BYLAWS OF LUTCHER THEATER SERVICE GUILD

ARTICLE I – NAME
The name of this organization shall be Lutcher Theater Service Guild Entertainers.

ARTICLE II – OBJECT
The object of this organization shall be to promote public interest in and support of the Lutcher Theater.
ARTICLE III – MEMBERS
Section 1. Membership is open to all persons who support the objects of the organization.
An individual may become a member by applying for membership and paying annual dues to the Membership Chairman.
Annual dues shall be recommended by the officers and approved by the membership, payable on September 1. The Membership Chairman shall notify members who are in arrears by October 1. If dues are unpaid by November, member shall be dropped.

Section 2. The membership year shall be from September 1 to August 31.

ARTICLE IV – OFFICERS
Section 1. The officers shall be a president, a first vice-president, a second vice-president in charge of publicity, a secretary, a treasurer, publicity, historian, and four directors at large. The term of office shall be one year. In addition to the elected officers, the immediate past president shall also serve as a director at large.
Other officers may be appointed by the Board of Directors, as it deems necessary. The duties of appointed officers shall be described by the board for a definite period of time.
No person shall hold more than one office at one time.
A vacancy in any office, except president, shall be filled by the board for the un-expired portion of the term.
Officers and directors, except the treasure, shall serve no more than two successive terms in the same office.

Section 2. A Nominating Committee of five persons shall be elected by voice vote at the November meeting. Nominations for the committee shall be from the floor. The chairman of Patron Services committee will serve as ex-officio (non-voting) member of this committee.
A. The Nominating Committee shall nominate one candidate for each office, four candidates for directors at large, and one candidate for chairman of each standing committee except the Patron Services Committee and Hospitality Committee.
B. The Nominating Committee shall report to the Board at the February meeting and to the general membership at the March meeting.
C. Officers shall be elected by voice vote at the March meeting installed at the May meeting to serve until their successors are selected. Should there be only one nominee for an office election shall be by voice vote.
D. Election of directors at large shall be by plurality if there are more than four nominees.

Section 3. Duties of officers shall be as prescribed by these bylaws and the parliamentary authority.

A. The president shall be the principal executive officer. The president shall preside at meetings of the members and at meetings of the Board of Directors. The president shall sign, with any other officer designated by the Board of Directors, any document, which the Board authorizes to be executed. The president shall appoint at the March meeting three members to perform an annual audit of all funds belonging to the organization. The report of the Auditing Committee is to be made at the general meeting in September.

B. The first vice-president shall perform the duties of the president in the president's absence. If the president is unable to fulfill his term of office, the first vice-president shall succeed to the office of president. The first vice-president shall perform such other duties as the president may assign.

C. The second vice-president serves in the office of first vice-president in his/her absence and is responsible for publicity of the service guild.

D. The secretary shall record minutes of meetings and shall perform such other duties as the Board may assign. The secretary shall update bylaws when they are amended and have available a current copy of the bylaws.

E. The treasurer shall have charge of funds of the organization. The treasurer shall receive and give receipts for all moneys paid to the organization. The collection of membership dues shall be the responsibility of the Membership Chairman. The treasurer shall deposit all funds in a bank designated by the Board of Directors. The treasurer shall give a financial report at meetings of members and at meetings of the Board of Directors. The treasurer shall be bonded if directed by the Board of Directors and shall cooperate in the annual audit. All checks shall be signed by two of the following: Treasurer, President, and Secretary.

ARTICLE V - MEETINGS

Section 1. Meetings shall be held in the following months: August (or Volunteer Fair), November, December, March, and May. Dates of meetings are to be set by the Board of Directors. Members are to be notified of meetings at least one week before the meeting. Meetings may be added or suspended by the Board of Directors.

An annual membership drive may be held at a time and place designated by the Board of Directors.

The December meeting shall be a luncheon or dinner.

The May meeting shall be the annual meeting for installation of officers, annual reports, and other business, in a place designated by the Board of Directors.

Special meetings may be called by the president or by five members of the Board of Directors, and

shall be called upon the written request of ten members. Each member shall be notified of a special meeting to include time, place, and purpose of meeting.

Fifteen members shall constitute a quorum.

ARTICLE VI – BOARD OF DIRECTORS
Section 1. The Board of directors shall consist of the following members: officers, chairmen of standing committees, the immediate past president, and four directors at large. The theater managing director shall be an ex-officio member of the Board.

Section 2. The Board of Directors shall have general supervision of the affairs of the organization between its business meetings, shall fix the date and hour of meetings, shall make recommendations to the membership, and shall perform such other duties as specified in these bylaws or as directed by the membership.

Section 3. Meeting of the Board of Directors shall be held in July, October, and February of each year. Meetings may also be called by the president or upon written request of three members of the Board. Members of the Board will be notified at least one week before the meeting.

Section 4. Seven members shall constitute a quorum.

Section 5. The Board of Directors may accept on behalf of the membership any contribution, gift or bequest.

ARTICLE VII – COMMITTEES
Section 1. The standing committees and their duties shall be as follows.

A. Event Planning: Work closely with theater staff to execute special events. They shall be responsible for the December meeting, the May annual meeting, and Christmas decorations.

B. Audience Development: distribute promotional materials; provide special programs to promote the theater to the public.

C. Hospitality: provide hospitality at the theater as needed.

D. Membership: conduct annual membership drive, collect dues, notify delinquent members, and maintain membership roll. They shall provide membership list with addresses and phone numbers to the theater, officers, and committee chairmen. The Membership Chairman shall buy an award to be presented to the outgoing president at the May meeting.

E. The Lutcher Theater Managing Director shall select a theater staff member as the permanent chair of the Patron Services Committee, the permanent chair of the Hospitality Committee, and the permanent chair of the Social Media Committee. Patron Services: provide ushers, ticket takers, and

concession workers as needed at the theater. Patron Services Committee chair shall act as a non-voting member of the nominating committee.

F. Stage, Lighting, and Props: provide light operators and stagehands, obtain props as needed, and assist the theater production manager.

G. Social Media: Provide pictures and content for the Lutcher Theater Service Guild social media pages.

Section 2. The chairmen of standing committees, except the chairman of Patron Services, Hospitality Chairman and Social Media Chairman shall be elected by voice vote at the March meeting. Other members of standing committees shall be selected by each chairman.

Section 3. The president may assign other duties to the committees as approved by the Board of Directors.

Section 4: An auditing Committee of three members shall be appointed by the president at the March meeting. The committee shall audit the treasurer's accounts and report at the general meeting in September.

Section 5. Special committees may be appointed by the president as the membership or the Board of Directors shall deem necessary.

Section 6. The president and managing theater director shall be ex-officio member of all committees, except the Nominating and Auditing Committees.

ARTICLE VIII – PARLIAMENTARY AUTHORITY
The latest edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for this organization.

ARTICLE IX – AMENDMENT OF BYLAWS
These bylaws may be amended at any regular meeting of the membership by two-thirds vote of those present and voting, provided that the amendment has been submitted in writing at the previous regular meeting.

Revision March 94
Revision January 2001
Revision January 2004
Revision November 2007
Revision March 2008
Revision May 2016
Revision May 2017
Revision December 2025
Revision May 2026