BYLAWS
of the
BEACONSFIELD ARTISTS' ASSOCIATION

ARTICLE I — **NAME**

The name of this Association shall be the **Beaconsfield Artists' Association** — *L'Association des Artistes de Beaconsfield*.

ARTICLE II — **OBJECTIVE**

The objectives of this non-profit Association shall be to encourage artistic activity at all levels of expertise and to provide opportunities for the exchange of ideas and information through workshops and other relevant programming.

ARTICLE III — **MEMBERS**

1. Membership shall be open to all those interested in fine art activities, with priority given to West Island residents.
2. Fifty-one percent (51%) of members in good standing must be residents of Beaconsfield.
3. Membership in the Association shall be from year to year, commencing the first of June and terminating the thirty-first of May.
4. The Annual Membership Fee will be proposed by the Executive Committee and approved by the membership at the Annual General Meeting.
5. Fees paid by returning members before the thirtieth of June shall be for the upcoming year.
6. New memberships will be confirmed by the Membership Director.
7. Membership categories consist of Active Members and Honorary Members**.**
8. Active Members must register annually, pay dues, and attend three (3) General Meetings per year in order to exhibit at the vernissages.
9. Honorary Members are individuals who have maintained membership for ten (10) consecutive years. They must register annually and pay dues but are exempt from the three-meeting attendance requirement to exhibit at the vernissages.
10. New members may, at the discretion of the Executive Committee, exhibit one artwork in the Autumn Exhibition.

ARTICLE IV — **MEETINGS**

1. The Executive Committee shall meet a minimum of three (3) times per year. Additional meetings may be called by the President as needed.
2. The general membership shall meet a minimum of four (4) times per year. An Annual General Meeting is held in May. General Meetings will be called by the President, or in their stead, by members of the Executive Committee.

3. Members shall be notified in advance of all General Meetings. Notice of the Annual General Meeting is provided in writing at least fifteen (15) days prior.
4. Special meetings may be called by the President or, upon written request of ten (10) members, shall be called by the Executive Committee, whereupon, the purpose of the meeting shall be stated in the notification.
5. Twenty percent (20%) of the membership constitutes a quorum.

ARTICLE V — **FUNCTIONS & PROGRAMS**

1. The Association shall provide instructional programs, outings, and opportunities for non-structured activities.
2. Annual exhibitions of members' works shall be held.
3. Exhibition rules are established by the Executive Committee. Members are notified in writing of new or revised specifications at least two (2) months prior to an exhibition.
4. In order to participate in exhibitions, members must be in good standing, have paid membership fees, and have attended a minimum of three (3) meetings prior to the exhibition date.

ARTICLE VI — **EXECUTIVE BOARD**

1. The officers of the Association constitute the Executive Board.
2. The officers of the Association shall be:
    - President
    - Past President
    - Vice President
    - Treasurer
    - Secretary
    - Program Chair
    - Membership Chair
    - Exhibition Chair
    - Telephone Chair
    - Social Convener
    - Webmaster
    - Publicity/Social Media

3. The officers shall be elected by ballot at the Annual General Meeting for a two-year term or until successors are elected. Their term of office shall begin at the close of the annual meeting at which they were elected.
4. No member shall hold more than two (2) offices at a time or serve more than two (2) consecutive terms in the same office.

ARTICLE VII — **ELECTION AND RESIGNATION OF OFFICERS**

1. The Executive shall appoint a Nominating Committee of three (3) members, no later than March of an election year.
2. The Nominating Committee shall include one (1) Executive member.
3. The Nominating Committee compiles a slate of officers and presents a report fourteen (14) days before the Annual General Meeting.
4. Elections take place at the Annual General Meeting (last General Meeting of an election year).
5. Additional nominations shall be permitted up to fourteen (14) days before the Annual General Meeting.
6. In the event of a resignation of an officer, the Executive Committee shall appoint a replacement from the membership for the remainder of the term of office.
7. Any officer of the Executive wishing to resign shall notify the President in writing before relinquishing duties.

DUTIES OF OFFICERS

The PRESIDENT shall:

co-ordinate all activities of the Executive Board.
call for and preside at all Executive and General meetings.
prepare an agenda in advance of all meetings.
- appoint special committees, including the Exhibition Committee and may attend all committee meetings, ex officio.
serve as liaison with the City of Beaconsfield.
set meeting dates for the entire year in advance, General meetings as well as Executive.
notify Program Chair in advance when speakers are needed.

The PAST PRESIDENT shall:

attend all meetings in order to advise and act as a resource person.
sit at the request of the Executive on special committees.

The VICE PRESIDENT shall:

assist the President, as required.
carry out the functions of the President, when the President is unable to do so.
- be assigned special duties from time to time or be required to supervise special committee functions.

The TREASURER shall:

collect fees from the members.
pay bills.
keep records of the finances of the Association and present a financial report at all meetings.
submit a full written annual financial report at the Annual General Meeting.
deposit monies in a bank approved by the Executive.
prepare an annual operating budget, in consultation with the Executive.

co-ordinate all documents required for grant requests.

The SECRETARY shall:

keep a record (minutes) of all procedures of the organization.
keep a file of all committee reports.
make minutes and records available to members.
- maintain a record book in which the bylaws, regulations and minutes are entered, with amendments to these documents properly recorded; and have the current record book on hand at every meeting.

advise membership of all upcoming General Meetings via the Membership Chair and the Telephone Committee fifteen (15) days in advance of the date.
conduct the general correspondence of the organization
- that is, correspondence which is not a function proper to other offices, or committees.

write letters in the event of bereavement, congratulation, illness, etc.

The PROGRAM CHAIR shall:

be responsible for the organization and presentation to the Executive, for approval of a yearly program of courses, workshops and other special activities.
be responsible for forming and supervising a Program Committee.
- consult with the Treasurer in order to ensure that programs are operating within budgetary constraints.
- arrange for someone to introduce and thank all speakers and other guests relating to programs.

investigate facility availability.
- co-ordinate facility requests and submit to the President a list of facility requirements for confirmation with the City of Beaconsfield.

The MEMBERSHIP CHAIR shall:

keep the organization's official membership roll in consultation with the Treasurer.
welcome and introduce new members.
produce and keep on file a Members' Attendance Sheet.
keep a waiting list of potential members and make it available to the Executive members when requested.
confirm new memberships.

The EXHIBITION CHAIR shall:

be responsible for all functions relating to any exhibitions by the Association.
establish exhibition rules and regulations, with approval from the Executive, and distribute these to members, in writing, a minimum of two (2) months prior to the date of the exhibition.
report to the President.

The TELEPHONE CHAIR shall:

organize and supervise the Telephone Committee members.

be responsible for advising all members by telephone of General Meetings and special activities fifteen (15) days in advance of the date.

The SOCIAL CONVENER shall:

be responsible for arranging and maintaining a record of which members shall be asked to bring refreshments.
head the committee for arranging the vernissage for the annual exhibition.
be responsible for occasional special duties i.e. buying gifts, ordering flowers, etc.

The WEBMASTER shall:

promote the BAA via the internet. update BAA calendar, art activities and BAA Executive pages as required.
prepare and update individual member's web pages.
inform the members when their web pages are posted.
advise the executive of any major modification to the BAA site.
maintain a backup copy of members' works - digital photographs or scanned images.

The Publicity/Social Media Chair shall:

provide all publicity required by the organization.
keep an updated resource list of all publicity sources, including newspapers, radio and television.
maintain an archive of all publicity releases relevant to the organization.

ARTICLE IX — **SPECIAL COMMITTEES**

1. **The PROGRAM COMMITTEE shall**:
   consist of all members responsible for organizing courses, workshops, and special activities, except exhibitions.
   report to the Program Chair.
   be responsible for planning the yearly calendar of courses, workshops, lecture seminars and any other special activity of interest to members.
   be responsible for the hiring of teachers, etc. and for the organization of required equipment and supplies.
   co-ordinate facility requirements and submit to the Program Chairman a list of all facilities to be reserved for the year.

2. **The TELEPHONE COMMITTEE shall:**
   report to the Telephone Chair.
   be responsible for advising members by telephone of General Meetings and special activities fifteen (15) days in advance of the date.
   report to the Executive.

The Special Committees function as per duties outlined in Article VII

ARTICLE X — **AUDIT OF ACCOUNTS**

1. The accounts of the Association shall be audited annually.
2. The fiscal year shall end May 31st of each year.

ARTICLE XI — **AMENDMENT OF BYLAWS**

1. Existent bylaws may be amended at any General Meeting or at the Annual General Meeting by a vote of fifty-one percent (51%) of the membership.

2. The proposed amendments must be submitted in writing to the membership a minimum of fifteen (15) days in advance of the meeting at which the voting shall take place.

3. In the event that an entire revision of this Constitution is perceived as necessary, the Executive may appoint a committee to recommend changes to be presented to the membership for approval. The membership shall be notified a minimum of fifteen (15) days in advance of any meeting called to amend the bylaws and shall receive in writing the proposed revisions.

ARTICLE XII — **DISSOLUTION OF THE ASSOCIATION**

1. In the event of the dissolution of the Association, property belonging to the Association shall be rendered in trust, to the City of Beaconsfield, to be used for artistic development.

2. The Association shall be dissolved by a vote of fifty-one percent (51%) of its membership.

ARTICLE XIII — **PARLIAMENTARY AUTHORITY**

In all matters not provided for in this Constitution and Bylaws, *Roberts Rules of Order, Revised* shall be the Parliamentary Authority.

September 1986
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September 1, 2010
May 17, 2017
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