

**BY LAWS**  
***The Dramateurs, Inc.***

**ARTICLE I - NAME**

The name of the organization shall be "THE DRAMATEURS, INC."

**ARTICLE II - OBJECTIVES**

The objective of "THE DRAMATEURS, INC." shall be to stimulate greater interest in dramatic arts in Norristown and its vicinity through the presentation of stage plays of various types. To this end, there shall be assembled in the membership hereof as large a group as possible of persons interested in such a program.

**ARTICLE III - FISCAL YEAR**

The fiscal year of the organization shall begin on the 1st day of January and end on the 31st day of December.

**ARTICLE IV - MEMBERSHIP**

A. Active Membership shall be composed of:

1. Those persons who are 18 years of age prior to January 1st of the fiscal year, and
2. have paid their dues according to Article VI for that fiscal year, and
3. have completed two of the following activities:
  - a. substantial participation in a production during that season
  - b. serving on a committee
  - c. active involvement in planning or implementing a major activity
4. 3. a., b., and c., are subject to the approval of the Board of Directors.
5. Further consideration for active membership shall be at the discretion of the Board of Directors.
6. Persons who have not complied with number three (3.) above shall be considered General Members of the organization.

B. General Members shall be entitled:

1. to receive one transferable ticket to each regular season production presented by the organization;
2. to receive audition notices, the organization's newsletter, and invitations to organization-sponsored social events.
3. to serve on a committee.

C. Active Members shall be entitled:

1. to all provisions provided to General Members as outlined above.
2. to hold a seat on the Board of Directors, after the completion of two (2) years of active membership.
3. to vote in all organizational elections.

4. to serve as a committee chair
5. to submit application as director of a regular season or fundraiser production.

#### D. Membership Term

Activity towards active membership credit shall be from the date of fall cleanup through the August activation meeting of the following year

#### E. Expulsion of Membership

The Board of Directors shall have power to expel, by a 2/3 vote of the entire Board, any member who, in their judgment, shall be detrimental to the welfare of the organization; but no such action shall take place without written notice.

### **ARTICLE V - MAINTENANCE OF MEMBERSHIP**

A member who has once been given active status shall maintain that status for the fiscal year, providing he or she complies with ARTICLE IV.

### **ARTICLE VI - DUES**

- A. Membership dues shall be fixed by the Board of Directors.
- B. July 31st shall be the record date for payment of dues for active membership.
- C. There shall be no refund of any dues or portion thereof.

### **ARTICLE VII - MEETINGS**

#### A. MEETINGS

1. The annual meeting and the election of the Board of Directors shall be held on the first Wednesday of October.
2. A general meeting shall be held on the first Wednesday of June.
3. General meetings may be cancelled or rescheduled upon notice given not less than five (5) days before the date for that meeting.

#### B. SPECIAL MEETINGS

1. Special meetings shall be called by the president as deemed necessary or whenever the meeting is requested by at least four (4) members of the Board of Directors.
2. Notices of all special meetings shall be provided to each active member not less than five (5) days before the date set for any such meetings.
3. All notices of any special meetings shall state the purpose of the meeting.

#### C. QUORUM

At all meetings of the organization, a quorum of not less than twelve (12) active members shall constitute a quorum. If a meeting cannot be organized because a quorum has not attended, those present may adjourn the meeting to such time and place as they may determine; however, in that event the presence of 50% of the active members would then be necessary to constitute a quorum.

#### D. PARLIAMENTARY PROCEDURE

The rules contained in Robert's Rules on Parliamentary Procedure shall govern all meetings of this organization in cases to which they are applicable and in which they are not inconsistent with the Bylaws. These rules of procedure may be suspended by a majority vote of those present and voting at any meeting.

### **ARTICLE VIII - ELECTIONS**

#### A. NOMINATIONS

1. At the August meeting, the Board of Directors shall appoint a nominating committee of two active members of the organization who do not plan to be candidates for any office.
2. The duty of the nominating committee shall be to present to the organization at its annual meeting the names of all members accepting nomination for any position on the Board of Directors.
3. By September 1, the nominating committee shall mail a Nomination Form to all active members listing those offices open to election, and all active members eligible, according to ARTICLE IV, to run for office. Active members make their nomination by completing and returning the forms to the nominating committee.
4. The nominating committee shall contact each person nominated on such forms to verify their acceptance of the nomination.
  5. From the names of persons nominated, qualified under ARTICLE IV, and willing to serve, the nominating committee shall compile a list of all nominees for each position by September 30. Nominations shall not be accepted by the committee after this date.
6. Other nominations or withdrawals may be made from the floor at the annual meeting.

#### B. ELECTIONS

1. A plurality vote of the active members present at the annual meeting shall be necessary for the election to any position. In the case of a tie, the choice shall be decided by a run-off election.
2. All elections shall be made by secret ballot.

#### C. JUDGES OF ELECTION

The nominating committee shall act as judges of election and determine the number of active members present at the meeting and the existence of a quorum. The judges shall also receive nominations and votes, hear and determine all challenges and questions in any way arising in connection with the right to vote, count and tabulate all votes, determine the results, and do such other acts as may be proper.

### **ARTICLE IX - BOARD OF DIRECTORS**

#### A. BOARD

The Board shall consist of five (5) elected officers: President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, and four (4) General Board members.

## B. TERM OF OFFICE

### 1. Officers

The five (5) officers shall be elected at the annual meeting in October for a period of one (1) year or until their successors take office.

### 2. General Board Members

The terms of the general board members shall be staggered so that there will be two (2) members elected each year at the annual meeting in October, for a period of two (2) years or until their successors take office.

## C. LIMITATION

No officer or general board member shall serve more than two (2) complete consecutive terms in the same position.

## D. DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall have general charge of the activities, funds and property of the organization. It shall establish major policies governing the affairs of the organization and devise and implement measures for the organization's growth and development, including the power to accept subventions.

2. The Board of Directors shall meet monthly January through October, with a combined November/December meeting. Extra or special meetings of the Board may be called by the President or requested by at least four (4) members of the Board of Directors. Notice of all Board meetings shall be given to all Board Members. Regular, extra, and special meetings may be cancelled or rescheduled by the President upon notice given to all Board Members.
3. Five (5) members of the Board shall constitute a quorum. Once a quorum has assembled, business may be conducted and decided by a majority vote of those present.
4. All Board members shall deliver to their successors within two (2) weeks after the expiration of their terms all organization property in their possession, including, but not limited to, the standard operating procedures for his/her position.
5. The President shall preside at all meetings of the organization and of the Board. The President shall be non-voting ex-officio member, or may appoint a non-voting ex-officio member of all committees, except the nominating committee. The President shall appoint all committee chairpersons, subject to the approval of the Board.
6. The Vice President shall perform all the duties of the President during the latter's absence or disability and shall perform such other duties as may be assigned to him or her by the Board. In the event of a vacancy occurring in the office of the President, the Vice President shall serve as President for the remainder of the Presidential term.
7. The treasurer shall collect all dues, disburse all funds, and present at the regular monthly meetings and annually to the organization, a statement of receipts and expenditures. The Treasurer shall make such disbursements as shall be authorized as hereinafter provided. At the end of the fiscal year, the Treasurer will submit the books to an independent Certified Public Accountant (CPA), approved by the Board of Directors, for tax and audit purposes.

8. The Recording Secretary shall keep minutes of all meetings, distribute meeting minutes to all Board members prior to the next meeting and shall perform such other duties as may be assigned by the Board of Directors.
9. The Corresponding Secretary shall be in charge of all correspondence including, but not limited to, the organization's newsletter, donation and acknowledgement letters, and shall perform such other duties as may be assigned by the Board of Directors.
10. In the event a Board Member misses more than three (3) consecutive meetings, the position will be considered vacant and will be filled according to provisions herein.

#### E. VACANCIES

All vacancies, except a vacancy occurring in the office of the President, shall be filled by an active member appointed by the Board of Directors.

### **ARTICLE X - STANDING COMMITTEES**

The following committees shall constitute the standing committees of the organization. All committee members shall be appointed by the committee chairpersons, subject to the approval of the Board. Through their appointment, committee chairs agree to abide by all standing organizational policies and procedures. Committee chairs may suggest amendments to policies and procedures, subject to approval by the Board of Directors.

#### A. BUSINESS AND FINANCE

The Business and Finance Committee shall, as a minimum, include the Treasurer and two other Board members. The Committee shall prepare an annual budget, advise on the expenditure of funds, and report the same to the Board of Directors no later than the March Board meeting.

#### B. PLAY PRODUCTION

The Play Production Committee, consisting of not less than seven (7) members, shall select the plays to be presented, recommend the director, have charge of the library and shall create and maintain the production/rehearsal calendar for the season. The Play Production Committee shall provide assistance to all directors as outlined in the Production Guidelines.

#### C. STAGE

The Stage Committee shall be responsible for the inventory, care and storage of all stage properties, including, but not limited to, stage flats, platforms, curtains, tools, paint, doors, lumber and related equipment.

#### D. LIGHT AND SOUND

The Light and Sound Committee shall have charge of all stage lighting, sound equipment, other specialty stage equipment and will act as light and sound advisor for all productions. All additions and alterations made in the light and sound equipment must be with the knowledge and approval of the Board of Directors. No lighting, sound, or specialty stage equipment may be loaned or removed from the building without the approval of the committee chair and Board of Directors.

#### E. COSTUMES

The Costume Committee shall be responsible for the arrangement, care, storage, and general inventory of all costumes. The committee shall also be responsible for the loaning and return of costume items outside the organization. Loan of costume items is subject to approval by the committee chair in conjunction with a completed loan agreement form.

#### F. PROPERTIES

The Prop Committee shall be responsible for the arrangement, care, storage and general inventory of all props, furniture and related items. The committee shall also be responsible for the loaning and return of prop items outside the organization. Loan of prop items is subject to approval by the committee chair in conjunction with a completed loan agreement form.

#### G. HAIR AND MAKEUP

The Hair and Makeup Committee shall be responsible for the inventory, maintenance and storage of all makeup and hair-related materials as well as the general upkeep of the make-up and dressing rooms.

#### H. PUBLICITY

The Publicity Committee shall have charge of the preparation and dissemination of all publicity relative to all activities of the organization, including but not limited to the organization's annual season brochure, the organization's website, and related digital or social media sites.

#### I. MEMBERSHIP

The Membership Committee shall have charge of all membership files. The committee will also be responsible for recording activities and/or duties performed by each member and making a report of this recording to the Board of Directors by the August Board meeting.

#### J. EDUCATION

The Education Committee shall coordinate all activities related the dramatic arts within the organization including, but not limited to, talk-back sessions.

#### K. BARN

The Barn Committee shall be responsible for maintenance and upgrading the facility. Major alterations may be done subject to Board approval.

#### L. BOX OFFICE

The Box Office committee shall be responsible for managing the Box Office, online ticket system, the purchase and selling of tickets, reservations, season subscriptions and complimentary tickets.

#### M. SOCIAL

The Social committee shall be responsible for coordinating the Opening Night Party for each production as outlined in the Production Guidelines and other social events as directed by the

Board of Directors.

**N. HOUSE**

The House committee shall be responsible for obtaining ushers, coordinating concessions and preparing the auditorium, lobby and rest rooms for each production as outlined in the Production Guidelines.

**O. WAYS AND MEANS**

The Ways and Means Committee shall be responsible for the solicitation of outside funding sources (i.e. grant writing, corporate sponsorship, direct mail donation, etc.) as well as other fundraising activities including, but not limited to, the 50/50 raffle. The Board of Directors is responsible for managing this committee in the event that a chairperson cannot be found.

**ARTICLE XI - OTHER JOB DUTIES**

Detailed job descriptions for the positions listed below are outlined in the organization's Production Guidelines. All individuals holding these positions agree to abide by the policies and procedures as outlined in the Production Guidelines and must become dues-paying members of the organization.

**A. DIRECTORS**

The Director shall be responsible for running and organizing auditions, scheduling rehearsals and for the interpretation of the presentation of the production and for the performers therein. The Director shall have final approval of all technical and administrative aspects of the production. The Director shall be appointed by the Play Production Committee for each production, subject to Board approval.

**B. PRODUCER**

The Producer is directly responsible to the Director and shall be in charge of supervising and coordinating the technical, financial and administrative aspects of the production.

**C. STAGE MANAGER**

The Stage Manager shall work under direct authority of the Director in supervising and coordinating all back-stage activities until the night of the first performance when he or she shall assume full charge of backstage.

**D. MUSIC DIRECTOR**

If necessary to the production, the Music Director shall work under the direct authority of the Director in teaching music related to the production and securing, coordinating and supervising the orchestra and its musicians.

**E. CHOREOGRAPHER**

If necessary to the production, the Choreographer shall work under the direct authority of the Director in teaching and executing all dance routines related to the production.

**ARTICLE XII - FINAL AUTHORITY**

The Board of Directors shall have final authority of all matters in the organization.

**ARTICLE XIII - AMENDMENTS**

These By-Laws may be amended and/or repealed by a two-thirds (2/3) vote of the active members present at any meeting of the organization provided that written notice of such proposed amendment or repeal be given to each active member at least five (5) days prior to action being taken thereon.

**ARTICLE XIV - LIQUIDATION OF ASSETS**

Dissolution requires a two-thirds (2/3) vote of active membership. Upon dissolution, all assets liquidated will be donated to a group or groups of similar purposes.

**ARTICLE XV - INDEMNIFICATION**

The Board of Directors shall make available our indemnification policy to all members and volunteers, upon request, based upon the stipulations and language of the insurance policy.

**CHANGES AND ADDITIONS**

All previous By-Laws shall be repealed upon adoption of these By-Laws. Upon adoption, these become the official By-Laws of the organization.

Amended, December 12, 2016

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