

# Nite Lite Theatre

## BY-LAWS

### ARTICLE I:        **NAME**

The name of this organization shall be Nite Lite Theatre.

### ARTICLE II:        **PURPOSE**

The purpose of the Nite Lite Theatre shall be to produce and present plays and other works that are associated with the theatre and the performing arts; to encourage and promote interest in the theatre and the performing arts; and in association with the Continuing Education Department of the Trenton Special School District.

### ARTICLE III:        **MEMBERSHIP**

Section 1        There shall be three classes of membership:

- Regular
- Sponsor
- Patron

Section 2        Regular membership shall be open to any persons interested in participating in and/or supporting the Nite Lite Theatre.

Section 3        Sponsor and Patron membership shall be awarded to those who make a yearly contribution in the amount set by the Board of Directors.

### ARTICLE IV:        **DUES**

Section 1        Dues for regular members shall be set by the Board of Directors.

Section 2        Dues for sponsor and patron members shall be included in their contribution.

Section 3        Dues for an entire family residing together shall not exceed \$30.00 annually.

Section 4        Dues are payable July 1, and become delinquent after one month. Failure to pay dues within two months will result in automatic suspension of membership including the right to vote.

## **ARTICLE V: OFFICERS AND THEIR DUTIES**

Section 1 Officers of the Nite Lite Theatre shall be President, First Vice-President of Membership, Vice-President of Production, Secretary, and Treasurer and each serve a 1-year term.

Section 2 The President shall:

- preside at all meetings of the general membership
- represent Nite Lite Theatre
- appoint all committees with the approval of the Board of Directors
- guard and maintain the general well-being of Nite Lite Theatre
- assist the Chairman of the Board of Directors in the performance of his/her duties, and preside over Board meetings in his/her absence
- attend all board meetings as a voting member
- perform such other duties as are appropriate for the office.

Section 3 The First Vice-President of Membership shall:

- act in the absence of the President for the duration of the absence
- replace the President should he/she be unable to complete the term of office to which elected
- be responsible for the membership of the Nite Lite Theatre
- retain old members and recruit new members
- attend all board meetings as a voting member
- perform such other duties as are appropriate to the office.

Section 4 The Vice-President for Production shall:

- be responsible for the general production of all plays as follows:
  - [1] chair the Director Selection Committee
  - [2] recommend all directors for approval of the Board of Directors
  - [3] recommend all producers for the approval of the Board of Directors
  - [4] chair the Play Selection Committee
  - [5] have general responsibility for the production of all plays
  - [6] act as liaison between Board of Directors and the representative producers and directors
- attend all board meetings as a voting member
- perform such other duties as are appropriate to the office.

Section 5 The Secretary shall:

- take and maintain the minutes of all official meetings of the theatre and the Board of Directors
- attend to correspondence as directed by the President or Chairman of the Board
- attend all board meetings as a voting member
- perform such other duties as are appropriate to the office

- maintain a current copy of the By-Laws and distribute copies to all Board Members and Officers at the beginning of the fiscal year.

Section 6 The Treasurer shall:

- be responsible for all monies and monetary assets owned by the Nite Lite Theatre
- maintain all financial records
- facilitate payment of all bills incurred
- be responsible for the financial soundness of the Theatre
- be chairman of the Budget Committee
- attend all meetings of the Board of Directors as a voting member

## **ARTICLE VI:        NOMINATION & ELECTION OF OFFICERS**

Section 1 Requirements for holding office in the Nite Lite Theatre shall be:

- the candidate shall be a member in good standing
- the officer must maintain good standing during his/her entire term of office.

Section 2 The procedure for election shall be as follows:

- a Nominating Committee shall be appointed by the President at the March meeting
- the report of the Nominating Committee shall be presented at the June meeting
- additional nominations may be made from the floor
- if there are no nominations from the floor, the report of the Nominating Committee shall be received by acclamation; otherwise the vote shall be by secret ballot
- the officers shall be installed at the same meeting at which they were elected.

Section 3 Officers may be removed from office upon the recommendation of the Board of Directors and with the approval of the membership by a simple majority vote at any meeting for which notice of such intent has been made in writing to all members at least two weeks previously.

Section 4 The resignation of any officer must be made in writing to the Board of Directors.

Section 5 All vacancies in office (with the exception of the President) shall be appointed by the Board of Directors for the duration of the term.

## **ARTICLE VII:        BOARD OF DIRECTORS**

Section 1 The Board of Directors shall be composed of:

- no less than eight (8), and no more than ten (10) members-at-large elected for a two year period with half of the slate members to be elected each year, and the remaining half to retire
- the President of the Nite Lite Theatre as a voting member
- all other officers as voting members.

Section 2 The Chairman of the Board of Directors shall be elected from and by the members of the Board to preside over the Board Meetings.

Section 3 The Board of Directors shall:

- insure the future of the Theatre
- provide Guidance to the President
- recommend policy and procedure
- overrule the general membership (except By-Law amendments) if it feels it is necessary with a two-thirds majority of the entire Board required
- approve all major financial transactions
- have final approval of plays, directors, and producers.

Section 4 The Board shall meet at least quarterly, prior to each general membership meeting, and at other times as necessary.

Section 5 All meetings are open to any member in good standing unless an executive session is called.

### **ARTICLE VIII:      NOMINATION & ELECTION OF MEMBERS OF THE BOARD**

Section 1 At the June General Membership Meeting the Nominating Committee shall nominate at least four, but no more than five, members for the Board of Directors.

Section 2 Election procedure shall be the same as for officers. (Article VI, Section 2)

Section 3 A member of the Board of Directors may be removed from office by a two-thirds majority vote at any regular or special membership meeting. Notice of this intent must be presented to the President at least one week before the vote may be taken.

Section 4 Vacancies on the Board shall be filled by the Chairman with the approval of the Board.

### **ARTICLE IX:      MEETINGS**

Section 1 There shall be at least one general membership meeting each year.

Section 2 Special meetings may be held subject to request by the President and approved by the Board.

Section 3 All members shall be notified in writing prior to each meeting.

**ARTICLE X: COMMITTEES**

Section 1 Standing Committees shall be

- Long Range Planning
- Play Selection
- General Publicity
- Budget
- Scholarship

Section 2 Ad Hoc Committees may be appointed as needed

Section 3 All chairmen and members of committees shall be appointed by the President with the approval of the Board.

**ARTICLE XI: PARLIAMENTARY AUTHORITY**

Parliamentary authority shall be *Robert's Rules of Order*, revised.

**ARTICLE XII: RULES & REGULATIONS**

Section 1 There shall be a separate document entitled "Rules and Regulations of the Nite Lite Theatre" which shall serve as the guide for the general operations of the Theatre.

Section 2 This document shall not cover any area mentioned in these By-Laws.

Section 3 There shall be another document entitled "Production Manual" which shall serve as the guide for any play production of the Nite Lite Theatre.

Section 4 Either of these two documents may be amended at any General Membership meeting with a simple majority vote.

**ARTICLE XII: METHOD OF AMENDMENT**

The By-Laws may be amended at any regular membership meeting by a two-thirds majority, provided that the proposed amendment has been presented in writing to the membership at least two weeks prior to the meeting at which the vote will be taken.