

**BYLAWS
OF THE
ASSOCIATION OF THEATRE MOVEMENT EDUCATORS**

ARTICLE I. DUES AND FEES

- A. The Executive Board shall set and publish the dues for membership in accordance with the financial status of the Corporation.
 - 1. Dues will be collected annually in January.
 - 2. At any time the Executive Board may establish membership classifications and appropriate dues for such classifications, including exempt and reciprocal.
- B. The Executive Board will publish the rights of membership and services included in membership dues. At anytime the Executive Board may establish fees for special services.

ARTICLE II. EXECUTIVE BOARD

- A. The Executive Board shall be composed of:
 - 1. The four elected officers and the Immediate Past President (IPP).
- B. The Executive Board shall be the administrative, policy-making and planning body of the Corporation. It shall be the ultimate authority when the Corporation is not meeting.

ARTICLE III. ADVISORY BOARD

The Advisory Board shall include the original Founding Board as set forth in the original Articles of Incorporation of the Corporation, and the most recent past presidents up to a maximum total of (7) seven members, and a minimum total of (5) five members. The function of the Advisory Board shall be to offer the organization, and its elected officers, perspective and guidance. On issues requiring a vote, the Advisory Board shall cast a single vote. The Immediate Past President (IPP), representing the majority opinion of the Advisory Board, shall communicate this vote to the ATME president.

ARTICLE IV. DUTIES OF OFFICERS

A. **President.** The President shall:

1. Preside at all meetings of the membership;
2. Call and preside at meetings of the Executive Board;
3. Appoint special committees as he/she deems necessary;
4. Be a member ex-officio of all committees except the Nominations and Elections Committee;
5. Develop and maintain close contact with other organizations and foundations that might give support to or require assistance from this Corporation, through appointment of liaison representatives or other means;
6. Travel, when necessary, representing the Corporation; and
7. Perform such other duties as normally pertain to the president of an organization.

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B. Vice President. The Vice President shall:

1. Perform the duties of the President when designated to do so by the President or when the President is unable to fulfill such duties;
2. Secure annual reports from committee chairs and liaison representatives, and solicit concerns of general membership;
3. Prepare written summary of reports for the Executive Board, and advise the Executive Board of items that require the Executive Board's action;
4. Solicit current operations manuals for all ongoing Corporation functions;
5. Serve as an overseer of publications and public relations.

C. Secretary. The Secretary shall:

1. Keep a full and accurate record of the proceedings before the Executive Board, and special membership meetings;
2. Record the changes and amendments to Articles of Incorporation, the Bylaws and the Rules of the Organization;
3. Keep an accurate and updated membership roll and mailing list;
4. Notify the membership of all meetings and proceedings of meetings, nominations, elections, votes, changes in Articles of Incorporation, Bylaws, and Rules of the Organization; and whatever other information the President and/or Executive Board designate for dissemination to the membership.

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D. Treasurer. The Treasurer shall:

1. Report to the membership through written means and at the annual business meeting upon the total fiscal condition of the Corporation;
2. Dispense monies for current operations;
3. Collect and keep record of dues and fees and other income;
4. Deposit funds in a depository approved by the Executive Board, and maintain a suitable program of investment of Corporation funds not needed for current operations, and report thereupon to the Executive Board;
5. Submit an annual registration fee, paid to the State Corporation Commission.

ARTICLE V. ELECTION OF OFFICERS

- A. The Nominations and Elections Committee shall request nominations and present a slate of officers for election. Officers shall be elected by a majority vote and serve for a two year term. Beginning in March 2006, the election of officers shall be held in March, and terms of office shall begin at the annual ATHE (Association for Theatre in Higher Education) conference, typically held during the summer months.
- B. The Executive Board shall have the authority to fill any vacancy created by the death, resignation, or disability of any elected officers of the Corporation, the replacement to serve until the next regular election.

ARTICLE VI. MEETINGS

- A. There shall be an annual convention of members at a time and place fixed by the Executive Board. Opportunity shall be provided for consideration of business of the Corporation, for action on the Executive Board's programs for the ensuing years and for hearing and considering reports of committees. One percent (1%) of the membership present shall constitute a quorum at a business meeting.
- B. The Executive Board shall meet regularly each year. Other meetings of the Executive Board may be called by the President whenever he/she deems necessary. A majority of the membership of the Executive Board shall constitute a quorum.

ARTICLE VII. RIGHTS OF MEMBERSHIP

- A. Each General Member shall be entitled to vote for the Executive Board of the Corporation.
- B. Members shall not have the right to vote on the general day-to-day supervision and planning responsibilities of the Corporation.
- C. Members shall have the right to submit requests to the Executive Board concerning amendments to the Articles of Incorporation and amendments to the Bylaws through the Vice President of the Corporation.
- D. Members shall have the right to vote in any instance when the Executive Board requests a vote of the members.
- E. In any instance when the members are entitled to vote, each member shall have one vote. Any person who is both a member of the Corporation and an official representative of an organizational member of the Corporation shall be entitled to cast one vote in each capacity.
- F. Lifetime Achievement Award winners shall receive lifetime membership in the organization.