

# BYLAWS OF FAIRVIEW PARK FINE ARTS AND THEATRE ASSOCIATION INC

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## ARTICLE I NAME

The name of this organization is Fairview Park Fine Arts And Theatre Association INC

## ARTICLE II OBJECTIVES AND PURPOSES

### **Section 1: The purposes of this organization are:**

We the members of the Fairview Park Fine Arts & Theatre Association, Inc are dedicated to promoting and advancing excellence in theatre and the performing arts through participation in a multitude of theatrical and musical events. We shall:

- Provide a quality and safe environment to learn and grow in all aspects of the performing arts for all ages.
- Allow fellowship and bonds to be shared with each of the performing members and the surrounding community.
- Promote skills and talents that not only will be showcased but will be given the opportunity to blossom.
- Create, develop and maintain a support structure that will provide the opportunities to interact with others, develop self-discipline and master skills.
- Build confidence and skills both on-stage and behind stage to build creativity and talent

**Section 2:** In the furtherance of these objectives, and in accordance with the powers conferred by its Certificate of Incorporation, FAIRVIEW PARK FINE ARTS AND THEATRE ASSOCIATION INC. may collect membership dues, admission fees, gratuities, and bequests; may buy or otherwise acquire, sell, or otherwise dispose of, and mortgage or otherwise hypothecate real, personal, and mixed property of all kinds; and may, in general, exercise all of the powers granted by corporate law in the State of Ohio.

**Section 3:** Fairview Park Fine Arts And Theatre Association Inc. is a not-for-profit corporation. No member of the organization shall profit in any tangible way from its activities. All funds are to be disbursed in furtherance of the objectives set forth in Article II, Section 1. In the event of the dissolution of this organization, all monies, property, and physical assets of the organization shall be distributed for any worthy purposes in accordance with a majority of the votes cast at a final meeting of membership called for that purpose.

**Section 4:** Fairview Park Fine Arts And Theatre Association Inc. organization is nonpolitical in character and shall not engage in political activities of any nature.

## ARTICLE III MEMBERSHIP

**Section 1:** Membership shall be voluntary.

**Section 2:** Members shall be eligible to participate in all activities, to hold office and to receive all other rights and benefits of membership.

**Section 3:** Each member shall be entitled to one vote per individual membership or two votes per family membership in any and all matters requiring a vote of the membership. Members must be in good standing and be present to vote.

**Section 4:** Membership fees will be reviewed annually by the membership.

**Section 5:** Two types of membership shall be available to members. An individual membership: one (1) person age 14 and above; or a family membership: two (2) adults, within the same household and children of same family under 18.

**Section 6:** Membership coincides with the fiscal year.

## **ARTICLE IV ORGANIZATION**

### **Section 1: Officers.**

The officers of this organization shall be elected annually. They shall consist of a President, Vice President, a Secretary, and a Treasurer. Qualification for officers shall be membership in the year in which they serve.

### **Section 2: Removal from Office.**

An officer who shall miss three (3) or more regularly scheduled meetings in a six month period shall automatically be removed from office upon notice to the Officer by the President or his designate; and, the vacancy created thereby shall be filled by majority vote of the membership.

### **Section 3: Vacancy.**

With the exception of the President, any Officer vacancy occurring by reason of death, resignation, or removal, shall be filled by a majority vote of the remaining Officers. Such appointees shall serve for the unexpired term of the vacant position. If a vacancy occurs in the office of President, a special meeting of the membership shall be called and a willing member shall be elected to serve as President for the unexpired portion of the term. Such election shall be accomplished in the manner prescribed in these Bylaws.

## **ARTICLE V MEETINGS**

### **Section 1: Meeting Location and Written Notice.**

All meetings of the general membership shall be held at the Dunson Community Room in Fairview Park City Hall, or at another convenient public meeting location to be designated by the Officers. Written notice of such meetings, containing a statement of the purpose, shall be sent to the membership not less than seven (7) days in advance. Email is an acceptable means of delivery.

### **Section 2: Special Meetings.**

Special meetings of the membership may be called by the President and are subject to the requirement of appropriate notice of seven (7) days. The President shall be obligated to call a special meeting upon request of the Officers, or upon the receipt of a petition signed by at least ten (10%) percent of the general membership, but no less than ten (10) individuals.

### **Section 3: Quorum.**

The following number of attendees is required to establish a quorum for the conduct of business: membership meetings, fifty (50%) percent of the general membership who are in good voting standing as defined below.

### **Section 4: Voting.**

Each member present and in good voting standing shall be entitled to one vote. The majority vote of the quorum present at a meeting shall constitute the act of the body unless a greater number is required by these Bylaws.

### **Section 5: Good Voting Standing**

Good voting standing will be considered any member who has attended fifty (50%) percent of the meetings, including the current meeting within the past six months.

## **ARTICLE VI TERMS OF OFFICE**

### **Section 1: Officers.**

All officers shall serve for a term of one year from August 1 to July 31. Officers may serve more than two consecutive terms in the same office. Initial Officers will run until July 31, 2011.

### **Section 2: Election of Officers.**

The President shall appoint a Nominating Committee, consisting of three (3) members in good voting standing, to submit a slate of Officers to be presented at the May membership meeting. The election will be held at the June membership meeting. Elected Officers will take office on August 1<sup>st</sup>. Nominations will be accepted from the floor. The method of election will be by written ballot.

## **ARTICLE VII FINANCES**

### **Section 1: Policy**

Fairview Park Fine Arts And Theatre Association, Inc states that their basic financial policy shall be to acquire funds and property and erect buildings suitable for the following purposes in keeping with the objectives of the organization:

A. Presentation of amateur theatrical productions, and provision for workshop, clubhouse activities, and meeting facilities.

B. The conduct and support of worthy activities, such as instruction in the theatrical arts and provision of scholarships for deserving students.

### **Section 2: Gifts, Gratuities, and Bequests.**

The solicitation mechanism for acquiring these funds shall be designated by the Officers.

### **Section 3: Banking Practices.**

All monetary assets of the organization shall be maintained in a banking institution designated by the Officers. Withdrawals may be made only to meet the financial obligations of the organization. All checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issued in the name of Fairview Park Fine Arts And Theatre Association, Inc. shall be signed by the Treasurer and any one Officer.

## **ARTICLE VIII DUTIES OF OFFICERS**

### **Section 1: The President.**

The President presides over all meetings of the membership and the Officers and shall call additional meetings as necessary. The President shall appoint the chairmen of Standing Committees, subject to the approval of the organization.

### **Section 2: Vice President.**

The Vice President shall assume all the duties of the President in the event of his/her absence. The Vice President shall also provide the officers and standing committee chairpersons with written operating procedures for guidance in performing their duties. Such procedures shall require the prior approval of the Officers.

### **Section 3: Secretary.**

The Secretary shall keep accurate and legible minutes of all meetings and shall provide copies of the minutes of the meetings to the President. The Secretary shall also carry on all official correspondence of the organization as directed by action of the membership and Officers. He or she shall maintain an official, current membership list, including addresses; Send notices of meetings to the membership as appropriate; transmit the slate of nominees to all members with the required notice of meetings at which elections are to be held; and transmit the text of proposed amendments to these Bylaws or other agenda items when so directed by the Officers.

### **Section 4: Treasurer.**

The Treasurer shall keep the records of the Working Funds of the organization. He or she shall receive, keep, and disburse such monies of the organization at all meetings of the membership and to the Officers as required. He or she shall be responsible for an accounting of the funds of the organization at all meetings of the membership and to the Officers as requested. He or she shall be responsible for an accounting of the funds of the organization at any time. He or she shall submit the financial records to audit at the conclusion of his term of office or upon request of the President. The Treasurer shall be required to file the "Return of Organization Exempt from Income Tax" forms to the IRS within 30 days of the conclusion of his term of office. The treasurer shall not be required to give bond for the faithful performance of his duties.

## **ARTICLE IX DUES AND CHARGES**

### **Section 1: Public Admission.**

Admission tickets may be sold to the general public for all Fairview Park Fine Arts And Theatre Association, Inc. productions unless otherwise determined by the Officers. Prices for admission tickets shall be established by the Officers and membership as suggested by the Director.

**Section 2: Social Events.** Charges for attendance at social events shall be established by the committee in charge of the event, subject to approval by the Officers and membership.

## **ARTICLE X STANDING COMMITTEES**

### **Section 1: Establishment.**

Standing Committees may be established to assist in the conduct of the affairs of the organization. Members are appointed by the President with the approval of the membership. Committees may include, but are not restricted to:

**A. Bylaws.** If constituted, this committee shall receive all suggestions for amendments of these Bylaws; shall prepare them in proper form and identify them as amendments to specific Articles and sections; shall refer them to the sponsors for correctness; shall present them to the Officers for consideration; and shall transmit them, with the recommendation of the Officers to the members ten days prior to the membership meeting at which the proposed amendments are to be considered. A quorum must be present at such meeting. The committee shall consist of a chairman and two members.

**B. House Management.** If constituted, this committee shall serve as custodian of the theatre and associated facilities and shall be responsible for its maintenance and appearance. This committee shall also be responsible for the establishment and operation of the box office for all theatrical productions, including the printing of tickets, providing of ushers, coordination of lobby set up, collection of admissions and the transmittal of such funds, with a full accounting to the Treasurer.

**C. Membership.** In addition to the chairman, this committee, if constituted, shall consist of a sufficient number of members (to be determined by the Chairman and President) to ensure that an active and timely campaign for paid membership is made each year, prior to the start of the theatrical season. Efforts should be made each year to enlarge the roster. The committee shall be responsible for keeping accurate records of memberships issued and of funds transmitted to the Treasurer. Subject to the prior approval of the Officers, the committee may arrange with community service groups and others for the conduct of a vigorous membership campaign.

**D. Nominations and Elections.** If constituted, this committee shall consist of a chairman and a sufficient number of members (to be determined by the Chairman and President), as outlined in Article 6, Section II of these bylaws. The committee shall administer the election in accordance with Article 6, Section II hereof.

**E. Program.** If constituted, this committee shall consist of a chair and a sufficient number of members (to be determined by the Chairman and President). It shall be responsible for preparation of the program for each theatrical production including design, printing, and the solicitation of advertising contributors to support the cost thereof.

**F. Publicity.** If constituted, this committee shall consist of a chair and a sufficient number of members (to be determined by the Chairman and President). It shall prepare and arrange for all publicity for the organization including releases of a general character and those related to individual productions. Publicity activities shall be subject to the prior approval of the Officers.

**G. Food and Concessions.** If constituted, this committee shall consist of a chair and a sufficient number of members as determined by the Chairman and President to provide food and concessions personnel as needed for each requested function.

**H. Finance Committee.** If constituted, this committee shall consist of the Treasurer, President and Director. The committee shall prepare an annual budget for the next fiscal year to be submitted for approval by the membership at the May meeting. The committee shall conduct a quarterly review of all financial transactions and submit a report to the membership on the progress against the approved budget. The Treasurer shall make these reports available to any member requesting such information.

**I. Director/Producer selection Committee.** If constituted, this committee shall consist of a chair and a sufficient number of members as determined by the Chairman and President. The function of this committee shall be to identify candidates for Director, if needed, and submit their names to the Officers for approval.

**J. Fundraising.** If constituted, this committee shall consist of a chair and a sufficient number of members as determined by the Chairman and President. The function of this committee shall be to plan and carry out fundraising events and recruitment of organization sponsors to raise funds to offset costs and aid in the financial stability of the organization.

**K. Facilities.** If constituted, this committee shall consist of a chair and a sufficient number of members as determined by the Chairman and President. The function of this committee shall be to make arrangements for facilities for all functions, including but not limited to: monthly meetings, auditions, practices, performances, etc. This committee shall also continue to be aware of new facilities that may become available to the organization.

**L. Historian / Photographer.** If constituted, this committee shall consist of a chair and a sufficient number of members as determined by the Chairman and President. The function of this committee shall be to keep record of events, meetings, productions, newspaper articles, publicity, etc. for historical purposes and to take pictures / videos of productions or to make arrangements for someone to do so at all functions of the organization.

**M. Art Show.** If constituted, this committee shall consist of a chair and a sufficient number of members as determined by the Chairman and President. The function of this committee shall be to provide a Community Art Show / Competition open to all ages and community members. This committee will solicit entries and get necessary information out to all community members in a timely fashion to allow for the artists to have sufficient time to prepare said entries for judging and display on the given Art Show date.

## **ARTICLE XI THEATRICAL POLICY.**

### **Section 1: Policy.**

Fairview Park Fine Arts And Theatre Association, Inc. states the following to be their basic theatrical policy:

A. That a goal of the organization is to achieve a finished production of any theatrical presentation.

B. That theatrical presentations may be presented either to the members only or to both members and the general public, as determined by the Officers.

C. That plays shall be selected with due regard for excellence, audience appeal, and production practicability.

D. That a minimum of two (2) productions shall be presented each year.

E. That further goals shall be to provide the opportunity and media for the exercise and enhancement of the creative talents and skills of the members and other interested persons; foster the enjoyment of the production staff in presenting the best of living theatre; and improve the cultural education and development of the community through the presentation of theatrical productions.

### **Section 2: Directors/Production.**

The Director shall be appointed by the Officers. The Director shall be responsible for the artistic interpretation and overall production of the presentation. The Director shall select productions appropriate to the age and community members involved and make the Officers and members aware of the productions that have been selected. The Director shall select a production staff to perform such functions as assistant directors, lighting crew, set design, sound, stage crew, makeup, costumes, etc. The Director shall be responsible for the coordination of the efforts of the production staff. The Director may enlist the aid of members and non members in the formulation of the production staff and formulate rules for the conduct of the production aspects of the performance. The production staff shall assure that proper care is taken of the facilities used for the production whether rented, borrowed, or owned by Fairview Park Fine Arts And Theatre Association, Inc. The Director shall also be responsible for Theatre Camps provided by the organization. All production staff shall be members of the Fairview Park Fine Arts & Theatre Association.

### **Section 3: Casting.**

The selection of performers to fill the roles of a play shall be based solely on the candidates' abilities to portray and project the roles in question as determined by public auditions. Performers are strongly suggested to become members of the organization. The casting of a play shall be under the control of the Director. Advance public notice of tryouts must be made. Tryouts shall be held over a sufficient period of time to provide all interested persons an opportunity to appear.

### **ARTICLE XII FISCAL YEAR**

The Fiscal Year of Fairview Park Fine Arts And Theatre Association, Inc. shall be from August 1 to July 31.

### **ARTICLE XIII AMENDMENTS**

#### **Section 1: Method of Amending.**

Amendments to these Bylaws may be proposed by any member. They shall be submitted in writing by the sponsoring member to the Committee on Bylaws which shall act upon each in accordance with the provisions of Article IX, Section 1, Paragraph A hereof.

#### **Section 2: Adoption.**

These Bylaws may be amended by the two third affirmative vote of the membership voting at a meeting at which there is a quorum present, provided that written notice of the proposed action was provided the members as required by Article IX, Section 1, Paragraph A. A member must also be in Good Standing to vote.

### **ARTICLE XIV PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Revised, shall govern this organization, except insofar as they may be inconsistent with these Bylaws.

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Bill Minek, President

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Ellen Martens, Vice President

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Hilary Glanc, Secretary

\_\_\_\_\_  
David Klopp, Treasurer

Revised April, 2011