in advance of said meeting. The Treasurer shall receive monies, monitor fund balances, and facilitate the payments of any applicable and approved indebtedness of the Organization as well as reimbursement of its members for approved expenses in accordance with the purposes and procedures outlined in Article VII and as directed by the Board.



Section 6: Board Member Administrative Chairs: Board members serving in positions such as publicity, sponsorships, grant writing, and similar positions carry out duties to support the general programming of the board within timelines set and budgets created in publicly noticed meetings.

Section 7: Board Member Activity Chairs: Board members appointed to serve as activity chairs such as Music, Theater, or Youth Programs report the progress and upcoming needs of each group. The chair oversees the fulfillments of board organized activities such as monitoring program budget, reporting progress, and any conflicts the board may need to resolve.

Section 3: Board Member – Theater Committee Chair. When applicable, the Board member overseeing the Theatre Committee shall recruit committee members, organize and chair meetings and activities, and report, during monthly Board meetings, on the status of the productions, classes, Troupe, and any other related programs of the Committee.

Section 4: Board Member – Orchestra Committee Chair. When applicable, the Board member overseeing the Syracuse Symphony Orchestra Committee shall recruit committee members, attend Orchestra Board meetings and activities, and report, during monthly Board meetings, on the status of the Orchestra and any other related programs and organizations of the Committee.

Section 5: Board Member – Sponsorships Committee Chair. When applicable, the Board member overseeing the Sponsorship Committee shall recruit committee members, organize and supervise solicitation efforts, and report, during monthly Board meetings, on the status of such activities, volunteers, and sponsors.

Section 6: Board Member – Donations and Fundraising Committee Chair. When applicable, the Board member overseeing the Donations and Fundraising Committee shall recruit committee members, organize and chair meetings, supervise fundraising activities, and report, during monthly Board meetings, on the status of such fundraising efforts and donations to date.

Section 7: Board Member – Publicity Committee Chair. When applicable, the Board member overseeing the Publicity Committee shall recruit committee members, plan and ensure the successful implementation of all publicity efforts for the Organization, and report, during monthly Board meetings, on the status of such publicity efforts.

Section 8: Board Member – Technology Committee Chair. When applicable, the Board member overseeing the Technology Committee shall recruit committee members, manage communication for the Organization’s website, provide technical support, oversee and manage all technical equipment and duties, and coordinate updates for all related websites.

Section 9: Board Member – Committee Chair. As the Board identifies new or different needs in the Organization for the purposes of meeting its objectives and purposes, the Board may establish new committees or dissolve current ones. Available Board members shall chair active committees as established herein and oversee the successful implementation of goals identified by the Board, recruit committee members, and report, during monthly Board meetings, on the status of said efforts.

Section 10: Secretary. The Secretary shall keep accurate and legible records of the Board’s proceedings, including all minutes of meetings and decisions of the Board. He or she shall provide copies of the minutes to all Board members for adoption in a public meeting and file said approved minutes in the office of the City Recorder as public records and publish them, for the general public, on the Organization’s website.

## **ARTICLE IX: DUTIES OF THE BOARD**

See Syracuse City Code 3.45.040.

Section 1: Productions. The Board shall approve all productions of the Organization, along with a schedule of performances. The Board shall meet at the beginning of their year to confirm the season of activities including Plays, Musicals, Concerts, themes, and shows. It shall be advertised for the first available meeting in September. Public comment is welcome to offer suggestions, but the board makes all final decisions. Season planning may begin earlier so that final decision can be made prior to each SCAC calendar year. The Board may vote to amend the season in a publicly noticed meeting. The Board shall use the report and recommendation of the Theatre Committee Chair as a guide in the selection of shows but shall not be bound thereby. The Theatre Committee shall recommend the Production Producer and Director for each show, and the Chair shall approve these positions by majority vote of the Board. In the case of failure to fulfill their duties as Producer or Director, the Theatre Committee Chair shall assume full responsibility for the production. The Chair shall also rule on any matter referred to them by the Director or Producer or production staff.

Section 2: Conflict of interest from Board members: Board members choose to serve and put SCAC as their priority interest for the duration of their term. As a board member it would be inappropriate to take an active part in the promotion of a competing organization without the prior approval of the Board. Should a board member desire to take

an active part in a competing organization, such a conflict should be identified in advance to the Board as a possible conflict of interest. If the Board determines a conflict of interest exists, it may prescribe a leave of absence for conflicted board members during that period of time.

A) Possible conflicts of interest:

- i. Fundraising for an organization that directly competes for funding with SCAC.
- ii. Advertising for competing organizations without a prior approval of the board.
- iii. Accepting a leadership role with a competing organization.
- iv. Involvement that directly conflicts with time commitments directly associated with board responsibility.

Section 32: Finances. The Board shall approve the budgets for each Standing Committee.

## **ARTICLE X DUTIES OF COMMITTEE CHAIRS**

Section 1: Assets. Committee Chairs shall have custodianship of and be responsible for all purchases, sales, exchanges, and assignments of all real property owned or donated for use by the Organization, all monies approved for their Committee budgets, and the maintenance, repair, replacement, or modifications of any property owned or donated for use by the Organization according to the approval of the Board. The Committee Chairs will notify the Board of any plans for repairs or alterations of any programs or property under their jurisdiction.

Section 2: Budgets. Committee Chairs shall solicit the Board for additional monies as may be required by the Committee to the extent funds are available. It shall be the duty of the Committee to exercise prudent financial judgment in investment of the Organization's reserve funds so as to protect the purchasing power of such funds entrusted to it from the effects of inflation and general economic changes. To this end, such funds may be invested in production supplies, costuming, music, rights to shows, and other applicable theatrical needs

## **ARTICLE XI: FEES AND ADMISSION CHARGES**

Section 1: Public Admission. Admission tickets may be sold to the general public for all productions of the Organization, unless otherwise determined by the Board. Prices for admission tickets shall be established by the Board.

Section 2: Social Events. Charges for attendance at social events shall be ~~established~~ recommended by the Committee in charge of the event, subject to approval by the Board.

Section 3: Programs, Workshops, and Education Events: Fees associated with these events shall be set by the Board in a public meeting.

Section 34: Sponsorships. The Board may solicit sponsors for the benefit of providing the programs serving the purposes of this Organization and may do so by offering free attendance to any and all productions and events presented by the Organization as well as receipt of any other bonuses, e.g. recognition, extra admission tickets, etc., or benefits as chosen yearly by the Board.

## **ARTICLE XII: STANDING COMMITTEES**

~~Section 1: Establishment. Committee Chairs may establish Standing Committees, with Board approval, and appoint members to assist in the conduct of the affairs of the Organization. Standing Committees shall consist of a Chair and a minimum of two members and may include, but are not restricted to:~~

~~—A) Bylaws. If constituted, this Committee shall receive all suggestions for amendments of these Bylaws, prepare them in proper form and identify them as amendments to specific Articles and Sections, present them to the Board for consideration and recommendation, and submit the final draft to City Council for approval.~~

~~—B) House Management. If constituted, this Committee shall serve as custodian of the Theatre and associated facilities and shall be responsible for its maintenance and appearance.~~

~~—C) Box Office. If constituted, this Committee shall be responsible for the establishment and operation of the box office for all live productions, including the printing of tickets, the collection of admissions, and the transmittal of such funds, with a full accounting, to the Treasurer.~~

~~—D) Nominations and Recommendations. If constituted, this Committee, prior to the March Board meeting, shall prepare a list of nominees, after consent of each nominee, for any vacant or upcoming Board appointment or reappointment. The Committee shall submit its report to the Board for consideration during the March meeting and subsequent recommendation to the Mayor.~~

~~—E) Plays/Productions. If constituted, this Committee, under the direction of the Theatre Committee and by receiving suggestions from the general membership of the Organization, prospective directors, and others, and by the use of all available reference materials, shall select play titles and purchase or otherwise obtain sample copies of plays for~~



~~reading. Plays shall be rated by each member of the Committee on quality of theme, situation, lines, characterizations, practicability for casting and production, potential audience appeal, and other criteria the Theatre Committee deems important. On the basis of the ratings, the Standing Committee shall select a sufficient number of plays to recommend for the ensuing season and present them to the Theatre Committee with synopses and its recommendations. Recommendations may include potential directors and possible season. The Committee shall verify that all plays selected are available for presentation by amateur performers. The report of the Standing Committee shall be presented by the Theatre Committee to the Board no later than March. The Standing Committee may submit receipts of expenses, approved by the Theatre Committee Chair, incurred in the discharge of its functions to the Treasurer for reimbursement.~~

~~—F) Programs. If constituted, this Committee shall be responsible for preparation of the program for each theatrical production, including budget, design, execution on program, and working with the Publicity Chair for publicity needs.~~

~~—G) Publicity. If constituted, this Committee shall prepare and arrange for all publicity for the Organization, including releases of a general character and those related to individual productions. Publicity activities shall be subject to prior approval of the Public Relations Committee Chair.~~

~~—H) Lobby. If constituted, this Committee shall appoint a lobby coordinator and arrange for volunteers to serve as ushers and concession personnel for each performance.~~

~~—I) Finances. If constituted, this Committee shall consist of the Treasurer, Secretary, and an assistant Treasurer. The Treasurer shall serve as Chairman, and the Committee shall prepare an annual budget for the next fiscal year for approval by the Board, during the April Board meeting, and City Council in April or May. The Committee shall conduct a quarterly review of all financial transactions and submit a report to the Board on the progress against the approved budget. The Board shall make these reports available, within a reasonable amount of time, to any member requesting such information.~~

~~—J) Director/Producer. If constituted, this Committee shall identify candidate Directors and Producers and submit their names to the Theatre Committee for approval.~~

## **ARTICLE XIII: THEATRICAL POLICY**

Section 1: Policy. The Syracuse City Arts Council states the following to be their basic theatrical policy:

- A) That a goal of the Organization is to achieve a finished production of any live presentation.
- B) That live shows may be presented to just the production actors' families, to sponsors, and/or to the general public or to any combination thereof as determined by the Board and Theater Committee.
- C) That shows shall be selected with due regard for excellence, audience appeal, and production practicability.
- D) That a minimum of one production shall be presented each year.
- E) That further goals shall be to provide opportunities and media for the exercise and enhancement of creative talents and skills of Syracuse residents and other interested persons and improve the cultural education and development of the community through the presentation of theatrical productions.

Section 2: Casting. The selection of performers to fill the roles of a play shall be based solely on the candidates' abilities to portray and project the roles in question, and, in the case of season ticket plays, based on public auditions. Performers may be either residents or non-residents of Syracuse. The casting of a play shall be under the control of the Director with assistance of the Producer and other Theatre Committee members as deemed necessary. Advance public notice of auditions must be published, no less than fourteen days prior, on the Organization's website, at the auditioning location, and any other media approved by the Board. Auditions shall be held over a sufficient period of time to provide all interested persons an opportunity to appear. It is the Organization's policy not to employ professional actors.

Section 3: Should a member of the board or their family members be cast in a significant role in a show or concert production, (for example, lead, supporting, soloist) that same individual cannot be cast in a significant role in the next similar event to avoid the appearance of nepotism. We formally acknowledge that many are involved in the arts to support family members with interest and talent. For this reason it is not considered inappropriate to involve family members of board members, cast members, or other volunteers in smaller roles such as chorus, dancers, crew members, and production staff to make productions more of a family event.

Section 34: Directors. A Director shall be recommended for each play by the Theatre Committee prior to the beginning of the theatrical season. Due regard shall be given to the ability and experience of the candidates. The Director shall be responsible for the artistic interpretation and overall production of the presentation. Directors are selected by a majority vote of the Board.

Section 45: Production. Producers are recommended by the Theatre Committee prior to the theatrical season. A production staff shall be formed by each Producer to perform such functions as lighting crew, stage crew, makeup, and

costumes. The Producer shall be responsible for the coordination of the efforts of the production staff, subject to the general supervision of the Director. The Producer may enlist the aid of residents and non-residents of Syracuse City in the formulation of the production staff and creation of rules for the conduct of the production aspects of the performance. The production staff shall assure that proper care is taken of the facilities used for the production whether rented, borrowed, or owned by the Organization.

**ARTICLE ~~XIII~~: FISCAL YEAR**

The Fiscal Year of Organization shall run from September 1 to August 31.

**ARTICLE ~~XIV~~: AMENDMENTS**

Section 1: Method of Amending. Amendments to these Bylaws may be proposed, in writing, to the Standing Committee over Bylaws, if constituted, or to the Secretary for inclusion on an upcoming agenda or by any resident for consideration at an upcoming meeting.

Section 2: Adoption. These Bylaws may be amended by a majority vote of the Board during any publicized Board meeting and approved by City Council, in a subsequent meeting, upon said recommendation of such vote.

**ARTICLE ~~XV~~: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Revised, shall govern this Organization, except insofar as they may be inconsistent with these Bylaws.

**ARTICLE ~~XVI~~: ETHICS**

The Arts Council is subject to the purchasing policy of Syracuse City and ethics laws provided in Utah state law.