The Princess Theatre

# Membership Policy

*Version 1.1*

## 1. Policy Title

Membership Policy

## 2. Purpose / Objective

This policy explains who may be a member of The Princess Theatre, how membership is obtained, renewed, and recorded, and what members may do, consistent with Article IV of the By-Laws and the Washington Nonprofit Corporation Act.[1] It also sets out how members and the organization communicate, how concerns are raised and handled, and the conduct expected of members so that participation stays respectful and staff and volunteers are protected.

## 3. Scope

This policy applies to all individuals seeking or holding membership in The Princess Theatre, whether through paid dues, complimentary membership, or Patron Membership; to the official system of record for membership (currently Ludus) and the process by which membership status is granted, tracked, and recorded; and to members' interactions with staff, volunteers, Board members, and other members in connection with Princess Theatre activities. It applies to the Board, staff, and any individual responsible for granting or recording membership or for receiving concerns. It does not address eligibility criteria or duties specific to Board service, which are governed separately under Articles VI and VIII of the By-Laws.

## 4. Policy Statement

### *Eligibility*

1. Any person actively interested or involved in Princess Theatre activities may become a member, consistent with Article IV, Section 1 of the By-Laws, by paying dues, by qualifying for complimentary membership, or by qualifying for Patron Membership. Members may be of any age; Youth Membership is available to those 18 and under.
2. Membership is held by an individual and is non-transferable, consistent with Article IV, Section 5 of the By-Laws. A purchase of more than one membership at the same time creates one membership for each named individual. Each member must have a name and an email address or mailing address on the membership record.
3. Eligibility to run for the Board is governed by Articles VI and VIII of the By-Laws.

### *Dues, Term, and Renewal*

4. Membership dues are set at the following annual rates, consistent with Article IV, Sections 1–2 of the By-Laws: Adult (ages 19–64) — $25; Senior (ages 65+) — $20; Youth (age 18 and under) — $10. Dues amounts may only be changed by a vote of the General Membership at a Membership Meeting, consistent with Article IV, Section 4.

[1] Chapter 24.03A RCW.

5. The membership year runs June 1 through May 31, consistent with Article IV, Section 3 and Article V, Section 1 of the By-Laws. A new membership begins when dues are paid or the member otherwise qualifies, and runs through May 31 of that membership year.
6. A member with an active recurring membership in the membership system on May 31 continues as a current member on June 1 of the new membership year, without a lapse. The member's recurring authorization is treated as an expression of interest in continuing membership under Article IV, Section 3 of the By-Laws. Dues for the new membership year are collected on the member's regular billing date during that year.
7. If a recurring payment fails, or the member cancels the recurring membership, before the new year's dues are collected, the member is no longer a current member as of that date. The person may rejoin by paying dues.
8. A member who pays by one-time payment, or whose recurring membership has ended, must pay dues again to be a current member in a new membership year.

### *Complimentary Membership*

9. Complimentary membership is available, without dues payment, to the following defined categories: active volunteers meeting the organization's volunteer threshold; production cast and crew; paid staff; the Student Advisory Board Member during their term; and individuals holding legacy Lifetime membership status (a discontinued category no longer available to new members).
10. Complimentary membership begins at the start of the qualifying commitment and runs through May 31 of that fiscal year, regardless of when the commitment ends. Legacy Lifetime designees are renewed automatically each fiscal year without a new qualifying commitment.
11. Complimentary membership outside these defined categories requires approval by the Board or the President.

### *Patron Membership*

12. The Board may designate a non-membership product (e.g., a season pass) or a donation threshold as conferring Patron Membership as a purchase or giving perk, for a specified season or period.
13. Patron Membership is granted at a single flat tier, distinct from the Adult, Senior, and Youth tiers, and runs for the same membership year (June 1–May 31) as dues-based membership.
14. A Board designation applies only to the specific product, donation threshold, and period named, and does not carry forward unless the Board separately designates it.

### *Voting*

15. Each current member is entitled to one ballot. Members of any age may vote. Votes may be cast by written ballot at a Membership Meeting or by electronic balloting delivered before the meeting, consistent with Article VIII, Section 4 of the By-Laws.
16. Ballots are sent to the email address or mailing address on the membership record. A member with no usable address on the record does not receive a ballot.
17. The Board fixes a record date for each Membership Meeting when it calls the meeting. Unless the Board fixes a different date, the record date is the day before the first notice of the meeting is sent.[2] Only members on the membership roll as of 12:01 a.m. on the record date are entitled to notice of the meeting, to a ballot, and to vote.[3] The Membership Record Keeper (the chair of the Membership

[2]RCW 24.03A.420; RCW 24.03A.410(4).
[3]RCW 24.03A.010(64).

Committee, or the Secretary if there is no committee) prepares the list of those members and keeps a copy, and ballots are sent to the members on that list no later than 14 days before the Membership Meeting at which results are announced, consistent with Article VIII, Section 9 of the By-Laws.

### *Member Rights*

18. Current members may vote at Membership Meetings, run for Board and other company leadership positions, and receive organizational communications, including newsletters, event notices, and volunteer opportunities.
19. Membership gives no individual interest in property belonging to the Company, consistent with Article IV, Section 6 of the By-Laws.

### *Records*

20. The designated membership system (currently Ludus) is the official record of membership. The record includes each member's name, an email address or mailing address, membership tier or class, status, membership year, and the path by which membership was obtained (dues, complimentary, or Patron), in a form that permits producing an alphabetical list by class showing each member's voting entitlement.[4]
21. The Membership Record Keeper keeps the record current.
22. A member may inspect and copy the membership roll by sending written notice at least five (5) business days before the requested inspection date. Inspection occurs during regular business hours at a location the organization specifies.[5]
23. In connection with a Membership Meeting, the list of members as of the record date is available for inspection beginning two (2) business days after notice of the meeting is given, and continuing through the meeting.[6]
24. The membership roll, or any part of it, may not be used for any purpose unrelated to a member's interest as a member without Board consent, and may not be used to solicit money or property from other members, except to solicit votes in a Princess Theatre election.[7]

### *Communication Channels*

25. Member requests, questions, concerns, and items of business for the Board are sent to the Board email address (board@prosserprincess.com). This is considered the official channel for Board communication. Items of business are addressed to the President or Acting President, consistent with Article IV, Section 7 of the By-Laws.
26. Questions about membership status, renewal, or the membership record, including updates to contact information, are sent to the Board email address and handled by the Membership Record Keeper. Members may also update their contact information directly in the membership system.
27. Board members, staff, and volunteers are not expected to respond to calls, texts, or messages on personal phone numbers or personal accounts about Princess Theatre business, and may redirect the sender to the official channel.
28. The Board aims to respond to requests sent through the official channel within ten (10) business days. Requests to inspect records follow the notice periods in this policy.

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[4]RCW 24.03A.210(4).
[5]RCW 24.03A.215.
[6]RCW 24.03A.405.
[7]RCW 24.03A.240.

### *Concerns and Grievances*

29. A member may raise a general concern about the organization, a Board decision, or the conduct of a staff member, volunteer, or another member by writing to the Board email address (board@prosserprincess.com). The Secretary records the concern in the communications log. The Board determines whether a written response is sufficient or whether the concern is placed on the agenda of a regular Board meeting or taken up in executive session, as provided in the Executive Session Policy. Written responses are sent from the Board email address by a designated Board member.
30. A concern about a specific Board member other than the President is sent to the President's email address (president@prosserprincess.com). The President decides whether to respond directly or bring it to the Board.
31. A concern about the President is sent to any other executive officer (Vice-President, Secretary, or Business Manager). That officer decides whether to respond directly or bring it to the Board.

### *Member Conduct*

32. Members treat staff, volunteers, Board members, other members, and audience members with respect and kindness, consistent with the Culture Statement. This includes speaking respectfully, respecting each other's physical boundaries, sharing concerns directly and in a timely manner, and giving and accepting constructive feedback.
33. Members use the official channels described in this policy. Members do not repeatedly contact Board members, staff, or volunteers on personal phone numbers or personal accounts about Princess Theatre business after being directed to the official channel.
34. Harassment, threats, abuse, and intimidation of staff, volunteers, or other members are not acceptable. Members who participate in productions or company activities are also subject to the Harassment, Sexual Harassment, and Code of Conduct Policy in the Welcome Packet.
35. When a member's conduct falls outside these expectations, responses may include a conversation or written reminder, directing the member to the official channel, or adjusting or ending the member's volunteer or production role.

## 5. Responsibilities

**Board (collectively)**

- Brings proposed dues changes to a vote of the General Membership at a Membership Meeting. Approves complimentary membership requests outside the defined categories. Designates the products or donation thresholds that confer Patron Membership.
- Fixes the record date for each Membership Meeting when it calls the meeting. Determines how a general concern is answered: a written response, a regular meeting agenda item, or executive session.

**President and other executive officers**

- The President may approve complimentary membership requests outside the defined categories, and receives concerns about a specific Board member other than the President.
- Any other executive officer (Vice-President, Secretary, or Business Manager) may receive a concern about the President. The officer who receives a concern decides whether to respond directly or bring it to the Board.

### Secretary

- Records concerns received at the Board email address in the communications log, and ensures ballots are sent to the members on the record-date list, consistent with Article VII, Section 3 of the By-Laws.

### Membership Record Keeper (chair of the Membership Committee, or the Secretary if there is none)

- Maintains the official membership record (currently Ludus). This duty is assigned by this policy and is not defined in the By-Laws.
- Records complimentary and Patron memberships, adds each additional member on a multi-membership purchase, prepares and keeps the list of members as of each record date, and updates the record for the new year on June 1.
- Handles membership questions and requests to inspect the membership roll.

### Designated Board member

- Sends written responses to concerns from the Board email address.

### Members

- Keep their contact information current and their recurring payment active, or renew dues, to remain current members. Follow the conduct expectations and use the official channels in this policy.

## 6. Procedures

| Step | Action | Description |
|---|---|---|
| 1 | **Determine the membership path.** | Dues (Adult, Senior, or Youth), complimentary membership under a defined category, or Patron Membership under a Board designation. |
| 2 | **Process paid membership.** | The individual completes payment in the membership system (currently Ludus), selecting the tier. |
| 3 | **Process complimentary membership.** | For a defined category, the Membership Record Keeper records a complimentary entry at the start of the qualifying commitment, noting the category. For any other request, obtain Board or President approval first. |
| 4 | **Process Patron Membership.** | For a purchase or donation that qualifies under a Board designation, record a Patron entry at the flat tier, noting the qualifying basis. |
| 5 | **Add additional members.** | When one purchase covers more than one membership, ask the purchaser for each additional member's name and email or mailing address and add them to the record. |
| 6 | **Confirm the term.** | A new paid membership runs through May 31. A member with an active recurring membership on May 31 continues on June 1. Complimentary memberships run from the start of the qualifying commitment through May 31. |

| Step | Action | Description |
|---|---|---|
| 7 | **Renew each year.** | On June 1, update the record for the new membership year. Members with an active recurring membership carry forward, complimentary memberships are reassessed against the defined categories, Patron Membership needs a new Board designation, and other paid members renew by paying dues. |
| 8 | **Update for failed or cancelled payments.** | When a recurring payment fails or is cancelled, update the record. The member is no longer a current member as of that date. |

## 7. Enforcement & Compliance

A member whose recurring payment fails or is cancelled, whose one-time membership year ends, whose complimentary qualification ends, or whose Patron Membership period ends is no longer a current member and does not hold member rights (voting and Board eligibility) until membership is renewed or re-qualified.

This policy doesn't create new liability protections beyond what the By-Laws and applicable law already provide,[8] and it doesn't expand any officer's or member's authority beyond what the By-Laws and this policy establish.

This policy doesn't address termination or suspension of membership for cause, which remains governed by Article IV of the By-Laws and Washington law.

## 8. Document History

| Version | Effective Date | Approved Date | Summary of Changes |
|---|---|---|---|
| 1.0 | 10/11/2026 | 10/11/2026 | Initial draft.- Approved by BOD |
| 1.1 | 11/12/2026 | n/a | Added Board and President email addresses. |

[8]RCW 24.03A.540.