

THE OFFICIAL TRANSCRIPT OF
THE CONSTITUTION AND BY-LAWS OF
THE CHARLES SELLER FOUNDATION

ARTICLE I: NAME

The name of this organization shall be "The Charles Seller Foundation".

ARTICLE II: PURPOSE

The purpose of The Charles Seller Foundation shall be to provide moral and monetary aid to those who live in Bloomfield, New Jersey, and/or communities in the vicinity thereof, and who are disabled through illness, disease, or accident. If no beneficiary is available for a particular fiscal year, the executive board can, by majority vote, donate the net proceeds of that fiscal year's proceeds, or a portion thereof, to an established and reputable non-profit organization.

ARTICLE III: FOUNDATION ORGANIZATION

SECTION I: MEMBERSHIP

Membership in the foundation is open to any person or persons regardless of race, creed, color, or gender. Membership shall be comprised of persons between the ages of fourteen (14) and thirty (30). To be considered an active member of the Charles Seller Foundation, one is required to assist in any production generated by its subsidiary, Talent Time Players. Active membership begins upon completion of said production and shall end on September 30th the following year. Active membership is not granted to any person or persons who render services on show dates alone. Any active members who have reached their thirtieth (30th) birthday and wish to continue working for The Charles Seller Foundation/Talent Time Players may do so with a majority vote from the Executive Board. A majority vote is comprised of three elected officers; President, Executive Vice President, Vice President, Secretary, or Treasurer; voting in agreement on a decision placed before the Executive Board. Any exceptions to the age requirement must be approved by a majority vote of the Executive Board. Any determination concerning the active status of a member must be submitted in writing to the secretary of the Executive Board whereby within twenty days of submission the Executive Board must return a majority vote receipt to the petitioning member on his/her status all members must indicate their willingness to work to the best of their ability for The Charles Seller Foundation/ Talent Time Players. All members shall agree and in turn required to abide by the constitution and the by-laws set forth by The Charles Seller Foundation/Talent Time players.

SECTION II: OFFICER

The foundation shall have five officers, namely; a President, an Executive Vice President, a Vice President, Secretary, and a Treasurer. Also a Constitutional Advisor shall be elected from the membership at the general membership election meeting. Whereby they shall be elected from the active membership of the foundation according to the provisions and guidelines set forth in this constitution.

The foundation shall have six officers, namely; a President, an Executive Vice President, a Vice President, Secretary, a Treasurer and a Constitutional Advisor. They shall be elected from the membership at the general membership election meeting.

SECTION III: STANDING COMMITTEES

The foundation shall include four standing committees; namely; a Beneficiary, Membership, Publicity, and Social committees. The President shall be “ex-officio” of all stated committees which in turn requires all chairpersons to be subject to the request and oversight of the President. The President shall appoint a chairperson for the Publicity, Membership, and Social committees with the approval of three of the other four Executive Board officers. The Vice President shall be chairperson of the Beneficiary committee.

SECTION IV: EXECUTIVE BOARD

The Executive Board shall be composed of the six (6) elected officers and the chairpersons of the Membership, Publicity, and Social committees. A majority vote is comprised of three elected officers; President, Executive Vice President, Vice President, Secretary, or Treasurer; voting in agreement on a decision placed before the Executive Board. The chairpersons of the Membership, Publicity, and Social committees and the Constitutional Advisor will not have the power to vote on any Executive Board decisions but are required to attend all stated meetings as necessary. The president shall act as chairperson to the Executive Board and “ex-officio” of all committees of the Charles Seller Foundation/Talent Time players. Members of the Executive Board, cannot, under normal circumstances, hold more than one office. Members of the Executive Board cannot serve on the advisory board or board of trustees.

SECTION V: ADVISORY BOARD

The Advisory Board shall consist of five (5) or seven (7) members who will be appointed by a majority vote of the Executive Board annually. A majority vote for the Advisory Board is comprised of four appointed members voting in agreement on a decision placed before the advisory board. It is preferred and recommended that the advisory board be selected from members of the foundation who have been active members for at least two years. Members are required to be at or above twenty-one (21) years of age on or before October 1st of the current fiscal year. The Executive Board must approve any exceptions to the Advisory Board membership preference contained herein. Members of the Advisory Board will be available for consultation and advisement of the Executive Board when requested. Members of the Advisory Board cannot serve on the Executive Board or Board of Trustees.

SECTION VI: BOARD OF TRUSTEES

The Board of Trustees shall consist of seven (7) members. Permanent members shall be Mr. and Mrs. Charles Seller Jr. There shall be five (5) other members; one medical professional, one lawyer, and three others. All shall be appointed annually by a majority vote of the Executive Board at or before October 1st of the current fiscal year. Members of the Board of Trustees cannot serve on the Executive Board or Advisory Board. Members of the Board of Trustees cannot vote in general membership balloting of the foundation. All should be at or above the age of twenty-five (25) at or before October 1st of the current fiscal year. If a stalemate decision in

any matter arises and cannot be resolved between the Executive Board and the Advisory Board a petition has to be submitted to the Board of Trustees who; to the best of their ability; by a majority vote of four or more active Board of Trustee members will make the final decision. The Board of Trustees will be available for consultation, guidance, advisement, and services for the overall good of The Charles Seller Foundation at the request of the Executive Board and Advisory Board.

SECTION VII: FISCAL YEAR

The fiscal year shall be from October 1st to September 30th.

SECTION VIII: Dissolution

In the event of the dissolution of The Charles Seller Foundation, all moneys shall be entrusted to the Bloomfield High School Art/Theater Department, and signed over by the Executive Board, providing the moneys are distributed in the name of The Charles Seller Foundation, to a student involved in the Bloomfield High School Theater Program, demonstrating exemplary character and charitable virtues, in the amount of one thousand dollars (\$1,000), annually, until the trust is depleted. Following the entrusting of funds, the Executive Board shall be dissolved.

ARTICLE IV: DUTIES, POWERS, AND QUALIFICATIONS

SECTION I: PRESIDENT

The President of the foundation shall not have reached his or her thirtieth (30th) birthday at the time of his or her inauguration, and shall be at least eighteen (18) years of age by the time of his or her inauguration. They must be an active member for at least two consecutive years that immediately predate his or her election, and must have served one (1) year on the Executive Board or have served on the Board of another organization. Any exception to the above stated qualification must be approved by a majority vote of the Executive Board. The President shall call and preside at all meetings of the foundation and of the Executive Board. They may call meetings after giving due notice to members. The President shall appoint and may dismiss standing committee chairpersons with a majority vote of the Executive Board and shall execute the policies of the foundation as determined by the Executive Board. The President is responsible for securing the rehearsal and performance spaces and ensuring that they are restored to their original state, and overseeing production and board duties are carried out.

SECTION II: EXECUTIVE VICE PRESIDENT

The Executive Vice President shall not have reached his or her thirtieth (30th) birthday at the time of his or her inauguration and shall be at least a junior in high school. They must be an active member for at least two consecutive years that immediately predate his or her election. Any exception to the above stated qualification must be approved by a majority vote of the Executive Board. The Executive Vice President will assume all the duties, powers, and responsibilities of the President in the temporary or permanent absence of that elected officer. In the event that the Executive Vice President has not yet reached his or her eighteenth (18th) birthday, the next highest ranking active Executive Board member who is at least eighteen (18)

years of age shall assume these stated duties, powers, and responsibilities beginning with the Vice President, followed by the Secretary, followed by the Treasurer. The Executive Vice President shall be responsible and act as a liaison for all committees herein named or later appointed by the Executive Board, unless otherwise designated herein.

SECTION III: VICE PRESIDENT

The Vice President shall not have reached his or her thirtieth (30th) birthday at the time of his or her inauguration and shall be at least a junior in high school. They must be an active member for at least two consecutive years that immediately predate his or her election. Any exception to the above stated qualification must be approved by a majority vote of the Executive Board. The Vice President shall assume the duties, powers, and responsibilities of the Executive Vice President in the temporary or permanent absence of that elected officer. The Vice President shall be the chairperson of the Beneficiary committee and charged with the duties and responsibilities of researching and identifying emergent and chronic beneficiaries. The Vice President shall communicate with the selected beneficiary and serve as the primary liaison between the organization and the beneficiary.

SECTION IV: SECRETARY

The Secretary shall not have reached his or her thirtieth (30th) birthday at the time of his or her inauguration and shall be at least a junior in high school. They must be an active member for at least two consecutive years that immediately predate his or her election. Any exception to the above stated qualification must be approved by a majority vote of the Executive Board. They should have some knowledge of typing, word processing, and business correspondence. The Secretary shall be responsible for keeping minutes of the foundation and Executive Board meetings, and shall notify Executive Board members of meetings. They shall be responsible for keeping attendance at all meetings of the Executive Board, they shall also accurately record any results of voting at Executive Board and general membership meetings. They shall have access to the foundation's post office box and also be responsible for reporting the mail to the Executive Board at all foundation meetings. The Secretary will record and track the Membership Requirements of new and active members and advertisements for the production's playbill.

SECTION V: TREASURER

The Treasurer of the foundation shall not have reached his or her thirtieth (30th) birthday at the time of his or her inauguration, and shall be at least eighteen (18) years of age by the time of his or her inauguration. They must be an active member for at least two consecutive years that immediately predate his or her election. Any exception to the above stated qualification must be approved by a majority vote of the Executive Board. They should have an interest in accounting and bookkeeping. The Treasurer shall be responsible for all moneys of the foundation and shall keep the books of the foundation in proper order. They shall submit a financial report of the foundation's moneys to the Executive Board at the end of his or her term. They shall make such other reports at foundation meetings as may be required by the presiding officers. Furthermore the Treasurer must seek and disclose in advance to the Executive Board all possible bonds, grants, mutual funds, stocks, etc. and receive a majority vote from the Executive Board before applying to stated documents. Further, the Treasurer shall arrange for the annual auditing of the foundation books, which shall be at the end of the fiscal year. The Treasurer may also be

named as Business Manager of Talent Time, subject to the approval of the Producer and the Executive Board.

SECTION VI: CONSTITUTIONAL ADVISOR

The Constitutional Advisor shall not have reached his or her thirtieth (30th) birthday at the time of his or her inauguration and shall have a high school diploma, G.E.D., or an equal degree thereof. They must be an active member for at least two consecutive years that immediately predate his or her election. Any exception to the above stated qualification must be approved by a majority vote of the Executive Board. It is the duty of the Constitutional Advisor to maintain parliamentary procedure in accordance with the constitution and by-laws of The Charles Seller Foundation. They shall be elected in the general membership election meeting. They must have a working knowledge of the constitution and by-laws of The Charles Seller Foundation. They, even though elected to the Executive Board, shall not have a vote in any Executive Board voting. The Constitutional Advisor shall oversee all constitutional discrepancies and always maintain parliamentary procedure.

SECTION VII: STANDING COMMITTEES

The Publicity committee shall be responsible for the dissemination of accurate information about the foundation to the public. The chairperson may also be the chairperson of the Publicity committee of Talent Time.

The Membership committee shall keep accurate files of all members. The committee shall notify, with help from the Secretary, members of all general meetings and keep them informed of all decisions of the Executive Board and all general foundation information. The committee will also keep accurate files of active membership for voting and all other privileges set forth by the Executive Board. The chairperson may also be the chairperson of the Membership committee of Talent Time.

The Beneficiary committee shall identify chronic and emergent candidates and refer them to the Executive Board. The Beneficiary committee shall function under the direction of its chairperson, the Vice President.

The Social committee shall be in charge of all social plans, functions, and events of the foundation. This includes all planning, arrangements, setup, hosting, clean-up, and entertainment for the members. The chairperson may also be the chairperson of the Social committee of Talent Time.

The president shall be "ex-officio" of all stated committees of The Charles Seller Foundation/Talent Time Players.

SECTION VIII: EXECUTIVE BOARD

The Executive Board shall determine the policies of the foundation and approve by a majority vote the assistance provided to the beneficiary. All appointments to positions in The Charles Seller Foundation/Talent Time Players and or member dismissals must be submitted to the Executive Board secretary which in turn will be acted upon by the Executive Board within twenty

days of submission, all of which require a majority vote of the Executive Board.

A quorum of the Executive Board shall consist of four active elected officers. All decisions must be agreed upon by at least three elected officers of the Executive Board. Three or more elected officers of the Executive Board may, by written petition, require the President to call an Executive Board meeting.

In the event of a vacancy or failure to fulfill their duties and responsibilities in the office of Executive Board President it shall be the duty of the remaining Executive Board to submit a petition to the Advisory Board on the stated matter. In addition it shall be required that a majority vote of the combined remaining Executive Board and Advisory Board work together to nominate, elect, and inaugurate a candidate to fill the office of president of The Charles Seller Foundation within three days of submission of the petition to the advisory board.

In the event of a vacancy in the office of Executive Vice President, Vice President, Secretary, Treasurer or Constitutional Advisor; the Executive Board shall have the power by a majority vote to fill the position with anyone from the general membership who meets the qualifications of the vacated office. A majority vote of the remaining Executive Board is required.

The Executive Board shall have the power to create, abolish, and assign the duties, powers, and responsibilities of any committees that are deemed advisable and necessary by a majority vote of the Executive Board. The board shall fulfill all requirements which the board deems necessary and proper for the fulfillment of the purposes of this organization.

Under emergency circumstances, the Executive Board can temporarily operate with elected officers for President, Executive Vice President, and Treasurer, with approval of the Advisory Board, until other positions are filled. In this situation, duties of Secretary and Vice President would be split, i.e. President would take meeting notes, check P.O. Box, and manage correspondence for the organization. Executive Vice President would seek and secure beneficiary, and maintain communication with whom is selected. Treasurer would track and record membership requirements and advertisement moneys during the Talent Time production.

ARTICLE V: ELECTIONS AND MEETINGS

SECTION I: NOMINATIONS AND ELECTIONS

The Executive Board shall appoint a responsible group of three active members to serve as a Nominating Committee; none of whom can be members of the current Executive Board. No one on the Nominating Committee is eligible to run for office, one of these persons shall be appointed by the president to serve as chairperson. They shall nominate at least two qualified members for each elected office. The Nominating Committee will have a completed slate on or before August 24th of each calendar year.

Active members of The Charles Seller Foundation have the right and privilege to cast a vote in all general membership balloting. Election notices and lists of candidates will be sent to all members of the foundation at least one week prior to the date of elections. Absentee ballots are considered valid if, and only if, the signature of the voter accompanies the ballot. By the second

week of September, a general membership meeting will be held for the purpose of elections. At this meeting, further nominations can be made from the floor. Such nominations must be accepted and approved by a majority vote of the Nominating Committee. Nominees will be listed alphabetically by the last name of each candidate. Immediately preceding the vote, the Nominating Committee will explain the duties and qualifications for each office to the voting membership and each candidate will be given the opportunity to give a brief speech on his or her behalf. Elections will be held by secret ballot in a public place. Only active members of the foundation may vote in the election of foundation officers. In each of the offices, each voter shall vote for one candidate and the candidate receiving the highest number of votes shall take the office. In the event of a tie in the election of officers, the Nominating Committee shall conduct a runoff election for the office in which the tie occurs. The Publicity Committee will publicly announce election results within a week after the election. If a candidate requests to know the vote count, they may do so by a majority vote of the Nominating committee. Only a candidate may request to know the vote count for the position or positions they ran for. Vote count shall remain secret from the rest of the membership. The term of all officers and elected persons shall be from October 1st to September 30th to coincide with the fiscal year. No officer shall be elected to the same office more than two years in succession. The Nominating Committee shall be responsible for conducting the election and when the election is over, the Nominating Committee shall be dissolved.

SECTION II: REMOVAL FROM OFFICE

An elected officer may be removed from office for inefficiency, incapacity, conduct unbecoming of an officer of the foundation, or other just cause. A hearing must be held upon written petition by the Executive Board to the advisory board setting forth the grounds for removal. The final decision for removal shall be made by a majority vote of the advisory board.

ARTICLE VI: GENERAL PROVISIONS

Officers and committee chairpersons may select from the members at large such assistants as are necessary to aid in the fulfillment of their duties.

ARTICLE VII: AMENDMENTS TO THE CONSTITUTION

The Executive Board shall have the power to set up a committee to review any amendments to the constitution. This committee will present all proposed amendments to the Executive Board. The proposed amendments must then be presented to the active membership. All active members must be notified at least one week before voting. Any section of this constitution may be amended, repealed, or changed with the affirmative vote of a two-thirds majority of the active members at the general membership voting meeting.

ARTICLE VIII: FINANCE AND CONTRACTS

The moneys of the foundation shall be kept in (an) account(s) at a bank in Bloomfield, New Jersey and/or a community in the vicinity thereof, and shall be drawn upon by the combined signatures of the president and treasurer, unless otherwise designated herein. No remuneration beyond actual expenses shall be paid to anyone in or aiding the foundation. Medical, legal, and/or financial advisors' fees may be voted and approved only by a majority vote of the Executive Board. The President, by resolution of the Executive Board, shall delegate agents

who shall have the power to enter into contracts which shall be considered binding upon the entire organization. The Executive Board may invest excess cash in any safe interest bearing account with the approval of a unanimous vote and must obtain financial and legal advice before making such an investment.

Before the Executive Board can withdraw funds from the CD account, they must notify the Advisory Board at least fifteen (15) business days prior in writing, and receive majority vote approval.

ARTICLE IX: TALENT TIME

The Charles Seller Foundation shall produce each summer, by the last week in August, a show; i.e. Talent Time; its producer is to be appointed by the Executive Board as defined by this constitution.

Any person or persons who join the Talent Time Players and commit to the fulfillment of one production will automatically gain membership in The Charles Seller Foundation.

Talent Time may establish such bylaws as it desires with the consent of the Executive Board. A capable producer shall be appointed by March 1st of each calendar year by the Executive Board. In the event that a capable producer cannot be selected, the Executive Board can by a majority vote, elect one of its officers to serve as producer.

The producer shall have full responsibility for producing a successful show for the following summer. They may appoint such persons as are necessary to produce the show. All persons and committee chairpersons appointed by the producer are answerable to the producer who is in turn answerable to the Executive Board. Within one month after their appointment, the producer must appoint a director and business manager. With the aid of the director and the Executive Board the producer shall select a suitable show. The producer will also include, a technical director, and chairpersons for any necessary Talent Time production committees including, but not limited to the following; costumes, properties, make-up, construction, publicity, program, tickets, and/or social committees. All appointments made by the producer are subject to approval by a majority vote of the Executive Board. The producer, with the aid of their committees, must, as soon as feasible, present a working expense budget to the Executive Board, and shall attend Executive Board meetings when requested by the president and shall be guided by the decisions of the Executive Board.

Talent Time shall have a separate checking account to which The Charles Seller Foundation shall annually contribute a minimum operating fund which has been presented by the producer and voted upon by the Executive Board. The Charles Seller Foundation should make all moneys available at the request of the producer. After the minimum operating fund has been deposited into the checking account, it may be drawn upon only with the co-signatures of the producer and the business manager. The producer shall be responsible for seeing that the business manager of Talent Time keeps the books of Talent Time in proper order.

The business manager is responsible for all receipts and disbursements and shall keep accurate records. All income (gross receipts) and disbursements connected to the Talent Time players' show must be itemized, reported to, and audited by the Executive Board. If possible, all

outstanding production debts shall be paid within one week following the presentation of the corresponding show. Once the minimum operating fund has been returned to the foundation's account and any outstanding debts related to Talent Time's production have been paid, the balance will be disbursed to the beneficiary. The final decision on the amount given to the beneficiary is subject to a majority vote of the Executive Board. The entire net of Talent Time, after it has been audited, shall be turned over to the foundation by September 30th of that year. After this date, any outstanding receipts become the responsibility of the new treasurer. A statement of the profits of Talent Time shall be available upon request.

ARTICLE X: RATIFICATION

This, the Constitution and the by-laws of The Charles Seller Foundation, shall become effective as of the date of incorporation.

ARTICLE XI: DATES

ESTABLISHED 1950profit

AMENDED 1952

AMENDED 1953

AMENDED 1956

AMENDED 1965

AMENDED 1967

AMENDED 1970

AMENDED 1972

AMENDED 1977

AMENDED 2001

AMENDED 2006

AMENDED 2010

AMENDED 2013

AMENDED 2016

AMENDED 2017

Changes made (2010):

- Document in proper case form.
- Fixed the following spelling errors. Official to official, advisor to advisory, elction to election, voteing to voting, comittee to committee, priviledges to privileges, arraignments to arrangements, inturn to in turn, combinded to combined, nonimate to nominate, ahyone to anyone, rumeration to remuneration, wich to which, shal to shall, seperate to separate, al to all, responsibility to responsibility, guidenceto guidance
- Changes to document:
- Article I: added quotes around name.
- Clarifies
- Could change quotes to "Charles Seller Foundation" instead.
- Article II: remove show, add proceeds.
- Not all money going to beneficiary comes from show
- With no prior mention of "show" or production, it doesn't seem to fit
- Article II: added non-profit after reputable
- Reason: to insure money is disbursed to a charity

- Helps clarify.
- Article III, Section 1: Strike “principally”
- Unnecessary word
- Principally implies that not all members are within those ages, if so, then there are no age boundaries. Removal of the word clarifies the original intent.
- Article III, Section 1: Raise voting age to 14
- Keeps organization in the hands of high-school + age people
- Different maturity level
- Article III, Section 2: replace 5 with six, and reword following passage.
- There are 6 officers, not 5, even if one has no vote.
- The section of voting is handled later, and is unnecessary here.
- Article III, Section 4: replace 5 with six, add in constitutional advisor
- Needs updating
- Article III, Section 4: Add in “Members of the Executive Board, cannot, under normal circumstances, hold more than one office.”
- Keep people from stacking jobs
- Leaves it possible if people are impeached/quit unexpectedly.
- Article III, Section 5: major edit
- Advisory Board needed clarification, I believe these changes do that
- Article IV: Section 7
- The last paragraph made no sense. I made it a single sentence, and it works again.
- Article V, Section I
- Remove references to Talent Time. The voting contained in this section is Charles Seller Foundation voting, not TT voting.
- Add “Committee”: word was left out of first draft
- Eliminate Absentee Balloting to cut down on confusion.
- Hard to absentee vote when so many nominees are from the floor.
- Could create imbalances- due to proxy and ‘stacked votes’
- Article V, Section 2
- Removed combined, and remaining Executive Board
- The advisory board should remove officers- the remaining Executive Board already wants him/her gone, why let them vote twice?

Changes Made (2013):

- Added “Active membership begins with the completion of a Talent Time production and shall end on September 30th of the following year.” To the membership section
- Created Statement of Dissolution in Article III Section VIII “In the event of the dissolution of The Charles Seller Foundation, all moneys shall be entrusted to a person or persons, voted on by the Executive Board, providing the moneys are distributed to a beneficiary or beneficiaries deemed charitable by the Executive Board within a year of receiving the trust. Following the entrusting of funds, the Executive Board shall be dissolved.”

Changes made (2016)

- Changed doctor to medical professional in the Board of Trustees section and changed the minimum age to 25.
- Changed “Active membership begins with the completion of a Talent Time production and shall end on September 30th of the following year” to “Active membership shall end upon the final performance of the first production that the person does not participate in”

in the membership section.

- Changed “Vote count shall remain secret” to If a candidate requests to know the vote count, they may do so by a majority vote of the Nominating committee. Only a candidate may request to know the vote count for the position or positions they ran for. Vote count shall remain secret from the rest of the membership” in the Nominations and Elections section.

Changes proposed (2017)

- Under Article III, Section VIII In the event of the dissolution of The Charles Seller Foundation, all moneys shall be entrusted to a person or persons, voted on by the Executive Board, providing the moneys are distributed to a beneficiary or beneficiaries deemed charitable by the Executive Board within a year of receiving the trust. Following the entrusting of funds, the Executive Board shall be dissolved. Change to: In the event of the dissolution of The Charles Seller Foundation, all moneys shall be entrusted to the head of the Bloomfield High School Theater Department, and signed over by the Executive Board, providing the moneys are distributed in the name of The Charles Seller Foundation, to a student involved in the Bloomfield High School Theater Program, demonstrating exemplary character and charitable virtues, in the amount of \$500, annually, until the trust is depleted. Following the entrusting of funds, the Executive Board shall be dissolved.
- Under Article III, President description added “and must have served one (1) year on the Executive Board or have served on the Board of another organization”
- Under Article IV, Section III, President description added, “The President is responsible for securing the rehearsal and performance spaces and ensuring that they are restored to their original state, and overseeing production and board duties are carried out.”
- Under Article IV, Section III, Vice President description added: “The Vice President shall communicate with the selected beneficiary and serve as the primary liaison between the organization and the beneficiary.”
- Under Article IV, Section IV, Secretary description added, “The Secretary will record and track the Membership Requirements of new and active members and advertisements for the production’s playbill.”
- Under Article IV, Section VIII Executive Board added, “Under emergency circumstances, the Executive Board can temporarily operate with elected officers for President, Executive Vice President, and Treasurer, with approval of the Advisory Board, until other positions are filled. In this situation, duties of Secretary and Vice President would be split, i.e. President would take meeting notes, check P.O. Box, and manage correspondence for the organization. Executive Vice President would seek and secure beneficiary, and maintain communication with whom is selected. Treasurer would track and record membership requirements and advertisement moneys during the Talent Time. production.”
- Under Article VII, Section VIII Finance and Contracts, added, “Before the Executive Board can withdraw funds from the CD account, they must notify the Advisory Board at least fifteen (15) business days prior in writing, and receive majority vote approval.”
- Capitalized time of Time for Talent Time and executive board for Executive Board

throughout document.

- Unified spelling of monies to moneys throughout document.

Changes Made (2020)

- Under Article III Section I, changed the requirements of membership from “To attain active membership in the foundation the person or persons are required to assist in the production of a show; whether it be on or off stage, production staff, crew, orchestra; which shall be produced by the subsidiary Talent Time Players. Active membership begins with the completion of a Talent Time production. Active membership shall end upon the final performance of the first production that the person does not participate in.” with the following “To be considered an active member of the Charles Seller Foundation, one is required to assist in any production generated by its subsidiary, Talent Time Players. Active membership begins upon completion of said production and shall end on September 30th the following year.”