Woodland Productions Bylaws

Article I. Name

**Section 1.** The name of this organization shall be WOODLAND PRODUCTIONS, INC.

This is a tax exempt 501(3)(c) not-for-profit organization.

## Article II. Purpose

**Section 1.** The mission of Woodland Productions is to enable and present high quality performances in the musical and theatre arts; provide cultural enrichment, educational experiences and performance opportunities for all ages; and preserve and enhance the historic Woodland Theatre.

Article III. Organization

**Section 1**. Woodland Productions will serve as the umbrella organization for a number of separate, but interested subgroups for the performing arts, including Instrumentals, Chorus, Children’s Productions and Drama, but not excluding any additional groups.

**Section 2.** The formation of any additional groups will be approved by the Board of Directors, also referred to as the Board, and will result in the addition of a new member to the Board for each new subgroup.

**Section 3.** The organization will provide each subgroup with facilities, material, advertising, equipment, and educational enrichment opportunities to the fullest extent of its abilities.

**Section 4**. Woodland Productions does not discriminate against individuals on the basis of race, creed, color, gender, gender identity, sexual orientation, religion, national origin, familial status, age, citizenship status, veteran status or the presence of any disability in the administration of its policies, employment, volunteers, programs, or activities.

**Section 5.** If at any time the organization disbands, all assets will be dispersed according to state and federal guidelines.

## Article IV. Membership

**Section 1.** An active member is defined as anyone who has participated in any Woodland Productions effort or has donated as a Friend of Woodland at or above the “Ovation” level during the past two fiscal years ending June 30th. Only active members may vote at the annual general membership meeting.

**Section 2.** Anyone is welcome to join Woodland Productions. For any of the subgroups performances, an audition may be required. Unless it is important to the production, factors such as age, race, gender or physical capability are not considered when making decisions.

**Section 3.** Annual General membership meetings will deal primarily with election of officers and goal setting. Final decisions on specific programs will rest with the Board, which retains final approval of any and all programming.

# Article V. Executive Committee and Board of Directors

**Section 1.** The following positions make up the Executive Committee of the Board:

President, Vice President, Secretary, and Treasurer. The remaining Board consists of:

Publicity Chairperson, Instrumental Chairperson, Choral Chairperson, Drama Chairperson, Children’s Productions Chairperson, Grants/Funding Chairperson, and Facilities Chairperson. The Chairpersons of the subgroups, Instrumental, Choral, Drama and Children’s Productions, shall appoint an Alternate approved by the Board, who will serve on the Board with them for one year. Each of these subgroups shall have one vote.

**Section 2.** The Secretary, Publicity Chairperson, and Facilities Chairperson will be elected in the even-numbered years and serve a two-year term.

**Section 3.** The Treasurer and Grants/Funding Chairperson will be elected to a two-year term on the odd-numbered years. The Vice-President will be elected every year to a two-year term, serving one year as Vice-President and serving the second as President.

**Section 4.** The Chairperson of each active subgroup will be a voting member of the Board. Such Chairpersons will be elected by the general membership to a term of one year. In the absence of the Chairperson, the Alternate may cast the subgroup’s vote.

**Section 5.** Any Board member unable to attend a board meeting should notify the Board and may send a report to the meeting.

**Section 6.** The Secretary will notify Board members who miss two (2) consecutive board meetings that failure to attend the next board meeting or comply with Section 5 will result in their removal as a Board member.

**Section 7.** The Executive Committee of the Board is established and is comprised of the Board President, Vice- President, Secretary and Treasurer. The role of this committee is to organize the agenda for meetings and address any problem that comes up between meetings that cannot wait for a decision until the next regularly scheduled monthly board meeting. If the problem cannot wait for a decision until the next board meeting, the Executive Committee will consider whether to use the following options to involve the board: call an emergency meeting, use conference calling or Zoom to meet, or use email, phone or mail voting. Any action taken by the Executive Committee shall be placed on the agenda for discussion and review at the next monthly Board meeting.

# Article VI. Board of Directors: Responsibilities and Voting

**Section 1.** The Board will be comprised of eleven voting members defined as the officers in Article V, Section 1.

**Section 2.** Decisions will be the responsibility of the Board, which will meet at least every two months. Board meetings will be open to all members of the organization, but only the members of the Board are entitled to vote. All interested members are encouraged to express concerns and provide input through this channel.

**Section 3.** Voting: A quorum of members of the Board must be present to conduct the official business of Woodland Productions. A “quorum” is herein defined as a simple majority of current elected board members. All motions made at such meetings must be passed by a simple majority approval in a vote of those board members present.

A Board member may vote in person, by mail, by email or by phone. Mail, email and phone voting decisions are made through authorization of the Executive Committee per Article V, Section 7 above and would be only for a special circumstance. Mail and email voting shall include the text of the proposal to be voted on, a stated deadline for voting, and a way to designate support, opposition or abstention to the proposal. These documents will be returned to the Secretary by board members. In the case of a phone vote, the Secretary will document the phone communication and vote. The Secretary will confirm whether the proposal has passed or failed to all board members. All individual votes will be filed with the minutes. The Board will revisit and ratify any action by email/ mail/ phone at the next board meeting.

**Section 4.** The Board will make the final decisions on selection of programming and materials for these programs and on expending funds. Expenses for programs and productions are limited to available funds and require Board approval of budgets for all programs and productions. Any member of the Board or general member working for the Woodland Productions organization may be held personally, financially responsible for expenditures not approved by the Board.

**Section 5.** Those authorized to sign checks will be the Treasurer, and their designees from the Board or Board Committees.

**Section 6.** A newsletter will be sent to those on the updated general membership list at least three times a year. The responsibility for updating the list will lie with the Chairperson of each active subgroup or his designee and the Publicity Chairperson.

**Section 7.** If a position becomes open on the Board for any reason, the Board is empowered to fill that position. It is further empowered to terminate the term of office of any officer for just cause.

# Article VII. Board of Directors: Job Descriptions

**Section 1.** The President will call meetings, preside over general and Board meetings, appoint committees, set deadlines for completion of committee work, appoint necessary executive assistants, and provide agenda for meetings.

**Section 2.** The Vice President will take over for the President when necessary and shall actively participate in organizational activities.

**Section 3.** The Secretary will keep minutes, distribute Bylaws to new Board members at the beginning of their term, and at the request of the President, notify Board members of upcoming meetings by e-mail or phone at least 3 days, but no more than 7 days prior to the meeting. The Secretary shall notify Board members who have missed two (2) consecutive board meetings, without valid cause, that failure to attend the next board meeting may result in their removal as a Board member.

**Section 4.** The Treasurer will pay bills, keep books, provide change for gate, make deposits, prepare an annual financial statement, and prepare and submit information to the accountant for annual tax return.

**Section 5.** The Publicity Chairperson will be responsible to edit, assemble and mail the newsletter three or four times per year; maintain non-profit status with the U.S. Postal Service; maintain email and mailing list of members and send needed notices during the year for productions, programs or events; maintain the organization’s social media sites, including Facebook and the website; write and deliver copy for ads, radio interviews and news articles unrelated to specific productions; maintain yearly show statistics of ticket sales and dates of programs, productions and events; and maintain volunteer lists with contact information and work preferences.

**Section 6.** The Chairperson of each subgroup or their Alternate is responsible for overseeing specific details related to each production of their subgroup; must submit an annual or specific production budget to the Board for approval; and must maintain a list with contact information for all subgroup members. In joint productions, Chairpersons of all involved groups will coordinate in the decision making process.

**Section 7.** The Grants/Funding Chairperson will write grants for specific projects and capital needs, and oversee and provide technical assistance to any Woodland member who wishes to write for grant funding, following Board approval for the purpose of the grant. A committee may be formed to provide additional guidance for the grant. All grants received must be monitored by those writing the grant. Funding methods will be discussed and may involve all Board members.

**Section 8.** The Facilities Chairperson will report monthly to the Board on all facilities issues, both maintenance and grant related. The Chair will gather information and input on prospective facility upgrades and changes and make recommendations to the Board for discussion and final decision. The Chair will work closely with and provide supervision to the Facilities Manager.

**Section 9.** Any elected person may delegate any or all of their responsibilities for a specific project or production only. At the completion of such a project or production, all duties and privileges shall return to the elected officer.

**Section 10.** The Board must approve any changes or exceptions to the Woodland Production Policies and Procedures.

# Article VIII. Amendment of the Bylaws

**Section 1.** Additions and/or amendments to the bylaws must be approved by the general membership at its annual meeting.

***Last Amended and Approved June 10, 2021***