Friends of
Platteville Municipal Auditorium
By-Laws

Name: This organization shall be known as the Friends of Platteville Municipal Auditorium.

Purpose: The purpose of the Friends of Platteville Municipal Auditorium shall be to encourage the usage and renewal of the auditorium in Platteville's City Hall.

Membership: Membership is open to all who wish to support the Platteville Municipal Auditorium and the performing arts in Platteville and surrounding communities.

Dues:
1. Membership dues shall be determined by a vote of the membership.
2. Membership dues shall be paid annually and shall be due May 1 and delinquent June 1.
3. If a member joins after January 1, he or she shall be a member for the following membership year.

Meetings: Meetings shall be held on the second Wednesday of every month. Location will be at City Hall unless an alternate location is announced beforehand.

Officers:
The privilege of holding office, making motions, debating and voting shall be limited to members in good standing. All positions are strictly voluntary with no compensation.

President: The President shall preside at membership meetings and Executive Board meetings and work with the other officers to facilitate objectives of Friends of Platteville Municipal Auditorium. He or she shall set agendas, and call special meetings and appoint committees, as necessary. S/he shall have the authority to sign checks in the absence of the Treasurer. Term of office shall be two years.

Vice-President: The Vice-President shall preside over meetings and take over the duties of the President in his or her absence. Term of office shall be two years.

Secretary: The Secretary shall maintain a list of the membership, take minutes at all business meetings, report these minutes at the next business meeting, and conduct any necessary correspondence. All minutes should be filed to maintain the history of the organization. Term of office shall be two years.

Treasurer: The Treasurer shall keep an accurate record of the Friends of Platteville Municipal Auditorium monies and report such at business meetings. He or she shall be responsible for depositing funds and distributing those funds as directed by the membership. An account has been set up by Building Platteville and all monies are to be run through this account. The Treasurer may spend up to $50 without membership vote. Term of office shall be two years.
Public Relations Officer: The Public Relations Officer shall act as a liaison between the Friends of Platteville Municipal Auditorium, the public and local media, providing other publicity on behalf of the auditorium as needed. Term of office shall be two years.

Executive Board: The President, Vice-President, Secretary, Treasurer, and Public Relations Officer shall constitute the Executive Board.

Elections:
Election of officers shall be held as follows:
1. Election of officers will be held at the May business meeting.
2. The new officers shall take office at the next business meeting.
3. Upon the vacancy of an office before the term of office has expired, the position shall be filled for the remainder of the term by election at the next business meeting.
4. The President and Treasurer are to be elected every two years in even years. The Vice-President, Secretary and PR Officer are elected in uneven years. This schedule allows continuity on the Executive Board.

Executive Board:
1. The Board shall transact necessary business in the intervals between Organizational meetings.
2. The Board may spend up to $300 as necessary to conduct organization business between membership meetings.
3. The Board shall prepare the annual budget prior to its presentation at the May meeting for membership approval.
4. The Executive Board shall meet as necessary at a time and place to be determined by the Board. The Board meetings shall be called by the President.

Friends of Platteville Municipal Auditorium Policies:
1. The organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code.
2. This organization shall not participate in any political campaigns, sponsor any political actions nor attempt to influence legislation.
3. Its earnings and assets shall not enrich any officer, Board member, management or general member.
4. It will not conduct any trade or business unrelated to the purposes of Friends of Platteville Municipal Auditorium.
5. It is non-discriminatory to all persons regardless of race, religion, gender or sexual orientation.
6. It will not engage in any illegal activities.

Amendments to the By-laws:
1. This constitution may be amended in the following manner:
2. The proposed amendment shall be read and published in writing at the meeting prior to the actual voting on the amendment.
3. The amendment shall be posted for all to see during the two months before voting on the proposed amendment.
4. The amendment can then be voted upon at the next business meeting.
5. A two thirds majority of those present is required for an amendment to pass.
Quorum:
1. Business shall be conducted by members present at any business meeting.
2. Decisions shall be made by a simple majority of those present.

Friends of Platteville Municipal Auditorium Activities:
1. Funds are allocated according to the annual budget which is prepared by the Executive Board and approved by the general membership.
2. Support is given to those organizations using the Municipal Auditorium for the performing arts in the way of website publicity, the Platteville Arts Board, and the purchase of materials and items needed for maintaining or improving the auditorium.
3. In-kind contributions include officer’s duties, volunteers to staff the theatre, assisting at special functions of the theatre, advertising for special events of the auditorium, and conducting events.

Standing Committees:
1. Friends of Platteville Municipal Auditorium Events: The committee is responsible for the selection of performing artists or events to raise funds, and contacting the membership for fund-raising event needs.
2. Grants: The committee is responsible for searching for and submitting applications for Friends of Platteville Municipal Auditorium grants.

Dissolution:
Upon the dissolution of the organization, 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.

By-laws adopted June 1, 2011.

(Signed)
Cheryl Schmieder - President Date: July 6, 2011
Patrice Steiner - Vice-President Date: July 6, 2011
JoAnne Schlicher - Public Relations officer Date: July 6, 2011
Celeste Moore - Secretary Date: July 6, 2011
Doug Mackie - Treasurer Date: August 3, 2011