

## Gallery Theater Season Proposal Committee By-Laws and policies

Co-chairs: Carolyn McCloskey & Katrina Godderz

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**1.** The Season Proposal Committee (SPC) meets in: October/November, January/February and March/April, to review and discuss proposal submissions as they come in. Directors or persons who submit proposals for plays will be invited to come to the meeting in-person or by video, to give a presentation of their submission, and answer questions that the committee may have. Further meetings may be scheduled, as necessary.

**1b.** For the 2025 Season the schedule will be as follows: After the SPC application deadline of 10/15/23, and the finalization of the SPC at the October board meeting, the SPC will meet in the following 2 weeks to begin work on the 2025 season calendar. Call for directors will be sent out via the November and December newsletters, at pre-show announcements, and at the Awards ceremony in January. Directors will need to have been vetted and met previously established criteria in place, in order to be considered for directorship in the 2025 season and beyond.

**2.** There is a fixed proposal submission deadline of May 1st, in order to be considered for the following years' season. There is a fixed deadline of 5 p.m. on the the date of the June Gallery Theater Board meeting to secure rights for the shows, (rights to be applied for by the Theater Manager) and if rights cannot be secured by that date, then alternate show(s) will be chosen.

**3.** The SPC meets for the final time in May, before the May board meeting, in order to finalize the season that will be presented to the Gallery Theater Board at the May board meeting.

**4.** Any specific concerns that the SPC has about content will be discussed with the IDEA committee. As much effort as possible will be given to not revealing the name(s) of the director(s) for the show(s) that contains the concerning content. The result of this discussion will be presented to the Board at the May meeting when the SPC presents the proposed season.

**5.** The e-mail used to submit proposals is managed by the SPC co-chairs. However, this e-mail account also is able to accessed by the Gallery Board executive committee, to ensure transparency of the submission process and prevent 'gatekeeping' of proposal submissions. It is a priority of the SPC that ALL proposals submitted are presented to and considered by the entire SPC.

**6.** The Season that is presented to the Gallery Board at the May meeting will include 'runner-up' shows, in the event that the board does not approve all the proposed shows or rights cannot be secured, as above.

**7.** A full list of all shows/directors that were submitted for the season will be provided to the Gallery Board at their request. Additionally, each individual who submits a proposal will receive, in writing from the co-chairs, notification that their proposal has been received and reviewed, with an invitation to attend a SPC meeting to give an in-person presentation of their proposal, if the initial review does not immediately exclude the show from consideration. Once the Season List has been finalized, proposers will receive written notification whether their show was a) Accepted, b) Placed in the alternate/"runner-up" list, or c) Denied. If denied, an explanation for the denial will be included.

**8.** There are three ways to make a submission:

A. A director who has a specific show (or shows) that they would like to direct can submit themselves as director + show(s).

B. Anyone can submit a show that they would like to see performed, without putting themselves forward to direct it.

C. Anyone who would like to direct, but does not have any shows in mind, can submit their name as a possible director, and be matched by the SPC with a show. In the event of option C, the director will be informed of the show that the SPC would like to match them with and have the director's approval before the director + show is moved forward.

**9.** Directors who choose to submit under option A are encouraged to submit a rank-order list of plays that they would like to direct. This is to increase the ability to put a season together, in the event that either rights cannot be secured or the board does not approve a show.

**10.** Due to the fact that it is not objectively possible to keep track of who is saying what, nor to prevent gossip, directors who submit shows are allowed to talk about it at their discretion, with the knowledge that the decision of the plays selected will be solely at the discretion of the SPC and Gallery Board, and that their proposed play may not be chosen for the final season list. SPC members or board members are not permitted to discuss the proposed or selected shows outside of official meetings.

**11.** The SPC will consist of not more than 9 members, 2 of which are board members who serve as co-chairs. The additional 7 members will apply to join the committee and be selected from the applicants by the 2 board members. The 2 board members on the SPC will present the list of chosen SPC candidates to the executive committee of the Gallery Board for initial approval and the final list will be approved by the Gallery Theater Board at the next board meeting. The entire list of applicants will be made available to the Gallery Theater Board at their request.

**12.** The terms for the SPC committee members is 3 years, after which time, if they would like to continue being a committee member in the SPC, they will be required to go through the selection process detailed in item 11. The Board is interested in crafting a committee that has some consistency, but that also makes room for new volunteers and new voices. To that end, the Board will consider all applicants annually and may request some members step off the committee for at least a year to make sure there is room for those wishing to participate on the committee. Terms for the SPC chairs will be determined by the Gallery Theater Board.

**13.** All SPC members will understand that they are expected to read, in full, each play that is considered and be ready to discuss it at the next SPC meeting. If it becomes apparent that a committee member(s) is not doing so, they will be excused from the committee by the co-chairs.

**14.** Members of the SPC are expected to be at a minimum of 75% of the meetings each season, and, if a committee member attends less than 50% of the season's meetings, that member will be automatically removed from the committee.

**15.** Any member of the SPC or the Gallery Theater Board who submits a proposal under any of the options in item 8, agrees to the following: 1. To leave the room/meeting during any discussion of their proposal beyond the initial presentation to the committee, and 2. That their vote will not be counted in the voting for their submission to go forward or be finalized.

**16.** Once the SPC has presented their proposed season, with alternates, to the Gallery Board at the May board meeting, any further decisions about the season will be determined by the Gallery Board at the May, June or July board meetings. It is the role and discretion of the Gallery Board to have the final say on the season.

**17.** Submissions to the SPC can be made by e-mail to: [seasonproposalgallery@gmail.com](mailto:seasonproposalgallery@gmail.com) or by bringing by a completed submission form to the box office or theater manager's office. Please do not e-mail the theater manager to submit a proposal.