

# Constitution

Dexter Community Players  
Adopted August 25, 2018

## **PREAMBLE**

Dexter Community Players is a non-profit, community-based theater group that strives to present an authentic theater experience to actors, production staff, members, and audiences.

## **ARTICLE I – NAME AND ESTABLISHMENT OF THE ORGANIZATION**

**Section 1.** The name of this organization shall be Dexter Community Players, hereafter called DCP.

**Section 2.** DCP is a non-profit group established and existing under the laws of the State of Michigan.

## **ARTICLE II – PURPOSE**

**Section 1.** To promote and facilitate the involvement of members of the Dexter Community in theater arts.

**Section 2.** To undertake at least one major dramatic production annually.

**Section 3.** To provide all possible support to the development of performing arts in the Dexter community.

**Section 4.** To promote a volunteer organization where all positions are considered integral to the success of the production.

## **ARTICLE III – MEMBERSHIP**

**Section 1.** A person is eligible for full membership in DCP upon active participation in a production.

**Section 2.** Members not participating in DCP productions for a period of 5 consecutive years will become inactive.

## **ARTICLE IV – ORGANIZATION**

**Section 1.** DCP shall be governed by parliamentary procedures.

**Section 2.** DCP shall be governed by a Board of Directors.

**Section 3.** The Board of Directors shall be made up of seven (7) voting members elected from the general membership.

**Section 4.** Directors shall be elected to the Board each year to serve for 1-year terms.

- A. Election of the Directors shall take place annually at the Annual General Membership Meeting.
- B. A plurality of votes in descending order shall be used to determine the seven receiving the most votes.
- C. Should a vacancy on the board occur, the board shall call a special board meeting to elect a replacement director. The general membership shall be notified of and invited to this meeting at least fifteen (15) days in advance of the meeting. Voting privileges for the purpose of electing a replacement director shall be extended to all members present who are at least 14 years of age.

**Section 5.** Candidates for the Board of Directors must be DCP members and at least 18 years of age.

**Section 6.** Following the Annual General Membership Meeting, the Board of Directors shall annually elect officers who will govern Dexter Community Players until the next Annual General Membership Meeting.

**Section 7.** Standing committees shall be established at the discretion of the Board with chairpersons approved by the Board.

**Section 8.** A member of the Board of Directors may be removed from the Board by a supermajority vote where two-thirds ( $\frac{2}{3}$ ) of the Board members vote in favor of removal (if there are 7 board members, 5 votes are required to remove one of them).

## **ARTICLE V – BOARD MEETINGS**

**Section 1.** Regular Board of Directors meetings shall be held at times and dates agreed to by the Board. It is intended that there will be regularly scheduled monthly meetings.

**Section 2.** Quorum of the Board of Directors shall consist of a majority of members of the Board (e.g. for a board of 7 members, quorum consists of 4 members present.)

**Section 3.** At Board of Directors meetings a majority of board members present and voting shall be required for passage of motions moved and seconded.

## **ARTICLE VI – GENERAL MEMBERSHIP MEETINGS**

**Section 1.** The Board of Directors shall call an Annual General Membership Meeting once each year (usually in or near the fall season) and other General Membership Meetings at such other times as appropriate.

**Section 2.** All members must be notified of the time and place and invited to any General Membership Meeting at least fifteen (15) days in advance of the meeting.

**Section 3.** A special General Membership Meeting may be called at the request of fifteen (15) members by petition to the Board of Directors.

**Section 4.** Voting privileges at a General Membership Meeting will be extended to all members who are at least 14 years of age.

**Section 5.** Quorum at a General Membership Meeting shall consist of a minimum of ten (10) voting DCP members, which must include a majority of the members of the Board of Directors.

**Section 6.** If quorum is not achieved at the Annual General Membership Meeting, it must be rescheduled to occur within the next 30 days. Rescheduling like this must continue until quorum is achieved.

**Section 7.** At a General Membership Meeting a majority of votes cast by members shall be required for the passage of motions moved and seconded except for amendments to the Constitution.

## **ARTICLE VII – AMENDING THE CONSTITUTION**

**Section 1.** The Constitution may be amended only at a General Membership Meeting.

**Section 2.** Proposed amendments to the Constitution must be communicated to all members at least fifteen (15) days prior to the meeting at which voting is to take place.

**Section 3.** Amendments to the Constitution shall require a two-thirds ( $\frac{2}{3}$ ) supermajority of the votes cast by members at a General Membership Meeting to be adopted.

## **ARTICLE VIII – AMENDING THE BY-LAWS**

**Section 1.** By-Laws may be amended and updated by the Board of Directors.

**Section 2.** Proposed amendments to the By-Laws must be communicated to all members at least fifteen (15) days prior to the Board meeting at which voting is to take place.

**Section 3.** DCP members may attend this Board of Directors meeting to witness the proceedings, but voting privileges are not extended to the general membership.

# By-Laws

Dexter Community Players  
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## ARTICLE I – DUES

**Section 1.** Dues shall be collected in the form of Production Fees for each show.

**Section 2.** Production Fees shall not be refunded.

**Section 3.** No one shall be eligible to vote on any issue or be elected to the Board of Directors unless he or she is a member of DCP.

## ARTICLE II – FUNDS

**Section 1.** Funds accruing to the Dexter Community Players shall be maintained in a Dexter Community Players bank account.

**Section 2.** All monies allocated shall be approved by the Board of Directors.

**Section 3.** Checks drawn must be approved and signed by the President and Treasurer of the Dexter Community Players.

**Section 4.** Receipts for expenses must be turned into the treasurer within fourteen (14) days after a production unless otherwise authorized by the Board of Directors.

## ARTICLE III – ELECTION PROCEDURES

**Section 1.** Election of members to the Board of Directors shall be by secret ballot.

**Section 2.** Results of the election will be made known to the seven elected within 7 days after the election. Results will be made known to the general membership through a notice in the next newsletter.

## ARTICLE IV – DUTIES OF OFFICERS

**Section 1.** The President must be at least 18 years of age and shall be responsible for:

- A. Presiding at all Board of Directors meetings.
- B. Presiding at all general membership meetings.
- C. Providing an agenda for these meetings.
- D. Acting as spokesperson for DCP.

**Section 2.** The Vice-President must be at least 18 years of age and shall be responsible for:

- A. Assisting the president and act in the place of the president when that officer is absent.

B. Overseeing the activities of all standing committees.

**Section 3.** The Secretary must be at least 18 years of age and shall be responsible for:

- A. Taking minutes at each Board meeting, at each general membership meeting, and providing copies of the minutes of said meetings prior to the next appropriate meeting.
- B. All necessary correspondence.
- C. Keeping attendance records of members of the Board and guests.
- D. Maintaining a current membership roster.

**Section 4.** The Treasurer must be at least 18 years of age and will be responsible for:

- A. All financial records of DCP and shall regularly report its status to the Board.
- B. Payment of bills.
- C. Collecting and recording payment of membership dues.
- D. Dispersing funds approved by the Board.