



Federation of Canadian Artists (Calgary Branch) Bylaws

1. MEMBERSHIP

- a. Membership in the Society shall be open to any person who is willing to comply with the By-Laws of the Society plus the By-Laws of the National body of the Federation of Canadian Artists (hereinafter called National), and whose application for membership has been accepted by the Executive of the Society (hereinafter called the Executive).
- b. Any person may apply for supporting membership in the Society by applying to the membership committee on prescribed forms and paying the prescribed fees.
- c. There shall be four principal categories of membership: Supporting, Active, Associate (AFCA) and Senior (SFCA) as per the National Federation of Canadian Artists
- d. The Calgary Chapter will promote a Supporting Member to Active status upon acceptance of a submission of their work to either an AFCA, SFCA, or a group of Signature Members responsible to jury said member to Active status. Supporting Members may also apply for Active status to the National Office in Vancouver via slide, or digital presentation for jury.
- e. All memberships will be registered with the head office of the Federation in Vancouver, who will issue National membership cards. The Chapter will issue separate membership cards to indicate membership in the Society
- f. Liaison shall be between the Chapter FCA Liaison and the appropriate Executive Committee person at the Head Office of the Federation in Vancouver.

2. RIGHTS OF MEMBERS

- a. All members in good standing shall be entitled to attend meetings of the Society and save as otherwise provided by these By-Laws, to vote and take part in the affairs of the Society, 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.
- b. A member in good standing is one who has paid the prescribed fees of both the Society and the National body for the current year and who is not otherwise under any suspension or legal disability.

3. MEMBERSHIP FEES

- a. Membership fees shall be fixed from time to time by general resolution of the Society. Time and payment of fees and penalties for late payment may be set by the Executive. Fees may be different between classes of members. All memberships expire on December 31 of the current

calendar year. If an active member is delinquent in paying his/her fees for a period of more than two years, his/her active status will be removed and said member must re-apply for active status upon payment of dues.

4. RESIGNATION AND EXPULSION

- a. 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.
- b. A member may resign from the Society at any time without giving notice of his/her resignation. Non-payment of dues will constitute resignation.

5. MEETINGS

- a. The Annual General meeting of the Society shall be held not later than the 30th of April in each year at such time and place as the Executive may decide. The members will be advised in the newsletter of the Society at least 60 days prior to the Annual General meeting.
- b. There shall be a general meeting of the Society in each month with the exception of December, June, July and August, at such time and place as the Executive may decide. Notification of meeting dates will be circulated in the newsletter each month at least 7 days prior to the meeting date.
- c. 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, Committee Chair people and Past President shall be notified of these meetings at least 7 days prior to the meeting date.
- d. The President may call a Special Meeting of the Society due to extraordinary situations arising. The members will be notified by telephone of such meeting at least 7 days prior to the date of the meeting.
- e. The Secretary of the Society shall maintain appropriate minutes of all meetings and these shall be made available upon request by any member.

6. QUORUM

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

7. ACCOUNTABILITY

- a. All expenditures for local exhibitions by the Society shall be paid for by the Society and the Society shall be self supporting in all activities

- b. Any commissions from sales at local exhibitions and chapter membership fees shall go to the treasury of the Society. National membership fees will be paid by each member directly to and held by the National Federation Head Office.
- c. The Society may choose to distribute a local newsletter to their members for the purpose of communication.

8. EXECUTIVE

- a. The business and management of the affairs of the Society shall be comprised of an Executive consisting of: a Central Executive comprising five Executive Officers, namely a President, a First Vice President, a Second Vice President, a Secretary and a Treasurer who shall be elected by the Society; and 2) the chairpersons of the standing committees. The immediate Past President shall also be an ex-officio member of the Executive. The society will be run solely by the officers, there are no directors.
- b. 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.
- c. All expenditures in connection with the Society's affairs shall be authorized or confirmed by the Executive. The Executive shall have power to authorize or confirm expenditures to a limit of \$1,000.00 and to carry on the routine business of the Society. When matters of policy are involved, or the expenditures exceeds \$1,000.00, it shall be referred to in a General Meeting.
- d. The members of the Executive shall not be entitled to any remuneration as such.
- e. The Executive may appoint any regular member of the Society in good standing to fill any vacancy occurring on the Executive between Annual General meetings.
- f. Any Executive Officer may be removed from office by special resolution of the Society for a cause considered sufficient by the majority at a General Meeting.

9. DUTIES OF THE EXECUTIVE

- a. **PRESIDENT:** The President shall preside at all General and Executive meetings of the Society. The President shall act as liaison between the Society and the National Federation Executive, either directly or via the FCA liaison. He/she also has the particular responsibility of coordinating the work of the various committees and may be assisted in this by the Vice Presidents.
- b. **VICE PRESIDENT(S):** The 1st Vice President shall carry out the duties of the President during his/her absence. The 2nd Vice President shall assist the President and 1st Vice President and in their absence, shall act as President.
- c. **SECRETARY:** The Secretary shall conduct the correspondence of the Society: prepare and keep minutes of all meetings and make these available to members upon request: have custody of all records and documents of the Society except those required to be kept by the Treasurer. Should the Secretary be unable to attend a meeting, the Executive can arrange for a substitute.
- d. **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 Society: keep an

accurate account of all money received or disbursed for the Society's account and shall prepare an annual financial report for the Annual General meeting. He/she shall submit interim financial statements at any time at the request of the Executive. All cheques or other negotiable instruments drawn on the funds of the Society shall be signed by the Treasurer and any one of the President, the 1st Vice President, or the 2nd Vice President.

10. NOMINATIONS AND ELECTIONS

- a. 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. The office of President is limited to three consecutive years.
- b. Not less than one month prior to the Annual General meeting the Executive shall appoint a nominating committee of not less than 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 Society shall be eligible for nomination if he/she is a member in good standing and has consented to the nomination. The candidates for President shall be members in good standing for at least 2 years prior to the nomination.

11. STANDING COMMITTEES

The Executive shall have the power to appoint committees, sub committees, or standing committees, consisting of one or more members, which may include members of the Executive, for general or specific purposes as they may deem expedient. The Chairman 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.

- a. **MEMBERSHIP COMMITTEE:** shall disseminate information about the Federation and Society; maintain a file of members in good standing; collect all membership dues and forward them to the Treasurer and generate mailing labels or electronic files for correspondence of the Society.
- b. **EXHIBITION COMMITTEE:** shall obtain space for Society exhibits; organize workers for receiving, handing and returning accepted and rejected work; organize the jurying of shows and sitters lists; and coordinate with the Publicity Chairperson for advertisement of exhibitions.
- c. **NEWSLETTER CORRESPONDENT:** shall compile newsworthy items that promote the objectives of the Society; encourage members to express their views; and to send a copy of the Newsletter chairperson at Head Office.
- d. **PUBLICITY COMMITTEE:** shall make contact with all media to publicize Society exhibitions and activities and shall prepare invitations, posters, etc., to that end
- e. **SOCIAL COMMITTEE:** shall arrange for refreshments at exhibitions, meetings and other social occasions and shall be responsible for opening the meeting place before General meetings.
- f. **FCA LIAISON:** shall be in regular contact with the National Head Office of the Federation, for the purposes of communication and coordination of events, and shall inform the President of all

contact made on behalf of the Society. He/she shall summarize the activities of the Society for the National Newsletter.

- g. PROGRAM/WORKSHOP COMMITTEE: shall organize all programs and workshops for the Society in order to fulfill the objective of the Society.
- h. OTHER STANDING COMMITTEES: these may include but are not limited to the following committees: Library, Internet, New Members, Nominations, Jurying and Archivist.

12. BORROWING POWERS

- a. Borrowing powers may be exercised only by special resolution of the Society.

13. AUDIT OF ACCOUNTS

- a. The Accounts of the Society shall be audited by a "Qualified Person" once per year prior to the Annual General Meeting and a report presented at the Annual General Meeting. If the audit is out-sourced, then an honorarium may be offered. (Amended April 18, 2006)

14. INSPECTION OF BOOKS AND RECORDS

- a. The books and records of the Society may be inspected by any member at such time and place as the Executive may designate.

15. NON-PROFIT

- a. The Society shall have no capital stock and no pecuniary profit shall be derived there from by any member, provided that nothing herein contained shall preclude any member from receiving remuneration from the Society for services rendered to the Society.

16. SEAL

- a. The Seal of the Society shall be in the custody of the President and shall not be affixed to any document except in the presence of the President or Vice President and one other member of the Executive.

17. AMENDMENT OF BY-LAWS

- a. These By-Laws may be amended by special resolution of the Society, 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 Society of which not less than twenty one days notice specifying the intention to propose the resolution as a special resolution has been given.

18. RULES

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

19. DISSOLUTION

- a. 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.