

Heritage Hunt Little Theater Bylaws

Section 1: Name

The name of this organization shall be The Heritage Hunt Little Theater.

Section 2: Purpose

The purposes of this organization are:

1. To present live theater productions to entertain, educate and inspire the community.
2. To foster and develop, through theatrical workshops and other appropriate means, the artistic talents and skills of the Heritage Hunt Little Theater members.
3. To engage in and subsidize activities designed to foster the foregoing purposes of the organization as limited by federal and/or state law.

Section 3: Membership

Membership is open to any resident of the Heritage Hunt community, upon payment of dues as outlined in Section 4.

Section 4: Finances

The organization shall be financially self-sustaining. The Board of Directors (hereinafter Board) shall determine the initial fee, if any, and annual dues, subject to member approval. The initial fee will be payable on joining, and shall include the annual dues. Thereafter, annual dues will be payable each January. Payment of annual fees alone will reinstate membership to a rejoining resident.

An individual who has been a member for 12 continuous years shall have his/her dues waived and become known as an Honorary Member.

Section 5: Board of Directors

1. The Board shall consist of seven (7) members, elected by the general membership at the meeting in November.
2. The Board of Directors shall be the President, Vice-President, Treasurer, and Secretary (the officers), and the Membership Chair, Activities/Program Chair, and Member At-Large. Individuals to fill these positions are selected by the elected Board after each annual election, generally at a combined board meeting that is held in December.
3. The term of office for each Board member shall be two years, with four (4) members elected in one year and three (3) in the following year. No director or officer shall serve more than two consecutive terms.

Heritage Hunt Little Theater Bylaws

4. At the meeting in November, the membership shall elect the Board by a majority vote of the members present.
5. If the office of President becomes vacant, for any reason during the elected term, the Vice-President shall become Interim President. Vacancies in any elected office shall be filled by a simple majority vote at a regularly scheduled general meeting. After such an election, the newly constituted Board shall have the right to reorganize the positions other than President.

Section 6: General Duties of Officers*

1. The President shall preside at all general membership and Board meetings; appoint all standing committee chairs and other committees not provided for in these bylaws; conduct this office by the letter and spirit of these bylaws; and shall assume all executive duties not otherwise delegated to others by this charter.
2. The Vice-President shall perform the President's duties whenever the President is unable to fulfill them; be subject to the same mandates as the President; attend all official meetings of the organization unless excused; perform reasonable duties as requested by the President; and chair the Nominating Committee.
3. The Treasurer shall attend all official meetings of the organization unless excused; receive and properly deposit all receipts and make proper accounting for such monies; keep the necessary accounting records which will be readily available for any review or audit by the President or his/her designee; make a formal financial report monthly; be responsible for setting up and maintaining a proper bank account; conduct any reasonable organizational business as requested by the President; and maintain membership records.
4. The Secretary shall attend all official meetings of the organization unless excused; record all official minutes of said meetings; maintain a file of such minutes to be readily available for any review or audit by the President or his/her designee; turn over such file to any successor; be responsible for any correspondence required for carrying out the business of the organization; preside at meetings when both the President and Vice President are absent; conduct any reasonable organizational business as requested by the President and act as the historian.

* A complete set of job descriptions may be found on the Heritage Hunt Little Theater web site.

Section 7: Committees

The Executive Committee

The Board of Directors shall constitute an Executive Committee charged with the responsibility of the organization and management of the club, including the approval of all plays before they are accepted for production.

Heritage Hunt Little Theater Bylaws

The Activity/Program Committee

An elected board member shall serve as Chairperson of this committee, which is responsible for arranging social activities and educational programs that may be suitable for the group. The committee chair shall select/recruit committee members, as needed.

The Membership Committee

An elected board member shall serve as director of this committee, which is responsible for encouraging increased membership; orienting new members into HHLT activities, productions, and use of the website; and keeping attendance records at general membership meetings. The committee chair shall select/recruit committee members, as needed.

At-Large Member

An elected board member who shares ideas and expertise with the Board; assists the Board as requested; often chairs ad hoc committees as described below; and records meeting minutes in the absence of the Secretary.

The Communications Committee

The Board shall appoint a member to chair this committee which is responsible for general publicity, publishing the HHLT newsletter and maintaining the HHLT website. The chair shall be an ex-officio member of the Board.

Standing and Ad Hoc Committees

These committees shall be formed as needed. The President shall appoint the committee chairs. Each committee chair shall select/recruit committee members.

Section 8: Meetings

1. HHLT shall hold a general membership meeting on the third Thursday of each month, with the exception of August and December. The President may call a special meeting at any time, notifying members and designating date, time and location of the meeting.
2. At the November Meeting, elections shall be held.
3. Standing Committee and *Ad Hoc* Committee meetings shall be held at the discretion of committee chairs as to date, time and place. Minutes of these meetings will be distributed to the President and Secretary.

Section 9: Election Procedures

In September, the Vice-President shall recruit at least two (2) members of HHLT to serve on the nominating committee. The Vice-President shall present the nominating committee with copies of the bylaws and a membership list provided by the Treasurer.

Heritage Hunt Little Theater Bylaws

Only members of HHLT whose dues are current may be nominated or vote in the election. A simple majority of the votes of those present and the absentee ballots will elect new board members. Election shall be by paper ballots.

A Nominating Committee, chaired by the Vice President, shall present the proposed slate in October, and voting will occur in November. Nominations will be accepted from the floor in October, as long as the nominee has agreed to serve if elected. All nominees shall agree to their nomination before they are put to a vote. Nominees will be afforded an opportunity to speak on their own behalf at the November meeting. Speeches will be limited to one minute. No nominations from the floor will be accepted in November. No write-in votes will be accepted.

Absentee ballots shall be available one (1) week prior to the election. The ballots will be returned to the Vice-President in a sealed envelope and opened and counted the evening of the election.

Section 10: Amendments

These by-laws may be amended through the following procedure:

1. The person(s) desiring the change must present the proposed change, in writing, to the membership at a general membership meeting or to the board at its monthly meeting.
2. The proposed amendment shall then be read at the general membership meeting and published in the Newsletter or transmitted electronically to the general membership, with a notice that the amendment will be on the agenda at the next general membership meeting.
3. The proposed amendment shall be read again at that general membership meeting.
4. Adoption of the proposed amendment shall be by a two-thirds of the membership present at that meeting.

Section 11: Dissolution of the Organization

If, for any reason, the organization is dissolved, it will give notice of the dissolution to the Heritage Hunt Board of Directors. At the last meeting, all funds or other property remaining after payment of debts and obligations shall be liquidated in a manner determined by a majority vote of members present and any pertaining federal and/or state laws.

Adopted: October 15, 2015