

Massachusetts Educational Theater Guild
Governing and Operating Policies
(Revised October 20, 2018)

ARTICLE I
GENERAL

SECTION 1. Scope of Policies

These policies are authorized by Article II, Section 6 of the by-laws of the Massachusetts Educational Theater Guild (hereafter, the METG). Additional policies outside the scope of this document (e.g. operational policies, HR policies) will be reviewed and approved the Board of Trustees on an as-needed basis.

SECTION 2. Annual Review

The Board of Trustees is required to review and approve these policies on an annual basis, as required by Article II, Section 6 of the by-laws of the corporation.

SECTION 3. Amendments

These policies may be changed by a 2/3^{rds} vote of the Board of Trustees

SECTION 4. Email Votes

Email votes of the Board of Trustees and Division Executive Councils may be taken provided copies of the vote are kept and the vote ratified at the next meeting.

SECTION 5. Code of Conduct

All members of the Board of Trustees and the Executive Councils, including those serving in an ex-officio capacity, are required to adhere to a Board-established Code of Conduct. These policies include, but are not limited to: attendance and behavior at regular and special meetings, conflict of interest, sexual harassment, and confidentiality.

ARTICLE II
MEMBERSHIP

SECTION 1. Membership

- a. The Board of Trustees shall have the authority to determine the rights, privileges and dues for each class of membership unless otherwise specified.
- b. Schools must comply with all Board-approved rules, regulations, and policies associated with each class of membership, and must comply with any/all registration policies or terms/conditions established by the Board.

SECTION 2. Voting Rights

- a. **Members** – Each member school shall be entitled to one vote on each matter submitted to a vote of the members.
- b. **Associates** – Corporate, individual, affiliate, honorary life and alumni members shall not be entitled to a vote.

SECTION 3. Suspension

- a. The Board of Trustees, by a two-thirds (2/3) ballot vote, may suspend from membership in The Guild any Trustee, Officer, Council Member or School Representative whose conduct has been found to be detrimental to the best interests of The Guild.

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- b. If the board of trustees intends to suspend any Trustee, Officer, Council Member or School Representative said member shall be notified in writing of the board's intention two weeks prior to the board's meeting.
- c. Any member notified of the board's intention to suspend has the right to appear before the Board to speak in his/her own defense prior to the scheduled vote. Said member shall notify the board in writing prior to the board's meeting of his/her intent to appear. The board must receive such notification at least three days prior to the meeting.

SECTION 4. Transfer of Membership

Membership in The Guild shall not be transferable or assignable.

ARTICLE III
DUTIES

SECTION 1. Duties of the Board of Trustees

- a. Shall set policy.
- b. Shall select from the Board of Trustee membership the chair, the clerk of the corporation and the treasurer.
- c. Shall develop and approve the annual operating budget.
- d. Shall develop and implement fundraising policies.
- e. Shall hire, evaluate and remove if necessary the principal staff person and other required personnel.
- f. Shall fill vacancies on the Board of Trustees and the Executive Councils until the next election.
- g. Shall have the power to form and disband standing, special, and other ad-hoc committees as necessary for the functioning of the Board of Trustees.
- h. Shall perform such other duties as are incident to the office.

SECTION 2. Duties of the Executive Councils

- a. Shall administer the programs for their respective councils
- b. Shall draft program and plans for their respective councils.
- c. Shall recommend the filling of vacancies.
- d. Shall handle the management of all programs and events.
- e. Shall elect a recording secretary.
- f. Shall establish standing and special committees that support programmatic operations.
- g. Shall oversee the operation of any activities of The Guild and other business as designated by the Board of Trustees.

SECTION 3 Duties of Standing, Special, and Ad-Hoc Committees of the Board of Trustees

- a. Duties of Standing, Special, and Ad-Hoc Committees of the Board of Trustees are outlined in the by-laws of the corporation and may be revised as needed.
- b. Specific duties and/or policies that are specific to each committee should be approved first by a two-thirds (2/3) majority of said committee, and then approved by the Board of Trustees by a vote of two-thirds (2/3) of the voting members.

SECTION 4 Duties of Select Committee for Operations

- a. As authorized by Article III, Section 2-E of the bylaws of the corporation, the Chairperson of the Board, in conjunction with the METG Executive Director, will appoint three Trustees to serve in select roles that strengthen the operations and infrastructure of the corporation:

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1. Director of Membership: This Trustee will work with the Executive Councils to improve member relations, shall act as the primary liaison for members who wish to file grievance against the corporation, and shall develop member engagement and outreach strategies to support expansion of METG programming.
 2. Director of IT/Social Media Strategy: This Trustee will work with the Executive Councils to appoint a Social Media liaison responsible for updating the METG social media accounts, will develop and review social media policy and strategy, and will advise the Board of Trustees and Executive Councils on policies and improvements relative to maintaining and efficient and operational IT infrastructure.
 3. Director of Communications: This Trustee will work with the Board and Executive Councils to develop strategic communications and marketing, including press releases, fund raising materials, and other public-facing written materials.
- b. The METG Executive Director and METG Director of Education and Advocacy shall serve as members of the committee in an ex-officio capacity.

ARTICLE IV
DUTIES OF THE OFFICERS

SECTION 1. Trustee Chair

- a. Shall preside over all meetings of the Board of Trustees.
- b. Shall set the agenda for the Board of Trustees.
- c. Shall notify the council of positions voted by the Board of Trustees
- d. Shall chair meetings of the membership in absence of the president and vice president of the councils.
- e. Shall appoint and evaluate the performance of the METG Executive Director, who acts as his/her designee in matters related to the day-to-day operations of the corporation.
- f. Shall perform such other duties as are incident to the office.

SECTION 2. Presidents/Division Directors

- a. Shall preside over meetings of their respective Executive Councils.
- b. Shall serve on the Board of Trustees and act as liaison between the board and council.
- c. Shall appoint chairs for their respective council committees.
- d. Shall provide budget and fiscal oversight for their respective division and associated programs.
- e. Shall perform such other duties as are incident to the office.

SECTION 3. Vice-President (High School and Middle School Divisions)

- a. Shall exercise all of the duties of their respective president in his/her absence.
- b. Shall serve on the Board of Trustees.
- c. Shall undertake other duties as voted by the Board of Trustees or Executive Council.
- d. Shall perform such other duties as are incident to the office.

SECTION 4 Treasurer

- a. Shall serve on the Budget & Finance Committee and help prepare the annual budget.
- b. Shall be responsible for keeping the books and records in accordance with GAAP (Generally Accepted Accounting Principles).
- c. Shall perform such other duties as are incident to the office.

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SECTION 6. Clerk of the Corporation

- a. Shall keep the records of the proceedings of all Board of Trustees' meetings and all Annual Meetings.
- b. Shall notify trustees of all regular meetings.
- c. Shall perform such other duties as are incident to the office.

SECTION 7 Council Secretary

Shall keep accurate records of Council meetings and see that Council members receive copies of the minutes.

SECTION 8: Committee Chairpersons

- a. Shall furnish leadership for the Committee, which they represent.
- b. Shall stimulate a greater interest in their respective areas.
- c. Shall plan, prepare and implement activities for their respective committees under the direction of and with the approval of the Executive Council and Board of Trustees.
- d. Shall keep accurate minutes of committee meetings.
- e. Shall file reports of the work of their respective committees as requested by the Council.
- f. Shall perform such duties as may be assigned by the President/Division Director or Board of Trustees from time to time.
- g. Shall incur no financial obligations without due authorization from the Board of Trustees.

ARTICLE V
PROGRAMS

SECTION 1. SCHOLARSHIPS – Non-restricted funds established by vote of Board & Council

- a. The Guild will give scholarships each year to graduating high school seniors, the amount to be determined by available funds each year and determined by the Board of Trustees.
- b. The winner/s of the scholarships will be determined through auditions and/or presentations to be held in December.
- c. The types of scholarships (e.g. acting, musical performance, set design) shall be established by the High School Executive Council no later than October 1st to ensure ample time for communication to the membership.
- d. The presentation of scholarships (e.g. location of event, manner of presentation) will be determined by the Executive Councils.
- e. The Executive Director, with the concurrence the Board of Trustees, will authorize the treasurer in writing or by email of the amounts to pay and to whom to pay

SECTION 2. CONTESTS

- a. Each Division of the METG may operate variety of contests each year with cash prizes given.
- b. The winner/s of the contests will be determined through auditions, presentations, or other means of adjudication established by the respective Division Executive Councils.
- c. The nature of the contests (e.g. scene partner, logo design) shall be established by the respective Executive Councils no later than October 1st to ensure ample time for communication to the membership.
- d. The presentation of contest winners (e.g. location of event, manner of presentation) will be determined by the respective Executive Councils.
- e. The Executive Director, with the concurrence the Board of Trustees. will authorize the treasurer in writing or by email of the amounts to pay and to whom to pay

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SECTION 3. DIVISION PROGRAMMING

- a. Division programming will be subject to the rules and policies established by their respective Executive Councils.
- b. Presidents/Division Directors are required to routinely provide updates to the membership and the Board of Trustees relative to programmatic operations, changes, and short/long-term strategic planning.

ARTICLE VI

IMPLEMENTATION OF W.I.S.P. & OTHER POLICIES

The Executive Director will review the practices and procedures of the Treasurer or anyone responsible for the financial records to assure compliance with the corporation's W.I.S.P Policy before the end of the fiscal year.

ARTICLE VII

FINANCIAL POLICIES

SECTION 1. GENERAL POLICIES

- a. The Guild shall maintain general funds in a checking account and/or savings account as approved by the Board of Trustees. Other funds may be maintained in a responsible investment vehicle as recommended by the Board of Trustees.
- b. The Board of Trustees shall first approve expenses that are over budget or unbudgeted exceeding \$1000, in a timely manner, before their being paid.
- c. Donations will only be made to those organizations or activities which fulfill the mission of The Guild
- d. When hiring judges/supervisors/instructors for events, the committee chairman will have them fill out an invoice, which will be filed with The Guild treasurer prior to any disbursement.

SECTION 2. TREASURER

- a. The Treasurer is the final authority in the safe-keeping and accurate recording of all activity to the METG assets.
- b. The Executive Director with the approval of the Board of Trustees is, authorized to sign, any deeds, mortgages, bonds, contracts or other instruments that the Board of Trustees has authorized to be executed, except in cases where the signing and executing thereof shall be expressly delegated by the Board of Trustees or by the by-laws or by statute to some other officer or agent of The Guild.
- c. No-one should approve expenses or re-imbursements for themselves and authorized check signers should not sign checks for expenses / re-imbursements payable to themselves.
- d. The treasurer will keep a record of all accounts, all account numbers and what institution holds the accounts.
- e. The Treasurer will provide the auditor at the end of the year with a list of vendors requiring a 1099, in order that 1099 forms may be sent out.
- f. The Treasurer shall render to the auditor a yearly statement of operations and all supports required by the auditor for tax purposes.
- g. The Treasurer is expected to give a year-end financial statement at the fall meeting of the Board of Trustees and a statement of operations and a balance sheet at regular meetings of the Board of Trustees.
- h. The Executive Director, and or his/her designee (e.g. Director of Advancement) will send a letter acknowledging all cash contributions showing the donor's name, date of contribution, the amount and stating that METG is a 501(c)(3) organization.
- i. All receipts of goods or services are to be acknowledged without giving a value.

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SECTION 3. CASH & RECEIPTS

- a. All checks will be made out to METG, Inc.
- b. The Treasurer will endorse the checks within two days of receipt
- c. The treasurer will deposit all monies coming in as soon as possible, but no longer than a week unless authorized by this policy.

SECTION 4. REIMBURSEMENTS

- a. Requests for reimbursements must be accompanied by an Expense Reimbursement Form, that has been itemized and with original receipts, attached.
- b. All requests for reimbursements must be actual (supported by receipts) and reasonable.
- c. Requests for reimbursement must have documentation (e.g. email with approval notation or wet signatures) approving the expense. Authorized approvers include: Chairperson of the Board, Executive Director, Treasurer, and Division Presidents/Directors.
- d. Reimbursable Expenses include items pertinent to the operations of the organization and/or program/events including, but not limited to, supplies, equipment rental, copying, postage, marketing materials, hospitality, and/or other event/program specific items.
- e. Non-reimbursable expenses include certain hospitality costs, costs exceeding Board-established thresholds, telephone bills, or certain types of travel expenses.

SECTION 5. DIVISION FINANCIAL MANAGEMENT

- a. Division Executive Councils may establish reimbursement and/or financial management policies that are specific to events/programming including, but not limited to, ticket prices, reimbursement for hosting events (e.g. festivals or trainings), or other program-specific entry/activity fees.
- b. Changes to these policies must be approved by a two-thirds (2/3) vote of the Board of Trustees.
- c. Division Presidents and Directors shall work with the Treasurer to establish budgets for programs, approve expenses in consultation with the Executive Director and Treasurer, and monitor programmatic revenue and expenditures accordingly.

SECTION 5. DUES

- a. Dues for membership in the high school division will be \$400
- b. Dues for membership in the middle school division will be \$250
- c. Dues for subsidized membership (for organizations that only participate in the Next Voices Initiative) will be \$150
- d. Dues for corporate/organization membership will be established and approved on a case-by-case basis.
- e. Dues for individual membership will be \$25.00 or more, and will be approved on a case-by-case basis.
- f. Dues for alumni membership will be \$25.00

SECTION 6. DONATIONS

Donations may be given to causes related to the objectives of the organization by vote of the Board Trustees.

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ARTICLE VIII
HUMAN RESOURCES POLICIES

SECTION 1. GENERAL POLICIES

- a. The Board of Trustees is authorized to establish positions, make employment offers to any individual deserving of said position, and to pay wages and provide benefits to said individual.
- b. The METG Executive Director is authorized to act on behalf of the Board of Trustees to make employment offers and to pay wages and provide benefits for positions previously established and approved by the Board of Trustees. Individual employee salaries must be approved by a two-thirds (2/3) vote of the Board of Trustees.
- c. When determined by either the Board of Trustees or the Executive Director that a new position is required to meet the operational needs of the corporation, the position description and salary must first be approved by a two-thirds (2/3) vote of the Personnel and Compensation Committee and a subsequent two-thirds (2/3) vote of the Board of Trustees.

SECTION 2. EMPLOYMENT OFFERS

- a. Employment offers made on behalf of the corporation shall follow the corporation's fiscal year (July 1- June 30) and shall be made for no more than one year at a time.
- b. The Chairperson of the Board of Trustees shall develop and authorize, in consultation with the Personnel and Compensation Committee, the offer of employment to the METG Executive Director.
- c. The Executive Director, acting on behalf of the Board of Trustees, may develop and authorize offers of employment pursuant to established salary administration guidelines and Board-approved benefits.
- d. Employment offers should detail the employee's salary, benefits, core job functions, and conditions for termination of said offer.

SECTION 3. POSITION DESCRIPTIONS AND SALARY ADMINISTRATION

- a. Each position shall have a written job description. In general, the description will include the: purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications required, and working conditions affecting the job (e.g., working hours, use of car).
- b. As referenced in Article VIII, Section 1, position descriptions and salary administration are governed by the Board of Trustees' Personnel and Compensation Committee pursuant to established procedures.
- c. The Executive Director shall have discretion to modify any job description to meet the needs of the METG.
- d. Paychecks are distributed on the 22nd of the month, except when either of those days falls on a Saturday, Sunday or holiday, in which case paychecks will be distributed on the preceding workday.
- e. Monthly timesheets are due to the Executive Director within two days of each pay period. The Executive Director will provide the Chairperson of the Board of Trustees with a monthly report detailing hours worked and tasks accomplished.
- f. All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance; and other benefits (e.g., insurance, retirement).

SECTION 4. PERFORMANCE REVIEWS

- a. The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance. The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate the METG's needs in the coming year.

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- b. On an annual basis, both the supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.
- c. The performance review process, including any tools and documents, must be approved by a two-thirds (2/3) vote of the Board of Trustees' Personnel and Compensation Committee.
- d. The Executive Director reviews the work of all METG employees.
- e. The Executive Director is reviewed, on an annual basis, by the Chairperson of the Board of Trustees in consultation with the entire Board.