

Sun City Community Theatre Bylaws

ARTICLE I --GENERAL

Section A. Sun City Community Theatre.

~~**Section B.** To provide an opportunity for dramatic expression and participation in all phases of theater activities for the pleasure of our members, friends and community. To promote opportunities for learning the craft and art of acting and directing through theater workshops. To encourage, support and do all things necessary to further advance the continuing development of the Community Theatre and its objectives.~~

Section B. To provide and promote opportunities for participation in all phases of theater activities for the enjoyment of the organization's members, friends, and community. To encourage, support, and do all things necessary to advance the continuing development of the organization, its members, and objectives. **(RATIONALE: To clarify the purpose of the organization)**

Section C. These bylaws will fully comply with the association's Governing Documents and Chartered Club Rules and Procedures. In the event of a conflict between these bylaws and the Documents or Rules, the Documents or Rules will prevail.

Section D. This organization shall be operated as a nonprofit association in accordance with applicable statutes and the Association's Documents.

ARTICLE II -- MEMBERSHIP

Section A. Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage. Members are required to present ID cards when joining the club and at each membership renewal.

Section B. There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

Section C. Guests may attend two meetings as a non-member. Thereafter, a resident shall be required to become a dues-paying member.

Section D. Dues shall be paid annually for the calendar year, January 1 through December 31. Dues will be assessed at a rate recommended by the executive board and approved by the membership. Persons becoming members at the annual Club Fair, if in effect, or during or following the season's final production shall be considered paid-up members for the new calendar year.

Section E. The Sun City Community Theatre recognizes those who make financial contributions to its growth. Such contributors will be accorded special membership privileges based on the monetary level of their contribution. The Executive Board shall establish the details for this program.

Section F. The Executive Board shall be empowered to accept gifts of money or property made to the Community Theatre.

ARTICLE III -- OFFICERS

~~**Section A.** The executive board shall consist of four officers: a president, vice president, secretary, and treasurer. The board will also include the immediate past president and not more than six additional members responsible for major areas of club activity (e.g., play steering, production, membership, workshops etc.)~~

Section A. The Executive Board shall consist of four officers: President, Vice-President, Secretary, and Treasurer. The immediate past-President will continue to serve as a member of the Executive Board. If the immediate past-President elects to not serve in this capacity, he may appoint as his replacement any individual who has previously served as President. The Executive Board shall also include no more than five (5) additional members who will be responsible for the major areas of club activity (e.g., Play Steering, Member Services, Production, etc.)

(RATIONALE: To provide continuity in operation by identifying the process to be followed in seating a replacement for an immediate past-President who is unable or unwilling to continue as a member of the Executive Board)

~~**Section B.** The executive board members shall be elected by a vote of the general membership, shall serve without compensation and shall be considered the governing body of the club. The newly elected or appointed officers, in case of a vacancy or recall, shall within 14 business days attest that they have read and understand and will abide by the club's bylaws and the Association's Chartered Club Rules and Procedures by signing the New Club Officer's form and forwarding it to the Activities Department.~~

Section B. Executive Board members shall be elected based on a majority vote of the those attending the December meeting, shall serve without compensation, and shall be considered the governing body of the club. Replacements for members who are unable or unwilling to complete their terms will be appointed by the Executive Board to complete the remainder of the original term. Newly elected or appointed officers shall attest that they have read, understand, and will abide by the club's by-laws and the Association's Rules and Regulations by submitting a signed copy of the New Club Officer's form to the Association's Activity Department no later than the date of the Executive Board meeting following the seating of those officers. **(RATIONALE: To identify the procedure to be followed in seating replacements, and to clarify the procedures to be followed by new officers)**

~~**Section C.** The executive board shall serve two year terms. No officer shall serve more than two consecutive terms in the same office. They shall be eligible to serve in another office thereafter and in the same office with the interruption of one full term. Upon adoption of these revised bylaws, one half of the committee chairs or members at large (non-officer executive board) shall be elected to serve either for a one or two year term. Thereafter, each elected non-officer shall serve a two-year term and may be re-elected to the same post for an indefinite number of terms.~~

Section C. Two officers and either two or three additional members shall be elected to the Executive Board each year. All members shall serve two-year terms, and no member shall serve more than two consecutive terms in the same position. Members may be elected to a previously

held position following an absence from the position of at least one complete two-year term. Members may be re-elected to the Executive Board so long as they adhere to the stipulations outlined in this section. **(RATIONALE: To specify maximum number of terms and to clarify the electoral process)**

Duties and Responsibilities: The executive board shall function as the policy making body of the club. It shall review all matters relating to additions and changes in policy. It shall approve the operating and production budgets and authorize expenditures. It shall act on all questions pertaining to club affairs and be responsible to the general membership through the president for its actions.

The President shall be the executive head of the club and the chair of the executive board. The president shall direct and coordinate the activities of the club through proper delegation of responsibility to the other elected officers and preside at all meetings. The president will attend or send another member of the executive board to Interclub Council meetings. The president shall also be an ex-officio of all committees.

The Vice President shall act for the President in his/her absence and shall succeed the president in the event of resignation or removal. The vice president shall assist in other designated areas as assigned by the president.

~~**The Secretary** shall be responsible for minutes of all meetings and shall send a copy of minutes to each executive board member as soon as practical. The Secretary may, upon request, notify the executive board as required of such meeting as may be called and shall be the custodian of the official files and records of the club.~~

The Secretary shall be responsible for the distribution of agendas prior to each regularly scheduled Executive Board meeting and for the distribution of the minutes of those meetings. Additionally, the Secretary shall send a copy of the minutes to each Executive Board member as soon as practical, and shall post those minutes on the SCCT webpage. The Secretary will also be responsible for the maintenance of the official files and records of the organization, including the SCCT Policy and Procedures handbook. **(RATIONALE: To clarify duties and responsibilities)**

The Treasurer shall be responsible for money collected by the club, maintain financial records and accounts at such bank the executive board designates, render reports as required and disburse all approved expenses on a timely basis. **The Treasurer shall also be responsible for collecting appropriate information from a variety of sources in order to facilitate the preparation of a budget to be presented to the Executive Board for its review and approval at least two months prior to the beginning of the affected year.** **(RATIONALE: To identify a specific element of the Treasurer's responsibility)**

The Immediate Past President shall act as adviser and counsel to the president and the executive board and may also act in other designated areas as requested by the president.

Communication and Advertising Committee shall be responsible for coordinating the publication and distribution of the SCCT newsletter ("Footlights") according to the Executive Board-approved schedule, and for the preparation and distribution of all news releases and advertising associated with SCCT productions. The Committee may also be assigned additional Board-approved responsibilities beyond those listed in the job description included in the SCCT Policy and

Procedures Handbook. (RATIONALE: To elevate this responsibility to a Board-membership level and to provide opportunity for expansion of committee responsibilities without having to edit by-laws)

~~Chair of Membership~~ **The Membership Committee** shall be responsible for the recruitment and retention of members; the maintenance of the current official list of the membership; and the maintenance of a file of members' interests and talents which can be available to other committee Chairs. The Committee shall also create opportunities for the solicitation of contributions and promote membership participation and activity. **The Committee may also be assigned additional Board-approved responsibilities beyond those listed in the job description included in the SCCT Policy and Procedures Handbook**. (RATIONALE: Remove the word "Chair" from text and provide opportunity for expansion of committee responsibilities without having to edit by-laws)

~~Chair of Production~~ **The Production Committee** shall be responsible for production activities, including, but not limited to sets, props, makeup, costumes, lights, sound and any other related functions performed in coordination with other board committees. **The Committee may also be assigned additional Board-approved responsibilities beyond those listed in the job description included in the SCCT Policy and Procedures Handbook**. (RATIONALE: Remove the word "Chair" from text and provide opportunity for expansion of committee responsibilities without having to edit by-laws)

~~Chair of Social Committee~~ shall arrange programs and menus for the club's annual meeting, special meetings, special events and other activities whose purpose is to enhance the community's support and perception of the Sun City Community Theatre. (RATIONALE: Remove this Committee from representation on the Executive Board)

~~Chair of Play Steering~~ shall be responsible for recommending to the executive board for its approval, plays and directors for the forthcoming season. There may be separate sub-chairs for traditional season productions and monthly mini-productions.

Play-Steering Committee shall be responsible for presenting to the Executive Board for its approval a selection of plays and/or musicals for the coming season(s). The Committee will also be responsible for identifying directors for these productions and for fulfilling similar responsibilities as they pertain to monthly productions. The Committee may also be assigned additional Board-approved responsibilities beyond those listed in the job description included in the SCCT Policy and Procedures Handbook. (RATIONALE: Remove the word "Chair" from text, replace "mini-productions" with "monthly productions," provide a more detailed description of the Committee's responsibilities, and provide opportunity for expansion of committee responsibilities without having to edit by-laws)

~~Chair of Workshop~~ **Workshop Committee** shall be responsible for presenting and providing for group or individual instruction in the theater arts. Such classes or other forms of instructions shall be held at the discretion of the executive board. **The Committee may also be assigned additional Board-approved responsibilities beyond those listed in the job description included in the SCCT Policy and Procedures Handbook**. (RATIONALE: To remove the word "Chair" from text and

to provide opportunity for expansion of committee responsibilities without having to edit by-laws)

~~*Chair at Large* shall be available to fill any position requested by the president or to help other committee chairs as needed. (RATIONALE: Remove this Committee from representation on the Executive Board)~~

~~**Section D.** A Nominating Committee consisting of three (3) to five (5) members shall be appointed by the executive board at the October meeting each year. The committee shall present a slate of officers to the general membership at the annual meeting in December. Nominations may also be submitted in writing to the club Secretary, signed by ten members, by no later than the first of the month of the annual meeting. Election of officers shall take place at the annual meeting. Officers will be elected by a majority vote by show of hands.~~

Section D. A nominating committee consisting of three (3) to five (5) members of SCCT, as appointed by the President and approved by the Executive Board, shall be identified to the general membership at its October meeting. That committee shall present a slate of prospective Executive Board members to the general membership at its November meeting. Additional nominations, supported by signatures of a minimum of ten (10) members of SCCT may be submitted in writing to the Secretary no later than December 1. ~~Election of Executive Board members shall be based on a majority vote of the general membership and shall take place at its December meeting.~~ Election of Executive Board members shall be based on a majority vote of those attending the December general membership meeting. All elected Executive Board members will assume office effective **January 1**. (RATIONALE: To clarify procedures in light of change of date of the annual business meeting)

Section E. The executive board shall hold monthly meetings or at the discretion of any member of the board. A quorum shall consist of 51 percent.

Section F. Voting shall be by consensus unless a secret ballot is requested.

Section G. Interim appointments shall be made by the president, or by the vice president in the absence of the president, to fill unexpired terms of office. An interim appointment to the position of immediate past president should be a previous president, if practical.

Section H. An executive board member shall be removed from office by a majority vote of the membership. Voting is by show of hands unless a secret ballot is requested. Notice shall be given to members at least two weeks prior to the special meeting called for such a purpose.

Section I. All executive board members, upon retiring from office, shall prepare written reports and deliver all records, historical information and other club property to their successor.

ARTICLE IV -- MEMBERSHIP MEETINGS

~~**Section A.** The club must maintain an attendance list by date and provide a copy to the Activities Department. Members are required to present member activity cards. Guests are required to present guest activity cards and are limited to three visits.~~

Section A. Members are required to present Sun City Activity Cards for admission to regularly scheduled general membership meetings. Non-members are required to present either a Sun City Activity Card or a Guest Activity Card for admission, and are limited to two (2) visits before membership is required. **(RATIONALE: To clarify procedures in light of change in CAM policy and to restrict non-member visits to two rather than three meetings)**

~~**Section B.** General meetings shall be held monthly. After a short business meeting, mini-productions will follow. This format may be changed at the discretion of the executive board. Special meetings may be called by the executive board and require notice to all members at least two weeks prior to the called meeting.~~

Section B. General membership meetings shall be held monthly. A brief program of entertainment will be presented following a short business meeting. This format may be changed at the discretion of the Executive Board. Should a special general membership meeting be called by the Executive Board, notice to all members must be accomplished at least two weeks prior to that meeting. **(RATIONALE: To remove “mini-productions” from text and to clarify procedures)**

Section C. Procedures not covered by these bylaws shall be governed by Robert’s Rules of Order.

Section D. A quorum at a regular or special meeting shall consist of a minimum of 10 percent of club members.

Section E. Unless otherwise stated in these bylaws or in Robert’s Rules of Order, a majority vote, by show of hands, shall be considered the will of the club.

ARTICLE V -- FINANCIAL

Section A. Financial records shall be maintained for a period of seven (7) years. These records shall remain with the current treasurer.

~~**Section B.** Expenditures of up to \$500 may be approved by the treasurer. Expenditures greater than \$500 may be approved by two executive board members. The Executive Board will prepare an annual Budget for the Club and its constituent committees. Budgets for each non-monthly production will be submitted to, and approved by, the Executive Board, at least 2 months in advance of each production. The president will enter into and bind the executive board to Contracts for Services (such as sound and signs) pertaining to its affairs and purposes, except where the executive board may delegate such authority to another executive board member. Electronic payments require two signatures on invoices. All expenditures should be paid by check regardless of the amount.~~

Section B. Expenditures of less than \$500 may be approved and signed for by the Treasurer. Expenditures greater than \$500 must be approved by two (2) Executive Board members. The Board will approve an annual budget that will include individual budgets for each non-monthly production and a collective budget for monthly productions. The President will enter into and bind the Executive Board to contracts for services such as sound and signs pertaining to its affairs and purposes, except where the Executive Board may delegate such authority to another Executive Board member. **(RATIONALE: To specify procedures associated with budgets and financial disbursements, and to remove the section dealing with electronic payments from the text)**

Section C. If any financial transactions take place within the club, the records must be audited on an annual basis by an individual(s) other than those elected to the executive board. The results of the audit shall be presented to the general membership and duly recorded in the applicable minutes of the meeting at which presented. A copy of the annual audit report shall be provided to the Community Association.

Section D. Cash and Inventory Control shall be the responsibility of the executive board. The financial records shall include:

- A record of all money collected and dispersed into the Club’s checking account.
- An annual membership list.
- An annual inventory of all fixed assets.
- An annual financial report based on a calendar year shall be submitted to the general membership and to the Community Association.

ARTICLE VI -- COMMITTEES

Section A. Standing committees shall be created as the executive board deems necessary to promote the objectives of the club.

~~**Section B.** Standing committee chairpersons are appointed by the executive board. Committee members are appointed by the executive committee and/or the committee chair.~~

Section B. Standing committee chairpersons shall be appointed by the Executive Board. Committee members shall be appointed by the committee chair. (RATIONALE: To eliminate Executive Board involvement in staffing of committees)

Section C. Ad Hoc committees shall be established and their chairs appointed by the Executive Board as circumstances present themselves. Sub-committees within standing and/or Ad Hoc committees shall be created, chaired and staffed at the direction of the Chair of the standing and/or Ad Hoc committee. (RATIONALE: To specify steps in establishing and staffing “temporary” committees)

Section D. The Executive Board will appoint four Sun City Theatre representatives to the Performing Arts Council. These representatives will be responsible to the Theatre Board for the coordination of Theatre issues and positions brought to the Performing Arts Council. (RATIONALE: To allow for addition of “Section C”)

ARTICLE VII -- AMENDMENTS

Section A. Club members shall be notified of a meeting to amend the bylaws in the same manner as specified for a special meeting of the membership. Proposed revisions will be presented to club members and a complete revised copy of the bylaws will be presented to the Community Association for approval.

Section B. Amendments to the club’s bylaws require a majority vote of the membership present at a meeting duly called for such a purpose, a quorum being present, and required notice being given.

ARTICLE VIII -- DISSOLUTION

Prior to club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the Community Association.

Name/Signature
FOR THE CLUB

Name/Signature
FOR THE COMMUNITY ASSOCIATION

Date

Date