

**BY-LAWS**  
**SUNAPEE-KEARSARGE**  
**INTERCOMMUNITY THEATER, INC.**

**Revised March 21, 2021**

**ARTICLE I. NAME**

The name of this Corporation is the SUNAPEE-KEARSARGE INTERCOMMUNITY THEATER, INC. hereinafter referred to as SKIT.

**ARTICLE II. PURPOSE**

This Corporation is dedicated to raising funds for worthwhile local charities and service organizations through the presentation of theatrical performances/events.

**ARTICLE III. FISCAL YEAR**

The fiscal year of the Corporation shall end on December 31 in each year.

**ARTICLE IV. DUES**

SECTION 1. Dues are payable upon application for membership, for the remainder of that fiscal year and thereafter annually.

SECTION 2. If dues are not paid by April 1, the member shall be dropped from membership.

SECTION 3. The amount of annual dues shall be determined by the Board of Directors.

**ARTICLE V. MEMBERSHIP**

Membership shall be held by those individuals who support the objective of SKIT, who apply for membership and who pay their annual dues, regardless of race, color, creed, sex, national origin or sexual orientation. Junior memberships are open to youngsters 15 years of age and under. Junior members have no vote.

## **ARTICLE VI. BOARD OF DIRECTORS**

SECTION 1. NUMBER. The Board of Directors shall consist of the officers of SKIT.

i.e. the President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, the President ex-officio and three (3) members at large. The President of SKIT shall preside over the Board of Directors.

SECTION 2. ELECTION. The three (3) members at large shall be elected to the Board of Directors from the general membership of SKIT for a term of three (3) years; one such term shall expire each year. All elections shall be held at the Annual Meeting.

SECTION 3. POWERS OF THE BOARD OF DIRECTORS. The day-to-day and routine affairs of the Corporation shall be managed by the Directors, who shall have and may exercise all powers of the Corporation.

SECTION 4. COMMITTEES. The Directors may nominate one or more committees subject to the approval of the membership.

SECTION 5. SUSPENSION OR REMOVAL. A Director may be suspended or removed with cause by a vote of a majority of the Directors and members present. A Director may be removed with cause only after reasonable notice and an opportunity to be heard.

SECTION 6. RESIGNATION. A Director may resign by delivering his or her written resignation to the President or Vice President of the Corporation. Such resignation shall be effective upon receipt unless specified to be effective at some other time. Acceptance thereof shall not be necessary to make it effective unless it so states.

SECTION 7. VACANCIES. Any vacancies on the Board of Directors, which must be filled in accordance with ARTICLE VI, SECTION 2, may be filled by the Board of Directors. Each successor shall hold office for the unexpired term.

SECTION 8. REGULAR MEETINGS. Regular meetings of the Board of Directors may be held at such times and places, as the Directors shall determine.

SECTION 9. SPECIAL MEETINGS. Special meetings of the Board of Directors may be held at any time and place when called by the President or when requested by any Director.

SECTION 10. QUORUM. At any meeting of the Board of Directors, five (5) of the Directors then in office shall constitute a majority quorum/or conducting business of the corporation.

## **ARTICLE VII. OFFICERS**

SECTION 1. NUMBER. The Officers of the Corporation shall be President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

SECTION 2. ELECTION. The President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer shall be elected by the members at the annual meeting.

SECTION 3. TENURE. The President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer

shall hold office from the date of election or appointment until the next annual meeting of the membership. Persons elected to each of the above offices shall be limited to a maximum of three (3) consecutive terms of office. The President ex-officio shall serve for one (1) year following his or her term of office.

**ARTICLE VIII. DUTIES OF THE OFFICERS**

SECTION 1. EXECUTION OF PAPERS. Except as the Directors may generally or in particular cases authorize the execution thereof in some other manner, all contracts, checks, drafts, and other obligations made, accepted, or endorsed by the Corporation shall be signed by the President and/or by the Treasurer.

SECTION 2. PRESIDENT AND VICE PRESIDENT. The President shall be the Chief Executive Officer of the Corporation and shall have general charge and supervision of the affairs of the Corporation. The President shall preside at all meetings of the Directors and the membership. The President shall cause to be kept and maintained, a list of current members with names, addresses, and telephone numbers. The Vice President shall have and may exercise all the powers and duties of the President during the absence of the President.

SECTION 2A. PRESIDENT EX-OFFICIO. The President Ex-Officio shall serve as a support to the President during the inaugural year. The President Ex Officio shall vote only in case of a tie vote of the entire board.

SECTION 3. RECORDING SECRETARY. The Recording Secretary shall record and maintain records of all proceedings of the Directors and meetings in the book kept for that purpose. If the Recording Secretary is absent from any meeting, a temporary Secretary, chosen at the meeting, shall exercise the duties of the Recording Secretary.

SECTION 3A. CORRESPONDING SECRETARY. The Corresponding Secretary is responsible for all internal and external written correspondence.

SECTION 4. TREASURER. The Treasurer shall be the Chief Finance Officer and the Chief Accounting Officer of the Corporation. The Treasurer shall be in charge of its financial affairs, funds, securities and valuable papers and shall keep full and accurate records thereof. The Treasurer shall be responsible for preparing all financial statements, which shall be presented and available at all meetings of Directors and members, including a written financial statement to be presented at the annual meeting. The Treasurer is also in charge of the Corporation's books of account and accounting procedures.

SECTION 5. MEMBERS AT LARGE. The Members at Large shall act as liaisons between the general membership and the Board of Directors. One Member at Large shall be responsible for communicating with and updating the general membership by email after each board meeting. One Member at Large shall serve as SKIT's representative to the New Hampshire

Community Theater Association. The President shall determine which Member at Large shall fulfill each of the above responsibilities. These responsibilities may be alternated as the President sees fit.

### **ARTICLE IX. MEETINGS**

SECTION 1. ANNUAL MEETINGS. The annual meeting of the members of SKIT shall be held in the first quarter of the calendar year at a time and place determined by the Board of Directors.

SECTION 2. REGULAR MEETINGS. Regular meetings will be held at a time and place to be decided upon by the Board of Directors.

SECTION 3. SPECIAL MEETINGS. Reasonable notice of a special meeting shall be provided to each member in good standing of SKIT. Such notice need not specify the purpose of the meeting.

### **ARTICLE X. NOMINATIONS AND ELECTIONS**

SECTION 1. A Chairman of the Nominating Committee shall be appointed by the President. The Chairman shall then select two (2) other members to serve with the Chairman as a Nominating Committee.

SECTION 2. The Nominating Committee will present a slate of officers at the annual meeting.

SECTION 2a. Nominations will be accepted from the floor of the annual meeting at this time.

SECTION 3. Only members in good standing are eligible to hold office or to vote.

SECTION 4. A majority of all votes shall be required for election.

SECTION 5. Elections shall take place at the annual meeting.