

**BY-LAWS of the WEST VILLAGE PLAYERS, INCORPORATED**  
**EFFECTIVE DATE PENDING**

**ARTICLE I: NAME**

**West Village Players, Incorporated; hereinafter referred to as West Village Players, Inc.; West Village Players; The Player's Club; The Players; or Players.**

**ARTICLE II: OBJECTIVES**

- 1. To stimulate interest among the residents of Leisure Village West in the performing arts.**
- 2. To assist in developing the talents of its members.**
- 3. To provide cultural enrichment and entertainment.**
- 4. To foster continuing education in the performing arts by offering scholarships to local schools, institutions or cultural organizations, as approved by the Executive Board, and the General Membership.**

**ARTICLE III MEETINGS:**

- 1. The Executive Board shall normally have one meeting on the third Thursday of every month.**
- 2. The General Membership meetings shall be held on the fourth Tuesday of each month specified, unless otherwise determined. Members shall receive notice of meetings via telephone, and/or creeper.com, and/or flyer or bulletin.**
- 3. The President may, at any time, call for a special, or emergency meeting of the Executive Board or the General Membership.**

4. Any challenges or disputes not covered in the constitution shall be decided by ROBERT'S RULES OF ORDER, (latest edition).
5. At any regular or special meeting of the Players, twenty-five paid-up members in good standing shall constitute a quorum. There must be a quorum on matters requiring a vote.

#### **ARTICLE IV: MEMBERSHIP, MEMBER DUES, AND MEMBER PRIVILEGES**

1. Membership is open to all residents of Leisure Village West.
2. The amount of the dues shall be determined by the Executive Board and approved by the General Membership. Dues are payable at the beginning of each fiscal year, for the current year.
3. The fiscal year shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.
4. The following privileges shall be extended to members in good standing:
  - A. Proposing or seconding any motion made at any General Membership meeting.
  - B. Nomination of candidates for any office.
  - C. Voting on any motions or nominations.
  - D. Participating in any activity sponsored by The Players.
  - E. Eligibility to run for any office.

## **ARTICLE V: EXECUTIVE BOARD**

### **1. Composition of the Executive Board:**

**A. The Executive Board shall consist of eight (8) elected members, to serve in the offices as stated in Article VI; Section 1.**

**B. The immediate, past President, Ex-Officio, will serve, as the ninth (9<sup>th</sup>) member of the Board, with voting privileges.**

**2. The Executive Board shall have the authority to govern and direct the policies and operations of the West Village Players, Inc.**

**3. The Executive Board shall appoint a Director for any major production. Each year, announcements shall be made on the creeper, and to the General Membership, seeking candidates with interests in the theater arts.**

### **4. DISABILITIES:**

**A. If, for any reason, a member of the Executive Board is unable to perform the duties of the office, the President, with the approval of the Executive Board, shall, within thirty (30) days, appoint a replacement for the balance of the term of that office.**

**B. If, for any reason, the President is unable to perform the duties of the office, the position shall be filled in order of succession; that being Vice-President, Secretary, Treasurer, Business Manager, Production Manager.**

## **ARTICLE VI: OFFICERS and OFFICERS' DUTIES**

- 1. OFFICERS: President, Vice President, Secretary, Treasurer, Business Manager, Production Manager, two (2) Members-At-Large, and an immediate Past President, Ex-Officio. [In the event the immediate Past President cannot serve, the position of the Ex-Officio will be filled in chronological order.]**
  
- 2. OFFICERS' DUTIES:**
  - A. The President shall preside at all Executive Board, and General Membership meetings. The President shall be a member ex-officio of all committees except the nominating committee, and shall appoint chairpersons, with approval of the Executive Board, of special committees and the following standing committees:
    - Program
    - Hospitality
    - Membership
    - Sunshine
    - Communications Committee
    - Play Selection Committee**

**An Historian/Librarian, and a Parliamentarian shall also be appointed, with the approval of the Executive Board.**
  
  - B. The Vice-President shall assist the President by performing duties as the President may delegate.**
  
  - C. The Secretary shall perform all correspondence as needed, and shall record minutes of all Executive Board meetings, and General Membership meetings.**

**D. The Treasurer shall maintain a financial record of the collection and expenditures of all Players Club funds in a suitable commercial banking institution, and shall issue drafts signed by the Treasurer and/or the President or Vice-President. Drafts will be made upon presentation of a valid voucher that is signed and dated and explains the purchase. Vouchers must be presented within thirty (30) days of the expenditure. The Books will be audited annually by a qualified individual, or organization, as determined by the Executive Board. The auditor's report shall be presented to the Board in writing, and shall be read at the General Membership meeting.**

**E. The Business Manager shall be in charge of the commercial aspects of productions, and will work closely with the Treasurer and other officers, and will be responsible for the following:  
Publicity for all meetings and productions, i.e., village newspapers, live TV, TV creeper, creeper.com, bulletins, fliers, photography, and video. Playbills must be submitted to the Production Manager and Director for review and proofreading.**

**F. The Production Manager shall be responsible for the physical and/or mechanical aspects of meetings and productions, including:**

- Set design, construction, and painting.
- Lighting
- Properties
- Costumes
- Sound and Audio
- Makeup

**G. The Members-At-Large shall represent the General Membership.**

**3. If a member of the Executive Board is absent from three consecutive Board meetings without due cause, as determined by the Board, a replacement for that office shall be appointed by the Executive Board.**

## **ARTICLE VII COMMITTEES:**

### **1. HOSPITALITY COMMITTEE:**

The Hospitality Chairperson shall be responsible for the serving of refreshments at the regular monthly meetings.

### **2. MEMBERSHIP COMMITTEE:**

The Membership Chairperson shall be responsible for the collection of Member's dues, and the maintenance of accurate records of all dues payments received. A list of paid-up members shall be available at all meetings to determine eligibility, when necessary. All funds collected shall be turned over to the Treasurer with an accompanying statement so appropriate entries may be made to the ledger.

### **3. COMMUNICATIONS COMMITTEE:**

The Communications Chairperson shall be responsible for keeping active members informed of meeting dates, and other pertinent information utilizing telephone, e-mail, text, and social media.

### **4. SUNSHINE COMMITTEE:**

The Sunshine Chairperson shall coordinate the sending of Get Well cards, Sympathy cards, Thank you cards, and other appropriate correspondence as necessary.

### **5. PLAY SELECTION COMMITTEE:**

The Play Selection Chairperson shall choose members to serve on this committee. The Play Director, chosen upon the approval of the Executive Board, shall be a member of this committee. It shall be the duty of this committee to read and select a play for production. The selected play will then be submitted to the Executive Board for approval.

## **ARTICLE VIII: NOMINATIONS and ELECTIONS of OFFICERS**

### **1. NOMINATING COMMITTEE:**

**A. The President shall appoint a Nominating Chairperson, who, in turn, shall appoint two (2) additional members to serve on the committee, pending approval of the Executive Board. This shall be done in the month of April.**

- 1. The nominating committee shall select a slate of eight (8) officers for the coming year. A job description shall be furnished to all prospective candidates for office, upon request.**
- 2. The slate of officers must be presented by the Nominating Committee Chairperson to the General Membership at the September and October meetings. At the September and October meetings, nominations from the floor may be presented by the General Membership.**
- 3. If a member who is nominated cannot be present at the meeting when nominated, a letter of acceptance delivered to the Nominating Chairperson shall suffice.**

### **2. ELECTION OF OFFICERS:**

**A. The election of officers shall be by written, paper ballot, or, if there is no challenge given, and the General Membership approves the slate, the slate will be accepted as presented.**

**B. Ballots may be accepted up until the conclusion of the business segment of the meeting. The Nominating Chairperson shall appoint two (2) members, in good standing, of the General Membership, to count the ballots.**

**C. If no candidate receives a majority of votes, balloting continues, retaining as candidates all who do not voluntarily withdraw.**

**D. The election of the Executive Board shall take place at the regular November meeting of the General Membership. At the December meeting, the new officers shall be installed and shall assume their duties as of January 1<sup>st</sup> through December 31<sup>st</sup>. In the event the December meeting cannot be held, the newly elected officers shall assume their duties on January 1<sup>st</sup>, and shall be considered duly installed.**

**3. ELIGIBILITY TO HOLD OFFICE:**

**All potential candidates must be a resident of Leisure Village West and a member in good standing by virtue of current dues paid.**

**ARTICLE IX: AMENDMENTS**

**Amendments to the foregoing By-Laws shall be made as follows:**

- 1. An amendment shall be proposed by the Executive Board if approved by the majority of the Board; or by a petition signed by twenty-five (25) or more members in good standing.**
- 2. A proposed amendment must be presented to the General Membership at a regular meeting. Only after a proposed amendment has been read at two (2) consecutive meetings, can a vote for approval be taken at the next regular meeting.**



**ARTICLE X: DISSOLUTION**

- 1. In the event of the dissolution and disbandment of the West Village Players, Incorporated, fifty percent, (50%), of the treasury's remaining funds shall be dispersed in a manner to be determined by the Executive Board of West Village Players, Inc.**
- 2. The remaining fifty percent, (50%) of funds shall be discharged to the Leisure Village West Recreation Department.**

*Approved:*  
*5/12/2022*