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3 **VACT Bylaws Proposals**

4 **1. Voting at the Annual Meeting**

5 **Synopsis: Allow absentee ballots for board and production selection**

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7 **Reason: Provide more member participation in elections**

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9 **Effective Date: October 1, 2007**

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11 **ARTICLE 4 -- MEETINGS**

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13 Section 1a Active members shall have the right to vote by absentee ballot for Board Officers and
14 Production Selection. Each absentee ballot must be received by the Secretary prior to the
15 start of the Annual Meeting.

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17 **ARTICLE 6 – PRODUCTIONS**

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19 Section 1 Selection of Productions. All active members ~~present at the annual meeting~~ may vote on
20 the productions for the season after next *no further changes in section*

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23 **2. Selection of Producer and Director**

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25 **Synopsis: Define the roles of Producer and Director; specify that Producer is also**
26 **selected by the board**

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28 **Reason: Conform bylaws to current practice**

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30 **Effective Date: October 1, 2007**

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32 **ARTICLE 6 – PRODUCTIONS**

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34 Section 2 Selection of Producer and Director. The Board of Directors will be responsible for
35 selecting the Producer and Director(s) for each production. The Producer and Director
36 will work together to select his/her own the remaining production staff with approval by
37 the Board of Directors.

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39 Section 3 ~~Director's Authority. The appointed Director is in charge of the current production. A~~
40 ~~majority vote of the Board of Directors shall limit the Director's authority only in the~~
41 ~~field of finance and major policy decisions.~~

42 Duties of the Producer and the Director. The Producer is responsible for overseeing all
43 aspects of the production including, but not limited to:

44 -preparing and managing budgets;

45 -paying royalties and managing of rental materials;

46 -arranging and managing facility rental;

47 -preparing paperwork, including cast agreements, cast lists, etc.;

48 -coordinating set design and construction;

49 -collecting and organizing information for the program;

50 -coordinating an orchestra, when needed;

51 -managing tickets, attendance records and promotion for the project.

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53 The Director is responsible for the artistic vision for the production, the rehearsal
54 schedule and all aspects of stage preparation for the production. Approval by the Board
55 of Directors is required for the Director to have a speaking role or vocal solo in a
56 production.

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Section 4 Director/Producer Dismissal. During the preparation for a production, the Board of Directors shall have the authority to replace a the Producer and/or Director whom the Board, in its sole discretion, deems to be providing inadequate service, thus jeopardizing the success of that production and/or the reputation of VACT, Inc.

3. Official Notice

Synopsis: Official notice will be by email and VACT website

Reason: 21st Century

Effective Date: October 1, 2007

ARTICLE 4 – MEETINGS

Section 1 Annual Meeting. The annual meeting shall be held in September of each year. Elections by simple majority vote for any vacant seats of the Board of Directors will be held at this meeting. Notice of and agenda for the meeting shall be posted on the VACT website (vact.org) and sent via e-mail to all members of the organization from the preceding year not more than fifteen (15) or less than seven (7) days preceding the meeting. In addition, such other business as the Board of Directors deems to be appropriate shall be brought before the meeting.

Section 2 Board of Directors Meetings. The Board of Directors meet monthly at a time determined by the Directors. The President, with the consent of the Board of Directors, may call or suspend special or regular meetings as deemed advisable. Four (4) absences from a monthly Board meeting in a fiscal year by a Board member shall constitute that member’s resignation from the Board. All Board of Directors meetings are open to the general membership. Official notice of meetings will appear ~~in *The Verona Press* and *The Fitchburg Star*~~ on the VACT website (vact.org) at least one (1) week prior to the Board of Directors meeting.

4. Housekeeping

Synopsis: Remove reference to non-existent Arts Council

ARTICLE 5 -- BOARD OF DIRECTORS AND OFFICERS

Section 2b Duties of the Vice President. The Vice President shall:
1. Preside at all Board of Directors meetings when the President is not available;
2. ~~Serve as VACT, Inc.’s representative on the Verona Area Community Arts Council;~~
Renumber remaining