

**FREMONT COMMUNITY THEATRE
and
LITERARY SOCIETY, INC.**

CONSTITUTION

**ARTICLE I
NAME & CHARTER**

A) The name of the organization shall be the FREMONT COMMUNITY THEATRE AND LITERARY SOCIETY, INC.

B) It is a corporation chartered "Not For Profit" under the laws of the State of Ohio.

**ARTICLE II
AIMS & PURPOSES**

The purpose of this organization is to provide a medium through which the members may readily study and practice dramatic art and, by their efforts, stimulate a greater appreciation of such art on an educational level within the community and surrounding area.

**ARTICLE III
QUALIFICATIONS FOR MEMBERSHIP**

A) All persons 18 years of age or older who are interested in the purpose of the organization and will abide by its constitution and by-laws and meet all financial obligation, up to and including the current season, shall be considered members in good standing.

B) No member who is not in good standing shall be elected to any office or appointed to any committee or participate in any production.

C) Members in good standing may participate in all activities of this organization.

D) Any member may be terminated through written notice by the board of trustees for non-payment of debt, or for any misconduct or cause deemed reasonable after a hearing by the board of trustees.

1) The termination of membership shall be final and conclusive, unless within 30 days thereafter, such member has filed a written appeal with the secretary of the organization:

2) In case any such appeal is taken, such member shall have the right to present their case to the members at the next business meeting and the membership may be reinstated by a 75% affirmative vote of the members present and voting.

ARTICLE IV OFFICERS AND BOARD OF TRUSTEES

A) OFFICERS:

1) PRESIDENT: The president shall preside at all general meetings and shall be present at all board meetings and represent the organization whenever necessary.

2) VICE PRESIDENT: The vice president shall, in the absence of the president, assume his duties; and in the event of the resignation of the president, serve as president until action of the board of trustees is taken, followed by a vote of the membership.

3) SECRETARY: The secretary shall be responsible for all correspondence and shall keep minutes of the membership and board meetings.

4) TREASURER: The treasurer shall be the custodian of the monies and securities of the organization.

B) BOARD OF TRUSTEES:

1) The board of trustees shall consist of five members: four elected by the membership, plus the immediate past president of the organization to serve a one year term.

a) Should the president resign before completing a first or second term, he forfeits the privilege of serving on the board.

b) In the event of the president serving two consecutive terms as president, the membership shall vote for a board member to serve a single year term.

2) The board shall elect a chairperson and vice-chairperson from among their number.

a) The chairperson shall vote only in the event of a tie.

3) The board of trustees shall have the power of general management, supervision of activities, and control of all properties owned by the organization.

a) The board of trustees shall direct and authorize all expenditures.

b) All activities of the board shall be made known to the membership by means of a full report at the next general meeting.

Amended April 1986

c) Any decision of the board may be rescinded by a 75% affirmative vote of the entire membership present at any general membership meeting.

4) The four officers of the organization shall attend all board meetings and shall have voting privileges.

ARTICLE V ELECTION OF OFFICERS & BOARD MEMBERS

A) QUALIFICATIONS: In order to be elected to an office or board position, membership in good standing for one year, preceding the current year, is required.

B) TERMS OF OFFICERS:

1) All officers shall be elected for a one year term.

2) An officer shall serve no longer than two consecutive terms in the same office. Exception: In the event of the absence of two qualified candidates for the office of secretary or treasurer the preceding officer may be nominated for re-election.

3) In the event of the resignation of an officer before his term expires, the president shall be empowered to appoint a temporary replacement to serve until the next general meeting, at which time a permanent replacement will be elected by the membership to fill the remainder of the office term.

C) TERMS OF BOARD OF TRUSTEE MEMBERS:

1) All board members shall be selected for a two year term.

2) Board members shall serve for no longer than two consecutive terms. Exception: In the event of two qualified candidates for the board position, a preceding board member may be nominated for re-election.

3) In the event of the resignation of a board member before his term expires, the president shall be empowered to appoint a temporary replacement to serve until the next general meeting, at which time a permanent replacement will be elected by the membership to fill the remainder of the term of office.

D) ELECTION VOTING: See By-Laws to the Constitution of Fremont Community Theatre.

E) FISCAL YEAR:

1) The organizational year shall be from June first to May 31st.

ARTICLE VI MEETINGS

A) GENERAL MEETINGS:

1) General membership meetings shall take place once every three months, and special meetings may be called at the discretion of the president.

2) A quorum shall be necessary to conduct any business meeting.

a) A quorum shall consist of twenty percent of the membership.

B) BOARD MEETINGS:

1) Monthly board meetings shall be initiated by the chairperson of the board.

2) A quorum shall be necessary to conduct any board meeting;

a) A quorum shall consist of six voting administrative members.

ARTICLE VII APPOINTMENT OF COMMITTEES

A) COMMITTEES:

1) The president shall appoint all committee heads and/or committees not appointed by the board of trustees.

**ARTICLE VII
SELECTION OF PLAYS AND DIRECTORS**

A) SELECTION OF PLAYS AND DIRECTORS

- 1) See By-Laws to the Constitution of Fremont Community Theatre.

**ARTICLE IX
AMENDMENTS**

A) Amendments and/or additions to this constitution will be made in the following manner.

- 1) The amendment or addition shall be submitted at a general business meeting, at which time such amendment or addition shall be up for discussion, motioned, and voted thereon as to the wording of its formal presentation.
- 2) A formal presentation of such proposed amendment or addition shall be given in writing to all members in good standing of this organization at least ten days in advance of the general business meeting when voting shall take place.

The BY-LAWS to the CONSTITUTION of THE FREMONT COMMUNITY THEATRE & LITERARY SOCIETY, INC.

ARTICLE III MEMBERSHIP

- 1) Annual dues shall be determined by the board of trustees and officers for each upcoming season.
- 2) A membership form drawn up by the vice president and approved by the board will be presented to all non-members at each show's audition. A release form for all minors shall be handed out to be signed by a parent or legal guardian of said minor(s) and be returned to the director of the play in which the minor(s) are to appear. Membership is required to hold the following positions in FCT: officers, board members, directors, technical directors, business managers, box office chairpersons, house managers, and any committee head.
- 3) All membership dues are due June first.
- 4) Any member of the preceding year who does not pay their dues for the following year by the opening performance of the first production will be automatically dropped from the membership roll.
- 5) Any person under 18 years of age may participate in FCT productions without being a member, however, such person should not be cast in an adult role unless absolutely necessary, and shall not hold any production head or committee chair position.

ARTICLE IV OFFICERS & BOARD OF TRUSTEES

A) DUTIES OF OFFICERS:

1) PRESIDENT:

- a) The president shall appoint all committee heads and be an ex-officio member of such committee.

b) The president shall carry out any other duties requested by the board of trustees.

2) VICE PRESIDENT:

a) The vice president shall serve as chairperson of the membership committee, and collect all dues to be remanded to the treasurer.

b) The vice president shall maintain up-to-date records of the membership and print copies for each member by the first general meeting of the new season.

c) The vice president shall keep records of members attending each general meeting, with a copy to be given to the secretary.

d) The vice president shall carry out any other duties requested by the president or the board of trustees.

3) SECRETARY:

a) The secretary shall make copies of the minutes for the president and the chairperson of the board of trustees.

b) The secretary shall be responsible for keeping all files in order and up-to-date.

c) The secretary shall carry out any other duties requested by the president or the board of trustees.

4) TREASURER:

a) The treasurer shall collect all monies, giving a receipt for each amount paid if so requested by the payee.

b) The treasurer shall submit monthly reports at the general and board meetings with copies for the officers and board members, and shall render such additional reports as the president or board of trustees require.

c) Payment shall be made only by checks signed by any two of the following three: TREASURER, PRESIDENT, or CHAIRPERSON OF THE BOARD OF TRUSTEES.

d) The treasurer shall carry out any other duties requested by the president or the board of trustees. Auditing of the FCT financial records by three members in good standing not on the board shall be done by the end of the fiscal year. Volunteers will be accepted at the April general meeting. Their report shall be completed by the July board meeting.

ARTICLE V ELECTION OF OFFICERS & BOARD MEMBERS

B) ELECTION OF OFFICERS:

- 1) The election of officers shall be held at the April membership meeting.
- 2) New officers shall take office at the June board meeting.
- 3) Newly elected officers must attend the May board meeting.

C) ELECTION OF BOARD MEMBERS:

- 1) Board members are to be elected each year at the April membership meeting.
- 2) New board members shall take office at the June board meeting.
- 3) Newly elected board members must attend the May board meeting.

D) ELECTION VOTING:

- 1) In order to vote for officers and board member, one must be a member in good standing.
- 2) Absentee ballots will be available from the secretary upon request, and honored if returned to the secretary prior to the election.
- 3) A simple majority of those voting shall determine the elected official.

ARTICLE VI MEETINGS

A) GENERAL MEETINGS:

- 1) All members shall be notified of time and place of all membership meetings.

2) Privilege to vote on issues requires membership in good standing and attendance at the general meeting when issues are brought up for vote.

3) Issues shall be decided by a simple majority vote, with this exception: voting on previous action by the board of trustees requires a 75% affirmative vote of the eligible members present at the meeting. (See Art. IV; B, 3, c, of Constitution.)

B) BOARD MEETINGS:

1) A special meeting of the board may be called at the request of any board member or officer after notifying the chairperson of the board of trustees.

2) Any member may attend a board meeting as a non-voting observer, and may voice their opinion upon recognition by the chair.

a) Such member shall notify the chairperson in advance concerning the particular issue they would like to present before the board.

3) Notification of meetings shall be made at the direction of the chairperson of the board of trustees.

4) Any officer or board member who fails to attend three regular board meetings shall lose their official position, unless the absences are excused through 24-hour prior notification through the chairperson of the board of trustees. *or in case of emergency*

ARTICLE VII COMMITTEES

1) There shall be standing committees which may consist of:

Program Ad Sales	Public Relations	Social
Membership	Money Making	House Management
Season Ticket Sales	Playreading	Newsletter
Grants & Aids	Custodian of Costumes	Box Office
Publicity		

and such other committees as deemed necessary by the president and/or board of trustees.

a) The building and properties chairperson shall be appointed from the board of trustees.

b) All committee heads are required to report on the status of their committee to the board chairperson at or before each board meeting.

2) The board of trustees shall be empowered to create and determine the purpose of any subsidiary organization it deems worthy of, and in the best interest of FCT (such as, but not limited to, a theatre guild, orchestra, teen theatre, or children's theatre). Any subsidiary organization created by the board of trustees shall require a dues structure devised by the board of trustees. Members of such organizations are bound by the constitution and by-laws of FCT, except they shall not be eligible to hold FCT offices nor have FCT voting privileges, nor be considered FCT members with regard to procedure to determine a quorum for purposes of conducting business at general meetings. Any subsidiary organization created by the board of trustees shall select one or more of the following officers: PRESIDENT, VICE PRESIDENT, or SECRETARY, one of which shall represent the subsidiary organization at all FCT board meetings, but shall not have voting privileges, and are required to report to the board chairperson on the status of their organization at or before each board meeting. Subsidiary organizations shall have no separate treasury, but shall request funds, if needed, from the board of trustees and shall remand any funds raised by any of its activities to the FCT treasury.

a) Teen theatre requirements shall be as follows: All person must be at least 13 years of age by opening night and no older than 19 years of age by opening night. If alternate casting is being considered due to the choice of the production, the board should be notified before auditions.

3) Nothing in Section 2 of this Article shall prevent any person from being both an FCT member in good standing and a subsidiary organization member at one and the same time, with the maximum dues being not more than required of any FCT member in good standing.

ARTICLE VIII SELECTION OF PLAYS AND DIRECTORS

A) SELECTION OF PLAYS:

1) The playreading committee shall review all plays suggested by all interested directors and the membership, and present complete summaries and critiques to the board of trustees.

2) The playreading committee shall then present a slate of plays and directors and alternatives for the upcoming season. These plays will be submitted to the board for final selection and approval of the season's content.

B) SELECTION OF DIRECTORS:

1) Directors shall be selected by the board of trustees, and shall abide by rulings of the board over problems of productions.

2) To qualify to direct a production, one must be a member in good standing and must have served in the following capacities at FCT:

Assistant Director	Minor Acting Role
Technical Director	3 different committee head positions (front of curtain)
Major Acting Role	3 different committee head positions (backstage)

Or, persons may also qualify to direct should their past experience qualify them and their credentials prove this to the board of trustees. All first time directors at FCT will be assigned an Executive Director to oversee their production. ~~In addition, all directors will be appointed a board liaison for each production.~~

3) Any qualified director who wishes to direct during the upcoming season shall submit a written request to the board of trustees, who will then select the director for each show of the upcoming season.

4) The director shall have complete responsibility for both technical and dramatic aspects of the productions.

5) The director may be replaced by unanimous vote of the board of trustees.

a) In case of removal or resignation, the board shall make a new appointment, which is not necessarily the assistant director.

6) In all productions, the "Production Manual" and the "Director's Rules and Regulations" must be followed.