

DRAMA DOCK BY-LAWS

AMENDED – September 2010

ARTICLE I – NAME

The official name of the organization shall be Drama Dock which is registered and shall function as a non-profit organization under IRS law 501(c) (3).

ARTICLE II – PURPOSE

Drama Dock shall act as a coordinating, educational and service organization to promote, encourage and increase the knowledge, appreciation and practice of theatre including drama, comedy and musical performances, for members of the adult and juvenile Vashon community.

ARTICLE III – MEMBERSHIP

Membership

Membership is open to any person who will support the purpose of Drama Dock and pay dues as outlined herein. Any person acting in a Drama Dock production must become a member of Drama Dock.

Dues and Categories

Membership is established by the payment of dues. The annual membership fee and categories of memberships (active, student, senior, patron, etc.) shall be set or adjusted by the current Board of Directors. The membership payment is due after the annual meeting, members who join six months later pay 50% of the dues of the current year.

Annual Meeting

A regular Annual Meeting of members shall be held on Vashon Island, in the month of September, at such time and place as the Board directs. It shall be the duty of the Secretary to give proper notice to members of record at least two weeks prior to such Annual Meeting.

ARTICLE IV – BOARD OF DIRECTORS

Election and Membership

The Board of Directors shall be elected to a one year term by the membership at the Annual Meeting. If a vacancy occurs during the year it shall be filled by the President acting with the approval of a majority of the remaining Board members.

The Board of Directors shall serve without pay and shall include the following officers: President, Vice President, Secretary and Treasurer plus up to seven other members drawn from the membership who shall be approved at the Annual Meeting.

Duties of Officers

The President shall preside at all Board meetings and perform other duties as associated with the office. The Vice President shall assume the duties of the President in case of his absence. The Secretary shall be responsible for the minutes of the Board and at general membership meetings. The Secretary shall keep a record of all approved minutes and send out copies of minutes to the Board members. The Treasurer shall collect and have charge of all Drama Dock funds and disburse all funds by check. The Treasurer shall propose and keep records of the organization's approved budget, shall prepare financial reports as needed and maintain the organizations contracts.

ARTICLE V – COMMITTEES

The members of the Board of Directors or other membership individuals shall chair the following committees for specified terms (one year unless otherwise agreed by the Board). Membership individuals who chair a committee shall report to the Board of Directors during a Board meeting without having a voting power as a Board member.

Committees include:

Play Selection & Performance Space: Prepare a recommended slate of candidate productions and coordinate with other Vashon organizations to establish the calendar for play presentation and obtain performance space or sites for Drama Dock's planned next year of performances.

Artistic Director: Coordinate all aspects of production, proposing and monitoring production budgets, selection and supervision of production staff. Coordinate opening night parties and front-of-house.

Membership/Volunteer: Propose and collect the level of dues; propose ticket and season prices; establish complimentary and benefit policies including amount(s) to be a sponsor. In addition:

- Recruit members and volunteers and keep a database of them.
- Contact volunteers when needed.
- Plan annual and any other membership meetings.

Fundraising/Educational: Organize fundraising events and write requests for grants. Develop and coordinate special events such as play readings, workshops, lectures, group theatre outings, children's theatre, Strawberry Festival & Summer Art Festival activities. Coordinate scholarship programs.

Advertising/Marketing: Promote and advertise performances, prepare programs, newsletters and brochures. Develop community sales poster/material and printing the tickets. Maintain the advertising archives.

Long-term planning: Update contracts and, if needed, By-Laws or other policies. Plan the financial and artistic goals of Drama Dock for the following 5 years. Organize storage sites for sets, costumes and other equipment.

ARTICLE VI – VOTING & QUORUM

A majority of Board members represented either in person or by proxy signed by the Board member or by telephone conference call shall be required to pass a motion at Board meetings. Half of the elected Board members shall constitute a quorum at Board meetings. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

One third of Drama Dock members of record represented either in person or by proxy signed by the member shall form a quorum at the Annual Meeting of members. A simple majority of those present or represented by a signed proxy shall pass a motion at the Annual Meeting.

ARTICLE VII – ORDER OF BUSINESS

In case of conflicts the Roberts Rules of Orders shall be the reference for the conduct of all meetings of Drama Dock.

ARTICLE VIII – FISCAL POLICIES

The fiscal year of the Board shall be October 1st to September 30th.

Under the non-profit status of IRS law 501(c) (3) no part of any net earnings shall be used to benefit or shall inure to any private member except that the Board may authorize the disbursing of funds in the form of awards, grants, honoraria, scholarships, grant-in-aid, etc. to any worthy person or organization. Under such non-profit law the payment of reasonable compensation by a tax-exempt organization for services rendered by an individual shall not constitute private inurement.

ARTICLE IX – CONFLICT OF INTEREST

Any member of the Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily recuse him/herself and refrain from discussion and voting on said item.

ARTICLE X – AMENDMENTS

These by-laws may be amended by a two-third vote of dues paying members voting either in person or by written proxy at a regularly scheduled Board meeting provided that any proposed change language has been provided by the Board to the membership by email or US mail at least 30 days prior to such meeting and provided that a quorum of two-thirds of Board members is present at such meeting..