

BY-LAWS  
of  
The Joliet Drama Guild

Article I

*Quorum*

A quorum of the membership of the Joliet Drama Guild shall be one-third of the active membership.

A quorum of the Board of Directors shall be 1/2 of the members +1.

Article II

*The Duties of the Executive Committee*

The Executive Committee shall perform the duties commonly accepted and additional duties as listed below:

1. President:

- a. Shall be the legal head of the organization.
- b. Shall act as moderator for all Board, Staff & Organizational meetings.
- c. Shall be ex-officio member of all Departments.
- d. Shall set agendas for all meetings and give to secretary 24 hours in advance of the schedule meeting.

2. Vice-President:

- a. Shall assume the duties of the President if absent.
- b. Shall be the official head of any Benefit functions.
- c. Shall be liaison & spokesperson of the Executive Committee to the Staffing Officials.
- d. Shall be ex-officio member of all Departments.

3. Treasurer:

- a. Shall keep a record of all financial transactions and commitments.
- b. Shall receive all monies and deposit same in the banking institution designated by the Board.
- c. Shall honor all requisitions from Board members up to the sum of \$499.
- d. Shall obtain approval from the President any requisitions from the Board in the amount of \$500 or above.
- e. Shall prepare monthly financial reports for the use of the Staffing Officers & Executive Committee.
- f. Shall be the representative of the organization in all legal financial transactions.
- g. Shall prepare fiscal & year-end reports.
- h. Shall be ex-officio member of all Departments.
- i. Shall secure mail received at the residence of the Guild.

#### 4. Secretary

- a. Shall record the minutes of the Board meetings.
- b. Shall submit copies of such minutes to all members present at such meetings.
- c. Shall be the official correspondent of the Guild for external affairs.
- d. Shall prepare agendas for all meetings.
- e. Shall maintain all legal documents not pertaining to financial issues.
- f. Shall maintain all files & correspondence pertaining to the Board of Directors.
- g. Shall prepare slates for all elections.
- h. Shall be ex-officio member of all Departments.

### Article III

#### *The Duties of the Board of Directors*

#### SECTION A.

The Executive Committee shall have as their priority duties the activities as specified in Article II, Section A, Paragraphs 1-4.

#### SECTION B.

##### The Board Members

The Board shall be responsible for the financial base of the Guild. They shall perform the duties commonly accepted and additional duties as listed below but not limited to:

1. Shall actively seek out new Guild members and supporting subscribers.
2. Shall investigate all avenues of resources such as Federal and State grants, donations, etc.
3. Shall recommend to the active membership methods and means of fund raising.
4. Shall plan and carry-out benefit functions.
5. Shall establish in cooperation with the Staffing Officers the Operational Budget for each Department for each fiscal year.

#### Article IV

##### *The Duties of the Staffing Officers*

#### SECTION A.

The Staffing Officers shall hold one of eight positions as follows; CALLBOARD Editor, Membership Chairperson, House Manager, Play Selection Chairperson, Corporate Sponsorship Chairperson, Group Sales Chairperson, Publicity Chairperson, and Facilities Manager. Their duties shall be as follows but not limited to:

1. Shall have the control of the financial aspects of their own departments, and must operate within their own Operational Budget.
2. Shall have the supervisory responsibility to insure the continued & satisfactory operation of each department assigned to them.
3. Shall appoint each departmental staff, and has the ultimate responsibility for each job function contained within their department.
4. Shall have the alternative to function in any sub-department capacity as they would desire, and is charged with the goal of professionalism, in all areas.
5. Shall not enter into any contracts or incur any financial obligations beyond their Operational Budget without the authority of the Board of Directors.
6. Shall have the power to adopt such rules as may be necessary for the conduct of the work entrusted to them.

#### SECTION B.

The responsibilities of each Officer shall be as follows but not limited to:

- 1, CALLBOARD Editor:
  - a. Final layout of "CALLBOARD"
  - b. Mailings on a regular, timely basis
  - c. Printing of "CALLBOARD"
  - d. Updating of mailing list (in conjunction with membership chairperson)
  - e. Contact with other theatrical groups in the area to co-advertise productions.

2. Membership Chairperson
  - a. Membership Applications
  - b. Recruitment at all Guild functions
  - c. Outside recruitment
  - d. Management of files
  - e. Management of Mailing/Phone list (passed on to CALLBOARD Editor)
  - f. Tracking of dues & fees collected (passed on to the Treasurer)
  
3. House Manager
  - a. Reservations of reserved seating of each show
  - b. Admittance of patrons to all Guild functions
  - c. Accurate count of attendance to all Guild functions (i.e. #comps, #season tickets, #full price, #student/senior, #discounted/group)
  - d. Arranging, scheduling, and training for ticket/box officer staff
  - e. Arranging, scheduling, and training of ushers for each performance
  - f. Balancing of moneys brought in with relation to tickets sold
  - g. Turning in all moneys to Treasurer in a regular and timely fashion.
  - h. Downloading of phone messages in a regular timely basis and distributing to necessary parties
  
4. Play Selection Chairperson
  - a. Developing a committee to read and select a slate of shows for the upcoming season for the membership to vote on
  - b. Taking requests for plays from membership
  - c. Ordering scripts based on above said requests
  - d. Overseeing that all committee personnel read all plays submitted
  - e. Quarterly updates to Board with regard to the current list of plays in consideration
  - f. Presenting final selection of slate in the time frame determined by the board
  - g. Presenting qualified candidates for directing to the Board.
  
5. Corporate Sponsorship Chairperson
  - a. Community involvement with independent businesses to promote sponsorship of a particular show, season, or the group in general.
  - b. Acting as representative for the group to solicit advertising for programs of each Guild performance.
  
6. Group Sales Chairperson
  - a. Community involvement with larger groups to solicit group sales (i.e. churches, school field trips, booster clubs, etc.)
  - b. Handling of pre-purchased tickets, with all monies collected to be turned in to Treasurer in a timely fashion.
  - c. Coordinating with House Manager to secure adequate seating with regard to

large groups.

7. Publicity Chairperson

- a. Keep an accurate and up-to-date listing/database of all contacts to be used for publicity purposes for the Guild.
- b. Contact of such peoples as deemed necessary (to be determined in conjunction with a performance's Director), but not limited to:
  - i. Performance schedules
  - ii. Audition notices
  - iii. Scheduling of press releases
  - iv. Reviews of performances
- c. All contact with outside peoples shall be made in a timely event, so as to adequately promote any guild function.
- d. Working with Directors of individual performances and the Corporate Sponsorship Chairperson to print programs which include all necessary information and are appealing to our audience base.

8. Facilities Manager

- a. Assist all other Board members in whatever capacity is deemed appropriate and needful.
- b. Oversee technical aspects of Guild functions and assist the Director/Producer in recruitment of additional technical staff.
- c. Upkeep of Guild storage areas at Bicentennial Park.

SECTION C.

Each Board member, in keeping with the purpose of the Guild, whenever applicable, shall recruit the assistance of other Guild members.

SECTION D.

Executive Committee members shall act as Liaisons to the following Staffing Officers:

1. **Vice-President**

- a. Play Selection Chairperson
- b. Publicity Chairperson
- c. Facilities Chairperson

2. **Treasurer**

- a. House Manager
- b. Corporate Sponsorship Chairperson
- c. Group Sales Chairperson

3. **Secretary**

- a. CALLBOARD Editor
- b. Membership Chairperson

4. **President**

- a. Oversee other Executive Board Members
- b. Answerable to all Guild Membership

Article V

*Amendments*

These By-Laws may be amended at any general meeting by a two-thirds vote of all active members present or by a majority vote of the Board.

Article VI

The authority for governing all business procedure shall be ROBERTS RULES OF ORDER, REVISED.