

**BYLAWS
of the
BEACONSFIELD ARTISTS' ASSOCIATION
L'ASSOCIATION DES ARTISTES DE BEACONSFIELD**

ARTICLE I

NAME

The name of this Association shall be the
"BEACONSFIELD ASSOCIATION"
"L'ASSOCIATION DES ARTISTES DE BEACONSFIELD".

ARTICLE II

OBJECTIVE

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

ARTICLE III

MEMBERS

1. Membership in the Association shall be open to all those interested in fine art activities, and priority shall be 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 1st of September and terminating the 31st of August.
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 before the 31st of August shall be for the current year.
6. Annual membership fees are due by the 1st of October. **This date shall be strictly enforced.**
7. The Beaconsfield Artists' Association Membership consists of Active Members and Honorary Members.

8. The Active Members must register annually, pay their dues, and will have to attend three (3) General Meetings per year in order that they may be able to exhibit at the vernissages.
9. The *Honorary Members* are the individuals who have been members of the Association for ten (10) consecutive years. These Honorary Members still have to register annually and pay their dues, but will be exempt from attending three (3) General Meetings in order to be allowed to exhibit at the vernissages.

ARTICLE IV

MEETINGS

1. The Executive Committee of the Association shall meet a minimum of three (3) times per year. Additional meetings may be called by the President when deemed necessary.
2. The general membership shall meet a minimum of four (4) times per year. In addition, an Annual General Meeting will be held in May. General meetings will be called by the President, or in his/her stead, by members of the Executive Committee.
3. Members shall be notified in advance of all General Meetings. Notification of the Annual General Meeting shall be given to the membership in writing, a minimum of fifteen (15) days before the date.
4. Special meetings can be called by the President or, upon the written request of ten (10) members of the Association, shall be called by the Executive Committee, whereupon, the purpose of the meeting shall be stated in the notification.
5. The presence of twenty percent (20%) of the members shall constitute a quorum.

ARTICLE V

FUNCTIONS & PROGRAMS

1. The Association shall provide instructional programs and outings, as well as opportunities for non-structured activities.
2. There shall be annual exhibitions of works by the general membership.

3. Rules of exhibition are to be established by the Exhibition Committee. Members will be notified in writing of exhibition specifications a minimum of two (2) months prior to the exhibition.
4. In order to participate in the exhibition, members must be in good standing, with membership fees paid, and have attended a minimum of three (3) meetings prior to the date of the exhibition.

ARTICLE VI

EXECUTIVE BOARD

1. The officers of the Association shall constitute the Executive Board.
2. The officers of the Association shall be:
 - President
 - Past President
 - Vice President
 - Treasurer
 - Secretary
 - Program Chairman
 - Membership Chairman
 - Exhibition Chairman
 - Telephone Chairman
 - Social Convener
 - Webmaster
3. The officers shall be elected by ballot at the Annual General Meeting to serve for two (2) years or until their 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 and no member shall be eligible to 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 the year in which the election is to take place.
2. The Nominating Committee shall include one (1) member of the Executive.

3. The Nominating Committee shall compile a slate of officers and present a report 14 days before the Annual General Meeting.
4. Elections shall take place at the Annual General Meeting (last General Meeting of an election year).
5. Additional nominations shall be permitted up until 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 Chairman 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 Chairman 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 CHAIRMAN 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 CHAIRMAN 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

The EXHIBITION CHAIRMAN 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.

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.

The TELEPHONE CHAIRMAN 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.

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 Chairman.

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 Membership Chairman.

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.

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 August 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

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

September 1986
January 2006
September 1, 2010
Revised May 17th, 2017