

THE ACTORSINGERS, INC.
Nashua, New Hampshire

BYLAWS

As adopted at Special Meetings of the General Membership held
March 22 and 31, 1977.

To go into effect April 1, 1977.

As amended at June 9, 1997 General Membership Annual Meeting.
Further amended June 11, 2001 General Membership Annual Meeting.
Further amended July, 2019 Special Meeting.

TABLE OF CONTENTS

Updated as of June 2019 (P. Metzger, C. Andruskevitch, P. Thornhill, K. Schneider, D. Schneider, G. Grimard, P. Bruckman, E. Decker)

Article I. NAME, LOCATION, CORPORATE SEAL.....	1
Section 1.01 Name.....	1
Section 1.02 Location.....	1
Section 1.03 Corporate Seal.....	1
Article II. POWERS, FUNCTIONS AND DISSOLUTION.....	1
Section 2.01 Powers.....	1
Section 2.02 Corporate Functions.....	1
Section 2.03 Corporate Life and Dissolution.....	1
Article III. PURPOSES AND OBJECTIVES.....	2
Section 3.01 Purposes.....	2
Section 3.02 Objectives.....	2
Article IV. MEMBERSHIP.....	2
Section 4.01 Classification.....	2
(a) Life Membership.....	2
(b) Active Membership.....	2
(c) Associate Membership.....	3
(d) Family Membership.....	3
Section 4.02 Eligibility.....	3
Section 4.03 Sanctioned Functions for Membership.....	3
Article V. DUES.....	3
Section 5.01 Period.....	3
Section 5.02 Structure.....	3
Section 5.03 Modifications.....	3
Section 5.04 Categories.....	3
Section 5.05 Eligibility to Vote.....	3
Section 5.06 Eligibility to Perform.....	4
Article VI. FISCAL.....	4
Section 6.01 Fiscal Year.....	4
Section 6.02 Budget Approval.....	4
Section 6.03 Outside Auditors and Services.....	4
Section 6.04 Signatory Authority.....	4
Section 6.05 Bonding.....	4

TABLE OF CONTENTS

Section 6.06	Deposits and Transactions	4
Section 6.07	Salary Policy	4
Section 6.08	Property Rental	4
Section 6.09	Reserves	4
Section 6.10	Commercial Transactions.....	4
Article VII.	OFFICERS, TERMS, DUTIES	5
Section 7.01	Officers/Executive Board	5
(a)	Board of Directors	5
(b)	Term of Office	6
(c)	Length of Term	6
(d)	Transition	6
(e)	Vacancy in Office.....	6
(f)	Removal from Office	6
(g)	Conflict of Interest	7
Section 7.02	Duties of Officers	7
(a)	President	7
(b)	Vice President	8
(c)	Treasurer	8
(d)	Recording Secretary	9
(e)	Corresponding Secretary	9
(f)	Retired President - Ex-Officio Member.....	10
Article VIII.	COMMITTEES AND DUTIES	10
Section 8.01	Standing Committees.....	10
(a)	Membership Committee.....	10
(b)	Bylaw Committee and Policy and Procedure Committee.....	10
(c)	Nominating Committee	10
(d)	Play Reading Committee	11
(e)	Scholarship Committee.....	11
(f)	Awards Committee	11
Section 8.02	Standing Committee Nominations and Appointments.....	11
(a)	Nominations.....	11
(b)	Committee Term	11
(c)	Standing Committee Appointments	11
(d)	Temporary Duties	11
(e)	Committee Duties and Responsibilities	11

TABLE OF CONTENTS

(f) Other Committees	12
Section 8.03 Special Appointees.....	12
(a) Historian.....	12
(b) Parliamentarian.....	12
(c) Costume Manager.....	12
(d) Membership Chair	12
(e) Newsletter Editor.....	12
(f) Social Secretary.....	12
(g) Webmaster.....	12
(h) New Hampshire Theatre Awards (NHTA) Liaison	12
(i) New Hampshire Community Theater Association (NHCTA) Liaison	12
(j) Ticket Chair.....	12
(k) Subscription Chair	12
(l) Nashua Community Liaison.....	13
(m) Technical Advisor	13
Section 8.04 Directors.....	13
Article IX. POLICY AND PROCEDURES.....	13
Section 9.01 Publication	13
Section 9.02 Modification.....	13
Article X. MEETINGS	13
Section 10.01 General Membership	13
(a) Location.....	13
(b) Quorum.....	13
(c) Notice.....	14
(d) Annual Meeting.....	14
(e) Election of Officers.....	14
(f) Semi-annual Meeting.....	14
(g) Voting.....	14
(h) Acting Parliamentarian	14
Section 10.02 Board of Directors Meetings.....	15
(a) Executive Board Meetings	15
(b) Quorum.....	15
(c) Voting of the President	15
(d) Temporary Chairperson	15
(e) Proxy Votes	15

TABLE OF CONTENTS

(f) Meeting Time and Place.....	15
Section 10.03 Rules of Order	15
Section 10.04 Special or Emergency Board Meetings	15
Section 10.05 Reports.....	15
Section 10.06 Decorum.....	15
Article XI. OFFICIAL PUBLICATION	16
Article XII. JUNIOR ACTORSINGERS	16
Section 12.01 Junior Shows	16
Section 12.02 Teen Shows	16
Article XIII. PRODUCTIONS.....	16
Section 13.01 Main Stage Productions	16
(a) Directors.....	16
(b) Technical Director	16
(c) Stage Manager	16
(d) Producer(s).....	17
Section 13.02 Junior Actorsingers Productions	17
Section 13.03 Teen Actorsingers Productions	17
Article XIV. AMENDMENTS, ALTERATIONS, REPEAL.....	17
Section 14.01 Voting.....	17
(a) Questions	17

Bylaws of The Actorsingers, Inc.

Article I. NAME, LOCATION, CORPORATE SEAL

Section 1.01 Name

The name of this corporation shall be The Actorsingers, Inc.

Section 1.02 Location

The principal place of business of this corporation shall be in the City of Nashua, County of Hillsborough, State of New Hampshire. The office location is 219 Lake Street, Nashua, New Hampshire, with the mailing address of P. O. Box 91, Nashua, New Hampshire 03061.

Section 1.03 Corporate Seal

This corporation shall have a seal, circular in form, bearing the name of this corporation, the year 1961, and the words "Nashua, NH."

Article II. POWERS, FUNCTIONS AND DISSOLUTION

Section 2.01 Powers

The organization shall have all the powers and enjoy all the privileges granted by the laws of New Hampshire under the provisions of Chapter 292 of the Revised Statutes Annotated and the original Articles of Agreement.

The powers of the Board of Directors of the organization shall not extend beyond any of the provisions contained in these Bylaws. All other powers are reserved to the members who are voting and active.

Section 2.02 Corporate Functions

This organization is to be considered a nonprofit, charitable organization. No pecuniary gain or profit, incidental or otherwise, to members of the organization is contemplated.

There shall be no capital stock of the organization. It is organized and operated exclusively for nonprofit purposes.

Section 2.03 Corporate Life and Dissolution

The term for which this organization is to exist is perpetual.

In the event of dissolution of the organization, on the vote of two-thirds of its voting membership, the Board of Directors shall adopt a plan of distribution. On dissolution, whether voluntary or involuntary, the net assets remaining after the payment of all debts, shall be distributed to, between or among one or more organizations of a charitable, educational or nonprofit status. These organizations must be located in Nashua, NH and be exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or corresponding provisions of any such future law. Such nonprofit organization(s) shall have purposes and functions which are similar in character to those of this organization. The same two-thirds vote of the voting membership will be required to determine such organization(s).

Bylaws of The Actorsingers, Inc.

Article III. PURPOSES AND OBJECTIVES

Section 3.01 Purposes

The organization is formed for the purpose of serving the public interest at all times and whose general purposes are cultural, educational and charitable in nature.

Section 3.02 Objectives

The objectives of this organization shall be:

- a) To promote high standards of excellence in theatrical endeavors in the community.
- b) To encourage participation in theatre arts, regardless of race, creed, religion, sex, or national origin.
- c) To maintain the dignity and standards of the American theatre.
- d) To channel an exchange of ideas and talents between community theatres in New Hampshire.
- e) To lend encouragement, provide education and training, and award charitable scholarships to youthful talent with aspirations in theatre.
- f) To promote social and friendly relations among members and fellow community theatre groups.

Article IV. MEMBERSHIP

Section 4.01 Classification

(a) Life Membership

Shall consist of those voting members who have continued in active status for a minimum of fifteen consecutive years, as determined by the Membership Committee.

Life Members may participate in all activities of the organization, including:

- i. Right to vote,
- ii. Right to hold office,
- iii. Right to perform onstage,
- iv. Right to attend any social functions,
- v. Right to all public correspondence and newsletters,
- vi. Payment of dues is waived.

(b) Active Membership

Shall consist of:

- i. Life members who have participated in at least one Actorsingers production or Actorsingers sanctioned function within the fiscal year.

Bylaws of The Actorsingers, Inc.

- ii. Members who have paid membership dues for two consecutive fiscal years, participated in at least one Actorsingers production or Actorsingers sanctioned function in the prior fiscal year, and who are at least 18 years of age.

An Active Member is entitled to all privileges of the organization, including the right to hold office, the right to vote, participation in major productions, and to perform on stage.

(c) Associate Membership

Shall consist of those members who have paid dues but cannot vote or hold office, because they have not yet met the requirements for active membership. They are entitled to all other privileges of membership, including social events, newsletters, committee assignments, and benefit performances.

(d) Family Membership

Shall consist of 2 or more members living at the same address, including any children.

Section 4.02 Eligibility

Present members who are members at the time of adoption or revision of Bylaws affecting membership classification shall automatically be a member in the same or revised membership classification.

Section 4.03 Sanctioned Functions for Membership

Sanctioned functions for membership are defined by the Board of Directors in the Policy and Procedures Manual.

Article V. DUES

Section 5.01 Period

Dues are for a period of one year from July 1 through June 30. Such monies collected shall be remanded to the treasurer in a timely manner.

Section 5.02 Structure

The membership dues structure may be reviewed periodically by the Board of Directors who may recommend changes if warranted to the General Membership.

Section 5.03 Modifications

Membership Dues may be established or changed by a vote of the General Membership at an Annual Meeting, provided that the notice of such meeting shall include such proposed changes. A two-thirds majority of the voting members present at the meeting shall be required to effect any change in the established dues structure. Approved changes become effective at the beginning of the next fiscal year.

Section 5.04 Categories

Membership categories for dues paying members shall consist of:

- a. Individual members
- b. Family membership

Section 5.05 Eligibility to Vote

In order to vote on any issue at a membership meeting, dues must have been paid in full ten days prior to such meeting and vote.

Bylaws of The Actorsingers, Inc.

Section 5.06 Eligibility to Perform

Only Life or dues-paying members may appear on stage.

Article VI. FISCAL

Section 6.01 Fiscal Year

The fiscal year shall be July 1 through June 30.

Section 6.02 Budget Approval

The Board of Directors shall be responsible for final approval of all of the organizations budgets.

Section 6.03 Outside Auditors and Services

Outside public auditors or other professional service shall be retained at the discretion of the Board of Directors at reasonable cost.

Section 6.04 Signatory Authority

All checks, contracts and other instruments under seal, shall be signed by both the President and Treasurer. This privilege and/or procedure is subject to approval or revision by the Board of Directors.

Section 6.05 Bonding

The office of the Treasurer shall be bonded in a sum determined by the Board of Directors.

Section 6.06 Deposits and Transactions

All funds of the organization shall be deposited into financial vehicles authorized by the Board of Directors, and may be expended only in furtherance of the organization's purposes.

Section 6.07 Salary Policy

No officer or member shall receive a salary for his/her services as such, but shall be entitled to reimbursement for reasonable expenses incurred in connection with the organization's business.

Section 6.08 Property Rental

Public rental of property of the organization shall be permitted. Rules and regulations governing such rentals will be found in the Policy and Procedure Manual.

Section 6.09 Reserves

The Board of Directors may create reserves for such purposes as it shall think beneficial to the organization, and may abolish the reserves in the manner created.

Section 6.10 Commercial Transactions

Commercial transactions between Actorsingers and any member of the organization may be authorized by a two-thirds affirmative vote of the Board of Directors provided a minimum of one other bid for the same service has been received.

Bylaws of The Actorsingers, Inc.

Article VII. OFFICERS, TERMS, DUTIES

Section 7.01 Officers/Executive Board

The officers of the organization shall be a President, Vice President, Treasurer, Corresponding Secretary and Recording Secretary and such Officers shall constitute the Executive Board. There shall be six Directors who shall assist the President and other Officers in their duties.

The full Board of Directors shall consist of:

- i. Five elected Officers.
- ii. Six elected Directors.
- iii. One Ex-Officio (immediately former) President who serves as a non-voting advisor to the President and the Board of Directors.

(a) Board of Directors

The Board of Directors shall:

- i. Be composed of Life or Active Members of the organization.
- ii. No two members of any household, defined as spouses or relatives of any sort, will be allowed to serve on the Board of Directors together at any time for as long as one or the other holds office either actively or as ex officio.
- iii. Administer the affairs of the organization.
- iv. Ratify all appointments of the President.
- v. Appoint all key production personnel in accordance with the procedures outlined in the Policy and Procedures Manual.
- vi. Make appointments, employ professionals and set up practices as deemed necessary for the orderly and efficient conduct of the affairs of the organization and the management of its prop-erties.
- vii. Initiate and/or review proposed amendments and resolutions to the Bylaws and Policy and Procedures Manual to determine proper format in which to present them to the general membership for approval.
- viii. Approve all workshops, benefit performances and projects involving financial expenditures, use of corporate properties or the name of the organization.
- ix. Adopt an annual budget.

Subject to the ultimate authority which rests in the general membership, the Board of Directors shall define the policies of the organization and shall have full administrative direction of the organization, subject to the Bylaws and these limitations:

Bylaws of The Actorsingers, Inc.

(i) Limitations

1. The Board does not have authority to borrow money or otherwise incur indebtedness on behalf of the organization or to secure such indebtedness without approval of the general membership.

(b) Term of Office

The term of office for each elected Officer on the Executive Board shall be for one year. The term for elected Directors shall be two years.

Only Active Members and Life members of the organization shall be eligible for election as Officers or Directors.

All Officers and Directors shall serve until their respective successors are elected and have accepted office. Officers shall take office at the close of the annual meeting and serve until the close of the next annual meeting. Directors shall take office at the close of the annual meeting and serve until the close of the annual meeting two years hence.

(c) Length of Term

Members of the Board of Directors shall not serve more than two consecutive terms. After an absence of one year following their second term consecutively, an Officer or Director is eligible to be elected to the Board again. During the interim waiting period, the members is not eligible for appointment to the Board to fill out the remainder of an unexpired term.

(d) Transition

All Officers/Directors must offer assistance to their successors in office and meet for an orderly transition of records and information concerning current projects no later than 30 days following election of new officers.

Violation or lack of cooperation in this respect, as judged by the full Executive Board (majority vote), will be deemed sufficient for recommendation for removal from office of the new Officer/Director and/or prevent the retiring Officer/Director from holding office in the future.

(e) Vacancy in Office

In the event of a vacancy in any of the offices by reason of resignation, death or termination of such Officer's/ Director's membership in the organization prior to the expiration of his/her term of office, the Executive Board shall elect his/her successor to serve only until the end of the current fiscal year, at which time, the general membership, with proper notice and election procedure, shall vote on the successor to this office for the unexpired or new term.

(f) Removal from Office

Any of the Officers/Directors may be removed with or without cause by four-fifths vote of the full Board of Directors or two-thirds majority of the voting membership, with written notice of such action to the general membership within 30 days, but not before a successor is chosen. In case of removal by the Board of Directors, right of one appeal by the removed Officer/ Director may be made in writing within ten days of removal and presented to the Executive Board for action. This must be voted upon at the next regularly scheduled Board meeting, but no later than 25 days after removal.

Bylaws of The Actorsingers, Inc.

Upon removal from office, the Officer/Director is not eligible for re-election or appointment to the Board of Directors for a period of three years from the date of removal. Records of such removal shall be maintained by the Recording Secretary and the Nominating Committee.

Automatic Removal will be initiated by the Board of Directors if one or more of the following occurs:

- i. Failure on the part of any Officer/Director to attend two consecutive regular Board meetings, without written notice of explanation, and/or
- ii. Failure to perform the specific duties of his/her office as outlined in the Bylaws.

(g) Conflict of Interest

New Hampshire charitable organizations are required to adopt conflict of interest policies pursuant to RSA 7:19-a, IV. The following sections outline the Actorsingers Conflict of Interest policy.

(i) Disclosure and Voting Requirements

Any possible conflict of interest on the part of any Officer/Director shall be disclosed in writing to the Board and made a matter of record through an annual procedure. In addition, the Officer/Director shall disclose any conflict of interest when a specific issue or transaction comes before the Board. Where the transaction involving a board member, trustee or officer exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5,000) in a fiscal year, a two-thirds vote approving the transaction is required. Where the transaction involved exceeds five thousand dollars (\$5,000) in a fiscal year, a two-thirds vote approving the transaction and publication of a legal notice in the required newspaper is mandatory, together with written notice to the Charitable Trusts Unit. The minutes of the meeting shall reflect that a disclosure was made; that the interested Director and all other Directors with a pecuniary transaction with the charity during the fiscal year were absent during both the discussion and the voting on the transaction. Every new member of the Board will be advised of this policy upon entering the duties of his or her office and shall sign a statement acknowledging understanding of and agreement to this policy.

(ii) Other Statutory Requirements

The Board will comply with all requirements of New Hampshire law dealing with pecuniary benefit transactions (RSA 7:19-a and RSA 292: 6-a) and all such laws are incorporated in full into and made a part of this policy statement. These requirements include, but are not limited to, an absolute prohibition on any loans to any director or, and prohibition of any sale or lease (for a term greater than five years) or conveyance of real estate from or to an officer or director without the prior approval of the probate court. These requirements extend to both direct and indirect financial interests, as defined by the statutes.

Section 7.02 Duties of Officers

(a) President

Shall preside at all meetings of the organization and the Board of Directors and sets the agenda to be followed. He/she shall:

- i. Appoint all standing and special committee chair, including the Parliamentarian, subject to approval of the Board of Directors.
- ii. Perform all the duties and responsibilities specified in the Bylaws and Policies and Procedures of the organization.

Bylaws of The Actorsingers, Inc.

- iii. Receive whatever additional authority that may be invested in the President by the Board of Directors.
- iv. Serve as representative of the organization as required in the community, or appoint a representative member for such purpose.
- v. Manage a coordinated program for the organization, including projects and activities for the ensuing fiscal year in accordance with the goals and objectives of the organization.

(b) Vice President

Shall perform all the functions of the President in his/her absence and any other special duties the President or Board of Directors may assign him/her. He/she shall:

- i. Act in the capacity of Property Manager of the organization, maintaining and/or improving the grounds and building facilities, either as labor or as overseer. The Vice President shall have the authority to appoint Assistant Properties Managers as may be needed with authority to execute these duties as requested. The Vice President shall advise the Board of Directors as to these appointments, but does not require Board approval.
- ii. Succeed immediately to the Office of the President in the event of a temporary absence or incapacity of the President. In this case, the Vice President shall perform the duties of and have the same authority as the President. In the case of any question concerning the incapacity of the President, the Board of Directors shall decide if a temporary or permanent vacancy has occurred.
- iii. Assume such responsibilities as are assigned by the President and the Board of Directors.

(c) Treasurer

Shall be responsible for all monies and other properties of the organization entrusted to him. He/she shall:

- i. Keep correct and complete records of all accounts of the finances of the organization, which records shall be open for inspection, at all reasonable times, to the President or the Board of Directors .
- ii. Disburse monies by check or otherwise by the direction of the President and Board of Directors upon presentation of bills or properly executed vouchers as defined in the Policy and Procedures manual.
- iii. Present written reports of current financial status at all regular Board meetings and general membership meetings, showing all income and expenses since the last report.
- iv. Inform the Board of any requested disbursement of funds not provided for in the budget.
- v. Serve as a member of any financial budget committee.

Bylaws of The Actorsingers, Inc.

- vi. Satisfy all financial requirements of the organization pertaining to taxation and government statutes.
- vii. Coordinate the monies collected by various committee chair for orderly control and audit.
- viii. Supervise all production disbursements by staff and committees on a regular basis and supervise in accordance with established budget quotas or realistic needs.
- ix. Provide financial advice and analysis to the Board of Directors regarding financial trends and needs of the organization.
- x. Have duties and powers usual to the office of Treasurer and perform such duties that may be assigned to him/her by the President or the Board of Directors.

(d) Recording Secretary

Shall take minutes and record the proceedings of all official meetings of the Board of Directors and the general membership and transcribe such minutes to be made available to the Board of Directors by the next regular meeting. He/she shall:

- i. Maintain minutes and records in an orderly fashion for permanent record and turn them over to his/her successor in like manner. Guidance on content to be recorded in the minutes should be followed per Roberts Rules of Order¹, "Not only is it not necessary to summarize matters discussed at a meeting in the minutes of that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not a record of what was said."
- ii. Have custody of all corporate documents and maintain them in a neat and orderly manner.
- iii. Be responsible to the Board of Directors for updating the Policy and Procedures Manual when used and referred to by the Board of Directors.
- iv. Perform such other duties as may be assigned by the President or the Board of Directors.

(e) Corresponding Secretary

Shall manage correspondence for the organization. He/she shall:

- i. Attend to official correspondence of the organization at the direction of the President or the Board of Directors.
- ii. Act as official liaison between the Board of Directors and community organizations, and the organization's newsletter staff.
- iii. Manage rights, materials, permits and contracts for productions.

¹ Robert's Rules of Order Newly Revised [RONR](11th ed., Da Capo Press, 2011), p. 468, ll. 16-18; see also p. 146 of Robert's Rules of Order Newly Revised In Brief [RONRIB], Da Capo Press, 2011.

Bylaws of The Actorsingers, Inc.

- iv. Create and maintain a calendar of desired performance dates in a timely fashion. Obtain Board approval for all performance schedules.
- v. Secure performance rights as needed in a timely fashion and regularly update the Board on rights status.
- vi. Secure contracts, permits, and all other actions required to schedule and rent performance venues as needed and regularly update the Board on scheduling status.
- vii. Organize director interviews & show proposals for Board of Directors.

(f) Retired President - Ex-Officio Member

Shall serve on the Board of Directors as an advisor. He/she shall:

- i. Participate freely in Board discussions.
- ii. Not have the power to vote on the Board.
- iii. Be able to handle committee assignments.
- iv. Be subject to the same Bylaws and rules and regulations as other Board members.
- v. Not be replaced in the event of removal or incapacity to serve on the Board.
- vi. Perform those duties assigned by the President or Board of Directors.

Article VIII. COMMITTEES AND DUTIES

Section 8.01 Standing Committees

Standing committees of this organization shall consist of the following whose specific duties are outlined in the Policy and Procedure Manual.

(a) Membership Committee

The Membership Committee determines membership eligibility, rules, collects dues, maintains current membership lists and provides membership forms. They shall provide the Board with updated membership lists on a timely basis.

(b) Bylaw Committee and Policy and Procedure Committee

The Bylaw Committee and Policy and Procedure Committee supervises existing bylaws and rules governing the organization, formulates and proposes needed revisions and innovations to the Board of Directors, and maintains publication and posting of same for general availability to the Board of Directors and the general membership.

(c) Nominating Committee

The Nominating Committee collects nominations for the various open positions for the next Board of Directors (officers and 3 directors annually), screens nominees, and presents a written list of candidates to the current Board of Directors at the April Board Meeting.

Bylaws of The Actorsingers, Inc.

(d) Play Reading Committee

The Play Reading Committee collects suggestions, reads, analyzes, documents committee proceedings with a written report to be filed with the Recording Secretary, and recommends to the Board at least three productions. The Board of Directors will make final selections. Suggestions for show may be obtained from interested parties through oral or written means.

(e) Scholarship Committee

The Scholarship Committee gathers names for memorial recognition, collects applications, deems merit, awards scholarship monies to graduating high school students who will be continuing their studies, and notifies the Board of the committee's findings. Scholarship candidates must be Members of Actorsingers, either individually or through a Family Membership.

(f) Awards Committee

The Awards Committee collects names of meritorious members for recognition, determines winners, notifies the Board of the committee's findings, and presents the awards at the Annual Meeting.

Section 8.02 Standing Committee Nominations and Appointments

(a) Nominations

The President shall present to the Board of Directors, no later than sixty (60) days following the annual election meeting, the names for nomination to the chair of each standing committee.

The prospective chair will have been properly researched and qualified as to eligibility for each post and advised of their duties prior to acceptance. They shall have the responsibility to organize their own staffs.

Members in good standing and all classes of membership are eligible to appointment.

The Board of Directors will vote upon the nominations at the meeting which nominations are presented, unless further deliberation is necessary. All committee posts must be confirmed no later than at the Board meeting in October.

(b) Committee Term

Committee chair shall be appointed for a term of one year and may be reappointed.

(c) Standing Committee Appointments

Members of standing committees shall be appointed by the chair of each standing committee.

(d) Temporary Duties

The Board of Directors may temporarily assume the duties and functions of any standing committee, except the Nominating Committee, if it is deemed wise and expedient. While the Board acts as a standing committee, any previously appointed members of such committee shall cease to act as such, unless asked by the Board to continue serving such committee alongside with Board members.

(e) Committee Duties and Responsibilities

All committees shall fulfill their duties and responsibilities as prescribed in the Policy and Procedures Manual.

Bylaws of The Actorsingers, Inc.

(f) Other Committees

The President may appoint, and the Board may approve any other special committees to be created for a specific duty, purpose, or function

Section 8.03 Special Appointees

The President shall, subject to the approval of the Board, appoint the following non-elective posts within sixty (60) days following the annual election of officers:

(a) Historian

Maintains a historical record of events of the year, organizes historical documents, and properly stores historical documents.

(b) Parliamentarian

Maintains order during General Membership meetings using Roberts Rules of Order.

(c) Costume Manager

Manages costuming requests from outside groups & monitors costume organization.

(d) Membership Chair

Processes membership applications, collects dues, maintains current membership list, tracks membership participation in productions, and provides membership forms.

(e) Newsletter Editor

Gathers information and publishes organization's newsletter, The Ovation, according to the procedures stated in Article XIII.

(f) Social Secretary

Manages organization's calendar and regularly communicates organizational information to the membership.

(g) Webmaster

Maintains organization's website.

(h) New Hampshire Theatre Awards (NHTA) Liaison

Submits show information to NHTA for adjudication, informs production box office about adjudicator ticket requests, monitors adjudicator status of Actorsingers members, and informs Board about NHTA proceedings.

(i) New Hampshire Community Theater Association (NHCTA) Liaison

Submits show information to NHCTA for festival acceptance, and informs Board about NHCTA proceedings.

(j) Ticket Chair

Processes ticket requests, works with Treasurer to manage money according to Policy and Procedures Manual, and reports ticket sales for each production at semi-annual and annual meetings.

(k) Subscription Chair

Maintains records of season subscriptions and reports subscription totals at semi-annual and annual meetings.

Bylaws of The Actorsingers, Inc.

(l) Nashua Community Liaison

This person will interface with any and all outreach organizations in the city, such as the Chamber of Commerce, subject to Board oversight and direction. The Liaison will attend meetings and promote our organization events through their marketing opportunities. Duties and responsibilities of each of these functions are outlined in the Policy and Procedures Manual.

(m) Technical Advisor

Advise the Board on decisions pertaining to technical aspects of productions, and provide guidance to productions on production safety.

Section 8.04 Directors

All Directors of major productions and special shows will be appointed by the Board of Directors.

Terms and conditions for directing will be determined by the Board at the time of appointment and shall be a written contract.

Rules and procedures governing the interview, choice and announcement of Directors are outlined in the Policies and Procedures Manual.

Article IX. POLICY AND PROCEDURES

Section 9.01 Publication

The policies and procedures adopted by the Board of Directors and/or general membership, shall be published by the organization in a separate manual and filed with the recording secretary.

The Bylaws/Policy and Procedures Committee will have the responsibility for revisions and upkeep of the manual.

Section 9.02 Modification

The Policy and Procedures manual may be amended by a majority vote of the Board of Directors or a majority vote of the general membership.

Article X. MEETINGS

Section 10.01 General Membership

(a) Location

All meetings shall be held in Nashua, New Hampshire.

(b) Quorum

A quorum at any general meeting of the organization shall consist of 25% of the active membership. In the case of a dispute, the Membership Chair's list, as recorded ten (10) days prior to any meeting, shall be the official list. A majority of votes cast is required for passage of regular motions.

Bylaws of The Actorsingers, Inc.

(c) Notice

A notice of each general meeting shall be sent by mail (physical and/or electronic) to the last known address of each member at least ten (10) days prior to the date fixed for holding the meeting. Such notice shall state the time and place of the meeting, and in the case of a special meeting, the purpose for which it is called. The Corresponding Secretary shall ensure that all members receive 7 days' notice of any general meeting. Notice must be via physical mail, except for those members who opt-in to electronic membership communications.

(d) Annual Meeting

The annual meeting of the organization shall be on the second Monday in June of each year at such time and place as the Board of Directors may designate.

(e) Election of Officers

Election of officers will be held at the annual meeting in the manner and procedure as outlined in the Policy and Procedure Manual.

- i. The Parliamentarian or President shall act as Election Officer.
- ii. Voting shall be by count of raised hands or by ballot, as the Parliamentarian or President deems necessary.
- iii. Nominees presented by the Nominating Committee are not required to be present at the meeting in order to be elected.
- iv. In addition to the nominees presented by the Nominating Committee, candidates may be nominated from the floor.
- v. Candidates nominated from the floor must either be present at the meeting or have indicated in writing their willingness to accept the specific office for which they are nominated.
- vi. Candidates shall be elected by a majority vote and voting shall continue until this is achieved.
- vii. Any candidate for the office of President must have previously served at least one term on the Board of Directors within the last ten years.

(f) Semi-annual Meeting

The semi-annual meeting shall be held during the month of January with specific date, time, and place designated by the Board of Directors.

(g) Voting

Each voting member in good standing shall have one vote, and there shall be no proxy vote. The President is allowed to vote when vote is by ballot.

(h) Acting Parliamentarian

In the absence of a recognized Parliamentarian, the President can designate an acting Parliamentarian or assume the position.

Bylaws of The Actorsingers, Inc.

Section 10.02 Board of Directors Meetings

(a) Executive Board Meetings

There shall be no official recognized meeting of the Executive Board – only the full Board of Directors comprising eleven members.

(b) Quorum

A minimum of six members of the Board of Directors, not including the Ex-Officio member, shall constitute a quorum at any meeting --three of whom must be members of the Executive Board. A majority vote of all voting Board members shall prevail at such meetings.

(c) Voting of the President

The President will be allowed to vote in the event of a tie or to create a quorum. In the absence of the President with the Vice President as chairperson, the same rule applies.

(d) Temporary Chairperson

If neither the President or the Vice-President is present, the Board members will elect, by majority ballot, the temporary chairperson for the meeting at hand.

(e) Proxy Votes

No proxy votes shall be allowed.

(f) Meeting Time and Place

Meetings will be held monthly at a time and place designated by the President, and follow the rules and procedures in accord with the Bylaws and Policy and Procedure Manual.

Section 10.03 Rules of Order

The organization meetings shall be governed by Roberts Rules of Order except where otherwise expressly provided for in these Bylaws or Policy and Procedure Manual.

Section 10.04 Special or Emergency Board Meetings

The President may call an emergency meeting at any time upon majority consent of the Board and a quorum voting.

A vote of the Board of Directors may be taken by mail (physical or electronic) or telephone at the request of the President. Such vote shall have the force and effect of a vote taken at a meeting and shall be properly recorded by the Recording Secretary and reported at the next meeting.

Section 10.05 Reports

The Board of Directors shall report to the general membership, at the semi-annual and annual meetings, the business transacted by the Board since the previous meeting. The minutes for a general membership meeting shall be presented for approval at the next following general membership meeting, whether semi-annual or annual.

Section 10.06 Decorum

Reasonable decorum and good order must be maintained if business is to be carried out. Proper decorum will be the responsibility of the Chairperson and/or Parliamentarian.

Bylaws of The Actorsingers, Inc.

Article XI. OFFICIAL PUBLICATION

The organization shall publish an official newsletter, *The Ovation*, which shall be published periodically and shall consist of information relating to the on-going business and activities of the association and of interest to the general membership. *The Ovation* will be sent to the membership via email, newsletters, social media postings, or other such formats at the discretion of the Newsletter Editor and/or the Board of Directors.

Circulation of the newsletter will be determined annually during the budget meeting of the Board of Directors. All funds for the publication shall be included in the annual budget and handled through the Treasurer.

Article XII. JUNIOR ACTORSINGERS

Section 12.01 Junior Shows

There shall be a Junior Actorsingers division for children ages 8-14. Children who are cast must join the organization under Family Membership. The Junior Actorsingers production shall be considered an official production of the organization, and will follow the Policy and Procedure Manual regulations concerning Junior Actorsingers shows.

Section 12.02 Teen Shows

There shall be a Teen Actorsingers division for children ages 13-19. All must become members. Any Teen under the age of 16 must join the organization under Family Membership. The Teen Actorsingers production shall be considered an official production of the organization, and will follow the Policy and Procedure Manual regulations concerning Teen Actorsingers shows.

Article XIII. PRODUCTIONS

The duties and responsibilities covering each of the following sections and subsections are covered in detail in the Actorsingers Policies and Procedures Manual:

Section 13.01 Main Stage Productions

The primary production team roles for Main Stage productions shall be:

(a) Directors

The duties and responsibilities for the Director, Music Director, and Choreographer are covered in detail in the Actorsingers Policies and Procedures Manual.

(b) Technical Director

The duties and responsibilities for the Technical Director are covered in detail in the Actorsingers Policies and Procedures Manual.

(c) Stage Manager

The duties and responsibilities for the Stage Manager are covered in detail in the Actorsingers Policies and Procedures Manual.

Bylaws of The Actorsingers, Inc.

(d) Producer(s)

A producer or co-producers will be appointed by the Board of Directors for all major productions. Terms and conditions for Producing will be determined by the Board at the time of appointment . A Producer's responsibilities are outlined in the Actorsingers Policy and Procedures Manual.

Section 13.02 Junior Actorsingers Productions

The roles and responsibilities for the Junior Actorsingers production team are outlined in the Actorsingers Policy and Procedures Manual.

Section 13.03 Teen Actorsingers Productions

The roles and responsibilities for the Teen Actorsingers production team are outlined in the Actorsingers Policy and Procedures Manual.

Article XIV. AMENDMENTS, ALTERATIONS, REPEAL

Section 14.01 Voting

The Bylaws of this organization may be amended, altered or repealed by a vote of two thirds of the voting members present at any annual, semi-annual or special general meeting of the organization, provided that the notice of such meeting shall include such proposed amendments, alterations or repeals.

(a) Questions

All questions regarding the interpretation of these Bylaws shall be decided by the Board of Directors.

Bylaws of The Actorsingers, Inc.

ADDENDUM I – DEFINITIONS

BYLAWS: Code of rules or regulations accepted by a society for its own guidance.

EXECUTIVE BOARD: The officers of the organization holding the titles of President, Vice President, Treasurer, Corresponding Secretary and Recording Secretary.

FISCAL YEAR: The financial year of the organization, as opposed to the calendar year.

DUE DILIGENCE: Proper and constant attention or work.

MEMBERS IN GOOD STANDING: A member who is current in dues payment and whose past performance as a member of the organization has been honest, responsible and businesslike.

MAJORITY VOTE: One more than half the eligible votes cast.

TWO-THIRDS MAJORITY: Number of voting members of a quorum present at a membership meeting required to pass a resolution to amend the Bylaws.

POLICY AND PROCEDURES MANUAL: A Manual comprising of guidelines for all functions of the organization. These may be amended by a majority vote of the Board of Directors.