



The Jamesburg Theatre Group

Bylaws

Table of Contents

Article I: The Cabinet	1
Article II: Production Committees	2
Article III: Season Program	2
Article IV: Meetings	2
Article V: Amending the Bylaws	2

Article I
The Cabinet

- A. The Jamesburg Theatre Group will be run by a cabinet that will oversee all operations.
- B. Cabinet Positions:
- a. **Recreation Director of Jamesburg** - appoints an Artistic Director, approves cabinet members and season programs.
 - b. **Artistic Director** - appoints the cabinet (then approved by the Recreation Director), determines the season program, may direct productions, determines the season schedule, and who will direct each production.
 - c. **Assistant Director** - fills in for / assists the Artistic Director or an acting director of a production when they are unable to fulfill their duties or request assistance with an area of a production.
 - d. **Guest Director** - a director from the general public or outside of town that may assist with / direct productions on the season program.
 - e. **Associate Members** - a member from the general public who will assist with the productions.
 - f. **Cast Representatives** - a member of the cast for each production that will represent the cast in the cabinet. Appointed once casting begin by the acting director of their production.
- C. Terms:
- a. The terms of the Artistic Director and cabinet members appointed by the Artistic Director will begin on January 1st and expire on December 31st, unless otherwise specified or confirmed.
 - b. The terms of Cast Representatives will begin on the date that they are confirmed and expire on the designated date that will conclude the production they were appointed for.
- D. The Artistic Director:
- a. The Recreation Director will appoint an Artistic Director for the next season by August of each year.
 - b. The appointed Artistic Director must make their cabinet appointments for the next season by October of each year.
 - c. The appointed Artistic Director must have a season program for the next season put together by December of each year.
 - d. When an acting director of a production is unable to fulfill their duties, the acting Artistic Director will appoint a successor.
- E. The Recreation Director:
- a. The Recreation Director will confirm or deny the cabinet appointments and season program organized by the Artistic Director by December of each year.
- F. The acting director of a production by the Jamesburg Theatre Group is responsible for casting, determining the production schedule, dates, logistics and other necessary areas of the production, as well as reporting to the cabinet.
- G. Succession:
- a. If there is a sudden vacancy in the seat of Artistic Director, the Assistant Director will serve as the acting Artistic Director until another is appointed by the Recreation Director.
 - b. If a vacancy in a cabinet position occurs, the Artistic Director is responsible for filling that vacancy.

- c. If there is a vacancy in the seat of Assistant Director or the acting Assistant Director is unable to fulfill the duties of Artistic Director when that seat is vacant, the Recreation Director may appoint a new Artistic Director effective immediately.

Article II Production Committees

- A. Each production may have a committee or team to organize the show.
- B. Theatre for a Cause:
 - a. In the case of the Theatre for a Cause program, the Theatre for a Cause committee may serve as the acting production committee for that particular show.
- C. Appointing a Production Committee:
 - a. The acting director of each show will form the production committee.

Article III Season Programs

- A. The Jamesburg Theatre Group will operate through annual seasons that will begin on January 1st of the year and conclude on December 31st of the year, unless otherwise organized.
- B. The season program will consist of the productions or events that the Jamesburg Theatre Group participates in that year.

Article IV Meetings

- A. Meetings of each production committee and the Jamesburg Theatre Group cabinet may occur as needed.
- B. Meetings may take place through physical meetings or through electronic mediums.

Article V Amending the Bylaws

- A. If there is a dispute about the bylaws of the Jamesburg Theatre Group, the cabinet members will vote to resolve the dispute. The majority opinion, as determined by the vote, will determine the resolution of the dispute. If there is a tie in the vote, the precedent set before the dispute stands until an amendment is made.
- B. The cabinet of Jamesburg Theatre Group may vote to add, amend or remove existing bylaws. The majority wins. In the event of a tie, the addition, amendment or removal of a bylaw does not pass.
- C. Voting may occur through a roll call vote during a physical meeting or through absentee votes that may occur through online voice or video calls, messengers or the mail as long as the cabinet member, who is taking part in absentee voting, is aware of the full content of what the aforementioned vote entails and proper validation / authentication of their vote is made.