

CONSTITUTION
OF
THE JOLIET DRAMA GUILD

**ARTICLE I
NAME**

The name of this organization shall be THE JOLIET DRAMA GUILD, hereinafter known as the "GUILD".

The organization shall operate under charter from the State of Illinois as a not-for-profit corporation.

**ARTICLE II
PURPOSE**

SECTION A.

The purpose of this organization shall be the artistic production of plays of merit; to foster and encourage the development of dramatic & technical expertise among members; to promote the interest in theater among people of all ages in the community; to amplify membership & material support in theater.

SECTION B.

The "Guild" shall present for public view as many theatrical productions per annual season as feasible in compliance with the aforesaid purpose. The term "annual season" shall be known as that period of time between September first of one year until August 31st of the following year.

**ARTICLE III
PARTICIPATION**

SECTION A. (Classifications)

Supporting participation in the "Guild" shall be one of two classifications, the requirements & privileges of each shall be as follows:

Annual Membership:

May participate in any Guild-sponsor activity.

Benefits to include, but not limited to:

1. Receipt of Guild newsletter (CALLBOARD)
2. Audition notices
3. Invitation to Guild opening night receptions
4. Invitation to Guild special events
5. Voting privileges
6. Inclusion of mailing/phone list
7. Eligibility of Board Committee Membership

8. Notation of membership in program for production's cast and crew

Supporting Subscriber:

Financial benefactor to the Guild for a term of one season.

Benefits to include, but not limited to:

1. Listing in season's production playbill
2. Receipt of Guild newsletter (CALLBOARD)
3. Invitation to Guild opening nights
4. Invitation to Guild special events

SECTION B (Fees & Dues)

Any adjustment of fees and dues to improve the livelihood of the Guild as a whole shall be made at the discretion of the Board of Directors. These alterations shall be ratified as amendments to the Constitution by majority vote of the entire Board of Directors, and may be reviewed once a year.

Fees or dues shall be payable to the Guild at the beginning of each annual season or at time of membership. Fees shall be reviewed annually by the Board of Directors.

Members shall be notified 30 days in advance of their anniversary date that their membership is due to be renewed. Memberships past due 30 days beyond the anniversary date shall be notified that their membership has lapsed. Subsequent nonpayment of dues within 30 days of notification shall result in loss of membership and its privileges.

Annual Membership

\$10 Single / \$15 per Couple

Supporting Subscriber

1. Friend (Puck) \$25 - \$49
2. Booster (Juliet) \$50 - \$99
3. Patron (Falstaff) \$100 - \$249
4. Sustainer (Portia) \$250 - \$499
5. Angel (Hamlet) \$500 +

**ARTICLE IV
MANAGEMENT**

SECTION A. (Structure & Hierarchy)

The management of the "Guild" shall be under the control of the Board of Directors, hereinafter known as the "Board", consisting

of four executive Officers & five Staffing Officers, all of whom are voted onto the Board by a General Election.

1. Board of Directors

Members of the "Board" shall appoint by majority vote the Officers of the Executive committee. The Executive Committee shall be as follows:

- a. President
- b. Vice-President
- c. Treasurer
- d. Secretary

2. Staffing Officers

Members of the "Board" shall appoint by majority vote the staffing officers of the Guild. Candidates shall be considered upon recommendation of the Executive Committee & shall be members, responsible to the entire Board of Directors. The Staffing Officers shall be as follows:

- a. CALLBOARD Editor
- b. Membership Chairperson
- c. House Manager
- d. Play Selection Chairperson
- e. Corporate Sponsorship Chairperson
- f. Group Sales Chairperson
- g. Publicity Chairperson
- h. Facilities Manager

SECTION B. (Term of Office)

Any active member, eighteen (18) years of age or older may be elected to the Board of Directors.

~~The term of office for the members shall be one year. All Board positions shall be elected each year.~~

The members of the Executive Committee and the Staffing Officers shall serve one year terms of office, and may succeed themselves.

SECTION C. (Fiscal Year)

The business year of the Guild shall begin on the calendar date of September 1 and shall continue through the date of August 31.

SECTION D. (General Elections)

Every year a "General Election" shall be held. Prior to February 15th a nominating

committee shall be established by and from the Board to obtain candidates for the Board. The nominating committee will also accept recommendations from any active member. These recommended candidates must meet the eligibility requirements as specified above.

The Secretary shall prepare a slate of all eligible nominees and present same to the voting membership. Voting shall be taken by secret ballot. The ballots shall be publicly counted and Board Officials shall be elected by majority vote of the voting members.

SECTION E. (Special Cases)

In the event that, after a General Election, no newly-elected member of the Board served on the Board during the previous year, the Board membership shall be temporarily expanded, for the duration of the coming year, by one member. This Board position will be offered to one member of the previous Executive Committee in the following order: President, Vice President, Treasurer, and Secretary. This would be a voting position equal in rights and responsibilities to the other Board positions. In the event that all members of the previous Executive Board decline or are unable to serve, the Board will revert to its usual number of positions.

SECTION F. (Duties of the Board of Directors)

1. The Board of Directors shall have policy development and supervisory duties as follows:

a. The Board may purchase, acquire, and dispose of such property as may be necessary to carry out the purpose of the Guild; may hold or dispose of such property, real or personal, as may be given, devised or bequeathed to the Guild and entrusted to its care and keeping; and may manage, control and utilize same, subject to the approval of the active membership of the Guild.

b. The Board shall have the power to fill all unexpired terms that may occur in their body.

c. No contract, debt or obligation shall be binding unless under the authority of the Board.

d. The Board shall meet on a monthly basis during the first week of each month.

e. The Board shall have final approval of all programs, productions, and events.

f. Every Board member shall be

appointed and hold a position on either the Executive Committee or as a Staffing Officer.

2. Board members are required to attend all Board meetings. Undue absences shall be handled as follows:

a. A Board member absent for 3 consecutive meetings will be issued a letter from the President reminding that member of their responsibilities. In said letter the President will also ask if the member intends to fulfill their obligations or should they be replaced due to other commitments because other commitments now require the Board member to be unable to fulfill their obligations.

b. A Board member who misses four meetings in a twelve month period will be issued a letter from the President informing that they have been dropped from the Board of Directors, with the approval of two-thirds vote of the Board. Any individual dropped from the Board of Directors for failure to attend meetings will be ineligible to run for election to the Board for a period of one year following their dismissal.

ARTICLE V MEETINGS

SECTION A. (General Meetings)

The Guild shall meet as whole semiannually, conditions permitting, but at least annually. The first of which will be held early in the year, the second being held mid-year. The Board shall publish notification of said meeting at least one month prior to the meeting date.

SECTION B. (Special Meetings)

Special meetings may be called by any one member of the Board or by petitioning one-fourth of the voting membership, provided notice of the special meeting is given to the active membership twenty-four (24) hours in advance by telephone, or seventy-two (72) hours in advance by mail, or by one published notification.

ARTICLE VI AMENDMENTS

This constitution may be altered or amended by a written vote of the majority of the voting membership of the Guild, provided such alteration or amendment shall have been approved by the Board and notice of such alteration or amendment has been mailed to each voting member at least two weeks prior to

specific meeting date. Notification is to be in written ballot form which may be returned and counted at the designated meeting. The Board may also alter or amend this Constitution by majority vote.

ARTICLE VII BY-LAWS

The active membership or Board may adopt such By-Laws as are consistent with this Constitution and with the Constitution and By-Laws of the State of Illinois.

Revision #2

8.14.98

as amended Oct. 2002 and Jan. 2003