

Arc Light Productions By-Laws

Article 1 – Name of the Organization

The name of the Corporation shall be Arc Light Productions.

Article 2 – Mission Statement

Arc Light Productions is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The mission and purpose of Arc Light productions is to enrich, educate, and entertain our communities and members through the theatrical arts while accommodating members of all ages.

Article 3 – Membership

Membership shall be voluntary.

Article 4 – Board of Directors

The Arc Light Board of Directors shall consist of a four member Executive Board as well as three at-large members. The Executive Board will be made up of a President, Vice-President, Secretary, and Treasurer. The responsibilities of the board members are as follows:

- President
 - The President shall serve as chair of the Board of Directors and preside over all meetings.
- Vice-President
 - The Vice-President performs the duties of the President when the President is unable to complete them.
- Secretary
 - The Secretary shall keep records of the proceedings of the Board.
- Treasurer
 - The Treasurer shall have care and custody of all funds of the corporation and oversees day-to-day use and dispense of funds. It is also the responsibility of the Treasurer to maintain the final copy of financial records and bookkeeping.

The Executive Board shall be appointed by the Board from within the membership by means of a 2/3rd majority vote. The same 2/3rd majority vote is required to remove a board member. When filling an opening on the Board of Directors, an application will be created and made available to the public. Final submissions will be reviewed by the Board who will make the final determination as to the selection.

If a committee is formed by the Board of Directors, its membership does not need to be made up exclusively of Board members, however, it is a requirement that a member of the Board sits on each committee to serve as the communication back to the Board.

Article 5 – Meetings of the Board of Directors

Meetings shall be called by the Board of Directors as necessary.

Article 6 – Ancillary Positions

The following positions are seasonal roles to the organization and are appointed by the Board of Directors. These positions can be held by Board members.

- Artistic Director
 - The Artistic Director is responsible for planning each season in cooperation with the Board of the Directors and the selected directors as well as developing new concepts to further the organization.
- Director
 - A Director is appointed as needed for each production, sometimes becoming multiple individuals.

Article 7 – Fiscal Year

The corporation shall operate on a fiscal year beginning on January 1 and ending on December 31.

Article 8 – Amendments

Amendment to these by-laws can only be made at a full meeting of the Board of Directors with a 2/3rd majority vote.

Article 9 – Conflict of Interest

Any issues that arise stemming from conflict of interest shall be immediately reviewed by the Board as a whole.

Article 10 – Dissolution

Upon the dissolution of Arc Light Productions, following provisions to pay all outstanding debts and debtors, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Peoria County which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

The above By-Laws were first adopted on January 12, 2007.

Current Revision Adopted: _____

Signatures: _____
