

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 C. These bylaws willfully 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 may provide for special classes of membership for those who wish to contribute to its secure growth financially and artistically. These classes may be modified or changed upon approval of the executive board.

- Angel -- \$100-\$199 with two season tickets per Angel.
- Sponsor -- \$200-\$299 with two season tickets per Sponsor.
- Patron -- \$300-\$399 with two season tickets per Patron.
- Benefactor -- \$400-\$499 with two season tickets per Benefactor.
- Cherub -- \$500 or more with four season tickets per Cherub.

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 a president, vice president, secretary, treasurer, chairs of committees, one or two members at large and the immediate past president.

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 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.

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 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 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.

Chair of Membership shall have charge of the recruitment and retention of members; maintain the current official list of the membership and a file of members' interests and talents which can be available to other committee Chairs; create opportunities for the solicitation of contributions and promote membership participation and activity.

Chair of Production 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.

Chair of Publicity shall be responsible for news releases, advertising and the public relations of the club relating to performances, furthering the purposes of the club, and be responsible for the coordination and the printing of the playbill for major productions and monthly mini-productions as necessary.

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.

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.

Chair of Workshop 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.

Chairs(s) at Large shall be available to fill positions requested by the president or to help other committee chairs as needed.

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 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 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 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. A budget is not set on an annual basis, but is set for each club production and approved by the executive board. 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 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.

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