

Bylaws for Arnold Community Theatre Troupe (ACTT)
Revised and approved by member vote on February 24, 2017

Article I- Mission Statement

“The Arnold Community Theatre Troupe is dedicated to providing the community a quality artistic outlet with theatrical productions put on by members of the local community. It is our hope to raise local interest in the arts and theatre, provide local theatre enthusiasts with a place to express their art, and unite members of the community through the joy of performance.”

Article II- Rules of Compliance

Section 1- This theatre troupe’s rules and activities will always comply with the laws of the city, state, and nation.

Section 2- This theatre troupe and its members will always comply with these bylaws regarding all business carried out by this theatre troupe except in situations of necessity, as so deemed by the board.

Section 3- Violation of these bylaws shall result in disciplinary action, at the discretion of the Board of Officers, and may result in any of the disciplinary actions listed in Article XIV.

Section 4- This theatre troupe will never discriminate on the basis of sex, sexual orientation, race, creed, ethnicity, age or disability.

Section 5- This theatre troupe must always comply with the rules and expectations surrounding its official status as a nonprofit corporation. The board must file its registration report to the state before August 31st each year. The troupe will also consider its fiscal year to run from January 1st until December 31st of next year.

Article III- Members

Section 1- To receive membership one must submit an application to the board of officers. Upon majority approval of their application one is made a member of the theatre troupe.

Section 2- Members will remain members of the troupe unless their membership is rescinded by their own accord or in another manner in compliance with these bylaws.

Section 3- Members of any age can hold any position of authority within the troupe. If state or federal law demands a minimal age for any duty, and if the member selected does not meet said age requirement, then an older member shall be chosen by the board to assist.

Section 4- Members are expected to comply with the rules of these bylaws and never act as a representative of the Arnold Community Theatre Troupe without board approval. Violation of this agreement makes all members subject to removal of their membership status by the board of officers.

Article IV- Officers

Section 1- The following officers will be elected to the Board of Officers once a year: President, Secretary, and Treasurer. If possible, an Operations Manager, and Publicist will also be elected. If there are insufficient candidates to fill one or both of these last two offices, then the duties of the missing office(s) must be covered by the remaining officers.

Section 2- Each specific officer will have an equal vote (excluding the president who will only vote in special circumstances). Each officer will also have the following specific duties.

President: Leads meetings, tiebreaker in votes, various executive duties, and oversees all committees.

Secretary: Takes meeting minutes and makes those available to all ACTT members, schedules meetings and ensures attendance at meetings, database and inventory upkeep.

Treasurer: Pays bills, watches bank account, handles non-profit status, keeps track of financial records.

Publicist: Updates website, contacts press, distributes posters.

Operations Manager: Responsible for any tasks which other officers need help with or any miscellaneous duties which are not explicitly included in other officers' duties. This officer must be competent in all other officer areas and/or willing to learn. The Operations Manager also oversees the Gofer Squad.

Article V- Officer Election

Section 1- Officers will be elected once a year.

Section 2- Officer Elections will be held in January at the most convenient date for all members.

Section 3- Only members may vote in officer elections.

Section 4- Officer Election will take place at a party for all members held on the most convenient date in January.

Section 5- Members who cannot attend the meeting will be allowed to submit an absentee ballot to the president before the election. It will be the responsibility of the board to see that the absentee ballots are released in a reasonable amount of time.

Section 6- Elections and other voting meetings of the entire troupe must be announced at least two weeks in advance on the troupe's website. If that is not possible, an email notification must be sent to all ACTT members no less than 48 hours in advance.

Section 7- Officers will be elected by simple majority. There must be at least 8 non-board voters, including absentee voters, to hold a quorum.

Article VI- Officer Removal

Section 1- If an officer continually fails to fulfill their duties the officer will first receive a warning from the president. If the president is the officer in violation then the other officers may unanimously vote to issue the president a warning.

Section 2- Once a warning from the president has been given if the officer continues to fail their duties the officer can be put on probation by the majority of the board. If the president is under warning the other board members may unanimously vote to put the president on probation.

Section 3- While on probation if the officer continues to not fulfill their duties the officer may be removed by unanimous vote of the other board members.

Section 4- If an officer is removed by vote or sickness and distress a temporary officer will be appointed by the president until the next election. If the board member removed is the president the remaining board members must appoint a new president.

Section 5- Probation can be removed at anytime by the president and probation may be removed from the president at anytime by unanimous vote of the other board members.

Section 6- This article, in its entirety, shall supersede Article XIV.

Article VII- Board Meeting Rules of Procedure

Section 1- In cases of disagreement, the rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the theatre troupe.

Section 2- To run a meeting a quorum of 3 officers must be present, including the president.

Section 3- Meetings will take place at least once a month, with other meetings scheduled as needed.

Section 4- Members may attend any meeting.

Section 5- Members may be removed from any meeting if they are found to be disruptive to business.

Section 6- Meetings must be announced at least one week in advance on the troupe's website. If that is not possible, an email notification must be sent to all ACTT members no less than 24 hours in advance.

Section 7- Conflicts of Interest-The Board will fully comply with the Arnold Community Theatre Troupe's conflict of interest policy, approved by the membership, and attached to these bylaws as addendum 1.

Article VIII- Committees

Section 1- Committees can be created and dissolved by the president at any meeting.

Section 2- Committees can be chaired by any member.

Article IX- Procedure of Productions

Section 1- The Board will be in charge of selecting the shows for ACTT. Shows should be selected with careful consideration of the members.

Section 2- After a show has been selected by the board, the board has a responsibility to select a director and technical director. The board is also responsible for selecting and booking venues for all shows within the show season.

Section 3- The technical director and director will be responsible for submitting a budget to the board for approval within the first month of their selection.

Section 4- Ticket pricing and rules of complimentary tickets must be approved by the board.

Section 5- The board will appoint an oversight committee for every show, which will be in charge of helping the director and technical director achieve a successful show, by reporting back to the board on behalf of the director. The oversight committee will ensure that all funds and resources are being allocated appropriately and that rehearsals are being carried out with the proper conduct expected of ACTT as outlined in Article XIII.

Article X- Amending the Bylaws

Section 1- Should it be found necessary to amend these bylaws the changes should be identified by the board of officers. Then after the changes are unanimously approved by the board of officers they must be approved by a majority vote at any meeting or election where a quorum of 8 non-board members, including absentee voters, is present.

Section 2- Elections and other voting meetings of the entire troupe must be announced at least two weeks in advance on the troupe's website. If that is not possible, an email notification must be sent to all ACTT members no less than 48 hours in advance.

Section 3- Amendments to these bylaws shall take effect the next event or meeting following their appropriate approval.

Article XI- This article has been removed (it was only relevant when ratifying this original document)

Article XII- Dissolution

Section 1- Upon dissolution of the Arnold Community Theatre Troupe all debts and bills will be paid, then all remaining funds will be donated to another nonprofit organization unanimously approved by the current board.

Article XIII- Code of Ethics

Section 1. All members shall adhere to the following ethical standards:

A. No member shall commit a violent felony.

B. No member shall be guilty of harassing another member. The ACTT defines harassment as any unwanted aggressive behavior or any undesired sexual statements or actions toward another person.

C. No member shall act as a representative on behalf of the troupe without the permission of the board, in compliance with Article III.

D. No member shall allow their yearly dues to become delinquent, in compliance with Article III.

Article XIV- Violation of the Bylaws

Section 1. The ACTT is not responsible for the actions of members in violation of our bylaws.

Section 2. Should a member be accused of violating any of the standards outlined in the previous article, they shall be tried at a hearing by a committee consisting of five members of the troupe. The member in question may choose to attend, or may choose not to attend the hearing.

Section 3. The hearing shall determine the guilt of the member in question and report back to the board either not guilty, unsubstantiated, or guilty. The committee will then recommend the choice of disciplinary action to the board.

Section 4. Should a member be found guilty, the board of officers will choose a course of disciplinary action which may include, but is not limited to: Censure, removal from committee, revoking of membership, and/or expulsion from participation in all ACTT functions.

Section 5. Article VI in its entirety shall supersede this article.