



Manotick Art Association (MAA) By-Laws

As of October 3, 2023

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Article 1: Name and Status

The name of the association shall be THE MANOTICK ART ASSOCIATION hereinafter referred to as the MAA. The MAA is an independent organization, operating as a not-for-profit organization.

Article 2: Purpose

The purposes of the MAA shall be to:

1. Foster active participation and interest in the visual arts in the Rideau Valley/Ottawa area of Ontario;
2. Encourage the development of members' work;
3. Support and further arts programs in the area.

Article 3: Organization

A: Authority for the pursuit of the purposes in ARTICLE 2 shall be vested in the Executive of the MAA.

B: The Executive shall be responsible for the operation of the MAA between Annual General Meetings.

C1: The Executive shall consist of: President, Vice-President, Past-President, Secretary, Treasurer, Membership Coordinator, Program Coordinator, Publicity, and Webmaster, elected for two-year terms, and Executive Assistant, elected for a one-year term. All executive members are charged with promoting the purpose of the MAA.

The Executive will have the ability to add or subtract positions on the Executive as the need arises, maintaining a consistent panel of no less than 5 members and no more than 10. The Executive will always include President, Vice-President, Secretary, and Treasurer.

C2: The specific Executive duties are described below:

C2a: President

- leads the business of the association with the Executive and has a second vote if a split vote happens;
- prepares the agenda and conducts the annual, regular and executive meetings of the MAA;
- has signing authority for cheques and contracts with businesses, partners and other organizations;
- collects the ballots and presents the voting results when not running for election as President;
- fulfills all presidential duties and mandates as designated by the by-laws and the membership.

C2b: Vice-President

- performs duties of the president when the president is absent;
- co-ordinates reporting and the operation of sub-committees;
- collects ballots and presents the voting results when not running for election as Vice-President;

- ensures that meetings and procedures of the Association are consistent with By-laws.

C2c: Past-President

- provides guidance and assistance to the newly instated President
- can chair meetings if both President and Vice-President are unable to do so

C2d: Secretary

- records and presents for approval, the minutes of Executive Meetings, and Annual General Meetings. Keeps track of monthly general meetings.
- posts the minutes to Executive Documents (MAA website) within 1 week of meeting
- writes and receives correspondence concerning the activities of the MAA as requested by the President.
- Assists and takes on other duties as part of the Executive team.

C2e: Treasurer

- maintains financial records in accordance with generally accepted methods of accounting
- is responsible for all financial transactions, such as payment of invoices, and creates other accounting instruments as required
- prepares a budget for the next fiscal year for review by the Executive and approval by the membership
- prepares and presents an Annual Financial Report for approval by the membership at each AGM
- facilitates an annual general review/audit of the accounting records by a qualified accountant, and secure a written statement that the records are kept in an acceptable manner. A financial review/audit will be conducted every five years if approved by the membership.

C2f: Membership

- maintains records of membership, written and electronic
- distributes membership cards to active members
- directs membership fees to the Treasurer

C2g: Publicity

Responsible for developing and implementing effective publicity and promotional strategies to enhance the visibility and reputation of MAA Group's initiatives, projects, and events through various communications.

- Develop and execute publicity strategies to promote MAA events, exhibitions, workshops, and initiatives.
- Create engaging and compelling content for press releases, social media posts, and other communication channels.
- Update MAA's website with accurate and relevant information about upcoming events and activities
- Collaborate with MAA members and committees to gather information and insights for effective publicity campaigns.
- Manage MAA's social media presence, including content scheduling, responding to comments, and engaging with the online community.
- Support the overall goals and mission of MAA by contributing to the growth of its community presence and reputation.

C2h: Program Coordinator

Responsible for organization, coordination and oversight for Manotick Art Association (MAA) meetings. Manage and share appropriate information for guest speakers and planned events with other key board members—Liaise with the workshop coordinator. Ensure a coordinated and positive participant experience and meet the needs of all members. Provide feedback to the executive through an annual report.

- Recruit from the MAA membership individuals who would like to be part of this committee
- Determine through survey and meeting feedback member's speaker interests
- Meet with members of the planning committee to discuss potential speakers and their availability, review potential events and develop appropriate questions on the survey to get the information required from members
- Manage the collection of speaker names, details about the speaker, biography, Title of talk and manner of remuneration regarding honorarium from committee members
- Forward speaker details to the web master
- Forward details of preferred method of remuneration with the treasurer
- Collect feedback from the membership about the speaker and event program at the end of the year
- Prepare and submit a report of details of committee activities

C2i: Executive Assistant

- This position introduces an MAA member to all administrative duties.
- The individual must not have been on the executive in previous years and agrees to take on one of the positions on the executive after a term of one year or when it becomes available.

C2j: Webmaster

- This position moves onto the executive due to the increasing need for and usage of all web-related activity.
- This member is responsible for the maintenance of the MAA website and all updates required.
- This member is responsible for on-line registration for membership and shows, on-line shows, maintenance of the artist's gallery, and updating any other MAA announcements and activities, and making changes as required. This is a two year term position.

D: Executive terms

The executive shall serve for 2 calendar years [1 term] following the AGM. The President, Vice-President, and Treasurer can serve up to 2 consecutive terms [4 years] in these positions. All other executive positions do not have a term limit.

E: Executive meetings

The Executive shall meet as necessary. A quorum of four shall be required.

F: Nomination process

A Nominating Committee shall be appointed by the Executive and chaired by the Member-at-large. The Committee shall solicit nominations for open executive positions. Candidates should be announced at the September meeting. Nominations can also be made at the AGM.

Article 4: Membership

A: Membership shall be open to all.

B: An active member is one who has paid an annual fee in full as determined at the previous Annual General Meeting. Members are expected to actively participate and volunteer in supporting the mandate and work of the MAA.

C: Other membership categories may be approved at the Annual General Meeting.

D: The membership fees shall be proposed and voted at the Annual General Meeting for the succeeding fiscal (calendar) year.

E: Other fees for exhibitions and instruction etc., shall be set by the Executive, keeping in mind the not-for-profit objectives of the MAA.

F: A Life Member is an honorary membership offered to an individual and approved by the membership. It is a non-paying membership.

Article 5: Meetings

A. The MAA shall meet at least ten times a year.

B: The September meeting shall be the Annual General Meeting, at which a quorum of one-half plus one (51%) of the membership is required.

C: Brief minutes shall be made of each monthly meeting, each Executive meeting, and approved at the next monthly meeting of the membership or Executive.

D: Special meetings may be called by the Executive.

Article 6: Voting at AGM

A: At the beginning of each AGM, the assembly must decide if the voting will take place by ballot or by raised hands.

B: Members can vote only in person. If a quorum cannot be reached, the assembly has the authority to decide if they wish to proceed with the approval of the meeting with voting based on a majority of members present, report the voting matters to the next AGM or call a Special Meeting of the Membership for voting purposes.

Article 7: Signing Authority

A: Signing authority for financial documents shall be vested in any two of the President, the Vice-President and the Treasurer.

B: Signing authority for all other official documents shall be vested in any two of the President, the Vice-President and the Secretary.

Article 8: Amendments

A: By-Laws must be ratified at the Annual General Meeting or a special meeting called for that purpose.

B: Each August members will receive notice of any proposed By-law changes and will be asked to prepare to vote on them at AGM. Comments and suggestions will be recorded prior to the AGM and discussion will take place at the AGM. Bylaw changes will require a majority of the members present at the AGM.

Article 9: Termination of operations of the MAA

Assets of the MAA, upon termination of the organization, are to be disposed as determined by the membership. Proceeds of the disposition are to be used to wind down the business affairs of the MAA, with remaining monies to be distributed as Determined by the membership.

Article 10: Removal of an executive member

The Executive can remove one of its members by a vote of at least four Executive members and by a vote of 51% of the membership in attendance. Upon announcement of the removal at the next meeting, a replacement can be proposed by the membership and executive and ratified by a 51% majority of the membership in attendance.

Article 11: Removal of a member

The Executive can remove a member if there is cause. The member can appeal this decision to the Executive. The Executive will review the matter and reach a definitive decision by a majority of votes of the membership.

Article 12: Borrowing Authority

The President and Treasurer shall have the authority to use the association's credit card to make purchases on behalf of the MAA. Purchases up to \$1000 can be made without the formal approval of the executive; purchases over \$1000 need the approval of the MAA executive.

Amendment history:

- March 8, 1984
- January 10, 1985
- March 14, 1985
- January 9, 1986
- January 31, 1989
- April 15, 2005
- May 1, 2007
- March 13, 2012
- September 8, 2015
- September 6, 2022
- October 3, 2023