



## The West Side Presbyterian Church

6 South Monroe Street  
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### THE HILLSIDE PLAYERS BY-LAWS

STATEMENT: THE HILLSIDE PLAYERS is the official Drama Department of The West Side Presbyterian Church. Founded by Van and Hayden Jones, Rev. Chet Wetzel and Dr. Melvin Campbell in September 1959, the Jones were permanent directors of the group until their retirement in 1975. The original Statement of Principals was drafted in 1959 to be used as a guideline for the conduct of The Hillside Players. A revision of this Statement of Principles was made by Mary Louise Crawford and Harriet Hohman, October 1978, reviewed and approved by THE BOARD, January, 1979 and by the membership, February 1979.

### THE HILLSIDE PLAYERS STATEMENT OF PRINCIPLES - (Revised)

- I. **NAME:** The name of the organization shall be THE HILLSIDE PLAYERS.
- II. **PURPOSE:** It shall be the purpose of THE HILLSIDE PLAYERS to foster the art of drama, by providing the talent and leadership for productions which explore and interpret the Christian view of life. THE PLAYERS will assist in children's and young people's productions, devotional periods, special programs; as well as be responsible for complete dramatic productions. The organization shall also conduct regular monthly meetings, and such other activities as may provide evenings of study, opportunity, and enjoyment for those interested in the field of drama.
- III. **MEMBERSHIP:** Membership in THE PLAYERS shall be open to all persons, regardless of age or church affiliation, who wish to share their creative talents in all phases of drama, so they may serve the church community. One may become an active member by submitting a "Work/Activity" profile to THE BOARD. Membership is kept active by a yearly update of this profile.
- IV. **OFFICERS AND DIRECTORS:** The elected officers of THE HILLSIDE PLAYERS shall consist of a President, a First Vice-President, a Second Vice-President, a Secretary, and a Treasurer. The activities of THE PLAYERS shall be guided by a BOARD, consisting of these five elected officers, and additional Directors of Activities as appointed by the elected officers. Insofar as possible, all business of THE PLAYERS shall be transacted during the meetings of THE BOARD and presented as recommendations to the membership at regular meetings. The presence of a majority of THE BOARD shall constitute a quorum. THE BOARD shall also maintain a constant liaison with the Ministerial Staff of The West Side Presbyterian Church.

IV. OFFICERS AND DIRECTORS (continued)

- A. The duties of the PRESIDENT shall be to preside over THE BOARD and any meeting of the elected officers; to be liaison officer to the church; and to make reports and recommendations to the general membership of such actions as have been taken. THE PRODUCER of all official Hillside Players Productions shall be the President. It is required that this office be filled by a member of The West Side Presbyterian Church.
- B. The duties of the FIRST VICE-PRESIDENT shall be to assume the duties of the President in his/her absence, and in case of vacancy in the Presidency, to perform the duties thereof until a successor has been duly elected. The FIRST VICE-PRESIDENT shall be in charge of MEMBERSHIP, which includes contacting all prospective members, greeting guests and visitors at meetings, appointing Host/Hostesses for all general meetings, and arranging cast parties.
- C. The duties of the SECOND VICE-PRESIDENT shall be to arrange programs for all general meetings, and chair the Play Reading Committee.
- D. The duties of the SECRETARY shall be to record and attest to the business proceedings of all BOARD meetings, to handle all general correspondence, keep an updated active membership roster, send all membership notices and maintain a record of all activities of The Players. The SECRETARY shall also assemble THE PROGRAM for all official Hillside Players Productions.
- E. The duties of the TREASURER shall be to keep a just and regular account of all receipts and disbursements relating to the activities of THE PLAYERS, to be reported monthly at the BOARD meeting. The TREASURER shall also function as BUSINESS MANAGER for all official Hillside Players Productions. At least a tithe (10%) of all profit shall be contributed annually to the church. The TREASURER shall be bonded by THE PLAYERS at all times in an amount equal to the maximum funds under his control. It is desirable that the records and accounts of the TREASURER be reviewed at least annually by a committee appointed by THE BOARD.
- F. It shall be the duty of THE BOARD to plan the programs and activities of THE HILLSIDE PLAYERS for each season; (an outline of such to be submitted to the annual church calendar conference); and to appoint a DIRECTOR for each production. Any active member shall have the right to attend the regular meetings of THE BOARD, and at the discretion of the PRESIDENT, shall have a voice but no vote in the deliberations.

V. TERMS OF OFFICE: Officers shall be elected for two year terms commencing July 1. Any officer may resign his current office to accept nomination for another office. No officer may be elected to succeed himself in the same office for two complete successive terms. DIRECTORS OF ACTIVITIES may be appointed by the BOARD for one-year terms.

VI. ELECTION OF OFFICERS: At the March general membership meeting, the PRESIDENT shall announce a NOMINATION COMMITTEE. The members of this committee shall serve until their successors have been duly appointed. Said COMMITTEE shall designate one candidate for each office to be filled, and after the consent of the candidate is obtained, shall inform the membership at the April meeting. Other nominations may be made by members provided the consent of the nominee is placed in the hands of the President no later than ten days prior to the May meeting. Elections shall be held at the May general meeting. A majority vote of members present shall constitute election.

The PRESIDENT, SECOND VICE-PRESIDENT, SECRETARY shall be elected so as to assume office on the first day of July of the off-numbered years; and the FIRST VICE-PRESIDENT, TREASURER in the even-numbered years. In the case of vacancies, the same general procedure shall immediately follow.

VII. PRODUCTION MATERIALS: All prospective productions shall be submitted by the DIRECTOR in the manner in which he/she proposes to produce same. It shall then be the duty of THE BOARD to be thoroughly acquainted with the scripts as submitted. Acceptance of possible controversial portions of materials shall be judged according to the necessity thereof in the development of character. THE BOARD and a Ministerial advisor shall have final approval.

VIII. CASTING: In all productions, each cast shall be selected, insofar as possible, on the basis of open tryouts. The DIRECTOR shall be responsible for making available each part on which tryouts are to be conducted. Before a cast for a given production is chosen, the DIRECTOR shall announce his/her rehearsal policy, in order to clarify responsibility before a part is accepted.

IX. CHANGES TO THE STATEMENT OF PRINCIPLES: Additions to, or changes in, the STATEMENT OF PRINCIPLES may be made by a majority vote of the MEMBERS present at the first general meeting after the general meeting at which the proposed additions/changes are recommended by THE BOARD. A 2/3rds vote is required of the MEMBERS present if the proposal is made by a member who is not on THE BOARD.