

## ST JOHNSBURY PLAYERS

### ARTICLE OF ASSOCIATION

(Adopted November, 1976  
(Revised February 1993; August 2016)

#### ARTICLE I: NAME

The name of the Organization shall be the ST. JOHNSBURY PLAYERS, INC., hereinafter referred to as “the Players”.

#### ARTICLE II: PURPOSE

The Players is a non-profit organization, whose purpose shall be:

1. To encourage, foster, promote and protect appreciation of the dramatic arts
2. To produce dramatic productions for private and public presentation.
3. To encourage and implement education and training in the dramatic arts.

#### ARTICLE III: MEMBERSHIP

There shall be two membership categories, Active and Associate

1. Active Voting Membership: Shall be open to all persons high school age or older who agree to abide by the Articles and By-Laws of this organization.

2. Associate Non Voting Membership: Shall be open to all persons, regardless of age, who wish to maintain an association with the Players, and to be notified of activities.

#### ARTICLE IV: OFFICERS

The officers of the Players shall be as follows:

- President
- Vice President
- Secretary
- Treasurer

Officers must be Active Voting Members. The duties of the Officers are defined in ArticleIV of the By-Laws.

#### ARTICLE V: EXECUTIVE BOARD

The Executive Board shall consist of the four officers, and 2 Active members-at-large. Powers of the Executive Board are defined in Article V of the By-Laws.

#### ARTICLE VI: AMENDMENTS

Amendments to these Articles may be adopted by a 3/4 majority of the voting membership present at the meeting provided:

1. That a quorum as defined in Article IV of the By-Laws is present.
2. That copies of the proposed amendment have been distributed to the general membership at least one week prior to the meeting at which voting will take place.

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### ST JOHNSBURY PLAYERS

#### BY-LAWS

(Adopted November, 1976)  
(Most recent revision February 1993; August 2016)

#### ARTICLE I: MEMBERSHIP

##### Section 1. Requirements

The requirements of membership shall be those defined in article iii of the Articles of Association.

##### Section 2. Membership List

Each September 1st the Secretary and Treasurer shall be responsible for preparing a membership list, including all members of the previous year and any new members.

New or potential members may, by request, be added to the list but shall receive no more than three notifications before payment of dues.

#### ARTICLE II: DUES

Dues shall be payable the first meeting of the year. The amount of dues is to be determined each year.

Currently Active Member:

Individual: \$5.00

Family: \$8.00

### ARTICLE III: MEETINGS

#### Section 1. Election of Officers

The annual meeting and election of officers shall take place in June. Officers shall assume their duties immediately upon their election.

#### Section 2. General Membership Meetings

There shall be a minimum of eight meetings per year. Business may be transacted at any regular meeting. Emphasis at those meetings shall be on sociability and furtherance of the Players craft and the general betterment of the Organization.

##### a. Dates

Regular meetings will be held monthly, from September to June. The date of the meeting can be changed by majority vote of the general membership at any regular or special meeting, or by the Executive Board.

##### b. Notification

Notification of all meetings shall be made by email, US mail, or phone if requested. No later than seven days prior to the scheduled date of the meeting, the Secretary shall notify all Active members of the proposed meeting and anticipated agenda.

The Secretary should also arrange for the announcement of meetings using free commercial media, such as "Community Bulletin Boards" in the newspapers and on the Players Facebook page.

##### c. Special Meetings

Special general membership meetings can be called at any time, within the notification requirements of sub-section b, on petition of three active members.

### ARTICLE IV: QUORUM

The quorum shall consist of twenty-five percent (25%) of the active membership as determined by the current membership list. A vote is carried by a simple majority of those active members present, including the annual meeting and election of officers. The only exception shall be to modify the Articles and By-Laws.

#### ARTICLE V: POWERS OF THE EXECUTIVE BOARD

The Executive Board shall consist of the President, all other elected officers, and two members-at-large.

The Executive Board, with the President as chairperson, shall administer the affairs of the Players.

The Executive Board shall meet prior to each regular or special meeting, consider matters to be presented to the membership, prepare an agenda, make recommendations and in general attempt to expedite the business meetings.

No action of the Executive Board shall take precedence over a vote of the membership except in the following circumstances: Should a situation arise where a decision or other action considered to be in the best interests of the Players needs to be made, and the circumstances do not permit the calling of a regular meeting (i.e. summer months), the President may take such action with the approval of two-thirds (2/3) of the other members of the board, and such action would be considered binding on the organization. Any such action shall be reported in full to the membership at the next regular meeting.

In the absence of the President, the Vice President, Secretary or Treasurer, in that order, shall act as chairperson of the Executive Board and where required, the signature of the highest available officer shall be considered official.

#### ARTICLE VI: PRODUCTION OF PLAYS

##### Section 1. Choosing Shows for a Season

a. Prospective directors will submit the script to the Exec. Board in December for the following season. The Exec. Board will review Script for potential problems/challenges and appropriateness and notify prospective director.

b. Prospective director will then submit a completed Proposal Form to Exec. Bd. for their January meeting and give a presentation at the meeting. The Board will decide if the show should be included in the list of possible shows for the next season which will be voted on by the members. The prospective director will be formally notified by email.

c. All show proposals for the next season will be emailed to the members prior to the

March meeting at which the voting will take place.

## Section 2. Production Committee

a. There shall be a Production Committee formed when the Players choose to produce a play. Formation of the Production Committee is the responsibility of the Director. The Producer of the play shall be chosen by the Director and shall be accountable directly to the President. A complete Production Committee must be established prior to the approval of any play for production by the Players.

b. The Production Committee will be chaired by the Producer. The Production Committee members will consist of the chairpersons of the sub-committees listed in the "Standard Operating Procedures" and will have the responsibilities outlined therein. The members of the Production Committee will serve until the production has ended. A single person may assume the responsibilities of one or more sub-committees. If an area of responsibility does not exist for a particular production (such as Music for a dramatic production), the subcommittee need not be formed.

## Section 3. Meetings

The Production Committee and sub-committed will meet as necessary to carry out their responsibilities for the production.

## Section 4. Budget

a. The Director, with input from each sub-committee, shall prepare and submit to the Executive Board for approval a budget of expected expenditures, a week prior to the proposal of a production, using as a guide financial records of past productions of similar scope.

b. Requests for additional funds, when needed, shall be brought to the attention of the Producer who shall submit the request to the Executive Board for approval.

c. Surplus funds, at the end of the production schedule, shall revert back to the general fund.

## Section 5. Reports

The Director and each sub-committee shall keep a log of activities. The Director and each chairperson will report at the Executive Board following the production. Each report will include dispersal of funds and all material owned by the Players as well as those purchased and borrowed for the production.

## Section 6. Cleanup

All sub-committees will be responsible for clean-up in their respective areas of concern

during the production nights and immediately following a production. Each sub-committee will see to it that cast members are responsible for the clean-up and removal of all personal property during and following a production. The Producer of the play is ultimately responsible for the condition of the production hall and the proper storage and maintenance of any materials used during the production and should ensure that clean-up occurs promptly and properly.

## Section 7. Casting

All try-outs for all parts in St. Johnsbury Players' productions shall be open to the public. The Producer shall ensure that announcements of try-outs will be emailed to all people on the membership list and that suitable notice of try-outs will appear in the commercial media and on our Facebook page.

Unless the Producer has achieved prior permission from the Executive Board or from the general membership, no person involved in the casting of a play (ie. director, producer, choreographer, music director) shall cast themselves, or any person that represents a close personal interest, for a major role in the production. If a casting committee is used, potential conflicts of interest shall be avoided by having the appropriate committee member absent him/herself from the committee during the final discussion and decision.

## Section 8. Standard Operating Procedures

The Executive Committee shall suggest and publish standard operating procedures that govern the usual organization of activities during the production of a St. Johnsbury Players' play. These standard operating procedures shall be approved by the membership and may be changed at any time by the membership. The Producer should be prepared to justify any deviations from these procedures.

# ARTICLE VII. TRUSTEESHIP OF PROPERTY

## Section 1. Purpose and Definition

This Article outlines the procedures for control and maintenance of the physical assets and equipment which constitute the property of the Players.

Property is defined as material, supplies, tools, equipment, books, costumes, stage props, building and real estate, exclusive of liquid financial assets.

## Section 2. Acquisition

Purchase: Property purchased with funds belonging to the players for general operations or production requirements shall be considered to be the permanent property of the Players and may be disposed of only in accordance with the instructions of Section 7 of Article VII.

Gifts: Bona fide gifts to and in the name of the Players shall become the property of the Players, as defined and controlled by this article. Gifts which may be deemed detrimental to the general well-being of the Players, such as those which might incur unusual costs, may, if duly offered, only be refused by a majority vote of the membership quorum at a general or special meeting.

Gifts which can in no discernible way be considered detrimental to the organization may be accepted by any member at any time.

Lease, Rental, or Mortgage: Property obtained on a non-permanent, costed basis, or incurring long-term payment and interest, may be acquired only by a duly authorized vote of the majority of the membership quorum, at a general or special meeting.

No individual member or affiliate shall contract or bind the Players to any long-term financial obligation in the acquisition of property.

### Section 3. Trusteeship and Safekeeping

Full Replacement Value Below \$500: (i.e. tools, supplies, costumes, makeup, properties) Where possible, such items are to be held in good condition at the organizations' principle place of storage, and secured as deemed necessary. Items assignable to the responsibility of production sub-committee chairpersons (costumes, props, etc.) shall be considered under their trusteeships during the durations of office. Items not assignably shall be considered under the trusteeship of the President.

Full Replacement Value Exceeding \$500: (major expense items excluding real property) Major expense items are to be held under the trusteeship of the Executive Board.

Real Property: Real property shall be held under the trusteeship of the Executive Board, and shall be administered by a Buildings and Grounds Committee set up in the event that any real estate becomes the property or responsibility of the Players.

Important Papers: (i.e. contracts, deeds, policies, incorporation papers, etc.) Important papers shall be kept in a bank safety deposit box rented for this purpose, with joint access by the President and the Treasurer. Copies may be made as necessary.

Historical Record and Scrapbook: The Scrapbook shall be maintained and kept by the Historian, and shall be turned over to the newly appointed Historian at the annual meeting.

Scripts, Scores, Books and Recordings: These items are to be stored, catalogued and maintained by the Librarian.

Old meeting minutes and financial records: shall be safely stored at the principal place of storage, under the responsibility of the Secretary and Treasurer for future reference.

Restriction Clause: No member or affiliate of the Players may contract or agree to loan, rent, or give away any property without the prior permission of the specifically responsible party or committee. This restriction applies to any activity not under the authorization of the Players.

#### Section 4. Maintenance

Property of the Players shall be maintained by the responsible production sub-committee chairperson in good and usable condition. Repairs and refurbishments shall be performed as required under their direction, with incurred costs duly voted.

#### Section 5: Rental or Loan

The chairperson of the responsible production sub-committee shall be the final authority in the decision to loan or rent property to other persons and organizations, and may seek the approval of the Executive Board.

Certain major expense items as defined in Section 3 may be classified by the Executive Board as rental only, especially to profit-oriented organizations. These must be identified in the list of property and assigned a standard fee. Certain property, because of its age or value, may be restricted from loan to other organizations by specific action of the Executive Board.

Any property loaned or rented by another organization shall be replaced or repaired by that organization in the event that it is lost, stolen, damaged or otherwise deteriorated, and any rental agreement shall so state. The borrowing party shall maintain any required insurance against loss or damage, and the Players shall be held harmless against any liability resulting from the intended or accidental misuse of such property.

#### Section 6: Property List

A list shall be maintained describing all items which are the property of the Players and their locations. Production sub-committee chairpersons will be responsible for maintaining lists within their responsibilities with master copies held by the Secretary.

#### Section 7: Disposition

Property which is obsolete, irreparably damaged, or otherwise considered to be no longer useful, may be disposed of by the action of the Executive Board and/or membership and removed from the property list as follows:

a. Items of replacement value of under \$500 by a majority vote of the Executive Board.

b. Items of replacement value exceeding \$500 by majority vote of the membership at an authorized business meeting.

## ARTICLE VIII: ELECTIONS

### Section 1. General Election of Officers

Nomination: Four officers - President, Vice President, Secretary, Treasurer, - plus two members at large of the Executive Board, shall be nominated for election at the annual meeting.

The slate of officers shall be nominated by a Nominating Committee appointed by the President at the business meeting immediately prior to the annual meeting.

The nominating committee shall consist of at least three members who are not members of the Executive Board. The proposed slate of officers shall be presented by the nominating committee at the annual meeting for election by the majority of the general membership present. No member of the Nominating Committee may be nominated.

Other nominations will be solicited and accepted from the floor.

Election: Elections will be conducted by a voice vote unless otherwise decided by a majority of the quorum.

Elections will be conducted by the outgoing president at the annual meeting, as the first item of new business.

Succession: New officers will be considered installed at the inclusion of normal business at the annual meeting. Subsequent business may be conducted after installation, if necessary, by the incoming officers.

### Section 2. Special Elections

In the event that an officer cannot complete the prescribed term, the office will be filled as provided under Article IX.

## ARTICLE IX: DUTIES AND POWERS OF OFFICERS

### Section 1. General

Officers shall be elected for a term of one year at the annual meeting. Any officer may be re-nominated and re-elected to a succeeding term.

An officer may be removed from office for conduct deemed not within the interests of the Players by a majority vote of the general membership at any general or special meeting.

## Section 2. President

The President shall guide and conduct all regular and special business meetings and meetings of the Executive Board and shall serve as general spokesperson for the organization during term of office

The President shall appoint all necessary committee chairpersons with the approval of the Executive Board and shall serve as member ex-officio of any standing or ad hoc committee. The President is empowered to call special meetings of the general membership whenever necessary, such meetings to be called and conducted under the rule of Article III of these By-Laws.

As duly elected chief executive of a non-profit organization, the President shall act in all legal matters according to the constitution of the Players and the corporate laws of the State of Vermont. However, the President may not personally commit the Players to any legally binding or oral or written contracts or financial obligations in excess of those allowed under Article VII without the duly voted permission of the general membership, at the risk of incurring sole personal responsibility and accountability.

The President shall not be held personally responsible or financially accountable for any actions undertaken by proper vote of the membership or by any unauthorized statement or action of any individual member or affiliate of the Players.

## Section 3. Vice President

The Vice President shall conduct meetings in the absence of the President and shall act as the program chairperson for all general membership meetings.

The Vice President shall assume office in the event that the elected President cannot complete his/her term of office.

## Section 4. Secretary

The Secretary composes and maintains complete minutes of all meetings of the general membership and the Executive Board. The Secretary shall conduct such correspondence as is necessary for the business of the Players.

The Secretary shall notify members of forthcoming general business, special and Executive Board meetings at least seven days prior to such meetings.

## Section 5. Treasurer

The Treasurer shall maintain all financial records for the Players and shall handle all monetary transactions as instructed.

The Treasurer shall maintain a post office box and pick up the mail regularly.

Separate records shall be maintained as required to general receipts and disbursements as well as special financial conditions involving each production.

Accounts shall be maintained by the Treasurer in accordance with Article V of these By-Laws and any other applicable instruction or common practice.

Accounts shall be maintained according to accepted business accounting methods enabling clear understanding and audit. The Treasurer is the primary signer on single accounts and will be one of the signers on multiple signature accounts as used.

The Treasurer shall be responsible for maintaining financial records as required for non-profit organizations incorporated within the State of Vermont, handling all financially-related forms and reports required under the laws of the State.

#### Section 6. Members at Large

Two Members-at-Large shall serve on the Executive Board with full voting rights and privileges.

Members-at-Large are elected at the annual meeting and shall serve staggered two year terms so that there will be a member with at least one year's board experience at all times. Thus, one Member-at-Large is to be elected each year for a two year term.

Should a Member-at-Large be elected to another office upon completion of only one year of his term he shall be replaced by election at the annual meeting by an individual who will serve the remaining year of his office. Thus it is conceivable that two members at large may be elected at the annual meeting: one to serve two ears and the other to serve one year. A member may not be elected Member-at-Large for two successive terms.

### ARTICLE X: COMMITTEES

#### Section 1. General

Ad hoc Committees shall be appointed by the President as the need arises. Several important standing committees, as outlined below, will be appointed on a regular basis.

#### Section 2. Reading Committee

The Reading Committee will consist of the standing Executive Board and a minimum of two active members. The Reading Committee

will work closely with potential directors as they examine appropriate plays. Possible plays for production may also be suggested by any member

from the floor at any pre-season meeting.)

### Section 3. Nominating Committee

A Nominating Committee will be formed no later than at least one full month before the annual meeting. The Nominating Committee will contact all potential nominees for offices prior to the annual meeting and attain their approval for nomination.

### Section 4. Historical Committee

This committee, chaired by the Historian, who shall be appointed at the annual meeting by the newly-elected President, shall be responsible for maintaining the records and scrapbooks of the Players in a neat, chronological format. Historical records shall be available for reference and enjoyment as required by any member of the Players in good standing. Historical records shall consist of photographs, news clippings, production programs, etc., which record the activities of the Players.

The Historian has the primary responsibility for obtaining and organizing material for record. He/she may appoint other members to the committee as needed.

### Section 5. Library Committee

This committee, chaired by the Librarian, who shall be appointed at the annual meeting by the newly-elected President, shall be responsible for the storage and cataloging of all written and recorded materials that relate to Players' productions. The Librarian has the primary responsibility for these duties but he/she/ may appoint other members to the committee as needed.

Written materials shall consist of, but not be limited to, dramatic scripts of Players productions, other scores and scripts that may be of interest, and books, magazines and articles that give instruction in various aspects of the dramatic arts.

Recorded materials shall consist of, but not be limited to, records, CD's and/or video tape recordings of musical productions that the Players perform; other tapes and records that may be of interest; and videos that may be of interest. All other restrictions contained in these By-Laws on the lending of Players' property shall apply.

### Section 6. Award Committee

The responsibilities and duties of this committee are described in ARTICLE XV.

### Section 7. Publicity Committee

Publicity Committee works to ensure that every St. Johnsbury Players production gets standard publicity coverage. If desired, an individual production may add a publicity person to

work in conjunction with the Publicity Committee to develop or work on other promotions outside of the Publicity Committee's standard package.

Responsibilities of Publicity Committee:

Submit press releases (written by director or producer) of auditions and performances to area newspapers.

Work on developing a poster design for the production. Productions are free to use any artist of their choice, but need to submit a proof of the poster before printing.

Distribute and promote publicity photos of production to newspapers and other media outlets. The production should make arrangements for a photographer to take promotional photos and production photos. If a photographer is not available, the Publicity Committee can do this, but will need to be made aware of this fact.

Send performance dates and information to newspaper, TV and radio calendars.

Maintain Players' Facebook Page with updates on the productions by posting photos and videos (if available) and items concerning Players' shows from other outlets.

Submit ad copy for ads in local press (and radio if desired and budgeted for).

Oversee the distribution of posters to ensure suitable coverage.

Publicity Committee will also explore and add new outlets of promotion as times and technology change. They will also make recommendations of dropping certain aspects of promotion if those aspects prove to be no longer effective in garnering audience (and costly to the group).

## ARTICLE XI. FINANCIAL CONTROL

### Section 1. Purpose and Definition

This Article describes the control of cash and readily convertible assets (as opposed to physical property - Article VII) including their safekeeping and disposition.

Financial assets are classified as demand (checking), interest-bearing (savings) and convertible (stocks, bonds, and notes) and petit cash.

Control is classified as applicable to budgeted funds and general funds.

Fiscal responsibility requires that sufficient controls be provided to prevent misappropriation while allowing reasonable flexibility.

### Section 2. Stewardship and Accountability

The Treasurer retains primary stewardship of all financial assets, handling withdrawals and transfers of funds and maintaining complete records. (See Article IV - Section 5)

The President is assigned secondary stewardship with co-signatory responsibility where required.

No member or officer of the Players shall contract or enter into any financial purchase or agreement which is not deemed to be in the best interests of the Players as defined by the majority vote of the membership. Any officer or member who does so shall be held personally financially responsible for any losses or expenses thus incurred and may be held criminally accountable under the laws of the State of Vermont.

### Section 3. Accounts of Liquid Assets

Liquid cash assets shall be maintained in three types of accounts: demand, interest-bearing and petit cash.

a. Demand Account (checking) A checking account shall be maintained in a St. Johnsbury commercial bank for the purpose of paying bills and reimbursing expenses exceeding the petit cash limit.

The checking account shall be set up to require the signature of the Treasurer for amounts under \$1000 and shall require the signatures of the Treasurer and the President for amounts in excess of \$1000.

b. Interest Bearing Account - At least one interest bearing account shall be maintained in a St. Johnsbury bank as needed allowing transfer to the demand account on short notice. The account and its location shall be arranged to provide the maximum possible interest and shall in no case yield less than 1% below the maximum prevailing interest rate for short term deposits.

The balance of the local interest bearing account should not exceed \$10,000.

A second interest bearing account may be maintained, if advisable, at a remotely located, recognized and insured financial institution, accessible by mail, if interest can be earned at a sufficiently higher rate to make such an arrangement practicable.

It is the recognized duty of any officer or member to suggest fiscal arrangements which shall earn the greatest interest return, at minimal risk and inconvenience. Transfer of funds required to take advantage of interest opportunities shall require a majority vote of the Executive Board.

c. Petit Cash Account A sum of cash not to exceed \$100 shall be turned over to the producer of a performance under production, on or about the first rehearsal date, for the purpose of providing small sums for emergency purchase or reimbursement during preparations for production.

No accounting for petit cash funds shall be required; any unused portion shall be returned to the general fund after the production.

The production petit cash fund shall be considered an expense of the production and shall be entered in the production ledger as such.

Petit cash funds should not be used for individual purchases in excess of \$20 to avoid too rapid depletion. It is considered to be an emergency operating fund.

Replenishment of the petit cash for a production shall be handled in a manner normal for expense appropriations of \$100.

#### Section 4. Authorization of Disbursements

Authorization for disbursements shall be considered in two areas: general fund disbursements and production disbursements and classified by the total amount involved.

##### a. General Disbursements

Class 1: \$100.00 Maximum....Authorized by President.

Class 2: \$500.00 Maximum....Authorized by the Executive Board.

Class 3: Exceeding \$500.00....Authorized by a majority vote of the membership quorum at duly authorized business meeting.

##### b. Production Disbursements

Upon the approval of a play for production by majority vote of the Players, the Producer is authorized to purchase necessary scripts, pay anticipated royalties, contract for the usage of a hall for production. Upon approval of the production budget by the Executive Board the Producer has the authority to make purchases consistent with the total budgetary amount indicated in the budget.

Purchases that exceed the total budgeted amount for a production must be authorized under the same guidelines as in Section a.

The St Johnsbury Players are not responsible for non-authorized purchases. The person making such a purchase assumes all financial responsibility for such a purchase.

#### ARTICLE XIII: USE OF ORGANIZATION NAME

The name, ST. JOHNSBURY PLAYERS,INC., shall not be used for any activity not specifically authorized by action of the membership, nor shall any publicity infer such authorization of affiliation.

Player members appearing with other theater groups or similar activity may be billed and

publicized as members of the Players, but no inference or claim shall be made that such affiliation presumes responsibility, support, or authorization by the St Johnsbury Players, Inc.

#### ARTICLE XIV: AUTHORITY

Parliamentary procedure shall be followed at all meetings, with the authority being Roberts' Rules of Order.

#### ARTICLE XV: ANNUAL W CLARK NOYES THEATER ARTS AWARD

An award will be presented annually to a current or recently graduated student of a recognized area high school who is entering an accredited college the following fall. Stipulations of this award, including eligibility and schedule, are outlined in the notice entitled "The W Clark Noyes Theater Arts Award" which is considered an addendum to the Article.

This Article details the formation and duties of the Award Committee and the Funding of this award.

##### Section 1. Award Committee

###### a. Appointment:

A committee consisting of three active members of the Players shall be appointed by the President each year before the December business meeting.

###### b. Duties:

To disseminate the necessary forms and information needed for receiving nominations, to screen all award nominations received by the deadline date and to select up to three candidates for submission to the general membership's approval at the May business meeting.

To meet as necessary to accomplish its goal.

To arrange for the award notification, presentation and media notification.

To make certain that the awardee(s) meet(s) all stipulations.

##### Section 2. Selection Procedure

Step 1: In February, letters describing the award and the forms necessary for nomination will be sent to the drama coaches and head guidance counselors asking them to submit the names of students worthy of nomination.

Step 2: All application forms received by the deadline date will be reviewed by

the Award Committee of the Players and up to three will be selected for submission to the general membership.

The review procedure may include personal interviews at the discretion of the Award committee.

Step 3. The general membership will vote by written ballot on the nominees submitted to the membership of the Players at the general business meeting held in May. If a majority of the active members of the Players present approve any or all of the Award Committees' choices those so approved will be selected as Awardees.

Nominees excluded by the selection of the Award Committee may be added to those to be considered by nomination from the floor and majority vote of the active membership.

Nominees, nominating faculty or parents of nominees who are members of the Players may not serve on the Award Committee and will be excluded from voting in the selection process. However, members of the Players are not in any way restricted from becoming recipients of this award or speaking in behalf of any nominee.

### Section 3. Amount of award

The amount of the award to each Awardee will be a minimum of Two Hundred Dollars (\$200.00) plus an amount to be determined by annual availability of funds, which will be divided equally among all Awardees.

The amount by which the total award in any one year exceeds the minimum will be based upon income from annual operations and will represent at least Ten Percent (10%) of the net profits on theatrical productions realized by the Players during the season (previous September through current May). Additional amounts may be added by a two-thirds vote of the active membership (excluding applicants and their parents and nominating faculty) at the May business meeting.

The minimum award and any percentage additions from profits or membership vote, will have prior requisite over any assets or other expenses of the Players. Prior to award meeting the treasurer should assess the status of the treasury with regards to the number of awards available.

(The following is the explanatory notice sent to area schools and further defines the award. Last revised February, 1993, August 2016)

**THE W. CLARK NOYES THEATRE ARTS AWARD**  
To be awarded annually by the St. Johnsbury Players, Inc.

**I. Purpose**

To recognize exemplary contributions to the theatrical arts by high school students and to provide a measure of financial assistance to students pursuing higher education in the Theatre Arts.

**II. Eligibility**

Any student in a local area high school who will graduate at the end of the current academic year, has demonstrated interest in school and/or community theatre, and plans to further participate in theatre and/or pursue courses of theatrical study at the college level.

**III. Term and Use of the Award**

This is a non-renewable award, awarded annual on the basis of merit. It is anticipated that the award will be applied toward tuition, books or other direct assistance.

**IV. Nomination**

By written nomination on a form provided by the St. Johnsbury Players, by the school's guidance office, dramatic coach or equivalent authority.

**V. Basic Criteria**

The nominee must meet the following basic requirements:

A. Be a graduate of an academically accredited and recognized St. Johnsbury area high school or academy such as St, Johnsbury Academy, Lyndon Institute, Danville High School, Concord High School, or Blue Mountain Union.

B. Have formal or indicated acceptance at an accredited full or junior university or college for the following fall term. (Applications which are submitted on the basis of indicated or verbal acceptance must be formalized by July 1st.)

**VI. Selection Criteria**

All nominees will be judged on the basis of the following:

A. Interest and participation in organized school or community theatre.

- B. Intent to pursue courses of study in the theatre arts at college level.
- C. Scholastic achievement.
- D. Need for financial assistance.

## VII. Selection Procedure

All nomination forms received by the deadline date will be reviewed by the Award Committee of the St. Johnsbury Players and up to three nominees will be submitted for approval to the general membership. Any nominee submitted to the general membership who is approved by a majority of the active members of the St. Johnsbury Players present at the meeting will become an Awardee.

The review procedure may include personal interviews at the discretion of the Award Committee.

Nominees, nominating faculty or parents of nominees, who are members of the St. Johnsbury Players may not serve on the Award Committee, and will be excluded from voting in the selection process. However, members of the St. Johnsbury Players are not in any way restricted from becoming recipients of this award.

## VIII. Amount of the Award

While being unable to provide assistance of a substantial nature, the St. Johnsbury Players nevertheless wish to bestow a meaningful award upon the awardee.

The amount of the annual award will be a minimum of Two Hundred Dollars (\$200) plus an amount to be determined by availability of funds. The amount by which the total award in any one year exceeds the minimum will be based upon income from operations and will represent at least Ten Percent (10%) of the net profits on theatrical productions realized by the St. Johnsbury Players during the season (previous September through the current May).

## X. Disqualification

The selected awardee(s) may be disqualified by unanimous action of the combined Award Committee and the St. Johnsbury Players Executive Board if:

- A. The applicant is not formally accepted for the following fall semester by July 1.
- B. The applicant demonstrates failure of intent to comply with the stipulations of the award.

