



BYLAWS

ARTICLE I MEMBERSHIP APPLICATION, RESIGNATIONS, AND EXPULSION

Section 1. Application for membership shall be addressed to the Membership Secretary, who shall include the new applications in the Membership Report at the next General Meeting.

Section 2. Membership shall be as stated in the Constitution. Members in all categories may be in an inactive or suspended status temporarily. Any member who is in arrears of any money due to POPs is subject to suspension.

Section 3. Resignations shall be addressed to the Membership Secretary who shall, not later than the next general meeting, bring them to the attention of the Board of Directors for action.

Section 4. Upon approval of the Board of Directors, resignations shall become effective not less than 7 days from the date the formal request is received by the Membership Secretary. The Board of Directors may recommend immediate effectiveness, but in no event, before all money due to POPs by the resigning member has been collected.

Section 5. For minor infractions of POPs' rules, a member may be placed in a suspended status by majority action of the Board of Directors, and is there by temporarily denied all privileges of membership in the club. However, dues, assessments and his/her responsibilities as a member of POPs shall continue. A period of suspension shall be limited to 7 days, at the end of which time the Board of Directors shall be required to take further action or the suspended status shall end automatically. Examples of minor infractions include, but are not limited to, not following theater etiquette and neglecting production responsibilities.

Section 6. For serious infractions of POPs' rules, the Board of Directors may temporarily suspend a member, pending a vote for expulsion, by a 2/3 vote of Board of Directors. Prior to a vote for expulsion, the Board of Directors will initiate a meeting (or telephone conference if the member is not on Okinawa) with the suspended member during the suspension period to discuss the reasons for suspension

and to come to a resolution. If no resolution is possible, the Board of Directors may vote for expulsion by a 3/4 vote of all members of the Board of Directors, not just those present at the meeting in which the vote for expulsion will take place. If the member in question is on the Board of Directors, then that member does not get a vote. The Board's decision will be made official with a typed letter signed by the President, which shall then be mailed to the individual and a copy kept for records. The Board will make a report at the following general meeting. Examples of serious infractions include, but are not limited to, theft of physical or intellectual property of POPs, fraud, misrepresentation of POPs to other organizations or individuals, and misuse of copyrights.

ARTICLE II DUES OR FEES

Section 1. Each member of this association shall be assessed an annual membership fee as provided in the Bylaws as a condition of membership.

Section 2. The Active and Associate membership fee will be \$10 collected and recorded by the Membership Secretary. Requirements of adult membership are described in the Constitution.

Section 3. Junior membership fee will be \$5 collected and recorded by the Membership Secretary.

ARTICLE III DUTIES OF OFFICERS AND MEMBERS

Section 1. It shall be the duty of all officers to conduct the activities of POPs in an efficient and businesslike manner and to safeguard the interest of POPs at all times.

Section 2. President. The President shall have the usual powers of supervision and management, which pertain to the office of President and will perform the following duties:

- a. Preside at all meetings of the general membership and all meetings of the Board of Directors.
- b. Appoint general or standing committees for the period of time as determined by the President.
- c. Appoint a chairman for each committee.
- d. Be an ex-officio member of all committees.
- e. Countersign all minutes.
- f. Vote only in case of a tie in meetings of both the Board of Directors and the general membership.
- g. Enter into contracts on behalf of the association.
- h. Conduct the routine business of this association between meetings of the general membership.
- i. Ensure that yearly re-approval of the Constitution and Bylaws is accomplished through the appropriate service organizations with the assistance of the Vice-President and Treasurer.

Section 3. Vice-President. The Vice-President shall act as assistant to the President.

- a. To replace the President in the event the President is unable to perform the duties as prescribed under the job description of the President.
- b. To perform any other duties or tasks as requested or assigned by the President.
- c. To help the President in any way necessary to fulfill the obligations of the office of President.
- d. Shall be an active advocate of the Pacific Okinawa Players mission.

- e. Shall maintain order through all meeting and productions of the Pacific Okinawa Players.
- f. Maintain a record of all property/equipment owned by POPs. See Section 6h for reporting requirements. This inventory shall be made a part of the official records of POPs and submitted to the Treasurer for the yearly audit.

Section 4. Recording Secretary. The Recording Secretary shall be the custodian of the records and shall have the following duties:

- a. Record and maintain a file of all minutes of meetings of the Board of Directors and all meetings of the general membership.
- b. Maintain all records of the association other than financial records.
- c. Countersign contracts executed by the President.
- d. Reply to all enquiries to POPs from various individuals or organizations or forward those enquiries to the appropriate person(s).

Section 5. Membership Secretary. The Membership Secretary shall conduct all correspondence within the membership of this association and shall have the following duties:

- a. Send notices of meetings to members.
- b. Maintain a list of names and addresses of officers and members.
- c. Create and distribute a monthly newsletter by email or paper copy to all active membership.
- d. Shall collect all new members' forms and membership dues.
- e. Ensure all membership dues are deposited in a timely manner, or given to the Treasurer to ensure timely deposit.

Section 6. Treasurer. The Treasurer shall be the custodian of the financial records of this association and shall have the following duties:

- a. Receive and be responsible for all funds and assets of this association.
- b. Make all authorized disbursements and keep a record of completed documentation (e.g. receipts, reimbursement forms) associated with those disbursements.
- c. Maintain necessary bank account.
- d. Sign and distribute checks appropriately.
- e. Maintain all financial records.
- f. Present a financial report to the general membership at the monthly general meetings.
- g. Audits shall be performed at least annually by a qualified and disinterested party who is not a member of POPs. However, additional unscheduled audits may be performed during the course of the accounting year, such as the change of Treasurer. The cost of such audit shall be borne by the Club and submitted to the Commanding General, Marine Corps Base, Camp Smedley D. Butler (AC/S, MCCA).
- h. A Record of all property/equipment owned by the Club shall be maintained. This record shall describe the items of property/equipment, the date purchased and the original cost. A physical inventory shall be conducted of all Club property at least annually as of the close of the accounting year. This inventory shall be made a part of the official records of the Club. Inventory overages and/or shortages and the survey/disposition of property/equipment will have the written confirmation of the membership. Where a sizable quantity of property is owned, a property officer shall be appointed to sign for and be held responsible for the property.
- i. Make the books and financial records of this association available for inspection and review when requested by the President, Board of Directors, or the installation commander.

Section 7. Historian. The Historian shall be responsible for all photographs, posters, and other memorabilia that depicts the history of this association on Okinawa and shall have the following duties:

- a. Maintain historic records of all events, functions, and productions involving this association.
- b. Maintain a photographic record of all events, functions, and productions involving this association.
- c. Assigning someone from the general membership to take photographs (providing film and equipment with POPs funding) and ensuring that those photos are maintained in the historic records.
- d. Ensuring that all photos and memorabilia are kept as property of POPs and at no time as a part of a private collection.
- e. Sign for Historian equipment (camera, printer, etc.) and be held responsible for their general care. POPs will replace equipment as necessary due to natural wear and tear or if the Board of Directors, by a majority vote, deem it necessary. The Historian will be held responsible for replacing equipment if it is damaged due to irresponsible care.

Section 8. Artistic Director. The Artistic Director's main duties will be to:

- a. Assist members in developing production proposals.
- b. Act as a consultant to directors, when asked to do so.
- c. Act as primary liaison with Army Entertainment to order scripts, perusals, and rental materials (e.g., music). POPs is required to order scripts through Army Entertainment in order to receive funding for the rights to scripts.
- d. Maintain the POPs script library.
- e. Maintain contact with all organizations where POPs requests theater space (e.g., MCCA, USO, Schilling).
- f. Create season schedule after show lineup has been approved by members.

Section 9. Publicity. The Publicist main duties will be:

- a. To generate positive media coverage of POPs' events.
- b. To create advertisements for each POPs season for approval by the President.
- c. To approve and proof for errors all programs, posters, tickets, and advertisements before sending orders to printers.
- d. To order printed materials, advertisements and other marketing material by maintaining communications with printing and media companies (e.g., AFN, MCCA and KAB Marketing, ITT, DAPS, Stars and Stripes).
- e. To act as Executive Producer for each production to ensure publicity is generated for each show and to act as a resource to each show's production staff.
- f. To maintain POPs' presence on the Internet.

Section 10. Technical Director. The Technical Director shall be responsible for the use and maintenance of all electronic components and shall have the following duties:

- a. Maintain an inventory of all electronics owned by POP's (Cables, lights, walkie talkies, microphones, etc.). A report of said equipment will be provided to the Vice President, which will then be included in the Treasurer's binder for the yearly audit.

- b. Train others on how to properly use light/sound boards.
- c. Ensure that all electronics are in good working order.
 - 1. If electronic items are not working, they must be repaired.
 - 2. If an item cannot be repaired, it must be disposed of properly, in accordance with local law, and noted on the inventory.
- d. Maintain adequate level of consumable supplies (gels, tape, batteries, light bulbs, etc.).
- e. Will be responsible for researching and purchasing any new electronic equipment, as deemed necessary.

Section 11. Ombudsman. The Ombudsman will act as a neutral intermediary between the Membership and the Board of Directors. This position is not a part of the Board of Directors and will not have a vote on the Board of Directors, but will be elected as an Officer of POPs in the same manner as all of the other Officers. The duties of the Ombudsman will include the following:

- a. Serve as a liaison between the Members of POPs and the POPs Board of Directors.
- b. Coordinate physical meetings amongst all parties when mediating disputes or concerns amongst Members and Board of Directors.

ARTICLE IV AMENDMENTS AND CHANGES

Section 1. These Bylaws shall become effective upon adoption by an affirmative vote of three-fourths of the members present at any general or special meeting at which a quorum is present, providing it is thereafter found to be legally sufficient and approved by the MCB Camp S.D. Butler, Torii Station, and Kadena Air Base Commanders.

Section 2. This Constitution and Bylaws may be amended or altered in accordance with the following procedure:

- a. Recommended Changes. Any member of POPs may propose changes to POPs' By-laws.
- b. A proposed amendment must be in writing, signed by at least three active members and presented to the Board of Directors.
- c. The Membership Secretary will notify the active members of the substance of the proposed amendment, in writing.
- d. Such notice will inform the members that the amendment will be voted on at the next general business meeting following such notice, provide the meeting is held not less than ten days after the date of notice.
- e. An affirmative vote of three-fourths of the present membership at any general or special meeting at which a quorum is present will be required for the adoption of any amendment. Any amendment to the constitution will be subject to final review by an installation commander.

ARTICLE V MISCELLANEOUS

Section 1. Before final acceptance of membership in this organization, each member shall read POPs' Constitution and Bylaws and other relevant rules and regulations, and shall have agreed in writing to observe and abide by them.

Section 2. Employment discrimination based on race, color, gender, marital status, age, religion, national origin, membership in labor organization, or physical handicap is prohibited.

ARTICLE VI ACTIVITIES

Section 1. POPs may hold workshops and classes for members to acquaint themselves with all aspects of theatre (e.g. make-up, set construction, blocking, etc.)

Section 2. POPs may participate in demonstrations and activities that acquaint the general public with theatre and in community activities to help the organization and its goals.

Section 3. POPs will present theatrical productions each year that provide the community with quality theatrical entertainment. These productions will be presented in coordination between the Board of Directors and the local community.

Section 4. POPs will use the profits from its productions toward future productions as well as toward a scholarship fund for high school students who will pursue a secondary degree in the performing arts.

Section 5. Members will vote on show proposals for the following season in June. POPs will only vote for midseason show proposals under extenuating circumstances (e.g. the cancellation of a show and a need to reschedule a new one). Workshops that do not include a request for rights or ordering scripts may be proposed throughout the year.

ARTICLE VII AWARDS AND GIFTS

Section 1. Lifetime Award-The Board of Directors has the option to choose, at their discretion, up to two active or associate members per seasonal year to receive a Lifetime Award. The awards may be presented at POPs' annual membership dinner. Recipients must have been a member of POPs for at least three years, have demonstrated great dedication, and put forth efforts that go above and beyond what would normally be expected of a member. Their participation must have greatly benefited POPs as a whole. Recipients of the Lifetime Award will be held in great esteem and will no longer be required to pay an annual membership fee. They will receive a Lifetime membership card, which will allow them free entry to any POPs production. The Recording Secretary should keep a record of Lifetime Award recipients and the criteria which the Board used for selection.

Section 2. At the discretion of the Board of Directors, other non-monetary awards may be awarded throughout the year.