

CONSTITUTION OF THE DARKE COUNTY CIVIC THEATRE

ARTICLE I - NAME

The name of this organization shall be Darke County Civic Theatre, Inc. hereinafter referred to as the Darke County Civic Theatre.

ARTICLE II - AFFILIATION

The Darke County Civic Theatre shall be affiliated with the Ohio Community Theatre Association.

ARTICLE III - OBJECTIVES

The objectives of this organization shall be:

- Section A. To promote community interest in theatre.
- Section B. To provide artistic and educational opportunities for members to participate in various phases of community theatre work.

ARTICLE IV - MEMBERSHIP

- Section A. Membership shall be open to individuals who are willing to subscribe to the objectives and abide by the rules of this organization.
- Section B. A member shall not act as a representative of Darke County Civic Theatre without the sanction of the Board.
- Section C. Anyone under the age of eighteen (18) will not be eligible to vote, hold office, or direct productions.

ARTICLE V - DUES/SPONSORSHIPS

- Section A. Dues shall be Five Dollars (\$5.00).
- Section B. Sponsorships are as follows:
 - Patron = Twenty-Five Dollars (\$25.00)
 - Actor = Fifty Dollars (\$50.00)
 - Producer = Seventy-Five Dollars (\$75.00)
 - Director = One Hundred Dollars (\$100.00) and over.
- Section C. Membership is good for one (1) calendar year (January 1 - December 31) and is not pro-rated nor refundable. The Board reserves the right to change the membership dues annually.

ARTICLE VI - OFFICERS

Section A. President

1. Shall be chairperson of the Board of Directors.
2. Shall preside at all meetings of the organization.
3. Shall co-sign all checks.
4. Shall appoint all chairpersons and committee members as may be needed.
5. May serve as a member ex-officio at meetings of all committees except the nominating committee.
6. Shall be responsible for the regular publication of a newsletter.
7. Shall arrange annually for the rental of a hall for the complete season performances.
8. Shall notify members of the Board of meetings.
9. Shall notify members of the organization of membership meetings.

Section B. Vice President

1. Shall serve as program chairperson.
2. Shall serve as play selection/review chairperson.
3. Shall preside at all meetings in the absence of the president.

Section C. Secretary

1. Shall keep minutes and attendance at all meetings.
2. Shall submit monthly written minutes.
3. Shall conduct all correspondence as directed by the Board of Directors and the president.
4. Shall maintain a file of all correspondence and records of the Darke County Civic Theatre.

Section D. Treasurer

1. Shall maintain all financial records and funds of the Darke County Civic Theatre.
2. Shall accept all monies and issue receipts as deemed necessary.
3. Shall co-sign with the president all checks for bills which are duly authorized.
4. Shall submit for Board approval any bill that is not included in an approved production budget.
5. Shall submit a financial report at all Board and membership meetings.
6. Shall prepare all financial records for any audit directed by the Board of Directors.

Section E. Membership Chairperson

1. Collect all dues from members.
2. Maintain a current membership and sponsorship list. These lists should be revised monthly and issued to the Board members.
3. Notify Directors of cast members who have not paid dues to Darke County Civic Theatre.
4. Shall serve as chairperson of the nominating committee.

Section F. Historian

1. Shall obtain and preserve all promotional materials related to Darke County Civic Theatre.

ARTICLE VII - BOARD OF DIRECTORS

Section A. The Board of Directors, hereinafter referred to as the Board, shall consist of ten (10) members of the Darke County Civic Theatre. Five (5) members are elected at the annual membership meeting for a two (2) year term to replace the outgoing Board members.

Section B. The outgoing President will convene the newly elected Board of Directors for the purpose of electing Board officers. The Board of Directors will organize itself and elect these officers from their body of ten (10): President, Vice President, Secretary, Treasurer, Membership Chairperson and Historian.

Section C. Management of the organization shall be vested in the Board.

Section D. If a Board vacancy occurs, the Board shall appoint a regular member to fill the unexpired term.

ARTICLE VIII - NOMINATING COMMITTEE

Section A. A nominating committee shall consist of the Membership Chairperson and two (2) regular members (chosen by the Board).

Section B. Consent must be obtained from candidates prior to nomination.

Section C. Members of the nominating committee are not barred from nomination to the Board.

ARTICLE IX - ELECTIONS

Section A. A slate of nominees for the six (6) positions on the Board shall be presented to the membership at the annual meeting by the nominating committee.

- Section B. The Board shall be elected for a term of two (2) years.
- Section C. The nominating committee shall be responsible for preparation of ballots, maintaining a list of eligible voters, distribution and counting of ballots. Results of voting shall be given directly to the president, who will announce election results. Proxy votes and absentee votes shall not be recognized.
- Section D. In case of a tie, the tie shall be broken according to Robert's Rules of Order: that is, the flip of a coin by the chairperson.

ARTICLE X - MEETINGS

- Section A. The Board shall meet on a regular basis.
1. Those present shall represent a quorum.
- Section B. Members are welcome to attend any Board meeting.
- Section C. Regular membership meetings shall be scheduled at the discretion of the Board of Directors.
1. Those present shall represent a quorum.

ARTICLE XI - CASTING

- Section A. The cast eligible for membership according to Article IV must become a paid-up member of Darke County Civic Theatre no later than the two (2) week probationary period as outlined in Section E below.
- Section B. A director cannot cast him/herself in a leading role. In case of an emergency, the absence of a leading performer may be filled by the director.
- Section C. Any interested person may audition.
- Section D. An actor must audition in order to be cast.
- Section E. There shall be a two (2) week probationary period commencing with the first rehearsal during which a director may replace any cast member or any cast member may resign without prejudice.
- Section F. A director's choice of cast from among those eligible shall be final.

ARTICLE XII - AUDIT

The Board of Directors shall arrange for an audit of the organization's financial accounts by a committee of three (3) active members at the discretion of the Board of Directors.

ARTICLE XIII - DISSOLUTION

If it ever be deemed advisable to disband Darke County Civic Theatre, Inc. and it is so decided by a proper vote of the membership to so act, the assets held by the group at that time shall be liquidated by the Board and from the money realized by such liquidation, all debts and liabilities of said Darke County Civic Theatre, Inc. shall be satisfied and that amount remaining shall be placed in a Darke County bank to be held for ten (10) years in trust by the Darke County Center for the Arts, or until such time as the group should reorganize. If such event does not occur within ten (10) years, the amount in trust shall be applied by the Darke County Center for the Arts trustees to the Janet Johns Memorial Scholarship Fund, which shall provide aid to deserving Darke County students to assist them in training for a career in the performing arts. Said trust is to be known as the Janet Johns Memorial Scholarship Fund.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

All matters of procedure shall be according to Robert's Rules of Order revised, as interpreted and ruled upon by the President.

ARTICLE XV - AMENDMENTS

Amendments to this constitution may be made by the Board of Directors by a two-thirds (2/3) majority providing that all Board members have been notified of such proposed amendments at least forty-eight (48) hours in advance.

ARTICLE XVI - STANDING RULES

The Board of Directors may adopt or rescind standing rules to govern the operation of the organization provided all members have been notified a least forty-eight (48) hours in advance.

STANDING RULES

Section A. Director

1. Shall choose an assistant director and/or a producer. The responsibilities of the assistant director or producer are those that are mutually agreed upon by the director and assistant or producer.
2. Is ultimately responsible for all aspects of the production he or she is directing.
3. Shall preserve and protect all permanent properties, e.g. sound, lighting, costumes, set pieces, properties, etc.
4. Shall establish a final budget for the production and submit this budget to the Board prior to the production.
5. Will make the following announcements at all auditions:
 - a. Darke County Civic Theatre is a nonprofit community theater.

b. If cast, an actor/actress must:

1. Join Darke County Civic Theatre in accordance with Section 5.c. below.
2. Furnish contemporary clothes: period costumes will be furnished by Darke County Civic Theatre.

c. There is a two (2) week probation period after the first rehearsal, during which time an actor may withdraw from the cast or be terminated by the director without prejudice.

d. No publicity is to be released except by the Board of Directors or their designee.

e. The signature on a casting application form constitutes acceptance of these requirements.

f. Announce the performance dates and rehearsal schedule.

Section B. JANET JOHNS MEMORIAL SCHOLARSHIP

The Darke County Civic Theatre will give on an annual basis a scholarship to a Darke County Graduating senior. This scholarship will be awarded to a senior demonstrating a desire to pursue a career in performing arts. Criteria includes: past experiences in any aspect of theatre or the performing arts, recommendations from educators. In case of equal qualifications, preference will be given for activity in Darke County Civic Theatre. The Scholarship Committee, as appointed by the Board, will make their recommendation of scholarship recipient to the Board of Directors at a Spring Board meeting. The amount of the scholarship will be determined annually by the Board of Directors.