

Theatre 7 Constitution and By-laws

Constitution

Article I. Name

The name of the organization shall be Theatre 7.

Article II. Purpose and Scope

The purpose of this organization shall be to foster all aspects of theatre through community participation and engagement by production quality theatrical experiences.

Article III. Membership and Dues

Section 1. Active Members

Dues-paying active membership in this organization shall be open to all theatrically interested persons. Annual tax-deductible dues shall be \$15 for individuals and \$7 for each additional family member residing at the same address with a maximum family membership rate of \$30. For purposes of voting or acting on stage, dues are effective only from date paid through June 30 of that year.

Section 2. Supporting Members

Supporting members who make tax-deductible donations (patronage) above the amount of a season ticket(s) are considered active members and are classified as follows:

Producer	two season tickets
Director	two season tickets
Stage Manager	two season tickets
Actor	two season tickets
Patron	two season tickets
Friend	one season ticket

The amount of donation required for each of the above classification shall be recommended by the Executive Board and approved by the general membership annually.

Article IV. Executive Board

Section 1. Composition

The Executive Board shall be composed of the officers (president, vice-president, secretary, and treasurer), immediate past president, and two members-at-large. All members of the Executive Board shall be called directors for the purpose of fulfilling government regulations for tax-exempt, not-for-profit organizations. The President shall vote only in case of a tie. If the Board of Trustees is established, the Chairman of the Board of Trustees shall also sit on the Executive Board.

Section 2. Term of Office

All officers shall be elected for one or two year terms. If the outgoing president cannot serve as past president, the most recent prior past president shall be asked to serve. One member-at-large shall be elected each year for the two-year term. All officers may be reelected. All terms of office begin with the next fiscal year.

Section 3. Elections

Procedures for election for Executive Board members and for filling vacancies that may occur during the year are set forth in Article II of the Bylaws of the organization.

Section 4. Responsibilities

The Executive Board shall supervise and control the administrative functions and committees of the organization. Major policy changes and revisions to the Bylaws adopted by the Executive Board shall be available electronically and/or mailed to the general membership promptly following such adoption. Special Executive Board duties are set forth in Article III of the Bylaws of the organization. Duties of the Executive Board members are set forth in Article I of the Bylaws of the organization.

Article V. Meetings

Section 1. General Meetings

General membership meetings of this organization shall be held at the time and location designated by the Executive Board. The general membership shall be notified of the designation time and location by current communication methods. A quorum shall consist of those active members present. Meetings shall be conducted according to Robert's Rules of Order, Revised. Meetings shall be open to anyone but only active members may vote.

Section 2. Executive Board Meetings

Executive Board meetings shall be held at least monthly at the time and location designated by the president or by any other two Executive Board members. A quorum shall consist of the majority of the Executive Board. Meetings shall be conducted according to Robert's Rules of Order, Revised. Meetings shall be open to anyone but only Executive Board members may vote. Newly elected Executive Board members may vote at any Executive Board meeting held between their election and the end of the fiscal year.

Article VI. Committees

With Executive Board approval, the president shall appoint chairperson to head committees deemed necessary to the efficient running of the organization. Each chairperson may appoint committee members. Possible committees may include, but are not limited to the following:

- Marketing and Sponsorship
- Membership & Recruiting
- Season Tickets
- Play Selection
- Communication
- Headquarters (not applicable if a Board of Trustees is established)
- Auditing
- Archives
- Constitution
- Nominating
- Workshop and Training
- Program and Social

Strategic Planning Committee
Fee Review Committee
Awards Committee

Committee responsibilities and descriptions are set forth in Article VI of the Bylaws of the organization.

Article VII. Amendments

Amendments to this constitution shall be proposed at a general membership meeting and voted upon at the succeeding general membership meeting. Written notice of voting on amendments shall be sent to all active members at least five days prior to the meeting at which voting will occur, using current communication methods. Amendments shall be approved by a two-thirds majority of the active members present at the meeting. No written proxies shall be acceptable as votes.

Article VIII. Dissolution

Section 1. Procedure

Dissolution of the organization shall occur by a proposal by the Executive Board at a general membership meeting and a vote held at the succeeding general membership meeting. Written notice of voting on dissolution shall be sent to all active members at least five days prior to the meeting at which voting will occur. Dissolution shall be approved by a two-thirds majority of the active members present at the meeting. No written proxies shall be acceptable as votes.

Section 2. Distribution of Assets

In the event of dissolution, all money and equipment remaining after disposition of all liabilities shall be donated as equitably as practical to the Macon County, Illinois high school drama departments.

Article IX. Board of Trustees

During such time that Theatre 7 owns real property; the membership may establish a Board of Trustees to manage the property. The Board of Trustees shall consist of the President (serving as Chairman), Vice President, and Treasurer. The Chairman of the Board of Trustees shall be provided with its own funds for the maintenance for property under its care, separate and apart from the general funds of Theatre 7. The signature of two trustees shall be required for all financial transactions related to the property. The Board of Trustees shall be responsible to the Executive Board, and shall report to that board and to the general membership.

Bylaws of Theatre 7

Article I. Duties of Executive Board Members

Section 1. President

The president shall:

- Preside at general membership and executive Board meetings.
- Designate the time and location of the executive Board meetings.
- Coordinate the Executive Board functions.
- Make necessary committee assignments with Executive Board approval.
- Represent the organization to the community.
- Participate in contract negotiations.
- Maintain the president's files.

Section 2. Vice-President

The vice-president shall:

- Assume the duties of the president in his/her absence.
- Perform special assignments to assist the president.
- Serve on the Awards Committee
- Serve on the Constitution Committee.
- Chair Play selection Committee
- Maintain the vice-president's files.

Section 3. Past President

The immediate past president shall:

- Advise the executive Board on prior decisions and policies.
- Chair the Nominating Committee.
- Chair the Awards Committee
- Chair the Constitution Committee
- Maintain Archive Files, which includes Jay-Jay winners and Merit Award winners

Section 4. Secretary

The secretary shall:

- Record the minutes of all general membership and Executive Board meetings.
- Communicate to the communications committee chair highlights of all Executive Board actions for publication, including time and location of upcoming general membership meetings.
- Be responsible for official membership and mailing lists of the organization.
- Be responsible for all correspondence designated by the Executive Board.
- Check phone messages and electronic correspondences and notify Executive Board of necessary information and actions.
- Notify Executive Board members of upcoming Executive Board meetings.
- Serve on the Membership and Recruiting Committee
- Chair Archive Committee
- Request disbursement of Endowment Fund
- Maintain the secretary's files (minutes and correspondence)

Section 5. Treasurer

The treasurer shall:

Deposit and disburse funds to pay all expenses approved by the Executive Board.

Report monthly to the Executive Board a balance statement of all income and expenditures.

Report annually at the end of each fiscal year to the general membership a balanced statement of all income and expenditures for the year.

File with the State of Illinois annually documents registering Theatre 7 as a not-for-profit organization.

File with the Internal Revenue Service annually all required tax documents.

Participate in contract negotiations.

Maintain and advise the Executive Board about insurance policies of the organization.

Assist all producers in preparation and administration of show budgets for approval by the Executive Board.

Pick up and distribute as required the mail at the post office box.

Maintain post office bulk mailing account at an adequate level, on a need be basis

Order all production scripts and make all royalty payments.

Maintain the treasurer's files

Section 6. Two-Year Board Member at Large (Facilities & Operations)

The two-year board member shall:

Chair the Workshop and Training Committee.

Chair the Headquarters Committee

Maintain the Facilities and Operations Files

Section 7. Two Year Board Member at Large (Marketing & Sponsorship)

The two-year board member shall:

Chair the Marketing and Sponsorship Committee

Chair the Program and Social committee.

Maintain Marketing & Sponsorship files

Article II. Elections and Vacancies

Section 1. Elections

The Nominating Committee shall select a single slate of candidates for all elective offices (president, vice-president, secretary, treasurer, two-year board member, and if vacant, one-year board member) and present the nominations at the March general membership meeting. The nominations shall be disseminated to the general membership prior to the March general membership meeting using current communication methods. Additional nominations may only be made from the floor at the March general membership meeting. The election shall be held at the April general membership meeting. If more than one candidate has been nominated for any office, a secret ballot shall be held for that position only. Only active members may vote and no written proxies shall be acceptable as votes. Tie votes shall be decided by a coin flip.

Section 2. Vacancies

Vacancies that occur on the Executive Board during the fiscal year shall be filled by a special election held at a general membership meeting announced in the meeting notification, using current communication methods. Only active members may be nominated and vote. If more than one candidate is nominated to fill the vacancy, a secret ballot shall be held. Tie votes shall be decided by a coin flip.

Section 3. Removal of Executive Board Members

If, during the fiscal year, a board member misses more than 3 board meetings or fails to uphold their duties as stated in the By-Laws, Article 1, the Executive Board may determine whether to remove the member from the Executive Board, .by a majority vote.

Article III. Duties of Executive Board

In addition to the other responsibilities noted in the constitution of the organization, the Executive Board shall make recommendations for general membership approval on the following items:

Ticket prices

Play, director and show date selection

Supporting member classification donation amounts

Acting award categories

Special merit award point system

Article IV. Fiscal Policy

Section 1. Fiscal Year

The fiscal year shall be from July 1 to June 30.

Section 2. Expenditures

Thirty (30) days prior to auditions, the production budget shall be prepared and presented by the producer(s) for approval by the Executive Board. Any additional expenditures or expenditures that are anticipated to exceed the approved budgeted amount must be presented to and approved by the Executive Board.

Article V. Awards

Section 1. Acting Awards

At the last general membership meeting of each fiscal year, at least seven acting awards of various categories for the year's productions shall be presented. The various categories shall be established as set forth in the Jay-Jay Awards Guidelines, prior to the first production of the fiscal year. The award candidates shall be nominated by the director(s) of each production and presented to the Jay-Jay Awards Committee for approval., Returnable ballots shall be provide to all active members and season ticket holders, using current communication methods. All ballots received after the established deadline and all ballots from persons who have not seen all productions of the season shall be null and void. Acting awards shall be called "Jay-Jays" and may take the form of a parrot. Duplicate awards shall be presented in case of ties.

Section 2. Merit Awards

At the last general membership meeting of each fiscal year, a maximum of seven merit awards in the form of certificates shall (may) be presented to the active members who have contributed the most time, energy, and thought toward productions and other activities of the organization for the year. Award recipients shall be selected on the basis of a cumulative point system established as set forth in the Merit Awards Guidelines, prior to the first production of the fiscal year. Producers of each show, in consultation with persons responsible for each activity, shall record point totals for all persons contributing time, energy, or thought as specified in the point system.

Lifetime Merit Awards shall be awarded to individuals after they have received 5 merit awards.

Special Merit Awards shall be awarded to individuals who have been deemed to have gone above and beyond in their duties/responsibilities to the organization. This award will be decided by the Board.

Section 3. Awards Administration

The Awards Committee shall administer both the acting and merit awards systems. This committee may also present a maximum of two additional special merit awards for special contributions to the organization not authorized by the point system.

Article VI. Committees

Section 1. Committee Reports

The Executive Board liaison or committee chairperson shall report at the regular meeting of the Executive Board.

Section 2. Committee Descriptions

- a. The Marketing and Sponsorship Committee must include the two-year Marketing & Sponsorship board member at large, who shall chair the committee, and at least two members is responsible for the publicity, marketing, and sponsorship of the organization and each individual show. This will include:
 - Promoting the organization through involvement of community events
 - Identifying fundraising opportunities
 - Marketing of the season
 - Acquiring season sponsorships by contacting area business to solicit show sponsorships using the rates approved by the Executive board prior to start of each season
 - Coordinating with producers for marketing, publicity, sponsorship, and ad sales
 - Sponsorship and ad sales for each show by contacting rea businesses to solicit sponsorship and program sales, using rate approved by the executive board prior to each season

Ensuring the consistency of advertising and use of logos in all marketing and advertising activities

- b. The Season Ticket Committee, consisting of at least two members and chaired by a board member, shall design, order, and distribute a brochure that announces the organization's upcoming production season and includes a season ticket order form, a patronage form, and a membership invitation. This committee shall design, order, and distribute the season tickets. This committee should coordinate with the Marketing and Sponsorship committee.
- c. The Play Selection Committee, consisting of five members, one of whom is the Vice President who sits as chair, shall recommend to the Executive Board a set of plays and directors for the upcoming season after contacting potential directors and asking for recommended play titles.

The recommended set of plays and directors shall be presented at the March Executive Board meeting for discussion and approval and presented at the April membership meeting for approval.

All votes on selection of plays and directors shall be by secret ballot, both at board meetings and membership meetings. The approved set of plays and directors shall be announced at the Annual Jay-Jay Awards dinner.
- d. The Headquarters Committee, consisting of at least three members and chaired by the Two-Year Facility & Operations Board Member, shall recommend to the Executive Board projects for improving the organization's headquarters, such as clean-ups equipment, buildings repairs, and regular scheduled inspections and certifications.
- e. The Auditing Committee, consisting of two members including an Executive Board member, appointed by the president and who shall chair the committee, shall review the annual financial statement and other financial

records for accuracy and shall recommend improvements in financial operating procedures, if necessary, to the treasurer. A written report of the review and publishing the annual financial statement.

- f. The Scholarship Committee, consisting of at least three members, shall review and recommend to the Executive Board potential recipients of scholarships to individuals based on guidelines recommended by this committee and approved by the Executive Board.

- g. The Archives Committee, chaired by the secretary and including at least two members, shall maintain record of the organizations activities and productions and merit awards in the headquarters' files. This should include show programs, brochures, posters, promotional articles, newspaper clippings, photos, audio/video recordings, and other related files and information. The Secretary will work with the Producer of each production to ensure a matted and framed cast photo is provided to the Archives Committee.

- h. The Constitution Committee, consisting of at least three members including the past president who shall chair, shall, upon request of the Executive Board, review and draft amendments to the Constitution or Bylaws, present drafts to the Executive Board for preliminary approval (Constitution) or final approval (Bylaws), and present constitutional amendments to the general membership for voting as set forth in Article VIII of the constitution. The Executive Board shall request a review of the Constitution and Bylaws, at minimum, once every three years to ensure these are kept current with organizational changes.

- i. The Nominating Committee, consisting of two active members, not on the Executive Board and chaired by the past president, shall present to the general membership meeting in March a slate of nominees for all Executive Board position except past president and board member at large positions (unless vacant). On alternating years the slate shall include nominations for the two board member at large positions. Candidates for office must be active members and be agreeable to accept nomination.

- j. The Workshop and training Committee, consisting of at least three members and chaired by the two-year Facility & Operations board member at large, shall recommend to the Executive Board potential workshops and training courses, along with possible dates and instructors, which will increase the skill level of participants in theater-related areas.

- k. The Program and Social Committee, chaired by the two-year Marketing & Sponsorship board member at large, shall plan all entertainment and education programs for general membership meetings, including the annual Awards Banquet.

- l. The Fee Review Committee, consisting of three members, including one Executive Board member appointed by the president, and who shall chair the committee, shall accept for review, application from any person who wishes to attend a theater show or function and is unable to do so for financial reason. The Fee Review Committee shall review the person making such application to demonstrate an ability to pay to the satisfaction of

the Fee Review Committee. Upon successful demonstration of an inability to pay, the Fee Review Committee may then waive the fee for admission or reduce such fee or admission as appropriate.

- m. Communication Committee, chaired by the Marketing Coordinator who will be appointed by the Executive Board and additional members recruited by the chair. The Communications Committee will be responsible for all written and electronic communications, which may include newsletters, social media, and organizational website.
- n. Awards Committee chaired by the Past President and the Vice President plus the addition of 5 other members shall be responsible for administering the awards as outline in Article V of the By-laws.
- o. Strategic Planning Committee, chaired by a member appointed by they board and any additional member recruited by the chair. The Strategic Planning Committee shal be responsible for reviewing current Theatre 7 Strategic Plan every 3 years and present recommended changes to the Executive Board for approval and implementation.

Article VII. Amendments

Any member may submit a proposal to amend these bylaws to the general membership. Following the protocol outlined in Attachment A, the proposal will ultimately be brought before a general membership meeting. Approval of the amendment requires a two-thirds vote of those members in attendance at this meeting. No written proxies shall be acceptable as votes. Results of approved amendments shall be published in the next newsletter.

Theatre 7 Bylaws - Attachment A

Protocol for Amending Bylaws

Any member at any general membership meeting may submit in writing a proposed amendment to the bylaws. The written proposal must include the name and contact information of the member making the submission.

The proposal will be submitted to the Constitution Committee for consideration. The committee will consider the impact of the proposed change and compatibility of the change with the Constitution.

The Constitution Committee submits one of three possible recommendations to the Executive Board:

Recommend approval of the proposed amendment as submitted

Revise the proposed amendment and submit it to the Executive Board for approval.

Recommend disapproval of the proposed amendment.

The Executive Board reviews the recommendations of the Constitution Committee.

The Executive Board brings one of three possible recommendations to the general membership in the form of a motion:

Executive Board moves that the proposed amendment be accepted as submitted.

Executive Board moves that the revised amendment be approved.

Executive Board moves that the proposed amendment be rejected.

The general membership shall be informed of the proposed amendment, printed as submitted, and the Executive Board's recommendation by current communication methods. The communication shall also contain the date and

time of the meeting where this matter will be dealt with. The general membership votes on the motion from the Executive Board

Awards Guidelines

Part A - Jay-Jay Awards Guidelines

Each year there will be a Jay-Jay Awards Committee selected after the shows and directors have been chosen for the season. This committee shall consist of the Past President, who shall chair, and 5 members. The persons sitting on this committee will be the directors of the shows being voted on plus two other members.

Before each show of the season is cast, it is the obligation of this committee to read the script and identify which show characters qualify for each Jay-Jay nominating category. It is the obligation of the director of the show being considered to obtain and distribute the scripts for the show to the committee members prior to the show's auditions. Every show character shall be placed in a nominating category. There are a total of eight nominating categories. The following criteria shall be used in placing those characters.

Best Actor and Actress in a Major Role (2)

- Most lines in a show (and/or)
- Most time on stage (and/or)
- Most songs in a musical

Best Supporting Actor and Actress (2)

- 2nd most lines in a show (and/or)
- 2nd most time on stage (and/or)
- 2nd most songs in a musical

Best Actor and Actress in a Minor Role (2)

- Small number of lines in a show (and/or)
- Small amount of time on stage (and/or)
- Small number of songs in a musical

Best Actor or Actress in a Cameo (1)

- Little or no lines in a show (and/or)
- Brief amount of time on stage

Best Child Actor or Actress (1)

- Must be 15 years of age or under

Every member of the committee must see at least one performance of each show of the season. The Jay-Jay Committee shall meet as soon as possible after the close of each show to determine the nominees for that particular show. This meeting must take place before the next show is on stage. Any persons on the committee show being considered for nomination to a Jay-Jay category shall disqualify themselves from the discussion and voting for that

particular nomination. The gender of the person playing the role, not the gender of the character, shall determine whether the category is Actor or Actress. The nominating category in which the character was placed prior to the casting of the show shall be the category in which the actor or actress is nominated, unless the Jay-Jay committee, based upon due consideration of the production of the show, votes to place the character in different nominating category. It shall not be mandatory to nominate a candidate for each category from each show, and the committee shall generally strive to nominate only one candidate, but in no case more than two candidates for each category from each show. All votes by the committee shall be by simple majority

Part B: Merit Award Guidelines

Theatre 7 has a system in place to recognize those individuals who have contributed outstanding effort on the “backstage” portion of show production. Points are awarded for duties and tasks performed by the members of production crews. Those individuals receiving the highest point totals at the end of the season are recognized that the Annual Awards Banquet with a “Merit Award.” A maximum of seven Merit Awards will be presented Show producers, in conjunction with the production heads and the director, are given the responsibility to determine what points will be awarded to those individuals participating in each production. Reviewing the show program can also be useful. Merit Award point will be provided to the Awards Committee to tally and make selection. Classifying a crew as major or minor will depend on the demands of the show. The highest point awards should be reserved for those who make the greatest contribution.

Individuals must have assisted with at least two shows during the season to qualify for a Merit Award. A minimum of twenty points, over the course of the season, is required to qualify for a Merit Award.

The following guidelines shall be used when awarding merit points.

Director: 12 points

Producer: 12 points

Assistant Director: 10 points

Musical Director: 10 points

Choreographer: 8 to 10 points

Set Designer: 8 to 10 points

Lighting Designer: 8 to 10 points

Costume Designer: 8 to 10 points

Stage Manager: 8 to 10 points

House Manager: 8 to 10 points

Box Office Manager: 8 to 10 points

Major crew heads may receive up to 10 points. Minor Crew Heads may receive up to 8 points. Crew heads are roles such as set construction, Make-up and Hair, Set Painting, Props/Set Dressings, etc.

Major crew members may receive up to 8 points. Minor crew members may receive up to 6 points.

Special mention points of 1 to 5 points may be awarded to those who go beyond work expectations or perform tasks outside the standard requirements.

All those participating in production activity shall receive at least one point for each activity they participated in.

Paid individuals shall not be awarded points.

Lifetime Merit Award winners, after receiving 5 merit awards, shall have their name inscribe on the Lifetime Merit Award Plaque.

Special Merit Awards shall be awarded to individuals who have been deemed to have gone above and beyond in their duties/responsibilities to the organization. This award shall take the form of a smaller version of the Jay-Jay Award.