

# ARTS at CANAL PLACE BYLAWS

## 1.0 ORGANIZATION AND LOCATION

- 1.1 The Arts at Canal Place Gallery (AaCP) is a cooperative gallery and a program of the Allegany Arts Council (AAC). AaCP's day-to-day operations are managed by local and regional artists. By nature of its affiliation with AAC, AaCP is a tax-exempt organization.
- 1.2 AaCP gallery shall operate on a fiscal year from July 1 to June 30. The board of directors' terms of office will follow the same calendar.
- 1.3 The AaCP principle office is located in the Shops at Canal Place, 16 Howard Street, B2, Cumberland, MD 21502.

## 2.0 MISSION STATEMENT

- 2.1 The mission of AaCP is to promote the visual arts by providing a venue for local/regional visual artists to exhibit and sell their original work, by providing educational opportunities and by mentoring new artists.

## 3.0 MEMBERS

- 3.1 Members are local and regional artists juried in by the membership based on the quality of their artwork and their professionalism as exhibiting artists. Artists who live and work in Allegany, Garrett, and Washington counties and artists within a 50-mile radius of Cumberland shall be eligible for membership. There will be a one-time jury for membership. Re-jurying shall occur only if a member wants to show in a different medium.
- 3.2 In instances where there is a question as to the appropriateness of the subject of artwork on display, the AaCP Board will review the work and make a decision about its inclusion.
- 3.3 Jury Fee: An artist will pay a non-refundable fee to be juried for membership in AaCP. If declined, the artist will have the opportunity to re-jury within one year at no additional cost.
- 3.4 Members must sign the new member letter of agreement with the AaCP and comply with the responsibilities therein.
- 3.5 When juried into AaCP, a new member must pay a non-refundable membership fee and/or dues as the membership requires.
- 3.6 Members are entitled to exhibit their works in accordance with the hanging/exhibition committee guidelines. Work will be rotated as recommended by the hanging/exhibition committee.
- 3.7 Members are entitled to a vote by attending scheduled membership meetings.
- 3.8 Members are obligated to gallery sit on a rotating schedule (unless excused by the board for assignment to other comparable responsibilities), and to serve in one additional capacity or job each year to help share the responsibilities of running the business. If a member does not fulfill his/her gallery-sitting obligation over a two month period, hanging privileges will be withheld until the monthly gallery-sitting obligation is satisfied.
- 3.9 Patron Membership: An individual, organization, or corporation may become a patron of AaCP through monetary contributions in support of AaCP's mission.

- 3.10** Inactive Membership: If, due to life's circumstances, a member cannot participate as an active, full member yet still wants to remain a member of the gallery, he/she may request, in writing, inactive membership status until he/she is able to resume active status responsibilities. Inactive membership requests and requests to resume active membership status are subject to the approval of the board and will be considered at regularly scheduled board meetings. Inactive members may not show their work in the gallery, but may attend membership meetings and social functions. Membership dues will be assessed during the inactive period. Inactive Membership status shall be reviewed every six months. Inactive members will retain voting privileges.
- 3.11** Membership resignation. A member wishing to resign AaCP membership after obligation of the letter of agreement is met, may do so by notifying the board, in writing, one month prior to removal of work from the gallery. If a member terminates membership prior to fulfilling the obligation of the letter of agreement he/she will be eligible to re-apply for membership at the discretion of the board.
- 3.12** The board may terminate the membership of an artist for failing to abide by the bylaws, policies or procedures of AaCP. The member will be advised, in writing, of the action of the board. The member has the right to appeal the board's decision. The departing member will receive one month's notice. When appropriate, the member may be offered the option to resign in lieu of termination. Any future requests from that member for reapplication to membership to the co-op will be reviewed by the board.

## **4.0 BOARD OF DIRECTORS**

- 4.1** The board of directors shall be comprised of the gallery coordinator, the financial secretary, a recording secretary, the chairpersons of the standing committees, and the immediate past coordinator. The board of directors shall be elected by the membership at the annual meeting.
- 4.2** The gallery coordinator will serve a one-year term and shall serve as the chairman of the board, conduct all board and membership meetings and act as liaison with the AAC Board. The gallery coordinator shall be the primary contact person for all gallery business; directing inquiries to the appropriate committee chair.
- 4.3** The financial secretary will serve a two-year term to be elected in an odd year. He/she shall oversee the monthly recordkeeping of gallery sales and relay those records to the administrative assistant of the AAC for preparation of payment to the artists. The financial secretary shall review the current budget quarterly, prepare a new annual budget for board review, and present the budget to membership for approval. The financial secretary shall make recommendations for the amount of dues if appropriate. Dues are set by membership vote.
- 4.4** The recording secretary will serve a one-year term. He/she shall keep accurate and detailed minutes of all proceedings at AaCP Board and membership meetings. A copy of all minutes shall be kept in a notebook at the gallery for membership information.
- 4.5** Board meetings will be held in the months prior to the membership meetings, i.e. January, March, May, July, September and November. Board members must attend scheduled board meetings other than for absences excused by the gallery coordinator.

## **5.0 COMMITTEES**

- 5.1** AaCP shall have standing committees, which carry out gallery functions. The standing committees will be as follows: hanging/exhibitions, marketing, membership, education, jury and nominating. To ensure continuity on the board, committee chairpersons shall be elected for two-year terms on a staggered basis as follows. Membership, marketing, and hanging will be elected in even years. Education and jury will be elected in odd years. The nominating committee will be chaired by the immediate past gallery coordinator with committee members to be elected annually.

- 5.2** Committee chairpersons shall organize their committees to carry out the mission of AaCP. They are responsible for developing committee guidelines, informing members of any changes and keeping current committee guidelines on file at the gallery.
- 5.3** Committee chairpersons have the authority to call committee meetings and are responsible for reporting to the board and the membership at membership meetings on committee accomplishments and proposals.
- 5.4** Committee chairpersons shall perform such other duties as may be assigned by the gallery coordinator and/or the board.
- 5.5 Hanging/Exhibitions Committee**
- 5.5.1** The purpose of the hanging/exhibitions committee is to ensure the quality of presentation of member artwork for exhibition.
- 5.5.2** The hanging/exhibitions committee develops guidelines for the professional display of framed work, work in the bins and three-dimensional work. Work that does not comply with the committee guidelines will not be displayed. A copy of the hanging/exhibition guidelines will be on file at the gallery, and a copy will be made available to every member.
- 5.5.3** The hanging/exhibitions committee will be responsible for maintaining the hanging/exhibition schedule. A copy of this schedule will be posted and on file in the gallery. The committee shall ensure that no less than three members are present for exhibition hanging.
- 5.5.4** The hanging/exhibitions committee will oversee the featured artist program.
- 5.6 Marketing Committee**
- 5.6.1** The purpose of the marketing committee is to develop strategies for promoting the gallery artists and their work, including graphic materials, public lecture/demonstrations at the gallery and in the community, and articles and videos describing the artists and their work. The committee will work with other Canal Place leasees to coordinate activities.
- 5.6.2** The marketing committee works with the gallery coordinator to create and coordinate all graphic materials for the gallery and to inform the public about AaCP and its sponsored activities. The committee also works with the gallery board of directors to develop new ways to publicize AaCP.
- 5.6.3** The marketing committee will work to keep the AaCP image consistent in all promotions and will coordinate with AAC Board to avoid overlap in coverage.
- 5.7 Membership Committee**
- 5.7.1** The membership committee will keep a current list of members, their addresses, telephone, fax, and e-mail contact details. The list will also itemize board members/committee chairs and committee membership. One copy of the list will be on file in the gallery, and a copy will be made available for each member when revised.
- 5.7.2** The membership committee is responsible for new member orientation and training, the production of membership information packets.
- 5.7.3** The membership committee shall develop and implement means for information exchange and debate including a membership newsletter and a telephone/e-mail list.
- 5.7.4** The membership committee is responsible for setting up refreshments for all member exhibition openings and special openings. The committee is responsible for cleaning the gallery at the close of these exhibitions/openings.

**5.7.5** The membership committee will develop guidelines for the gallery sitting responsibility of the membership to be presented to the board for review/approval.

**5.7.6** The membership committee shall oversee and coordinate the scheduling of volunteers to staff the gallery including sending out a schedule calendar prior to each month along with a list of substitute gallery sitters. One copy of the gallery sitting calendar will be on file in the gallery, and a copy will be made available to each member.

## **5.8 Education Committee**

**5.8.1** The education committee shall coordinate all educational outreach activities.

## **5.9 Jury Committee**

**5.9.1** The jury committee shall establish guidelines for artists to apply for membership to AaCP.

**5.9.2** The jury committee shall facilitate the jury process at membership meetings and notify membership chairperson with contact info for new members.

**5.9.3** The jury chairperson shall notify applying artists of the decision made by the members regarding membership in a timely manner.

## **5.10 Nominating Committee**

**5.10.1** The nominating committee will be chaired by the immediate past gallery coordinator. Committee members will be elected each year at the annual meeting.

**5.10.2** The nominating committee shall keep an annual calendar of position terms for all AaCP elected positions and committee chairs.

**5.10.3** The nominating committee shall inform members, through the newsletter, and/or other means, of the open positions, the duties of those positions, and election procedures at least 30 days before date of election.

**5.10.4** The nominating committee shall prepare a list of candidates to be presented to the membership, through the newsletter, email, postal mailing or membership meeting, prior to the date of election.

**5.10.5** The nominating committee shall administer election proceedings at the annual membership meetings.

**5.10.6** The nominating committee shall have not less than four members.

## **6.0 SUPPORT PERSONNEL**

**6.1** A Webmaster/computer manager shall be selected from the membership, serve in a non-board capacity and report to the gallery coordinator. The Webmaster/computer manager will have appropriate knowledge of computer programs and of website construction. He/she will be responsible for the design, update and maintenance of the AaCP web site. The Webmaster/computer manager shall monitor or control gallery software applications to the gallery computer. No software applications can be added without approval of the Webmaster/computer manager.

## **7.0 GALLERY STAFFING**

7.1 At least one volunteer member shall staff the AaCP gallery on all business days. Scheduling volunteers is the responsibility of the membership committee which recommends and establishes gallery-sitting policy subject to approval of the membership.

## **8.0 MEMBERSHIP MEETINGS**

8.1 Membership meetings shall be held every other month to conduct the business of the gallery and to provide presentations, idea exchange and critiques. Membership meetings will be held in February, April, June, August, October and December.

8.2 The annual general meeting shall be held in June, on a date designated by the board, for the purpose of reviewing the accomplishments of the year, making projections for the forthcoming year, reviewing business procedures and electing officers.

8.3 Members will be notified of AaCP meeting dates, and major items of business to be discussed.

## **9.0 PARLIAMENTARY AUTHORITY**

9.1 The most recent revision of Robert's Rules of Order shall govern AaCP in all cases to which they are applicable and when they are not inconsistent with these bylaws and any special rules AaCP may adopt.

## **10.0 BYLAWS**

10.1 Bylaws may be amended by two-thirds of the votes at the annual general meeting.

10.2 The voting process for bylaws amendment will be by voice vote unless a written ballot is requested.

10.3 Members must be notified of proposed bylaws changes in advance of the membership meeting that precedes the annual meeting. The amendment will be proposed at the membership meeting to allow sufficient time for thoughtful discussion in the interim before the vote is taken at the annual general meeting.

**Original Document Date: June 10, 2005**  
**Revised June 2009**

**AaCP New Member Letter of Agreement**

Upon accepting membership in the Arts at Canal Place Co-op Gallery, I, the undersigned, do hereby agree to the following conditions:

I agree:

- A. To comply with the guidelines and policies stated in the AaCP bylaws (included with this membership application) and in the policy and procedures manual.
- B. To commit to a one-year membership. To give 30 day written notice of resignation should I decide to end my association with AaCP.
- C. To pay a yearly membership fee of \$50(or \$25 if joined in after January 1). Renewal memberships are due by June 1 to coincide with the gallery's fiscal year.
- D. To gallery-sit a minimum of 8 hours per month after training recognizing that extra shifts may be needed during extended summer hours.
- E. To attend at least 3 meetings per year. These may be either Membership or Board meetings.
- F. To set the price of my own artwork. AaCP will take a 30% commission on each piece of art sold. I will retain 70% (with the exception of member approved special event discounts). All sales tax will be collected and paid by AaCP.
- G. To serve in one additional capacity or job each year to help share the responsibilities of running the business.
- H. To give the AaCP webmaster a photo of my work and/or myself, a biography or resume to be placed on the website. My artwork will be displayed upon receipt of this information.
- I. Further, I acknowledge that this agreement is to continue indefinitely, without renewal unless terminated in accordance with the bylaws of Arts at Canal Place Gallery.

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Printed name

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Address

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Phone

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Email address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gallery Signature (Membership Chairperson)

\_\_\_\_\_  
Date