

SUN LAKES PLAYHOUSE CLUB

BY-LAWS

ARTICLE I – NAME

Section 1: The name of the organization shall be "Sun Lakes Playhouse" Hereinafter referred to as the "Club."

ARTICLE II – PURPOSES

The basic purpose of the Club shall be:

Section 1: Provide opportunities for members of the Club to develop their skills in theatrical productions for the Sun Lakes Community.

Section 2: Donate to charitable organizations in accordance with fund availability and membership approval.

ARTICLE III - MEMBERSHIP AND DUES

The membership of the Club shall who pay dues. Non-members may be open to all Sun Lakes residents If cast, non-members must become audition for parts of the productions. members of the Club.

Section 1: The Club will operate on a calendar year.

Section 2: Dues shall be reviewed and determined by the Board annually, and approved by a quorum of members.

- a) Dues shall be nonrefundable.
- b) Dues for new members shall be prorated; if after July 1, the dues shall be for ½ year.
- c) Honorary members shall be chosen for exemplary service to the Club. Non-members shall not pay dues nor vote.

ARTICLE IV - BOARD

The Board shall consist of the following officers: President, Vice President, immediate Past President, Secretary, Treasurer, Member-at- Large and Chairperson of Social Events. The position of Member-at- Large and Chairperson of Social Events shall be appointed by the President with the approval of the Board.

Section 1: Duties of the President

- a) Preside at all meetings Board and the membership.
- b) Appoint committees for specific purposes.
- c) Call special meetings of the membership or Board.
- d) Appoint committee chairpersons.
- e) Represent the Club.

Section 2: Duties of the Vice President

- a) Preside at meetings of the membership or Board in the absence of the President.
- b) Succeed the President in that office if that office is vacated, completing the unfinished portion of the term.
- c) Perform duties as assigned by the President or Board.

Section 3: Duties of the Secretary

- a) Record the minutes of all business meetings of the membership and the Board.
- b) Keep official copies of By-Laws and other Club official papers.
- c) Preside at meetings in the absence of both the President and Vice-President.
- d) Act as Membership Chairperson
- e) Act as recorder for the Nominating Committee. f) Perform duties as assigned by the President or Board.

Section 4: Duties of the Treasurer

- a) Receive membership dues and other monies that are received by the Club.
- b) Issue checks for any obligations of the Club. (Club checks shall require two signatures to be valid if written for more than \$100)
- c) Reports at membership meetings of receipts, expenditures and balances on hand.
- d) Deposit all funds into a Federally Insured bank account in Club name.
- e) Submit financial records for review at the end of each calendar year after closing the year's business.
- f) A further review shall be required prior to delivery of records to an incoming Treasurer.
- g) Perform duties as assigned by President of Board.

Section 5: Duties of the Social Events Chairperson

- a) Serve as member of the Board.
- b) Plan the Club's Social Events.
- c) Perform duties as assigned by President or Board

Section 6: Duties of the Member-at-Large and Past President

- a) Serve as a member of the Board
- b) Perform duties as assigned by President of Board

Section 7: Vacancies

- a) Vacancies will be filled by the vote of the Board.
- b) Appointees will serve the remainder of the Officer's term.

ARTICLE V - ELECTIONS

Election of officers for the ensuing two (2) years shall take place at a business meeting on the first Tuesday in November of each election year.

Section 1: Nominating Committee

- a) The immediate Past President shall act as chair. At the business meeting in September, the President shall appoint two (2) members to complete the Nominating Committee.
- b) At least one month prior to the election, the Nominating Committee shall present a slate of nominees consisting of one or more members for the office.
- c) Club members shall have an opportunity to submit names to the Nominating Committee during the month of September and no later than the October meeting.
- d) All nominee names shall be printed on a ballot and voted upon by members at the November meeting.
- e) Installation of newly elected officers shall be held at the December Holiday Party.

Section 2: Voting Procedures

- a) A quorum of fifty percent, plus one, is required to hold an election.
- b) No proxies will be necessary since all members may vote electronically if they are not present at the meeting.

ARTICLE VI - THEATRICAL PROCEDURES

Section 1: The Board will select the Directors (s) for all performances.

Section 2: The Directors will present a script of the desired production to the Board for approval.

Section 3: The Board will have final approval of any recommended production.

ARTICLE VII - MEETING STRUCTURE

Section 1: Robert's Rules of Order shall be followed in the conduct of all meetings of the Club.

ARTICLE VIII - ADOPTION

These By-Laws were adopted on _11/7/2017 and supersede all previous By-Laws of Sun Lakes Playhouse.

Section 1: Revisions

a) Any revisions(s) to the By-Laws must be presented at a regular business meeting. The revisions(s) will be voted upon by the membership at a regular business meeting; such revisions must be approved by 2/3 majority of the members present.

b) Revision Dates: