

# CONSTITUTION AND BY-LAWS OF THE COLUMBUS PUPPETRY, INC.

## ARTICLE I - NAME, PURPOSE, AND ETHICS

### Section 1. Name

The name of this organization shall be the COLUMBUS PUPPETRY, INC.

### Section 2. Purpose

The organization shall be non-profit with the objective of bringing together persons interested in puppetry to help promote the following goals:

1. To act as a center for puppet information serving the members and the public.
2. To promote the art of puppetry in the Central Ohio area.
3. To help members establish criteria to raise the standards of puppetry.
4. To promote the separate craft areas connected with puppetry as well as promote puppetry as a performing art.

### Section 3. Ethics

This organization shall not engage in booking shows for members. However, a list of performing members supplied by the organization shall not be considered in violation of the above statement.

## ARTICLE II – MEMBERSHIP AND DUES

### Section 1. Membership

**Adult Regular Members:** This organization shall be composed of adult regular members with voting rights. The age limit shall be eighteen (18) and over. Adult members may join as individuals, as partners, and as family units.

The privilege of holding office, service as chairperson, introducing motions, debating and voting, shall be limited to adult regular members whose current dues are paid.

**Junior Division:** Membership shall be open to any young person, age six (6) through seventeen (17). These members may attend meetings and discuss all business matters. However, they may not hold office, service as a chairperson, introduce motions, or vote.

**Affiliate Member:** An affiliate membership is available to independent puppetry organizations. These organizations should possess a mission which supports their interest in puppetry. Each organization will specify one designated representative who will attend and participate in the meetings of the Columbus Puppetry Guild. The designated representative will have one vote, but will not be an officer in our Guild. Each affiliate organization will pay an annual membership fee which will be determined by the Executive Board. In order for an organization to become an

affiliate member, it must apply to and be approved by the Executive Board of the Columbus Puppetry Guild and by a majority vote of the Guild membership.

## **Section 2. Dues**

Dues shall be set by the Executive Board annually in August and will reflect the financial needs of this non-profit organization.

## **ARTICLE III - OFFICERS AND DUTIES**

### **Section 1. President**

The president shall be chief executive officer and shall give direction to the affairs of the organization, preside at the general meetings and meetings of the executive board, appoint the personnel of all committees, subject to the approval of the executive board, see that orders and resolutions of the executive board are carried into effect, shall be an ex-officio member of all committees, and shall be eligible for re-election.

The president shall also be responsible for a monthly newsletter and may appoint a newsletter editor to handle this task.

### **Section 2. Vice-President**

The vice-president is the second officer of the organization and assumes a leadership role when the president is absent, is responsible for setting up programs for the organization with the advice of the executive board, and shall be eligible for re-election.

### **Section 3. Secretary**

The third officer of this organization shall be the secretary, who shall keep a record of all meeting-minutes in a notebook, conduct all correspondence for the organization, and shall be eligible for re-election.

### **Section 4. Treasurer**

The fourth officer of the organization shall be the treasurer. The treasurer shall receive all monies of the organization and keep an accurate record of receipts and expenditures, deposit all funds in a checking account approved by the executive board, make a treasurer's report at each monthly meeting, keep accurate membership lists, and shall be eligible for re-election.

The out-going treasurer shall deliver to the new treasurer all money, books, documents, and other property belonging to the organization.

## **Section 5. Executive Board**

The four officers shall comprise the executive board, and they shall meet on a schedule set by the president. They shall plan all meetings, programs, send out a newsletter, and handle the many details of running the Guild.

They shall not involve the Guild in any major commitments without an affirmative vote at a membership meeting.

## **ARTICLE IV – ELECTION OF OFFICERS**

### **Section 1. Time of Election**

Officers shall be elected by ballot annually in April. If there is only one nominee for any office, the secretary shall cast a unanimous ballot for the nominee.

### **Section 2. Length of Term**

Officers shall assume their official duties at the end of the election meeting and shall serve for a term of two (2) years or until their successors are elected.

Two officers per year are to be elected. The president and secretary are to be elected in the same year and vice-president and treasurer the following year, thus assuring two experienced members on the executive board at all times.

### **Section 3. Nominating Committee**

There shall be a nominating committee selected by the president, consisting of at least three members, one of whom shall be a member of the executive board. This committee should be formed at least one month prior to elections.

The nominating committee shall select at least one nominee for each office to be filled and report at the April meeting. Following the report, the president will declare the meeting open for nominations from the floor.

Only those who have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor.

### **Section 4. Vacancies**

Any vacancy, except that of president, shall be filled for the unexpired term by appointment by the president, with the approval of the executive board.

If a vacancy occurs in the office of president, the vice-president shall fill the unexpired term, and a new vice-president shall be appointed by the executive board.

## **ARTICLE V – MEETINGS**

### **Section 1. Regular Meetings**

Regular meetings are usually held the second Sunday of the month. However, the date for meetings can be changed by the executive board with timely notice given to members. At times, a phone call can be used in lieu of written notice.

### **Section 2. Special Meetings**

Special meetings may be called by the executive board or at the written request of any ten members. Five days advance notice must be given to the membership.

### **Section 3. Quorum**

Twenty-five per cent (25%) or more members at any regular or special meeting shall constitute a quorum for the transaction of business.

## **ARTICLE VI - GOVERNING PROCEDURES**

### **Section 1. Procedures**

Roberts Rules of Order shall be followed in any meeting of this Guild.

In major decisions not covered under this document, a majority vote of the members present at a meeting shall be sufficient to carry a motion.

The executive board shall be the ultimate authority on all matters and policies relating to The Guild, except as otherwise provided in this document.

All executive board meetings are considered open, and interested members may attend by informing the president of their desire to attend.

### **Section 2. Recall of Officers**

Any officer may be removed for failure to fulfill the obligations of the office as set forth in this Constitution or for conduct unbecoming an officer. Demotion from office shall not carry expulsion from membership with it.

Removal petitions must bear the signatures of two-thirds (2/3) of members obtained within a 30-day period. Petitions shall be submitted to the executive board, and the board shall hear the evidence at an announced open meeting.

A three-fourths (3/4) membership vote at this meeting is needed for such removal.

## **ARTICLE VII – STANDING AND SPECIAL COMMITTEES**

Standing committees and special committees shall be created by the executive board to carry out the projects and work of the Guild.

The chairperson of the committees shall be appointed by the president with the approval of the executive board.

Special committees are created and appointed for a specific purpose and automatically go out of existence when work is done and final report received.

## **ARTICLE VIII – AMENDMENTS**

Amendments to this Constitution may be initiated by a majority vote of the executive board or by ten per cent (10%) of the membership. A signed copy of the proposed amendment must be presented to the membership at a regular or special meeting one month prior to the vote on such amendment or said proposed amendment may be published in the Guild newsletter, mailed to all members, one month prior to such meeting.

**THIS MODIFIED AND CHANGED CONSTITUTION AND BY-LAWS HAS BEEN PRESENTED TO THE GUILD MEMBERSHIP, AND AN AFFIRMATIVE VOTE WAS TAKEN ON MAY 20, 1990, AND COMES INTO FULL EFFECT ON THIS DATE.**