

Mission Statement For The Coast Drama Team

Vision and Purpose For Building A Christian Theater Company

- 1) **Being a good example in word and deed.** Mathew 5:14 “You are the light of the world. A town built on a hill cannot be hidden. ¹⁵ Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. ¹⁶ In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.”
- 2) **The goals of a drama team should start with proper motives.** The priorities of any Christian ministry should be centered around Christ centered attitudes that show the attributes of Biblical love. 1 Corinthians 13:4-7 gives us a view of unconditional love to build a foundation of true ministry to each other as well as the world. The board of directors will at all time be accountable to good leadership qualities as they are responsible for setting good examples to the younger cast and production crews.
- 3) **Ephesians 5:21 “Submitting yourselves one to another in the fear of God.”** As creative gifts from God all who participate carry equal important and equal value to Him. Teaching this value helps the theater company gain confidence and learn important life lessons.
- 4) **Being ready to learn and grow.** No matter what the proficiency or experience being ready to learn and grow. Proverbs 1:5 “A wise man will hear and will increase learning, and a man of understanding shall attain unto wise counsel.”
- 5) **Forming Board and leadership core.** Proverbs 15:22 “Without counsel, plans go awry, But in the multitude of counselors they are established.” Equal partners in the decision making processes is very important.

Mendocino Coast Musical Theatre

Bylaws

PURPOSES AND AIMS

Section 1. The Association is a voluntary, incorporated, non-profit association of persons.

Section 2. Said Association is organized exclusively for charitable, educational, scientific and entertainment purposes, including for such purposes, the making of distribution to organizations that qualify as exempt organizations under section 509(a)(2) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

Section 3. The purposes of the Association shall be to further the education of and provide entertainment to its members and the community in the area of dramatic arts with specific emphasis being on the art of musical theatre production. In addition, the Association intends, to the extent income from musical theatre productions exceeds expenses, to provide financial support to educational institutions, and to provide scholarship aid for qualified students who intend to take courses in drama, music and dance.

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an Association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

MEMBERSHIP

Section 1. Membership in the Association shall be open to all persons, without discrimination, who are interested in the purposes and aims of the Association, who are willing to subscribe to the Bylaws, and who are otherwise qualified under the provisions set forth in the Bylaws.

Section 2. Qualifications for Membership

(a) Possession of theatrical talent shall not be a qualification of membership since it is the belief and policy of the Association that any individual has something to contribute to musical theatre production.

(b) An expressed interest and willingness to work in some aspect of musical theatre production.

(c) Continued membership in the organization after the first year shall be contingent upon the following criteria:

1. Active participation (either on stage or backstage) in some capacity (to a level of effort acceptable to the Board of Directors) with the productions and/or activities of the Association within the past three years, or

2. Active participation as an elected officer or appointed committee chairman of the Association for the previous year.

(d) Payment of all dues and assessments as required by the Bylaws.

Section 3. Duties of Members

(a) Active participation in the events of the organization including general meetings, social events, ticket sales, advertising solicitations, and/or productions within the past three years.

(b) Service on committees or service as committee chairperson when requested by the officers of the Association.

(c) Punctuality at rehearsals and a sober and professional attitude when at rehearsals and during productions.

(d) Responsibility and liability for any property owned, leased or borrowed by the group which is in their possession.

(e) Offering suggestions for the improvement of the Association.

ARTICLE IV -- ORGANIZATION AND MANAGEMENT

Section 1. Functions of the Board of Directors The property, business and affairs of the Association shall be managed by a Board of Directors, the main functions of which shall be to:

(a) Set forth all organizational policies and procedures in a standardized fashion.

(b) Conduct the normal business operations of the Association including approval of administrative and production budgets, and selection of production staff to include Producer, Director, Music Director and Choreographer.

(c) Organize and conduct regular Board meetings.

(d) Organize and conduct yearly election of Board of Directors.

(e) Determine stipend positions and levels. A Board member may not vote related to a stipend issue for which they are being considered or currently occupy.

(f) Select shows for production.

(g) Refuse membership or revoke membership of those not adhering to the Bylaws.

(h) Explore relationships with other groups, individuals, and governmental organizations which may be to the Association's benefit.

(i) Acquaint the members with the duties and benefits of membership.

Section 2. Board Composition and Responsibilities The Board of Directors shall be composed of seven (7) members and shall include the President, Vice President, Secretary, Treasurer and three officers at-large. The duties of the members of the Board of Directors are as follows:

(a) President -- presides at all General and Board of Directors meetings, establishes times for special meetings, makes appointments to committee offices, and officially represents the Association internally and externally.

(b) Vice President -- presides in absence of President at meetings, replaces President when that office is vacated before the end of a term, and performs special duties as assigned by the President.

(c) Secretary -- maintains minutes of meetings and committee assignments, collects and distributes incoming correspondence, notifies Board members of meetings, and schedules special guests at Board meetings.

(d) Treasurer -- keeps accounts, pays bills, and has power to sign checks subject to limits and signatory rules approved by the Board. The Treasurer also prepares and presents monthly and annual reports of financial activities and status. The fiscal year of the Association shall be the calendar year unless the Board of Directors shall otherwise determine.

(e) Officers At-Large -- Chair or serve on standing or ad hoc committees, and/or perform special duties as assigned by the President.

Section 3. Elections

All members of the Board of Directors shall be elected by the paid membership and shall assume office on January 1 following the election. Only members of the Association will be eligible for election as officers. No member who is an officer of another community theatre group may be eligible for membership on the Board of Directors of MMT.

Section 4. Board Vacancies

In the event of a vacancy in the Board of Directors, the President is empowered to appoint any member of the Association to complete the remainder of the term subject to the concurrence of a majority of the Board of Directors.

Section 5. Removal from Office

(a) Any officer who misses four total or three consecutive regularly scheduled Board meetings within a calendar year shall forfeit his or her membership on the Board. Removal from office

may be repealed, on a case by case basis, by a two-thirds (2/3) vote of the remaining Board members present and voting at a regular or special Board meeting.

(b) Any officer who is not performing his or her duties as outlined in these Bylaws and interpreted by the Board shall be subject to removal from the Board upon two-thirds (2/3) vote of the remaining Board members present and voting at a regular or special Board meeting. Such officer shall have the opportunity to attend the meeting.

(c) Resulting vacancies shall be filled according to Article IV, Section 4 of these Bylaws.

Section 6. Standing Committees

The following standing committees and their activities are subject to oversight and approval by the Board and will report regularly to the Board on their activities. Standing Committee members, with the exception of the chairpersons, are to be selected by the chairpersons.

(a) Newsletter Committee -- coordinates the contents, publishes, and distributes the membership newsletter.

(b) Elections Committee -- recruits candidates for Board office, and prepares and mails ballots. The chairperson will secure at least two election tellers, including no members of the Board or candidates for election, whose duty shall be to count ballots and announce the results of the elections.

(c) Membership Committee -- maintains up-to-date membership list, recruits members, and serves as liaison to members on membership issues.

(d) Publicity Committee -- coordinates all publicity promoting the Association, its activities and productions.

(e) Scholarship Committee -- formulates selection criteria for scholarship candidates and submits candidates for scholarships subject to approval of the Board. Serves as liaison to Montgomery College officials.

(f) Rules and Bylaws Committee -- recommends new rules or rule changes, proposes amendments to Bylaws, and receives and forwards suggestions from members to the Board.

(g) Technical Committee -- oversees and maintains the physical property of the Association (including the storage, disposition, and loan of technical equipment, costumes, and props), and establishes priorities for procurement.

(h) Historical Committee -- responsible for the archives of the Association, including all posters, flyers, programs, pictures, reviews, and articles.

(i) Administrative Records Committee -- keeps all administrative records of the Association. Where data can be captured, these records will be maintained on a central computer, to include Bylaws, minutes of Board meetings, rules and procedures, position descriptions, membership lists, volunteer lists, and financial records.

Section 7. Ad Hoc Committees

Ad Hoc committees may be established from time to time to study or cope with special problems. The chairpersons of these committees will be appointed by the President.

Section 8. Production Staff

Key production staff, including crew chiefs, will be appointed by the Producer of a specific production for the duration of said production. These appointments are subject to the approval of the Board of Directors.

ARTICLE V -- MEETINGS AND VOTING

Section 1. Meetings

(a) General Membership Meetings General membership meetings may be held at a time and place to be designated by the Board of Directors for the transaction of such business as may properly come before the general membership.

(b) Board of Directors Meetings

1. Meetings of the Board of Directors will be held on a regular basis.

2. Members may attend, observe and offer comments during a meeting of the Board of Directors, but only Board members may vote.

3. Unless otherwise specified in these Articles, a majority vote of those present and voting will decide an issue.

4. Four of the seven officers of MMT shall constitute a quorum of the Board of Directors. No business may be conducted in the absence of a quorum.

(c) Minutes of all general and Board of Directors meetings will be available within one week of the meeting date to all members upon request from the Secretary.

Section 2. Voting

(a) Only members in good standing may vote at general meetings.

(b) Voting by proxy at Board or general meetings will be allowed according to the rules for this procedure established by the Board of Directors.

ARTICLE VI -- CONTRACTS, LOANS AND BANK ACCOUNTS

Section 1. Contracts and Disbursements

The Board of Directors may authorize any officer or member, in the name of and on behalf of the Association, to enter into any contract or execute and deliver any instrument, or to sign or countersign checks, drafts or other orders for the payment of money or notes or other evidences of indebtedness, and such authority may be general or confined to specific instances; and, unless so authorized by the Board of Directors, no officer or member shall have the power or authority to bind the Association by any contract or engagement or to pledge its credit or to render it pecuniarily liable for any purpose or to any amount. Said authorization must be in writing.

Section 2. Loans

No loan shall be contracted on behalf of the Association and no negotiable paper in connection therewith shall be issued in its name unless authorized by vote of the Board of Directors. When authorized by the Board of Directors, any officer of the Association may effect loans and advances at any time for the Association from any bank, trust company or other institution, or from any firm, corporation or individual, and for such loans and advances may make, execute and deliver promissory notes, bonds, or other certificates or evidences of indebtedness of the Association. Such authority may be general or confined to specific instances. Said authorization must be in writing.

Section 3. Deposits

All funds of the Association shall be deposited to the credit of the Association in such banks, trust companies or other depositories as the Board of Directors may select; and for the purpose of such deposit, the President, or any other officer to whom such power may be delegated by the Board of Directors may endorse, assign and deliver checks, drafts and other orders for the payment of money, which are payable to the order of the Association.

ARTICLE VII -- DISCIPLINARY ACTION

Section 1. Member Suspensions and Expulsions The Board of Directors shall have the power in its discretion to suspend or expel a member who fails to conduct himself or herself in accordance with these Articles. The Board of Directors shall not take any disciplinary action against a member until at least ten days notice has been given in writing to the member, until a hearing has been held at a meeting of the Board of Directors to consider such complaint, nor unless at least two-thirds (2/3) of the Board of Directors vote in favor of such action. Such notice shall state in detail the complaint against the member, the time and place of the meeting of the Board of Directors at which the complaint will be considered, that the member may

make such answer to the complaint as he or she deems fit, and that he or she may attend the Board of Directors meeting and be heard. If such member is also a member of the Board of Directors, such member shall not be permitted to vote.

Section 2. Effective Date and Appeals

The decision of the Board of Directors in disciplinary matters shall be effective immediately. The Board's decision may be appealed to the full membership at the next general meeting or at a special meeting called for the purpose of considering such appeal; provided that the appeal is filed in writing with the President within ten (10) days of the Board's ruling. The Board's decision shall be overruled or modified only by a vote of three-fourths (3/4) of the members present and voting at said meeting.

Section 3. Member Rights

Until the effective date of resignation, suspension or expulsion of a member from the Association, such member shall have every right and be under every obligation established by these Articles and all rules and regulations issued thereunder, and thereafter such member shall have no rights whatsoever to any of the assets of the Association.

ARTICLE VIII -- NOTICES AND WAIVERS

Section 1. Notices

Unless otherwise provided in these Articles any notice required to be given under these articles may be given by mailing. Such notices shall be deemed to be given at the time of such mailing.

Section 2. Waivers

Any member of the Association and any member of a committee of the Association entitled to any notice under these Articles may waive any such notice.

ARTICLE IX -- AMENDMENTS

Section 1. Authorization

These Articles shall be subject to amendment, alteration or repeal by the affirmative vote of two-thirds of the members of the Association present and voting (or voting by proxy or mail).

Section 2. Notification

No amendment, alteration or repeal of these articles shall be voted on unless the substance of the proposed amendment, alteration or repeal shall have been available to the members for a period of ten days. The membership must be notified either at a general meeting or through mailing of the availability of said amendments.

ARTICLE X -- COMPLIANCE WITH STATE LAWS AND REGULATIONS

In the event that any conflict arises between these Bylaws and (1) the laws of any state, or (2) the regulations of any public governmental authority duly empowered by law to issue such regulations, these Bylaws are to be construed in such a manner as to comply with such laws and regulations.

ARTICLE XI -- DISSOLUTION

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XII -- ACCEPTANCE OF BYLAWS BY MEMBERS

By paying their dues, each member signifies his/her acceptance of these Articles and any amendments thereof and of such rules and regulations as may from time to time be promulgated under these Articles, and hereby waives any and all claims and demands of any nature, past, present, and future, against the Association or any member of the Association, or any former member, or any officer, employee, committee, or individual for any action taken in good faith pursuant to these Articles.