

**Addendum #2**

**BEAVER DAM AREA COMMUNITY THEATRE  
PRODUCTION COMMITTEE**

**Beaver Dam, Wisconsin**

**Board Approved 01-18-2017**

**Article I: Name**

The name of this organization shall be Production Committee, hereinafter referred to as the "Committee".

**Article II: Purpose**

1. The Committee shall be responsible for the selection of BDACT's season of revenue generating productions and events. Excepting, The Tell A Tale Council shall be responsible for programming opportunities for participants exclusively under 18 years.
2. The committee will strive to exceed annual show net income targets set by the Board of Directors.
3. The Committee shall interview and select the directors for each production and event.
4. The Committee shall submit their selections to the Board of Directors for final approval of the show or event, director and budget.

**Article III: Membership**

1. The Committee shall be composed of not less than 13 members nor more than 21, plus the Artistic Director, Managing Director, Board President and one Board Member, all of whom shall have a vote.
2. The Committee shall be comprised of individuals who have participated in BDACT productions. Committee members shall be weighted towards directors with the remaining being a broad representation of cast & crew.
3. The selection of the committee members shall be made by the Artistic Director, Managing Director, Board President and a member of the committee.
4. The term for the members shall be three years. The new members shall begin their terms after BDACT's annual member meeting in January.

## **Article IV: Officers**

1. The officers of the committee shall be the Managing Director serving as chairperson. The recording secretary position shall be appointed by the Managing Director.
2. In the absence of the chairperson or in the event of his/her death, inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned to him by the President or by the Board of Directors.
3. In the event the Vice President serves as chair the Board Member shall serve as recording secretary.
4. The chairperson shall prepare the agendas in consultation with the Managing Director.
5. The Recording Secretary shall be responsible for the accurate recording of the minutes of each meeting and sees to it that the minutes and agenda are made available to the committee members and the Board of Directors.

## **Article V: Meetings**

1. Committee meetings shall be held as needed, called by the chairperson or managing director. Meeting notice shall be given by email and text a minimum of 48 hours before said meeting.
2. A quorum shall be necessary to conduct business and shall consist of a minimum of five members present at a duly called meeting.
3. Meetings shall be conducted by the chairperson and all decisions will be made with the majority vote of members present. Ties will be broken by the managing director.
4. Notification of an intended absence shall be given to the committee chairperson or managing director before the meeting or it will be considered unexcused. Three unexcused absences in a calendar year may result in the removal of the member from the committee.