

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: CUELINES

DIVISION: MMPR

POLICY: The deadline for information to Cuelines is the Monday after scheduled Board meetings in January, March, and May. Deadlines for the October issue is the Monday following Board Retreat, December issue is December 10, and Call to Conference issue is the Monday following the May Board Meeting so that the Call to Conference can be distributed at all Regional Festivals.

Ads will be accepted for inclusion in Cuelines at the rate listed on the OCTA Fee Schedule for five regular issues in a fiscal year.

PROCEDURE: Anyone with newsletter information is requested to have their information to the newsletter editor by the above-listed dates.

Theatre Delegates, Board Members, Regional Reps, Patrons, Honorary Lifetime Members, and Individuals shall receive the newsletter in electronic form unless hard copies are requested. Each member theatre may add an unlimited number of digital subscriptions or up to 10 hard copies of Cuelines.

POLICY ADOPTION DATE:
REVIEW/REVISION DATES:

December 2000
December 2002
November 2009
July 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: MEMBERSHIP

DIVISION: MMPR

POLICY: Membership in OCTA is defined by Article II of the By-laws.

SPECIFICS: Theatre membership dues will be paid annually, renewable from January through December.

Theatres who have not paid their membership by January 1st will lose their privileges, however will remain on the roster. If dues are still unpaid by March 1st, they will be removed from the roster, and must reapply for membership. Applications for new membership must be submitted prior the May board meeting for formal acceptance in order to excerpt in regional festivals that same year. Theatres may reapply at any time during the year. When applying for reinstatement, theatres must pay the full dues amount according to the OCTA Fee Schedule. No discounts will be given.

Any theatre that becomes a member of OCTA shall pay the initial fee as determined by the OCTA Fee Schedule. The OCTA Board of Directors may waive the initial membership fee for new member theatres or for those who have been off the OCTA membership roster for five consecutive years. These theatres will enjoy the full benefits of OCTA membership for one year after which they will need to pay annual membership dues.

Cuelines newsletter will be sent electronically to all member theatres, theatre delegates, patrons, OCTA Board members and individual members

Individual memberships will be determined by the OCTA Fee Schedule and renewable by January 1st. Benefits include discounts according to the OCTA Fee Schedule including, but not limited to: discount to the OCTA State Conference /Ohio AACTFest (even years) and Regional OCTAFests (at the discretion of those regions); discounts to participating theaters; a subscription to Cuelines newsletter; and all other benefits received by member theatres. Individuals will be issued membership cards.

POLICY ADOPTION DATE:
REVIEW/REVISION DATES:

December 2000
October 2004
November 2009
October 2010
September 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: NEW MEMBER THEATRE WELCOME

DIVISION: MMPR

POLICY: Each new member theatre will receive a personal welcome by members of the OCTA Board.

PROCEDURE: After the application has been received, the MM/PR Division Chair will propose the theater for membership at the next Board Meeting.

After the proposed theatre has been accepted, the Administrative Assistant will send a letter of welcome to the new member theatre and a Regional Rep will contact a representative of the theatre (preferably the delegate) informing him/her that the theatre is now an official member of OCTA, and will invite the new member theatre to the next scheduled regional delegates' meeting.

POLICY ADOPTION DATE:	November 1998
REVIEW/REVISION DATES:	October 1999
	November 2009
	October 2010
	July 2017