

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 of Heritage Hunt and the surrounding area.
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. Persons not residing in Heritage Hunt may become auxiliary members upon payment of dues and shall have the same rights and privileges as Heritage Hunt members.

Section 4: Finances

The organization shall be financially self-sustaining, obtaining funding through production ticket sales and annual dues. The Board of Directors (hereinafter Board) shall determine the annual dues, subject to member approval at any general meeting. Annual dues will be payable each January. Payment of the current annual dues will reinstate membership to a rejoining member. Annual dues will include all members of an individual members household with no distinction made between "individual" and "family" membership.

An individual who has been a member for twelve continuous years shall have his/her dues waived and become known as a "Lifetime 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 and one (1) non-voting member appointed annually by the president of the board.
2. The voting Board members shall be the President, Vice-President, Treasurer, Secretary, Membership Chair, Activities/Program Chair, and Member At-Large. Individuals to fill these positions are selected by the elected Board after each annual election, at a combined board meeting that is held in December. The non-voting member appointed by the President shall be the Communications/Publicity Chair.

3. The term of office for each elected Board member shall be two years, with four (4) members elected in one year and (3) in the following year. No elected member shall serve more than two consecutive terms.
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 other 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: Duties of Officers

1. President

- a. Attend all Board and General Membership meetings.
- b. Conduct the Office of the President by the letter and spirit of these By-Laws.
- c. Prepare and submit the Heritage Hunt Homeowner's Association Annual Charter.
- d. In case of prolonged absence of the Treasurer, will take over Treasurer duties.
- e. Schedule Board of Directors and General meetings.
- f. Reserve room for General and Board meetings.
- g. Appoint standing committee chairs and other committees, as necessary.
- h. Write a monthly message for the HHLT Newsletter.
- i. Represent the HHLT within the Heritage hunt community and serve as the contact for outside individuals or groups.

2. Vice-President

- a. Attend all Board and General Membership meetings.
- b. Perform the President's duties whenever the President is unable to fulfill them.
- c. Chair the Play/Director Selection Committee.
- d. Order plays as requested by members to review, keeping within budget.
- e. Keep physical possession of plays/playbooks and all review forms.
- f. Recruit reviewers so the necessary number of reviews is completed when a play is being considered for production.
- g. Actively recruit directors each year, trying to line up shows and directors as far ahead as possible.
- h. Book dates for the performances as soon as possible.
- i. Chair Nominating Committee for election of the following years board, selecting committee members in September and distributing complete membership list to all committee members.
- j. Announce slate of candidates at the October General Meeting.
- k. Provide voting forms for the November General Meeting and along with committee members count votes during the meeting.

3. Treasurer

- a. Attend all Board and General Membership meetings.
- b. Receive and promptly deposit all monies.
- c. Upon receipt of proper documentation and necessary approvals, reimburse members and/or vendors for Theater related expenses.
- d. Maintain an accurate bank account.

- e. With input from Board members, prepare an annual budget for income and expenses.
- f. Monitor budget status monthly.
- g. Prepare monthly report of income and expenses to be distributed to the Board of Directors and report on current financial status at the General Meeting.
- h. Keep an accurate record which will be readily available for review or audit by the President and/or designee.
- i. Conduct any reasonable organizational business as requested by the President.
- j. At the end of their term, arrange for an audit of books by a volunteer.

4. Secretary

- a. Attend all Board and General Membership meetings.
- b. Record all official minutes of said meetings.
- c. Maintain a file of the minutes to be readily available for review or audit.
- d. Be responsible for any correspondence required for conducting the business of the organization.
- e. Preside at meetings when both the President and Vice-President are absent.

5. Membership Chair

- a. Attend all Board and General Membership meetings.
- b. Distribute information about HHLT website to all new members.
- c. Have new members complete the Member Information Sheet.
- d. Introduce all new members at the next General meeting.
- e. Prepare name tags for all new members.
- f. Provide new member information to the Communications/Publicity Chair.
- g. Keep an attendance record for each general meeting.
- h. Follow up with members who do not renew their membership not later than the March General Meeting.
- i. Encourage increased membership of HHLT within the community.
- j. Maintain a record of all paid members.
- k. Turn over all collected membership dues to the treasurer in a timely manner.

6. Activities/Program Chair

- a. Attend all Board and General Membership meetings.
- b. Recruit other HHLT Board and/or general members for the Activities Committee.
- c. Coordinate and oversee events, in conjunction with committee members and Board of Directors, in accordance with annual budget guidelines.
- d. Develop, arrange, and promote ongoing social programs for HHLT members.
- e. Periodically develop, arrange, and promote educational programs for HHLT members.
- f. Support efforts by others to strengthen HHLT membership and increase participation by members.

7. Member At Large

- a. Attend all Board and General Membership meetings.
- b. Share ideas, guidance, and expertise with the Board.
- c. Assist Board of Directors as requested.
- d. Record minutes of meetings when the Secretary is not present.

8. Communications/Publicity Chair

- a. Attend all Board and General Membership meetings.
- b. Compile, edit and distribute the club monthly newsletter.
- c. Author a monthly article for the HH Horn.

- d. Maintain an up-to-date e-mail list of all members.
- e. E-mail special notices as needed.
- f. Periodically review and update other communication sites (Save the Date, Fill Your Calendar.)
- g. Coordinate with website manager to ensure that current information is posted.

Section 7: Committees

Standing Committees

1. **The Executive Committee**: The Board of Directors shall constitute an Executive Committee charged with the responsibility of the organization and management of Heritage Hunt Little Theater, including the approval of all plays before they are accepted for production.
2. **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.
3. **The Membership Committee**: An elected board member shall serve as Chairperson 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.
4. **The Communications Committee**: The President of the Board shall appoint the Chairperson of 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 and shall select/recruit committee members as needed.
5. **The Nominations Committee**: The Vice-President will serve as the Chairperson of this committee, which is responsible for nominating candidates to replace the outgoing board members at the annual election held at the November general meeting. The committee chair shall select/recruit at least two committee members as needed from among the membership.

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 as needed.

Section 8: Meetings

1. HHLT shall hold a monthly general membership meeting except for the months of August and December. The date and time of the general meeting shall be determined by the Board of Directors and approved by majority vote of the club members at a general meeting. The President may call a special meeting at any time by notifying members no later than four days ahead of time, designating the date, time, and location of the meeting.
2. The elections for the Board of Directors shall be held at the November General meeting.
3. **Standing** and Ad Hoc committee meetings shall be held at the discretion of the committee chairs as to date, time, and place. Minutes of these meetings shall be distributed to the President and Secretary.

Section 9: Election Procedures

1. In September, the Vice-President shall recruit at least two (2) members of HHLT to serve on the nominating committee. The Vice-President shall provide the nominating committee with copies of the bylaws and a membership list provided by the Membership Chair.
2. 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 at the November general meeting and the absentee ballots will elect new board members. If there are more nominees than board positions to be filled, the election will be by paper ballots.
3. A Nominating Committee, chaired by the Vice-President, shall present the proposed slate of nominees at the October General meeting and voting will occur at the November General meeting. Nominations will be accepted from the floor at the October General meeting if 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 at the November meeting. No write-in votes will be accepted.
4. Absentee ballots shall be available not later than one (1) week prior to the election. Absentee ballots must be returned to the Vice-President in a sealed envelope and will be 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 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 vote 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 the members present and any pertaining federal and/or state law.