



# FEDERATION OF CANADIAN ARTISTS

## Arrowsmith Chapter

### **BY-LAWS**

#### **1. Membership**

- Membership in the Chapter shall be open to any person who is willing to comply with the By-Laws of the Chapter plus the By-Laws of the National Body of the Federation of Canadian Artists (herein called the National), and whose application for membership has been accepted by the Executive of the Chapter (herein called the Executive).
- Any person may apply for Supporting Membership in the Chapter by applying to the Membership Committee on prescribed forms and paying the prescribed fees.
- There shall be four principal categories of Membership: Supporting, Active, Associate (AFCA) and Senior (SFCA) as per the National Federation of Canadian Artists.
- All Memberships will be registered with the National Body of the Federation of Canadian Artists in Vancouver first.
- Liaison shall be between the Chapter president and the appropriate Executive Committee person at the National Body of the Federation of Canadian Artists in Vancouver.

#### **2. Rights of Members**

- All Members in good standing shall be entitled to attend meetings of the Chapter and as provided by these By-Laws, to vote and take part in the affairs of the Chapter, and to participate fully as laid out in the National Federation By-Laws. All voting is to take place in person except where provision for a proxy/mail in vote is made available.
- A member in good standing is one who has paid the prescribed fees of both the Chapter and the National Body for the current year and who is not otherwise under any suspension.

### **3. Membership Fees**

- Membership Fees shall be fixed from time to time by general resolution of the Chapter. Time and payment of fees may be set by the Executive and approved by Membership. All memberships expire on December 31 of the current calendar year.

### **4. Resignation and Expulsion**

- A member may be expelled by a special resolution of the members passed at a general meeting. The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion. The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- A member may resign from the Chapter at any time without giving notice of his/her resignation. Non-payment of dues will constitute resignation.

### **5. Meetings**

- The annual General Meeting of the Chapter shall be held not later than the 30<sup>th</sup> of November in each year at such time and place as the Executive may decide.
- There shall be a general meeting of the Chapter in the following Months: January, March, May, June, September and November at such time and place as the Executive may decide. Notification of meeting dates will be posted on the website
- There shall be an Executive meeting held at a minimum every other month, the time and place at the discretion of the President. The Executive shall be notified of these meetings at least 7 days prior to the meeting date.
- The President may call a Special Meeting of the Chapter due to an extraordinary situation.
- The Secretary of the Society shall maintain appropriate minutes of all meetings and these shall be made available upon request by any member in good standing.

### **6. Quorum**

- Ten Chapter members personally present and in good standing shall constitute a quorum at any general or special meeting.

## Accountability

- All expenditures for local exhibitions by the Chapter shall be paid for by the Chapter and the Chapter shall be self supporting in all activities.
- Any Commissions from sales at local exhibitions and Chapter membership fees shall go to the treasury of the Chapter. National Membership fees will be paid by each member directly to and held by the National Federation in Vancouver
- The Chapter may choose to distribute a newsletter to their members for the purpose of communication.

## 7. Executive

- The business and management of the affairs of the Chapter shall be comprised of an Executive consisting of a President; a First Vice President; a Second Vice President (Optional); a Secretary and a Treasurer who shall be elected by the Chapter. In addition, and assisting with the business and management will be the Chairpersons of the Standing Committees. At the discretion of the existing Executive, the immediate Past President may also be an ex-officio member of the Executive.
- Meetings of the Executive may be called by the President at any time, provided reasonable notice is given. Five members, including at least two of the Central Executive, personally present shall constitute a quorum of the Executive and in such case a vote of the majority shall prevail.
- All expenditures in connection with the Chapter's affairs shall be authorized and confirmed by the Executive. The Executive shall have power to authorize or confirm expenditures to a limit of \$300.00 and to carry on the routine business of the Chapter. When matters of policy are involved, or the expenditures exceed \$300.00, it shall be referred to in a General Meeting.
- The members of the Executive shall not be entitled to any remuneration, excluding the webmaster.
- The Executive may appoint any regular member of the Chapter in good standing to fill any vacancy occurring on the Executive between Annual General meetings.
- Any Executive Officer may be removed from office by special resolution of the Chapter for a cause considered sufficient by the majority at a General Meeting.

*refer "submit for consideration"*



## **8. Duties of the Executive**

- **PRESIDENT:** The President shall preside at all General and Executive meetings of the Chapter. The President shall act as liaison between the Chapter and the National Federation Executive, either directly or via the National Federation liaison. He/She also has the particular responsibility of overseeing and approving the work of the various committees and may be assisted in this by the Vice President or can arrange for a substitute.
- **VICE PRESIDENT(S):** The 1<sup>st</sup> Vice President shall carry out the duties of the President during his/her absence. The 2<sup>nd</sup> Vice President shall assist the President and 1<sup>st</sup> Vice President and in their absence, shall act as President.
- **SECRETARY:** The Secretary shall conduct the correspondence of the Chapter, prepare and keep minutes of all meetings and make these available to members upon request. Should the Secretary be unable to attend a meeting, the Executive can arrange for a substitute.
- **TREASURER:** The Treasurer shall be responsible for the collection of the accounts receivable, the payment of accounts payable and other financial matters pertaining to the Chapter. He/She shall keep an accurate account of all money received or disbursed for the Chapter's account and shall prepare financial reports for each meeting including an annual report for the November Annual meeting. He/She shall submit interim financial statements at any time at the request of the Executive or of any member in good standing. All cheques or other negotiable instruments drawn on the funds of the Chapter shall be signed by the Treasurer and any one of the President, the 1<sup>st</sup> Vice President or the 2<sup>nd</sup> Vice President.

## **9. Nominations and Elections**

- The Executive Officers shall be elected at the Annual General Meeting to hold office until the next Annual General Meeting or until their successors have been elected. Any officer may be re-elected to the same or other office.
- Not less than one month prior to the Annual General Meeting the Executive shall appoint a nominating committee of at least two members. The nominating committee shall nominate at least one eligible member for each office on the Central Executive and a list of such nominations shall be circulated to members of the Society not less than 10 days before the Annual General meeting.

Members of the nominating committee shall be eligible for nomination to the Executive. Other nominations duly made and seconded by members in good standing may be submitted in writing to the Secretary prior to the Annual General meeting or made orally at the meeting. Any member of the Chapter shall be eligible for nomination if he/she is a member in good standing and has consented to the nomination.

- Executive. Other nominations duly made and seconded by members in good standing may be submitted in writing to the Secretary prior to the Annual General meeting or made orally at the meeting. Any member of the Chapter shall be eligible for nomination if he/she is a member in good standing and has consented to the nomination.

## **10. Standing Committees**

The executive shall have the power to appoint committees, sub committees, or standing committees. These committees may consist of one or more members, which may include members of the Executive, for general or specific purposes as they may deem expedient. The Chairperson of any such committee may be elected by the membership or appointed by the Executive. The Chairperson will report to a member of the Central Executive for purposes of co-ordination.

- MEMBERSHIP COMMITTEE: Shall disseminate information about the Federation and the Chapter to all new members, maintain a file of members in good standing, collect all membership dues and forward them to the Treasurer. The Membership Chairperson will also greet members and introduce new members at meetings.
- SHOW COMMITTEE: Shall obtain space for Chapter Exhibits and Shows, organize workers for receiving, handling and returning accepted and declined work, organize the jurying of shows and sitters lists, and coordinate with the Publicity Chairperson for advertisement of exhibitions.
- ART AVENUE CORRESPONDENT: Shall compile newsworthy items and information that promote the Chapter and its members, submit them to FCA Vancouver for publishing in Art Avenue and cc the President.
- PUBLICIY COMMITTEE: Shall make contact with all media to publicize Chapter Shows and activities and shall prepare invitations, posters, etc., to that end.
- SOCIAL COMMITTEE: Shall arrange for refreshments at Shows, meetings and other social occasions.
- DEMO/WORKSHOP COMMITTEE: Shall organize all programs, workshops and demos for the Chapter in order to fulfill the objective of the Chapter.

## **11. Other Standing Committees**

- These may include, but are not limited to the following committees: Website and Social Media, Fun Activities, Member At Large, New Members, Nominations, Jurying of New Members, Archivist, Etc.

## **12. Volunteer of the Year**

A member in good standing can nominate a member, also in good standing, for Volunteer of the Year provided that the member nominated has been a member for 3 years and considered to have shown outstanding commitment to the Chapter. This nomination is to be signed by the presenting member, with a short letter stating why they propose this nomination. This Letter can be given at anytime of the year to the Member-at-Large, or appointed executive or committee chair, handling this item, who will then count the nominations and present the winner at the November General Meeting. This information is then passed on to the Vancouver headquarters for inclusion in Art Avenues, and award recognition.

## **13. Inspection of Books and Records**

- The Books and Records of the Chapter may be inspected by any member in good standing at such time and place as the Executive may designate.

## **14. Amendment of By-Laws**

- These By-Laws may be amended by special resolution of the Chapter, which refers to a resolution passed by three quarters majority of such members entitled to vote as are present in person at a general meeting of the Chapter.

## **15. Rules**

- In all matters of procedure not specified in the By-Laws of the Chapter, Roberts Rules of Order shall apply.

## **16. Resignation and Expulsion**

- Upon dissolution of the Chapter, any assets remaining after paying debts and liabilities are to be disbursed to the Federation of Canadian Artists in Vancouver, British Columbia, which is a registered charity, No 118913920RR0001.