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Title: Lily White & Company Membership Policy

Date: May 11, 1992

Location: LGBT-043 Lily White & Company Collection

Contact:

LGBT History Project
Archives & Special Collections
Waidner-Spahr Library
Dickinson College
P.O. Box 1773
Carlisle, PA 17013

717-245-1399

archives@dickinson.edu

Lily White & Company, **Inc.**
Membership Policy

The essential elements for membership in Lily White & Company, **Inc.** are found in the Company By-Laws, Article III. This policy statement is meant to detail the general principles contained in that article.

As stated in Article III, Section A, there are [only] three (3) requirements for membership:

- 1) applying in good faith,
- 2) acceptance of the purpose of this organization, and
- 3) the **final** approval of the **Board of Directors** [Artistic Director].

The membership of Lily White & Company, **Inc.** is composed of those persons who wish to work with other Company members as performers, technicians and/or administrators. For a person to apply for membership in good faith implies a willingness by that person to work as a team partner, utilizing all their talents in whatever area(s) that will best promote the Company's projects. By this work within the Company, members implicitly express their acceptance of the Company's purpose, i.e. "to produce events that typify the Gay culture and ... raise funds for AIDS patients relief and gay **and lesbian** civic organizations". **Preliminary** [The] approval of the Artistic Director is required of each Company member and it is the Director's responsibility to see to the organization, management and running of the Company. It is at the Director's discretion that a member is given particular duties to fulfill for a production. A performance applicant may be required to do an audition appropriate to the role they would like to have. A technical applicant may be required to present credentials and/or demonstrate their expertise in their chosen area. An administrative applicant will be required to present a current resume and references appropriate to the position they are seeking.

Every applicant is considered "on probation" for their first ninety (90) days with the Company. This time is allowed for the applicant to become acquainted with the Company: its members, its working conditions, schedules and goals. It is also meant to be a time for the other Company members to become acquainted with the applicant and for the Artistic Director to observe the applicant and Company members as they interact, aiding in his/her determination of the applicant's abilities and willingness to be a group participant. The applicant will be added to the Company membership list, of which they will receive a copy, and be kept apprised of all Company activities in which they may choose to participate and may attend any Board or Company meeting as an observer.

At the end of a candidate's probationary period, and upon the recommendations of the Artistic Director, a candidate or slate of candidates for membership will be forwarded to the Nominating Committee for approval before being sent on to the Board of Directors for final approval. [After the ninety (90) day probation period, the Artistic Director shall make a final determination as to the applicant's membership status.] If approved, the applicant will be considered a full voting member, in good standing, of the Company.

If there remain questions or doubts on the part of the Artistic Director, and after appropriate consultation with other Board and/or Company members, he/she will determine if the applicant's probation period should be extended or if they should be asked to leave the Company. If the probation period is extended, it may not exceed forty-five (45) days and the Artistic Director, with the President of the Board, must discuss with the applicant why their probation period is being extended and offer every help for the applicant, if they so desire it, to become a full Company member.

Full Company member's are assessed an annual dues of \$15, which is collected on the fiscal year calendar, September through August. In order to maintain your voting rights at the January membership meeting and all interim meetings called until the July/August meeting, at least \$7.50 of the dues must have been received by the Secretary by January 1. The balance of the dues must be paid by July 1 in order to vote at the July/August Membership meeting. All previous year dues must also be paid up in order to vote at a Membership meeting. Voting privileges will be immediately reinstated upon the Secretary's receipt of all monies due.

When an applicant is approved as a Company member, they will be expected to work in some capacity on a least one (1) Company project each season in order to maintain their membership in the Company. They will be encouraged, however, to work with the Company as often as they are able to give of their time since this is the way the essential togetherness of the Company is preserved. The member will continue to receive all of the Company mailings and is invited to attend Company and Board meetings as an observer. Once he/she has met the minimum membership terms for eligibility to vote as set for in the By-Laws (currently 90 days), he/she is free to vote his/her conscience at Company meetings. Only Board members may vote at Board meetings. The new member will be expected to follow all Company regulations and policies, comporting themselves as professionals whenever involved in a Company project. ***After 1 year as a member of the Company, including probationary time, a member may run for any available elected office.***

If a member knows they will not be able to fulfill their minimum requirements for a season due to whatever circumstances, they may take one of two courses of action:

- 1) request a leave of absence from the Company or
- 2) submit a Letter of Termination of Membership in the Company to the Artistic Director.

In the former cases (requesting a leave of absence), the member will retain all mailing and voting privileges, but will be expected to assist the Company in smaller matters whenever they are able to. In the latter case (termination of membership), the member will sever his/her relationship with the Company. A member who voluntarily terminates their membership may be added to the Company's Patron Mailing list and may be reinstated as a member upon application to and at the discretion of the Artistic Director. A member who simply becomes inactive without requesting either a leave or termination will have their membership reviewed by the Artistic Director, who, upon consultation with the Board of Directors, will determine the appropriate action to take.

A member will be terminated in accordance with Article III, Section B of the Company By-Laws, if he/she fails to attend a scheduled performance without prior notification of and/or a valid reason to the Artistic Director. Automatic termination will also occur by failing to attend two (2) scheduled rehearsals per production without prior notification of and/or a valid reason to the Artistic director. The Artistic Director will be the sole arbiter of the validity of excuses for non-attendance.

At the request of the Artistic Director or **Nominating Committee** and by decision of the Board of Directors, an action of termination may be changed to suspension, for a set period of time, of any or all membership privileges.

Over the years of working together, the members of Lily White & Company, **Inc.** have developed a set of standards of conduct for the Company. These standards have evolved into the following rules that all Company members are expected to follow:

- 1) We are professional entertainers and conduct ourselves at all times as such, fully aware that our actions, whether alone or with other Company members, reflect upon the reputation and public perception of the Company as a whole.

- 2) When called for a rehearsal, meeting or performance, we are expected to attend, on time, and prepared to work. If for some serious reason, we are delayed or cannot attend, we notify the Stage Manager or the Artistic Director as early as possible.
- 3) We know that the scheduled rehearsal time is never adequate for the complete preparation of a show and in that light we realize we have the responsibility to do 'homework' - to practice outside of rehearsal, to formulate questions and define problem areas in order to facilitate the rehearsal process.
- 4) Every member must be able to work during a rehearsal and maintain complete focus during a performance. Anything that impairs those abilities is, therefore, strictly prohibited. Any form of drug use before or during a rehearsal or performance will not be tolerated. Consumption of alcoholic beverages must be kept to a minimum during rehearsals and is prohibited from one (1) hour prior until the end of a performance. During a performance, cigarettes may be smoked only in a designated back stage area.
- 5) We accept the authority of our duly elected Board of Directors and their appointees to see to the evenhanded enforcement of these Company standards, to apply censure only as warranted to maintain the discipline and viability of Lily White & Company, **Inc.** as a professional organization.
7. It is the performer's responsibility to do their homework, to know the number of songs, rehearsals are for polishing.
8. Creative input from the performer is encouraged and expected.
9. All soloists are responsible for transcribing their own lyrics and having an original copy typed. The Company will take responsibility for duplication and distribution of lyrics to the necessary performers.
10. Lyrics are due to the Stage Manager by the first rehearsal after you get your lyrics.

In addition to the standards outlined above, Company members are expected to follow rules adopted at the Board of Director's meeting on December 8, 1993.

- 1. Definite commitments to perform will be needed at the start of rehearsals; toleration for "I'll see if I can" will not be as great as in the past.*
- 2. A conflict schedule is required from all performers at the initial rehearsal.*
- 3. Roles and numbers are assigned by availability; someone with many conflicts will probably not be placed in key positions or many numbers.*
- 4. Absence from a scheduled rehearsal without prior notification and a valid excuse will constitute an unexcused absence.*
- 5. Excuses for rehearsal absentees will not be accepted from friends, neighbors, lovers, and so on; contact the show's Director or Stage Manager ONLY.*
- 6. Unexcused absences are grounds for removal from a particular number (for which you've missed rehearsal) and, at the Artistic Director's discretion, removal from the show, as well as grounds for action previously outlined in the Membership Policy or in Article III, Section B of the Company's By-Laws.*
- 7. It is the performer's responsibility to do their homework; to learn the number at home; rehearsals are for polishing.*
- 8. Creative input from the performer is encouraged and expected.*
- 9. All soloists are responsible for transcribing their own lyrics and having an original copy typed; the Company will take responsibility for duplication and distribution of lyrics to the necessary performers.*
- 10. Lyrics are due to the Stage Manager by the first rehearsal after you get your tapes.*

- 11. The Company will transcribe lyrics for full cast numbers; if in doubt as to who is responsible for a particular number's transcription, ask.**
- 12. Strike is now after each performance - not the next day; no one is excused from the show until everything is down and away; strike conflicts must be reported to the show's Director or Stage Manager.**

Approved 5/11/92
Revisions pending Board approval.