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NEW ENGLAND SECTION

The New England Section of the United States Institute for Theatre Technology  
*The American Association of Design & Production Professionals in the Performing Arts*  
USITT-NE INC., 63 Everett Street, Arlington MA 02474-6921

# BYLAWS OF USITT-NE, INC

NOVEMBER 7, 1997

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## ARTICLE I - NAME

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The name of this Corporation is USITT-NE, INC. It also refers to itself as "The New England Section of the United States Institute for Theater Technology."

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## ARTICLE II - DEFINITIONS

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- a) USITT refers to the United States Institute for Theater Technology, Inc.
- b) Section is synonymous with "Corporation".
- c) Chairman is synonymous with President of the Corporation.
- d) Secretary is synonymous with Clerk of the Corporation.
- e) Commonwealth refers to "The Commonwealth of Massachusetts".

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## ARTICLE III - LOCATION

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The mailing address of the Section shall be that of the Secretary. If this is outside the Commonwealth of Massachusetts, a 'resident agent' in Massachusetts shall be appointed to handle legal correspondence with the Commonwealth.

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## ARTICLE IV - PURPOSES AND LIMITATIONS

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The primary function of the Section is to actively promote the advancement of the knowledge and skills of its members and to facilitate communication among individuals and organizations engaged in all aspects of design and production in the performing arts. This is a not for profit organization organized and operated exclusively for charitable, educational, and scientific purposes, and in furtherance thereof and for no other purpose shall:

- a) Disseminate information about aesthetic and technological developments in the arts;
- b) Participate in regional, national, and international projects, programs, conferences, expositions, research and symposia;

- c) Promote research, education, training, innovation, and creativity in the performing arts;
- d) Advocate safe, efficient and ethical practices in the performing arts and work in cooperation with allied organizations to ensure that the interests of the members of the Section are represented nationally, regionally, and locally;
- e) Support industry standards to encourage good practices in all aspects of performing arts design and technical production as well as facility design and engineering;
- f) Present awards for excellence and recognize the contributions made by individuals and organizations to promote research, innovation and creativity in the performing arts.

The Section shall not engage in activities that are not in furtherance of its stated purposes nor in opposition to the grounds on which it is granted exemption for Federal Income Tax under section 501(c)(3) of the Internal Revenue Codes, as amended.

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## **ARTICLE V – MEMBERS AND DUES**

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### **SECTION 1 – MEMBERS**

Membership in the Section is open to all individuals or corporations who subscribe to these by-laws. The officers shall define the membership classes.

### **SECTION 2 – DUES**

The officers of the Section may assess dues for each class of membership, as they are established, with the approval of the majority of the members voting.

Dues are payable annually with the membership year being the same as the fiscal year.

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## **ARTICLE VI – MEMBERSHIP MEETINGS**

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- a) The annual meeting of the members of the Section shall be held at a place designated by the officers of the Section, within the fiscal year, for the election of officers and transaction of such business as may come before the meeting. Written notice of the place and time of the annual meeting shall be given by the Secretary to each member, either personally, by mail or by electronic communication, not less than thirty (30) days before the meeting.
- b) Special meetings of the members of the Section may be called at any time by the Chairman of the Section, or by a majority of the Executive Committee, upon a filing by five percent (5%) of the membership with the Secretary of a written request for such a meeting. Upon the calling of any special meeting, the Secretary shall give notice of such special meeting to each member, either personally, by mail or by electronic communication, not less than thirty (30) days before the meeting.
- c) At all meetings, those present shall constitute a quorum.
- d) All questions except the amendment of the By-Laws, and other matters specifically regulated, shall be determined by a majority of the votes cast.

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## **ARTICLE VII – OFFICERS**

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For the purposes of this document, the use of the word “man” or “men” in connection with an officer title will indicate both the male and female gender.

- a) Elections – The officers of the Section shall be elected at the annual meeting of the Section. Any officer may be removed at any time by an affirmative vote of two thirds (2/3) of the membership. Vacancies among the officers shall be filled by appointment by a majority of the remaining officers.
- b) Duties -
  - 1) Chairman – The chairman is also the President of the Corporation. Duties include presiding at meetings and taking general charge of the activities of the Section.
  - 2) Secretary – The secretary is also the Clerk of the Corporation. Duties include notifying the members of meetings and taking minutes at the meetings. The Secretary shall handle the filing of all legal correspondence of the Section.
  - 3) Treasurer – The Treasurer is also the Treasurer of the Corporation. Duties include maintaining the funds of the Section in good order and security. The Treasurer shall receive all monies payable to the Section, deposit them in such bank as approved by the officers, and make payments as approved by the officers. The Treasurer shall maintain proper books and records showing receipts and expenditures on behalf of the Section. The Treasurer shall handle the filing of all financial reports of the section.
- c) Term – The term for officers shall be two years, beginning at the Annual meeting of the year in which the balloting was completed, and will continue until such time of the Annual Meeting two years hence.

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#### **ARTICLE VIII – EXECUTIVE COMMITTEE**

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The Executive Committee shall consist of the officers of the Section and others appointed by the officers to perform specific organizational tasks.

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#### **ARTICLE IX – FISCAL YEAR**

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The fiscal year of the Section shall commence on the first day of July in each year. *(This is intended to be the same as the USITT fiscal year.)*

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#### **ARTICLE X – AMENDMENTS**

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The By-Laws of the Section may be altered, amended, or repealed at any meeting of the members of the Section by a two-thirds majority vote of all the members represented either in person or by proxy, provided that the proposed action is inserted in the notice of the meeting and that the notice is delivered to each member, either personally, by mail or by electronic communication, not less than thirty (30) days before the meeting.

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#### **ARTICLE XI – DISSOLUTION**

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In the event of the dissolution of the Corporation, all assets remaining after payment of all obligations shall be distributed exclusively for charitable, educational, and scientific purposes to organizations organized and operated for such purposes and exempt from Federal Income Tax under provision of Section 501(c) of the Internal Revenue Code, as amended.