

**BY-LAWS OF  
TAHLEQUAH COMMUNITY PLAYHOUSE, INC**

**ARTICLE I. NAME.**

This corporation shall be known as **TAHLEQUAH COMMUNITY PLAYHOUSE,  
INC. (TCP)**

**ARTICLE II. PURPOSE.**

The purpose of Tahlequah Community Playhouse, Inc., shall be to promote interest in and enjoyment of the dramatic arts in the community of Tahlequah, Oklahoma, including the surrounding area, providing both educational and recreational facilities and stimuli in the field, and, from time to time, to produce and offer to the public various dramatic productions.

**ARTICLE III. MEMBERSHIP**

**Section 1. Membership** in the Tahlequah Community Playhouse shall be open to residents of Tahlequah and surrounding communities interested in furthering the purpose of TCP. Membership shall be divided into the following classes:

- a. **Active Members:** Those members who actively participate in the functions of the organization in accordance with the criteria established from time to time by the Board of Directors.
- b. **Sustaining Members:** Those persons who support the efforts of TCP as a designee of corporate sponsorship entity.
- c. **Rollover Membership:** New members joining within and paying dues on or before December 31 of current season shall be considered members for the remainder of the season. This rollover membership pertains only to new people joining at this time and does not include inactive members who have failed to pay past dues.

**Section 2. Dues:**

- a. The season's dues shall be paid on or before the first general membership meeting in September.
- b. A member shall be considered inactive if their dues are not paid by the October general membership meeting.

- c. The Board of Directors shall, from time to time, fix and determine the amount of annual dues or contributions be assessed each membership type. The annual dues of the corporation shall be five dollars (\$) unless otherwise determined by a vote of the membership.

**Section 3. Voting Qualifications:** In order to qualify as a voting member of Tahlequah Community Playhouse, a member must meet the following qualifications.

- a. Must be at least twelve (12) years of age.
- b. Must have paid annual dues in accordance with by-laws or have purchased season tickets.
- c. Must have participated (regular meeting attendance, production activities to include concessions, box office, etc.) in at least one regular season (defined as September 1 through May 31) production or been a committee chair OR an active member of a committee during the current or prior season
- d. No member may have more than one vote and no member may vote by proxy.

**Section 4. Meetings** General meetings of the corporation shall convene each month unless otherwise determined by a vote of the membership.

- a. A quorum for the monthly or any special meetings called shall consist of 25% of the paid-up membership.
- b. In the event that a quorum is not reached, a 2/3 vote by those in attendance shall suspend the actual quorum figure and temporality establish the number in attendance as a quorum. This is to ensure that vital and necessary business is conducted.
- c. Special meetings of the membership may be called by the President upon need as determined by the Executive Committee, Board of Directors or upon written request by nine (9) active members. Three (3) days notice is to be given members, stating the reason for such a meeting and no other business is to be transacted.

**ARTICLE IV.  
OFFICERS AND DIRECTORS.**

**Section 1.** **Board of Directors.** The operation of Tahlequah Community Playhouse shall be controlled by a Board of Directors consisting of five (5) persons currently serving as officers of the corporation and such additional directors as the membership shall approve but not exceeding twelve (12) total members.

- a. The officers of the corporation, shall consist of a President, Vice-President/President Elect, Secretary, Treasurer and Parliamentarian and will serve on the Board of Directors during their term as officers. Term of office shall be one year (September 1 to August 31).
- b. The remaining directors shall serve a three (3) year term. Initial Board members shall draw lots to serve one (1), two (2) and three (3) year terms upon election. Each member shall serve no more than two (2) consecutive three (3) year terms.
- c. A majority of the Board of Directors shall be necessary to constitute a quorum at any regular or special meeting.
- d. The general membership can reverse any decision of the Board of Directors by a 2/3 vote of the members present at a general membership meeting.

**Section 2.** **Executive Committee.** The Executive Committee of the corporation shall consist of the President, Vice-President/President-Elect, Secretary, Treasurer and Parliamentarian .

- a. It shall be the duty of the Executive Committee to deliberate and effect any urgent business that shall come before it in the interim between and in addition to any regular or special meetings of the corporation.
- b. Except for the powers of the Executive Committee, and those powers specifically mentioned herein, all other decisions relating to the corporation shall be made by the membership of the corporation at its regular or special meetings.
- c. The Executive Committee shall meet at such times and places as the President and/or any three (3) Directors may by notice direct.
- d. A majority of the Executive Committee shall be necessary to constitute

a quorum.

**Section 3. Elected Officers and Their Duties.** The elected officers of the corporation shall be President, Vice-President/President-Elect, Secretary, Treasurer and Parliamentarian. No elected officer shall serve more than three (3) consecutive terms in the same office. Vacancies in the elective offices other than President (which is filled automatically by the Vice President/President-Elect) shall be appointed by the President, subject to the approval of membership.

a. **President:**

- 1) The President shall direct the functions of the Tahlequah Community Playhouse and ensure that all orders and resolutions of the membership and the Board of Directors are being carried out.
- 2) The President shall preside over all meetings, select appointed officers (subject to the approval of the other elected officers), appoint or approve all committee chairman not otherwise provided for in these by-laws and be an ex-officio member of all committees with exception of the Nominating Committee.

b. **Vice-President/President-Elect:**

- 1) The Vice President/President-Elect shall perform the duties of the President in their absence and automatically succeed to the office of President in the coming season and/or should that office become vacant
- 2) The Vice President shall also act as Membership Chairman, keeping an up-to-date list of all paid members and level of membership.
- 3) The Vice President shall publish a roster of paid up members by no later than the November membership meeting.

c. **Secretary:**

- 1) The Secretary shall keep an accurate record of all membership, Executive Committee and Board of Directors meetings.
- 2) The Secretary shall be responsible for any mail correspondence of Tahlequah Community Playhouse.
  - a) The Secretary shall collect the mail from the mailbox and e-mail account and disburse to appropriate officers and/or committee chairs.
- 3) The Secretary shall serve as Historian of the Tahlequah Community Playhouse.

- d. **Treasurer**
- 1) The Treasurer shall have custody of all funds of Tahlequah Community Playhouse and will keep full and accurate accounts of all receipts and disbursements, deposit funds and other valuable affects of Tahlequah Community Playhouse in depositories agreed to by the Board of Directors.
  - 2) The Treasurer will disburse funds as directed by the corporation and shall have the power to draw checks and drafts on the corporate accounts over the signature of the Treasurer alone and make proper vouchers for cash disbursements.
  - 3) The Treasurer will make a written report of all transactions and the financial condition of the corporation at all meetings.
  - 4) The Treasurer shall, at the final yearly meeting of the corporation (September), provide a written financial statement of the past year's receipts and disbursements suitable for audit by the membership and/or such auditors as appointed by the Board of Directors.
  - 5) The Treasurer shall serve as chair of the Budget committee.
- e. **Parliamentarian**
- 1) The Parliamentarian shall advise the officers and directors in the active, proper procedures during any meeting.

## **ARTICLE V COMMITTEES**

### **Section 1: Standing Committees**

- a. **Membership Committee**
- 1) The Vice-President/President Elect shall serve as the chair of the Membership Committee and shall appoint two (2) additional members subject to the approval of the membership.
  - 2) The Membership Committee shall maintain an up-to-date list of all active members and shall be prepared to call roll and record votes in the event of a standing vote.
  - 3) The Membership Committee shall develop and implement an annual membership drive.
  - 4) The Membership Committee shall develop and submit a proposed budget to the Budget Committee.
  - 5) The Membership Committee shall submit a written report to the membership at the final annual meeting.

**b. Budget Committee**

- 1) The Treasurer shall serve as the chair of the Budget Committee. Additional members of the Budget Committee shall be made up of Appointed Officers (Publicity Chair, Box Office Chair, Social Chair, Play Reading Chair).
- 2) The Budget Committee shall develop an annual written budget to be submitted to the general membership at the October meeting. The budget will be subject to membership approval at the November meeting.
- 3) Line items shall include, but not be limited to,

**EXPENSES:**

Publicity -- membership in organizations promoting local events paid advertisement, postage, supplies, T-shirts

Box Office -- tickets, season tickets, postage, supplies

Social -- activity budget

Erwin Award Banquet (catering, space rental, decorations, trophies, etc.) supplies

Play Reading -- Scripts, royalties, set, costumes, props, etc. per individual play

Membership -- membership drive expenses to include promotional materials, supplies, activities, postage

Concessions

Insurance

Production/Rehearsal Space Rental

Scholarship

Storage Rental

**INCOME:**

Publicity -- sale of promotional items

Box Office -- tickets, season tickets

Social -- Banquet and activity income

Memberships and Dues

Concessions

Donations

Fund-raisers

- 4) The Budget Committee shall meet every other month to review current budget status and recommendations for any change. A written report of any recommended changes shall be submitted to the membership at the following monthly meeting. All changes shall be subject to the approval of the membership.

**c. Publicity Committee**

- 1) The Publicity Committee shall arrange all publicity for the corporation by notifying the Chamber of Commerce, all newspapers, etc.
- 2) The Publicity Committee shall arrange for development and disbursement of all flyers, programs, etc. for each production of the corporation.
- 3) The Publicity Committee shall submit a publicity budget for each production in cooperation with the director(s) to the budget committee.
- 4) The Publicity Committee shall be responsible for providing copies of all pertinent publicity releases, flyers, programs, etc. to the historian (secretary) of the corporation following each production.
- 5) The Publicity Chair shall make a final written financial report to the treasurer and membership following each production.

**d. Box Office Committee**

- 1) The Box Office Committee shall keep a mailing list of patrons/members and see that flyers are mailed out to them before each production.
- 2) The Box Office Committee members shall serve as Box Office or appoint someone to do so, selling tickets at each performance and keeping a detailed account of money received and total attendance.
- 3) The Box Office Committee shall see that tickets are available for each production.
- 4) The Box Office Committee shall be responsible for dispersing tickets to the cast and members (to be sold), selling season tickets and any group sales.
- 5) The Box Office Committee shall make a final written financial and attendance report to the treasurer and membership following each production.

**e. Social Committee**

- 1) The Social Committee shall be responsible for organizing all social events, not to include cast parties, of the corporation. These event shall include, but not be limited to, the Annual Erwin Awards Banquet, holiday celebrations, etc. and, in cooperation with the Publicity Chair, participation in local, state and national events pertinent to the purpose of the corporation.
- 2) The Social Committee is responsible for informing the membership when and where such events will take place.