

BYLAWS OF

Culver City Public Theatre, Inc.

October 6, 2018

ARTICLE I NAME

The name of this organization is Culver City Public Theatre, Inc. (CCPT)

ARTICLE II OBJECTIVES AND PURPOSES

Section 1: Mission Statement

Culver City Public Theatre is committed to providing quality theatre, presenting classic, contemporary and original productions for all ages that enrich the local and global community.

Section 2: Objectives

- Present admission free plays in the park for all audiences.
- Workshop new plays throughout the year.
- Present holiday fundraisers and other theatre based experiences for the community.
- Educate the public about the history and craft of theatre.
- Encourage inventive and original ways of telling story.
- Unite communities of diverse people and break down barriers through theatre.

Article III ORGANIZATION

Section 1: Officers

Officers of this organization shall be elected every two years at the August Board meeting. Offices shall consist of President, Vice President, Secretary and Treasurer. Qualification for officers, with the exception of Treasurer, shall be membership in the company for at least one year prior to nomination, and membership in the year in which they serve. Once officers have been elected the officers will select job titles amongst themselves. Officers may step down from their positions at any time.

Section 2: Executive Board

The Officers shall constitute the Executive Board (Board) and shall consist of no less than two and no more than fifteen members. If the Treasurer is not a member of the organization, they will not have voting rights as a board member. One Officer may hold two positions at the same time, with the exception of President. President may only serve as President. Board Members must be dedicated to the Mission Statement and Objectives of CCPT. At its discretion, the Board shall decide how many Board seats are available by a SUPER MAJORITY vote of a quorum.

- A. **Method of Electing.** All officers shall be re-nominated at the August meeting. New nominations and seconds shall be nominated at the August meeting and shall be

received by the presiding officer. Nominees must have agreed to such nominations. In the event of their absence, consent must be provided to the presiding officer before the member's name is placed in nomination.

- B. **Balloting.** Elections shall be conducted by members present at the August meeting and before the September meeting. The announcement of the newly elected Board members shall be by email before the September meeting. New Board members will begin their positions in September.
- C. **Vacancy.** In the event of vacancy among the officers, the remaining Board members will use their discretion to fill the position.

Section 3: Executive Staff

Should any or all below positions not be filled, the duties will be assumed by the Executive Board.

- A. **Artistic Director.** The Artistic Director will drive the artistic vision of CCPT. The Artistic Director is appointed by, and works at the behest of, the Board. Their focus shall be on the artistic advancement of CCPT. Compensation for the Artistic Director is at the discretion of the Board. All proposals and decisions will be subject to Board approval. Duties include:
 - a. Curating annual artistic mission and theme for CCPT.
 - b. Presenting production choices and schedules to be approved by the Board.
 - c. Cultivating talent and artistic opportunities for CCPT.
 - d. Directing and/or choosing Directors for plays and artistic opportunities, to be approved by the Board.
- B. **Company Manager.** The Company Manager works to create and maintain organization within CCPT. They oversee the members, staff, volunteers, logistics and budget of CCPT. The Company Manager is appointed by the Board, and reports directly to the President. Compensation is at the discretion of the Board. Duties include:
 - a. Overseeing needs of members, staff and volunteers.
 - b. Managing logistics of productions and artistic opportunities for CCPT.
 - c. Working with the Artistic Director to create annual, and production specific, budgets to be approved by the Board.
 - d. Interviewing and recommending staff for hire, and managing of all General Staff.
- C. **Technical Director.** The Technical Director is responsible for the overall technical design and production process of CCPT. Duties include:
 - a. Collaborating with Artistic Director and production Directors to achieve cohesive technical plan for all performances.
 - b. Managing the function and safety of all technical equipment.

- c. Working with production producers to hire and manage all crew.

Section 4: General Staff

- A. **Grants Manager.** The Grants Manager seeks out and secures grants for CCPT. They report directly to the Company Manager. Compensation is at the discretion of the Board.
- B. **Marketing Manager.** The Marketing Manager is responsible for publicity of CCPT: including, but not limited to, flyers, website, advertising campaigns, etc. They report directly to the Company Manager. Compensation is at the discretion of the Board.
- C. **Development Manager.** The Development Manager develops and implements individual donor campaigns for CCPT with the Artistic Director and the Managing Director, to be approved by the Board. The Development Manager tracks donations and produce fundraising events. They report directly to the Company Manager. Compensation is at the discretion of the Board.
- D. **Education Manager.** The Education Manager is responsible for managing all educational workshops, classes and presentations presented by CCPT. They will strive to acquire and promote educational opportunities within schools and the community for CCPT. They report directly to the Company Manager. Compensation is at the discretion of the Board.

Section 5: Members

Any person 18 years or older may become a member of Culver City Public Theatre, Inc. upon invitation by the Executive Board. Invitations will be sent to potential members throughout the year. Membership may be granted by the Executive Board at any time. There are two options to becoming a member: 1) \$60 per year fee with no responsibilities; 2) \$15 per year fee with responsibilities as outlined below in section B.

- A. **Privileges.** Members shall be given equal privileges to include:
 - a. Members Only audition days
 - b. Invitation to play readings and workshops
 - c. Listing on the CCPT website
- B. **Responsibilities.** Members shall perform those duties as delegated by the Vice President, to include:
 - a. Participating in at least one committee.
 - b. Attending at least one Membership meeting per year
 - c. Volunteering at least 10 hours annually. Four of these hours must be applied to the Summer season. Not to include writing, acting in, or directing a show.

Section 6: Advisory Board

An Advisory Board shall be established consisting of members of the artistic and the local community.

A. Selection. Advisory Board membership shall be by invitation only and is at the discretion of the Executive Board. Advisory Board members will be invited based upon their artistic knowledge, their relationship to CCPT, Inc., and their relationship to the local community.

B. Duties. The Advisory Board shall be available to answer questions and provide advice to the Executive Committee. The Advisory Board may offer advice regarding season productions and community relations.

C. Voting. Advisory Board members do not have voting rights.

Section 7: Removal from Office/Membership

Any Executive Board Member or Executive Staff Member may be removed from office by a SUPER MAJORITY vote by the remaining members of the Executive Board. Such a vote must be cast with written ballots.

Any Member may be removed from CCPT by a super majority vote of the Executive Board.

ARTICLE IV MEETINGS

Section 1: General Meetings.

Monthly membership meeting shall be held on the 4th of each month. During months when the 4th falls on a Friday the meeting will be held on the 3rd. Weeknight meetings will be held at 7:00pm. There will be no weekend meetings. When the 4th falls over a weekend, the meeting will be held on the following Monday. Written notice by email of such meetings, containing a statement of the purpose, and the location of the meeting shall be sent to the membership not less than seven (7) days in advance.

Section 2: Executive Board Meetings.

Meetings of the Executive Board shall be held monthly at a minimum, at the call of the President, to discharge the duties of the Executive Board consistent with attainment of the objectives of the organization.

Section 3: Quorum.

The following number of attendees is required to establish a quorum for the conduct of business: Executive Board meetings, a majority, 51%, of board members in attendance. No quorum is required for general membership meetings, however all members in attendance may vote.

Section 4: Voting.

Each member present shall be entitled to one vote. The majority vote of the quorum present at a meeting shall constitute the act of the body unless a greater number is required by these Bylaws.

ARTICLE V FINANCES

Section 1: Policy.

CCPT states that its basic financial policy shall be to acquire funds for the purpose of presentation of theatrical productions, and provisions for workshop, community outreach, and meeting facilities.

Section 2: Funds.

Production funds for each performance piece shall be determined prior to the beginning of production by the Executive Board. The amount allocated will be determined by the specific needs of the production and the amount of funds on-hand and anticipated by the organization – to be submitted to the Board for approval by the Company Manager.

Section 3: Banking Practices.

All monetary assets of the organization shall be maintained in a banking institution designated by the Executive Board. Withdrawals may be made only to meet the financial obligations of the organization.

Section 4: Interest in Assets.

No member of the organization shall have any right, title, or interest in any property of the organization. No person whose membership in the organization is terminated, whether by death, resignation, or any other means, shall have any right, title, or interest in any asset or property of the organization.

ARTICLE VI DUTIES OF OFFICERS**Section 1: The President.**

The President is responsible for establishing the long-term goals of CCPT. They shall act as Chairperson of all CCPT Membership, Executive and Board meetings and shall appoint the standing committees. The President shall represent and promote CCPT to the world.

Section 2: Vice President.

The Vice President shall assume all the duties of the President in the event of their absence.

Section 4: Secretary.

The secretary shall:

- B. Certify and keep an original or a copy of these Bylaws as amended or otherwise altered to date.
- C. Keep accurate minutes of meetings of the general membership and the Executive Board. They shall provide copies of the minutes of the general membership meetings to the Board and members and copies of the Executive Board minutes to the Executive Board members.
- D. Keep a book of minutes of all meetings of the Executive Board and the general membership, and, if applicable, meetings of committees, recording therein the time and

- place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
- E. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
 - F. Keep a membership book containing the name and address of each and any members, and, in the case where any membership has been terminated, they shall record such fact in the membership book together with the date on which such membership ceased.
 - G. Exhibit at all reasonable times to any Executive Board member of the corporation, or to their agent or attorney, on request therefore, the Bylaws, the membership book, and the minutes of the proceedings of the Executive Board of the corporation.
 - H. In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of this corporation, or by these Bylaws, or which may be assigned to them from time to time by the Executive Board

Section 6: Treasurer.

Subject to the provisions of these Bylaws relating to the “Execution of Instruments, Deposits and Funds,” the Treasurer shall:

- A. Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board.
- B. Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.
- C. Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board, taking proper vouchers for such disbursements.
- D. Keep and maintain adequate and correct accounts of the corporation’s properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- E. Exhibit at all reasonable times the books or accounts and financial records to any Executive Board member of the corporation, or to his or her attorney, on request therefore.
- F. Render to the President and Executive Board, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.
- G. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in required reports.
- H. In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of this corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Executive Board.
- I. The Treasurer position may be held by a non-company member.

ARTICLE VII DUTIES OF THE EXECUTIVE BOARD

Section 1: General Business.

The Executive Board shall administer the general business of the organization. It shall refer any point upon which it fails to agree or to sense the desires of the members to a vote of the general membership.

Section 3: Finances.

The Executive Board shall be responsible for the management of the working funds of the organization. It shall have approval of all budgets.

Section 4: Standing Committees.

The following Committees shall be established by the Board and staffed by the general membership:

- A. **Marketing.** Marketing committee shall volunteer under the leadership of the Marketing Manager help with such things as graphic design, social networking, advertising campaigns, etc.
- B. **Public Relations.** The PR team will volunteer under the leadership of the Development Director to enhance CCPT's relationship with cities, schools, the chamber of commerce and other non-profits, organize press kits, etc.
- C. **Production.** Production committee shall assist in the production of the plays and events put on by CCPT.
- D. **Hospitality.** Hospitality committee shall run concessions for plays and events put on by CCPT.
- E. **Media.** Media committee shall volunteer photography and video support for CCPT.

ARTICLE VIII THEATRICAL POLICY.

Section 1: Policy.

- A. The goal of CCPT is to achieve a finished production of any theatrical presentation. Plays shall be selected with due regard for excellence, audience appeal, and production practicality.
- B. Further goals shall be to provide the opportunity and media for the exercise and enhancement of the creative talents and skills of the members and other interested persons; foster the enjoyment of the production staff in presenting the best of living theatre; and improve the cultural education and development of the community through the presentation of theatrical productions.

Section 2: Casting.

The selection of performers to fill the roles of a play shall be based solely on the candidates' abilities to portray and project the roles in question; and, in the case of season plays, must be based on public auditions. Performers may be either members or nonmembers. In the case of a

non-member and member being of equal ability to portray a role, preference will be given to the company member. The casting of a play shall be under the control of the Director. Advance public notice of auditions must be made. Auditions shall be held over a sufficient period of time to provide all interested persons an opportunity to appear.

Section 3: Directors.

Directors shall be chosen for each play by the Artistic Director, to be approved by the majority of the Board, prior to the beginning of the theatrical season. Directors shall be responsible for the artistic interpretation and overall production of the presentation.

Section 4: Production.

Producers are chosen by the Executive Board prior to the theatrical season. The Producer shall be responsible for the coordination of the efforts of the production staff, subject to the general supervision of the Director. The Producer may enlist the aid of members and non members in the formulation of the production staff and formulate rules for the conduct of the production aspects of the performance. The production staff shall assure that proper care is taken of the facilities, costumes, and props used for the production whether rented, borrowed, or owned by CCPT.

ARTICLE IX FISCAL YEAR

The Fiscal Year of CCPT, Inc. shall be from October 1 to September 30.

ARTICLE X AMENDMENTS

Section 1: Method of Amending.

Amendments to these Bylaws may be proposed by any member. They shall be submitted in writing by the sponsoring member to the Executive Board at least one month prior to the membership meeting at which the proposed amendment is to be considered. The Executive Board shall receive all suggestions for amendments of these Bylaws; shall prepare them in proper form and identify them as amendments to specific Articles and sections; shall refer them to the sponsors for correctness; and shall transmit them, with the recommendation of the sponsoring member seven days prior to the membership meeting at which the proposed amendments are to be considered. A quorum of members must vote by email.

Section 2: Adoption.

These Bylaws may be amended by a majority affirmative vote, 51%, of the general membership voting at a general, or annual meeting, or by electronic vote, at which there is a quorum present, provided that written notice of the proposed action was provided the members.

ARTICLE XI PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall govern this organization, except insofar as they may be inconsistent with these Bylaws.