



## I. NAME

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### I.1 NAME

The name of the organization is: Enrichment Through Culture.

### I.2 CONTACT INFORMATION

The mailing address of ETC is: P.O. Box 191, Cumberland, WI 54829

The telephone number is: 715-822-2787

The public email address is: info@cumberlandetc.com

The website is www.cumberlandetc.com

## II. PURPOSE

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### II.1 MISSION STATEMENT

ETC is dedicated to the development of the existing creative energy and to the fulfillment of the cultural needs of our rural setting by promoting the arts through education, participation in and presentation of cultural events for all ages.

### II.2 NON-PROFIT STATUS

ETC is a 501(3)c charitable organization. All actions of the organization shall comply with 501(3)c regulations in order to maintain non-profit status.

## III. MEMBERSHIP

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### III.1 CRITERIA

Membership shall be open to all who have an interest in the purpose of the organization and pay dues or supporting contributions annually. Memberships shall run from January 1-December 31. Angel contributors shall be considered lifetime members (\$5000 contributor).

### III.2 DUES

Membership dues shall be established by the Board of Directors and reviewed annually.



## IV. MANAGEMENT

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### IV.1 OFFICERS

The officers of the organization shall be: President, Secretary, and Treasurer.

The **President** shall preside over monthly meetings, special meetings, and board meetings, shall appoint all committee chairpersons, and shall decide all points of law. The President shall be an ex-officio member of all committees except the nominating committee.

The **Secretary** shall record minutes of all meetings, be custodian of the minutes and scrapbook, take care of correspondence, and be responsible for the printed matter of the organization.

The **Treasurer** shall collect all dues, contributions, and revenues, and have charge of all funds. The Treasurer shall be responsible for collecting budgets from all committees, present the total budget to the Board of Directors prior to the annual meeting, and present the prepared budget for vote at the annual meeting to be held in January.

### IV.2 BOARD OF DIRECTORS

The Board of Directors shall consist of:

- The Officers
- Building and Grounds Chairperson
- Fund-Raising / Public Relations Chairperson
- A representative for the Theater, Music, and Visual Arts groups.
- Other selected Members-at-Large.

### IV.3 BOARD MEETINGS

The board of directors shall meet regularly to make business decisions of behalf of the organization. Board meeting dates are set by the President. Robert's Rules of Order, Revised, shall be the rule of procedure.

### IV.4 ANNUAL MEETING AND ELECTIONS

The ETC Annual Meeting will take place at the beginning of each fiscal year in July. Public notice shall be given prior to the meeting, and ETC members are invited to vote in officer elections. Each committee chair shall give an annual report of the committees' activities.



## V. EVENTS

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### V.1 DEFINITION OF EVENT

An **Event** is any gathering, public or private, that is sponsored by ETC or utilizes ETC resources. ETC **resources** include ETC-owned buildings and property, staff, volunteers acting in the service of ETC, money from ETC's operating fund.

### V.2 EVENT SPONSORSHIP

Any ETC-produced event that is not produced by the Theater, Music, or Visual Arts committees must be sponsored by an ETC board member who will produce the show. The board will decide on the dates of each event in order to avoid schedule conflicts.

### V.3 PRIVATE EVENTS AND BUILDING RENTALS

The board shall vote to approve all private events and building rentals with regard to the organization's mission statement. All building rentals must have a signed Building Rental Agreement before the board will vote.

## VI. BUDGET

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### VI.1 APPROVAL

The budget must be approved by a simple majority of the Board of Directors, plus a simple majority of a minimum of three persons of the general membership who must be present.

### VI.2 NON-BUDGETED EXPENDITURES

Any expenditure outside of the budget must be approved by a quorum of the Board of Directors. A quorum shall consist of a majority vote of current board members.

### VI.3 AUDITING

The Treasurer shall keep proper records, and prepare a monthly report for meetings and a year-end report to be given at the annual meeting. The books shall be given to an auditing committee annually after being closed for the year and submitted to an accredited accounting firm for audit every three years.



## VII. COMMITTEES

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The standing committees for ETC shall be:

- Building and Grounds
- Fund Raising and Public Relations
- Finance and Budget
- Theater
- Visual Arts
- Music
- Membership

Other committees, either standing or ad hoc, may be created as deemed necessary by the Board of Directors

## VIII. AMENDMENTS AND CHANGES TO ETC CONSTITUTION

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This Constitution can/shall be amended by a two-thirds majority of the voting members present at the annual meeting or special meeting. The amendment or change must be presented at two prior consecutive board meetings and two public publishings before the vote to accept at the next general meeting or a called special session of the general membership.

## IX. DISSOLUTION

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If this organization if ever disbanded, any funds or properties in its possession shall be donated by the Board to one or more cultural or educational organizations functioning in the Cumberland area.