

# By-laws of the Alfred Cove Art Society, Inc.

Reviewed March- August 2018 to comply with the

## Associations Incorporation Act 2015

As adopted by the Management Committee at its meeting, 30 August 2018, based on the By-laws adopted in January 2003, and subsequently in February 2006. Updated 5 August 2006, and again in July 2018.

Note: These By-laws may be amended from time to time by a resolution of a General Meeting of the Society or by a resolution of the Management Committee. In either case, a majority of 75% of those present at that meeting and voting is required.

### Membership

1. New applications to the Association shall be made in writing, and lodged, together with the appropriate fee, with the Treasurer, who shall receipt fees. The Membership Officer will update the current Register of Members for all paper copies of the application or renewal. From then on, renewals are to be done on-line by logging onto the ACAS website.
2. Renewals of membership shall be logged on and paid by following payment instructions on-line with the ACAS website. Memberships renewed on-line are automatically updated in the Members Register. The Membership Officer liaises with the Treasurer and checks and processes the membership funds paid by Cash, Cheque and Electronic transfer into the ACAS bank account.
3. Renewal forms will be sent to members with the February newsletter, by post to members without an email address, and emailed to all other members.
4. Members are requested to update their contact details on the ACAS website, if there are changes to their contacts. The ACAS website then updates the information on the membership list.
5. A member who is not financial as 31 March shall be assumed to have resigned.
6. New members joining on or after the October AGM in any year shall be deemed to be financial for the remainder of that year and for the following year. New members will be offered a discount on their joining fee for the first year.
7. Annual Membership Fee is to be assessed, reviewed and determined by the committee yearly. If deemed applicable, changes are to be proposed/passed at the AGM for the next membership renewable period, 1st April to 31<sup>st</sup> March of the following year.

### Life Membership

1. Life Membership may be given to those members who have made an outstanding service for the Society, over an extended period of time.
2. Members may propose names for Life Membership no less than 6 weeks prior to the AGM, to enable the Committee to have a normal Committee meeting scheduled to discuss the merits of the application prior to the AGM. The final decision of award rests with the Committee.
3. Life Membership is awarded at the AGM, via certificate, and a statement of their service to the Society, read aloud at the AGM..
4. Life Members no longer pay the annual membership subscription.
5. The number of Life Members is deemed to be no more than 10% of the membership of the Society.

## Meetings

1. General meetings of the Society shall preferably be held at Atwell Gallery, Canning Highway, Atwell, or otherwise at a suitable venue within the area on the last Thursday of the month.
2. The Committee shall have the right to vary the time and place of meetings if it is deemed necessary.
3. Mediation venue shall be held at Atwell Gallery, Canning Highway, Atwell, or if unavailable, at a suitable venue within the area, as nominated by the ACAS Committee.

## Election Procedure

1. The Management Committee shall consist of the Office Bearers: --
  - a) President
  - b) Vice President
  - c) Secretary
  - d) Treasurer
  - e) And not less than 6 or more than 10 ordinary committee members.
2. For ordinary member positions, nominations shall specify that the successful candidate shall be required to assume responsibility for one of the following roles:
  - a) Meetings Co-ordinator
  - b) Demonstrations Co-ordinator
  - c) Kitchen Co-ordinator
  - d) Exhibition Co-ordinator
  - e) Publicity Co-ordinator
  - f) Newsletter Editor
  - g) Membership Co-ordinator
3. All positions on the Committee shall be open for election at the Annual General Meeting.
4. Nominations for all positions may be made, in writing, on the Nomination Form distributed to members with the Newsletter preceding the AGM, or verbally on the night.
5. At the AGM, a Returning Officer shall be appointed by the President to conduct the Election.
6. The Returning Officer shall read out the list of written nominations received and call for further nominations from the floor.
7. The Secretary shall record the names of all Nominees.
8. If only one nomination is received for any position then the Returning Officer shall, with the approval of the meeting, declare that person elected. If more than one nomination is received for any position then the result shall normally be determined by a show of hands unless the Returning Officer shall decide otherwise.
9. The Secretary shall record all elected committee members. Their specified responsibilities shall be assigned at the next committee meeting.
10. If a position remains vacant at the conclusion of the election, the incoming Committee may, at a later time, invite a member to fill the position.

## **Management**

1. The Committee may establish and terminate sub-committees as necessary. Sub-committees shall, if possible, include at least one Committee Member (Co-ordinator), who shall be responsible for reporting back to the Committee, the deliberations and recommendations of the sub-committee.
2. The appropriate Co-ordinator shall be the contact person for each Society activity.
3. Any Committee Member, or any member appointed by the Committee, may claim reimbursement from the Treasurer for expenditure incurred in carrying out their duties, provided satisfactory proof of payment is included with the written claim. Should a deposit or booking fee be required in advance, the Treasurer should be requested to provide either a cheque or electronic funds transfer from the Society account for the amount.

## **Roles and Responsibilities**

### **President:**

1. Chair the General and Management Committee Meetings
2. Be responsible for the Society functioning within the Constitution and By-laws.
3. Report as appropriate to Management Committee, General and Annual General Meetings.
4. Act as the liaison person for the sponsors of the Annual Awards Exhibition.
5. Solicit other artists to join our Society, and make them welcomed.
6. Take on a Co-ordinator's role listed below, as best suited to their capabilities.

### **Vice President:**

1. Complement and assist the President when and where appropriate.
2. Take on one of the Co-ordinators roles listed below, as best suited to their capabilities.

### **Secretary:**

1. Be the person of contact for all general business of the Society.
2. Prepare minutes as a concise record of committee and general meetings.
3. Attend to inward and outward correspondence, including letters to sponsors, on behalf of the Society, and Get Well Cards or Condolence cards, etc. for the members as needed.
4. Refer unusual matters of business to the Management Committee for resolution, as necessary.
5. Report as appropriate on secretarial matters to Management Committee, General and AGM.

### **Treasurer:**

1. Maintain an inventory of assets of the Society.
2. Keep an accurate and up to date record of the finances of the Society.
3. Report as appropriate, to Management Committee, General and Annual General Meetings on financial aspects of the Society.
4. Pay ACAS invoices for costs incurred on behalf of ACAS, as approved by the Committee.
5. Prepare a separate spreadsheet for the Annual Awards Exhibition to track income and expenditure for the exhibition. Make payments as required for the Annual Awards Exhibition.
6. Prepare an end of year financial statement, which can be audited, if required by the Rules of Associations Incorporation Act 2015.
7. Auditing will no longer be a requirement under the Rules of Association 2016.

## **Co-ordinators**

(Note: While Co-ordinators have the responsibility, other members can be co-opted to undertake tasks in lieu when necessary.)

### **Demonstrations Co-ordinator:**

1. Arrange demonstrators for General Meetings.
2. Arrange for written confirmation of demonstrations as soon as possible. Confirm by telephone one week ahead but no later than 4 days ahead of the demonstration to ensure all is in hand.
3. Ensure the demonstrator is introduced, thanked and paid on the evening of the demonstration, with the payment and thankyou card prepared for close of the presentation.
4. Arrange for written card, thanking demonstrators on behalf of the Society.
5. Reserve the venues for the meetings, as required, throughout the year.
6. Prepare and email out flyers to general membership to promote demos and activities.

### **Meetings Co-ordinator:**

1. Confirm with Committee Members that they will be fulfilling their roles with regard to the meetings, or appoint a substitute person to carry out that role. This includes Kitchen Co-ordinator, entry ticket/raffle ticket seller, and demonstration photographer/recorder.
2. Arrange for unlocking and locking of the meeting venue on General Meeting nights, including turning off the security alarm system and re-arming at the end of the night.
3. Supervise the setting up of the furniture and any projection gear for meetings.
4. General responsibility for provision of the PA system for the meetings.
5. Adjust, when necessary, the cooling/heating and lighting during the meetings.
6. Ensure that the venue is left exactly as it is found after meetings.

### **Membership Officer:**

1. Maintain a list of current members' names, postal addresses, email addresses, phone numbers, including mobile phone numbers and emergency contact phone numbers, in a form which is available for all members on request, when approved for disclosure by the Committee.
2. Ensure a copy of this list is available at all meetings of the Society in the event that there is a member emergency requiring contact with their named emergency contact.
3. For members' security and privacy, maintain a separate numbers list, which includes phone numbers, emails and emergency contact details electronically.
4. Supply the register of members' names for printing of membership cards at the start of each financial year.
5. Oversee and maintain the database register of all members of the Society, via the ACAS website that manages the activities and membership.
6. Distribute the membership cards and discount cards from the Society supporters at the renewal of membership, or when a new membership is taken out.
7. Co-ordinate with the Newsletter Editor to upload the newsletter onto the ACAS website for distribution to members.

**Kitchen Co-ordinator:**

1. Make provision for tea, coffee and biscuits for the general meetings, or other activities, organize the set-up of cups and the tidy-up afterwards.
2. Purchase the necessary supplies for the kitchen tea preparations.
3. Complete a reimbursement form with written confirmation of expenditure to present to the Treasurer for reimbursement of costs incurred.
4. Ensure necessary liquor supply is licensed and provided for the Awards Exhibition.
5. Co-ordinate the food and other drinks for the Awards Exhibition.

**Newsletter Editor:**

1. Prepare, edit and arrange proof reading of *The Cove Ibis* newsletter.
2. Produce mailing label and arrange for the newsletter to be photocopied and mailed out, or posted on the ACAS website for members to access with an email notification and send out an alert to members to open the latest newsletter.
3. Paper copies are only sent to those members without an email address, sponsors and any others who assist with the printing of the newsletter and other items.

**Exhibition Co-ordinator for Annual Awards Exhibition:**

1. Co-ordinate a sub-committee to plan, implement and expedite exhibition.
2. Prepare the timeline for the tasks to be completed.
3. Organise any raffle tickets and the raffle Prize, to be drawn on the day of the Opening.
4. Report to the Management Committee as necessary.
5. Co-ordinate graphics for the Invitations.
6. Coordinate with the Publicity Officer for this Exhibition.
7. Prepare and/or review the entry forms for the exhibition.
8. Order trophies for the various category winners.
9. Select a judge for the exhibition judging.
10. Arrange for the speaker to open the exhibition.
11. Coordinate the typing of the catalogue and the labels for the artwork.
12. Select a hanging committee.
13. Prepare a duty roster for the participants.
14. Set-up and receives entries of artwork for the exhibition.
15. Manage the Sale Book records and the electronic banking for the Exhibition.
16. Arrange for the floral arrangements for the Exhibition, including a bouquet for opening speaker.
17. Prepare the winner's ribbons, certificates and judge's comments for the opening of the exhibition.
18. Coordinate the team, including bar staff, catering, parking, hanging, set-up and takedown, floral arrangements, trophies, judging and comments, advertising for the event, etc.
19. Other Exhibitions: An exhibition coordinator and sub-committee will need to be appointed and tasks similar to those above will need to be addressed should the Society opt to hold more than one exhibition in any year.

### **Publicity Co-ordinator:**

1. Publicise the Society for the purpose of maintaining and increasing its membership.
2. Plan and implement publicity of exhibitions through newspaper adverts/articles, posters and media releases.
3. Prepare posters for the Awards Exhibition, which are then printed for display in the local area.
4. Maintain a members' Profile Book of artists within the Society.
5. Photograph the demonstrations and prepare a report sheet, including photographs and comments of the demonstration for the Society's archival history, as well as for the newsletter.
6. Reports to Management Committee as necessary.

### **All Committee Members**

1. Support and assist the office bearers and co-ordinators in their assigned roles. Be willing to step up and help in any capacity needed by the other members of the Committee.
2. Function as part of particular sub-committees, as required.

### **Responsibilities of All Members**

1. All members should participate actively, where possible, by attending General Meetings and organised events.
2. Members will receive a monthly (approximately) copy of the Society newsletter, *The Cove Ibis*, either electronically for those with email addresses, or by mail. Hard copies to be sent only to those without email addresses, life members, sponsors and any others who assist ACAS.
3. Members are encouraged to bring and display their latest art work at General Meetings for others' viewing pleasure.
4. Members are encouraged to enter the Awards Exhibition, held annually, by the Society.
5. Only financial members may enter the Annual Awards Exhibition or any other exhibition held by the Society.

### **ADDENDUM A:**

Note: these items are a part of the Constitution, P.2, but are repeated here for clarity.

- A. **The Name of the Association is: Alfred Cove Art Society, Inc.**
- B. **The Objectives of the Association are:**
  1. *To encourage and foster an appreciation and enjoyment of art;*
  2. *To promote activities that will enhance member's artistic development;*
  3. *To provide opportunities for people to meet in a social atmosphere and share a common interest in, a knowledge of and an appreciation of art.*
- C. **Any ten (10) members personally present (being members entitled to vote under these rules at a general meeting) will constitute a quorum for the conduct of the business of a general meeting.**
- D. **Any four (4) committee members constitute a quorum for the conduct of the business of a committee meeting.**
- E. **The Association's financial year will be the period of 12 months commencing on the 1<sup>st</sup> October and ended on the 30<sup>th</sup> September of each year.**