VENTURE OUT on STAGE - CLUB BYLAWS

I. STATEMENT OF PURPOSE:

The purpose of the club known as Venture Out on Stage shall be to foster the interest of Venture Out residents in the performing arts.

II. ORGANIZATION:

A. The Venture Out on Stage Club is a member of the Venture Out Social Club and is subject to its rules and regulations.

B. The profits received from the productions of Venture Out on Stage fundraisers shall be deposited with the Social Club in the Venture Out on Stage account.

C. Dues collected from the membership may be used for small expenditures (non-budget such as cast party, etc.)

D. Venture Out on Stage shall provide at least one Annual production, preferably in the latter part of February and will also perform as a portion of other recreation programs such as parades, etc.

E. The business organization of Venture Out on Stage shall be an elected board of directors as provided in Section VII.

F. **The board of directors shall hold regular monthly meetings to conduct the necessary business of the club following an agenda.**

III. MEMBERSHIP:

A. **All residents (owners and renters) are eligible to join, vote and hold office if they pay dues on or before the Annual General Meeting in March. The club season runs from November 1st - March 31st.**

B. **Anyone taking part in the Annual club production or club events must pay Annual Dues prior to participating in the production or event with the exception of AV Club members.**

C. **A resident must be a club member to run for office and to vote. A resident who has not been a participating member and wants to run for office may do so by paying dues prior to or at the Annual General Meeting.**

IV. VOTING PRIVILEGES OF MEMBERSHIP:

A. **Members are allowed one vote per member while attending a meeting where votes are cast.**

B. **A simple majority by voting members attending a general meeting may decide an issue.**

C. **A secret ballot may be necessary on major issues such as an election.**

D. **A vote by email may be conducted for special issues outside of the November – March season.**

E. **Proxy voting may be used for amendments to the bylaws. The board may also decide to use proxy voting on major issues such as a club name change.**

F. **A quorum is required for voting to amend the bylaws and other issues the board deems appropriate. A quorum is defined as 50% plus one of the club's paid members.**

G. **When voting on a motion requiring a quorum, the motion must pass with 60% of the vote.**

V. MEETINGS:

A. **Executive Board meetings will be held each month prior to the general meeting to determine the agenda for the general meeting.**

B. **General Meetings – one meeting will be held each month from November through March. Members will be notified of the meeting by email.**

C. **Special Meetings can be held with a three-day notice by email prior to the meeting.**

D. Annual General Meeting will be held in March at which time there will be election of directors. New directors will assume duties immediately after this meeting.

V. EXECUTIVE BOARD OFFICERS

A. Executive Board Director is the term used for those members governing the club. The Executive Board is made up of 5 officers - President, Vice-President, Treasurer and Secretary who are elected to two-year terms and the Show Director who is elected to a one-year-term.

B. Staggered Elections – President and Treasurer will be voted for at the Annual Meeting held in ODD years. Vice-President and Secretary will be voted for at the Annual Meeting held in EVEN years. The Show Director will serve for one year and may appoint a member of the production team to attend Executive Board Meetings with full voting privileges in his/her stead if needed.

C. If an officer position is vacated during the season (November-March), the Board shall appoint a replacement until the next Annual General Meeting.

D. The responsibilities of the Board of Directors shall be:

1. To provide general publicity concerning the activities and the production of the club with the aim of promoting interest and participation in the club.

2. **To plan and execute special affairs connected with Venture Out on Stage, i.e. the Annual production, cast party, parade entry, recreation open house, Grapevine, etc.**

3. **To approve the budget as presented by the Director of the Annual Production.**

4. **To keep an inventory of equipment belonging to the Venture Out on Stage Club and a separate inventory, if needed, for equipment belonging to the Venture Out Social Club.**

5. **To appoint a producer/director for the following year's Annual production.**

6. **To select a script for the next year's Annual production.**

VII. DUTIES OF OFFICERS:

A. The President shall:

1. **Preside at all Board Meetings and at General Meetings.**

2. **Be responsible for the agenda of each meeting.**

3. **Be responsible for the business portions and dates of each meeting.**

4. **Assist the director/assistant director/stage manager if needed.**

5. **Maintain electronic membership list unless delegated to secretary or treasurer.**

B. The Vice-President shall:

1. **In the absence of the President assume his/her duties.**

2. **Assist the production crew as needed.**

3. **Receive and/or recruit nominations for the available executive offices for the next year.**

C. The Secretary shall:

1. **Take minutes of each meeting and keep these minutes on file in a binder.**

2. **Circulate minutes by email – Board Minutes to the Board, Membership Meeting Minutes to the general membership.**

3. **Take attendance at each executive board meeting and all general membership meetings.**

4. **Be in charge of publicity in the Outlines, the Grapevine and any other communication venues. May delegate duties as needed.**

5. **Maintain the club's electronic membership list if delegated to do so.**

6. **Notify members by email of meetings, notices, etc.**

D. **The Treasurer shall:**

1. **Maintain records of monies collected from dues.**

2. **Keep Club informed about the status of the Venture Out on Stage budget with the Social Club via a treasurer's report at executive board and general meetings.**

3. **Prepare with the assistance of members and the board a budget for the fiscal year July 1st – June 30th.**

4. **Verify and sign all requests for reimbursement for authorized event expenses such as props, costumes and sets.**

5. **Maintain the club's electronic membership list if delegated to do so.**

E. **The Show Director shall:**

1. **Present a budget to the board for approval in the season prior to the show as soon as the director is selected.**

2. **Appoint a stage manager who shall recruit and assign sufficient stage crew to handle set changes, makeup, costume changes and areas for such activities and any other duties assigned by the director's staff in a manner sufficient to assure good coverage.**

3. **Assume overall responsibility for the artistic and technical quality of the Annual Production including script and music.**

4. **Hold auditions, select cast members and assign roles for the Annual Production.**

5. **In addition to a stage manager, appoint other positions e.g. assistant director, musical director, choreographer, prop crew, as needed for the Annual Production.**

6. **Reserve rehearsal space and conduct rehearsals for the Annual Production.**

7. **Coordinate and/or delegate promotion, advertising, table decorations, ticket sales for the Annual Production.**

8. **Coordinate technical production and execution of the Annual Production with the Audio-Visual team and the Recreation Director.**

9. **Design the stage set and coordinate building of the set.**

VIII. COMMITTEES: are to be appointed as needed by the Executive Board, e.g. recreation open house, cast party, table decorating, ticket sales, etc.

IX. AMENDMENTS TO BYLAWS:

A. These bylaws may be amended at the January Membership Meeting or the March Annual General Meeting (AGM) after the changes have been announced at a previous General Meeting.

B. All amendments must be recorded with the Social Club.

These amendments were approved by the Venture Out on Stage Club members on:

January 15, 2024_____