



KIRKLAND ARTISTS' ASSOCIATION

BY-LAWS

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Kirkland Artists' Association

Section A

Name and Objective

1. The Name of this Association is:

- "ASSOCIATION DES ARTISTES DE KIRKLAND" – "KIRKLAND ARTISTS' ASSOCIATION"

2. The Objective of this Association is:

- The objectives of this non-profit Association are to encourage artistic activity on all levels of expertise and to provide members with opportunities for exchanges of ideas and information.

Kirkland Artists' Association

Section B

Function of Officers

1. The President shall:

- Co-ordinate all activities of the Executive Board.
- Call for and preside at all Executive and General Meetings.
- Prepare an agenda in advance of all meetings.
- Appoint special Committees, including the Exhibition Committee and may attend all Committee Meetings, ex officio.
- Serve as liaison with the City of Kirkland.
- Set Meeting dates for the entire year in advance, General Meetings as well as Executive.
- Notify Program Chairperson in advance when speakers are needed.

2. The Vice President shall:

- Assist the President, as required.
- Carry out the functions of the President, when the President is unable to.
- Be assigned special duties from time to time or be required to supervise special Committee functions.

The Assistant to the Vice-President shall:

- Assist the vice-president in the completion of his/her duties.
- Said Assistant to the Vice-President will occasionally be assigned special duties or given a mandate to supervise certain Committee activities.

3. The Secretary shall:

- Send the minutes of the Meeting by e-mail to members and have hard copies available at the following meeting. *(Modified May 2001 and May 2010)*
- Keep a record (Minutes) of all proceedings of the Association.
- Keep a file of all Committee reports.
- Make Minutes and records available to Members.
- Maintain a record book in which the By-Laws, Regulations and Minutes are entered, with any Amendments to these documents properly recorded and have the current record Book on hand at every Meeting.
- Advise Membership of all upcoming General Meetings via the agenda, by email and through the Telephone Chairperson three (3) to seven (7) days in advance of the date. *(Modified May 2013)*
- Advise the Membership in writing, by mail or by email, of the upcoming Annual General Meeting a minimum of fifteen (15) days in advance of the date.
- Conduct the general correspondence of the Association that is, correspondence which is not a function proper to other Offices, or Committees.
- Co-ordinate with the President, the Agenda for each Meeting.
- Write letters in the event of bereavement, congratulation, illness, etc.
- Issue and distribute membership cards. *(Modified May 2009)*

4. The Treasurer shall:

- Collect fees for Memberships.
- Pay bills.
- Keep records of the finances of the Association and have details available at all Meetings
- Submit a full written Annual Financial Report at the Annual General Meeting.
- Deposit monies in a bank approved by the Executive.
- Prepare an Annual Operating Budget, in consultation with the Executive.
- Co-ordinate all documents required for grant requests.

5. The Past President shall:

At least for the first year and then for the second year if requested by the current

President (*Modified May 2013*):

- Attend executive committee meetings (*Modified May 2009*)
- Assist and inform the current president on previous years' activities (*Modified May 2009*)

6. **The Web Master shall:**

- Develop and maintain the Association's web site, www.artkirkland.com
- Keep up to date regarding: with Domain name and Web hosting (*Modified May 2009*)
- Add or modify information according to the Association's needs (*Modified May 2009*)

Kirkland Artists' Association

Section B

Function of Committees

1. The Program Chairperson shall:

- Be responsible for the association and presentation to the Executive, for approval of a yearly program of courses, workshops and other special activities.
- Be responsible for forming and supervising a Program Committee.
- Consult with the Treasurer in order to ensure that programs are operating within budgetary constraints.
- Arrange for someone to introduce and thank all the Speakers and other guests relating to Programs.
- Investigate facility availability.
- Coordinate facility requests and submit to the President a list of facility requirements for confirmation with the City of Kirkland.

2. The Membership Chairperson shall:

- Keep the association's official Membership roll in consultation with the Treasurer.
- Welcome and introduce new members.
- Distribute membership cards.
- Keep a list of those persons from outside Kirkland who are waiting to become members. Said list to have no more than 10 names. *(Modified May 2001)*

3. The Publicity Chairperson shall:

- Provide all publicity required by the Association.
- Keep an updated resource list of all the publicity sources, including newspapers, radio and television.
- Maintain an archive of all the publicity releases relevant to the Association.

4. The Telephone Chairperson shall:

- Organize and supervise the Telephone Committee Members.
- Be responsible for advising by telephone all Members without email, of General Meetings and special activities, three (3) to seven (7) days in advance of the date. *(Modified May 2013)*

5. The Social Chairperson shall:

- Be responsible for arranging and maintaining records of which Members shall be asked to bring refreshments.
- Head the Committee for arranging the Vernissage for the Annual Exhibition.
- Be responsible for occasional special duties, buying gifts, ordering flowers, etc.

6. The Executive Officers:

In accordance with the City of Kirkland's policy (Feb. 2013), the Association must have an executive committee made up of 100% of **Kirkland residents**, as this term is defined at Section C (Membership Policy).

Executive committee members are elected for two years. After that time, if no one wants to take the positions, a member is allowed to be re-elected for one more two year term should he/she so desire (maximum 4 years for president and vice-president positions and no maximum for treasurer and secretary positions). *(Modified May 1992 and May 2011)*

“Mention was also made that it would be preferable that there always be a member on the committee with at least one (1) year experience at the job to ensure a proper follow-up on the current activities of the Association.”

7. The Nominating Committee:

Will approach and suggest candidates for election to the executive committee and general membership when the time comes for replacing the officers. *(Modified May 2010)*

Kirkland Artists' Association

Section C

Membership Policy

Annual membership is actually for thirteen (13) months. Due to our not being able to determine the exact date in September of our first meeting of the new fiscal year, the membership dates overlap in order to accommodate both new and renewed memberships.

“Grandfather” provision: Pursuant to policy issued by the City of Kirkland in February 2013, the “grandfather” provision (that is, any Member who joined the Association while residing in Kirkland but who thereafter moved outside of Kirkland for subsequent membership years) is hereby abolished and replaced by the following:

Definition of Member:

“Kirkland resident”: Any artist residing in the City of Kirkland when he/she becomes a Member of the Association;

“Non-Kirkland resident”: Any artist residing in the City of Kirkland when he/she became a Member of the Association BUT who thereafter moved outside of the City of Kirkland for subsequent membership years;

-or-

Any artist residing outside the City of Kirkland when he/she becomes a Member of the Association.

Membership Period:

- September 1st to September 30th of the following year.
- Only the expiry date shows on membership cards.

Membership Fee:

- \$30.00 for Kirkland
- \$35.00 for Non-Kirkland residents

(Modified May 2013)

Qualifications:

- Artist must be 18 years of age or older.
- Artist must be a resident of Kirkland (no limits) *(Modified May 2000)*
- Membership agreed to accept a maximum of 25% members from outside Kirkland *(Modified May 2000 and May 2010)*

Special Membership:

- Any artist having been a Member of K.A.A. and who moves from Kirkland, is given the option of maintaining his/her membership upon payment of the membership fee. These Members must respect all Association policy and changes in the annual membership fees.

Honorary Membership:

- Any person given an honorary membership in the Association must respect all association policy but is not expected to pay the annual membership fee.
- The honorary membership is valid throughout the life of the Association unless the Executive votes to invalidate it.
- Honorary memberships are given by a majority vote from the Executive and Committee Coordinators.

Honorary Members:

- To date, Mr. Peter Harding, who founded the Association and Mrs. Blythe Gibb, first president and also founder of the Association in 1983 are Honorary Members. *(Modified May 2008)*

Kirkland Artists' Association

Section C

Recommended Organization for Art Exhibitions

- Coordinator:** Oversees all aspects of the Annual Exhibition and Sale.
- Committee:** Chosen through volunteers and which must include:
- Publicity:** Minimum of two (2) people:
- 1) One responsible for design, printing, etc. of such things as flyers, invitations, posters, etc.
 - 2) One responsible for advertising through the media; press releases, ads, etc.
- Raffle Coordinator:** Responsible for distribution and sale of raffle tickets.
- Responsible for all money received from ticket sales (monies to be turned over to the Treasurer).
- Finance Coordinator:** Determines duty roster of Members to be in charge of money from sale of paintings at Annual Exhibit.
- Oversees all activities relating to sales transactions at the Annual Exhibit.
- Ensures that all money made from sales at Exhibit is turned over to the Treasurer.
- Vernissage Coordinator:** Responsible for food, drinks, all sundry items and furnishings required for the preparation of the vernissage.
- Hanging Committee:** Responsible for the proper hanging of all paintings at the Exhibits.

Responsible for ensuring (to the best of their ability) that the paintings are safely hung. However, they are not responsible for improper hanging apparatus on the paintings themselves.

Kirkland Artists' Association

Section C

Rules Re Exhibits

Participation Privileges:

The artist must become a Member of the Association on or prior to the 1st meeting of the New Year to be eligible to exhibit in the Annual Spring Exhibit of the same year. Furthermore, Members must attend at least one (1) meeting (September or October) to be eligible to exhibit for the November exhibition. If you attend less than two (2) meetings between November and April and wish to participate in the Spring Exhibition, you may be allowed if there is less than twenty-five (25) exhibitors. First come – First served. (*Modified May 2016*)

Date of Exhibit:

Actual date to be determined by the Executive and Exhibit Coordinator.

Duration:

Vernissage: Friday Evening

Public Exhibit and Sale: Saturday and Sunday

Hours: To be determined by an agreement between the Executive and Town Recreation Department.

Registration:

Must be a minimum of three (3) weeks prior to Exhibit date.

Agreement and Terms:

Detailed waiver form to be sent to each Member by e-mail prior to Registration for Exhibit and will be available at the meeting prior to the exhibit. (*Modified May 2010*)

Commission: The Association receives 15% of total sales if no credit card service is available and 18% of total sales when credit/debit service is available.

The Artist of the Year will not be required to remit the percentage of his (her) sales to the Association. The artist only pays 15%/18% of the net difference between his (her) sales and the selling price of the painting given to charity (*Modified May 2004*). The artist must provide the established value of the donated artwork prior to the raffle. (*Modified May 2011*)

Hanging Fee: To be determined by Executive and Exhibit Coordinator

Number & Size: To be determined by Executive and Exhibit Coordinator.

N.F.S. Paintings: Since the Association is non-profit, artists can exhibit one (1) artwork as N.F.S. (Not for Sale) while respecting the maximum number of works being exhibited. (*Modified May 2000 and May 2011*)

Previously Shown: Only one painting previously shown in a K.A.A. exhibit at Lantier House or at the Library will be permitted providing two (2) full years (24 months) have elapsed since the last showing. All others must be new. This does not include paintings exhibited outdoors. (*Modified May 2011*)

Price of Paintings: To be determined by the Artist.
Prices are firm and cannot be negotiated.

Payment Policy: All sales to be made payable to K.A.A.

All transactions to be done through the assigned exhibit personnel.

Payments from sales will not be made to the artist before the exhibit is completed, the sold paintings released to the buyer, and cheques have gone through the banking procedures.

N.S.F. Payments: In the event a cheque is issued for payment of sale and is declared to be **Non-Sufficient Funds (NSF) at the bank, the artist is responsible.**

Type of Artwork: Artwork must be original.

Copies of other artists' work will not be accepted for hanging unless credit is given to the original artist (e.g. Study of Monet's....., or inspired by Rembrandt's..., Ansel Adams' photograph..., etc.).

Acceptance of prints of one's own original work will be determined by an agreement between the Executive and the Exhibit Coordinator, however, the Artist of the Year can only donate an original painting of his/her work for the raffle.
(Modified May 2013)

Preparation of Artwork for Hanging:

All works:

- must be dry
- must be suitably framed or, if galleria frame, must be at least 1½ inch thick, and have painted edges).
- Unframed works should not have staples showing on

the sides. Staples should only be visible on the back of the work. (*Modified May 2006*)

- must be ready for hanging upon arrival at the Exhibit premises (i.e. hooks, wires, screw eyes, etc. must be firmly attached).

Release of Sold Paintings:

All Sold paintings are to remain in the Exhibit until the final day unless other arrangements are necessary.

Kirkland Artists' Association

Section C

Artist of the Year

The objective is to encourage membership participation by giving one randomly chosen Member a little extra promotion during the Annual Spring Exhibition.

- Candidate**
- To be eligible, an artist must have been a Member in good standing for at least three (3) years. *(Modified May 2000)*
 - Must be prepared to donate an artwork (photo) for raffle and provide established selling price in writing prior to the raffle. *(Modified May 2011)*
 - Must supply enough paintings (photos) to reasonably accommodate the designated space.
 - All rules of the Exhibition must apply with the exception of the number of paintings.
 - The donated raffle painting must be ready six (6) weeks prior to the Exhibit.
 - The Artist of the Year is chosen at random from submitted names.
 - Any Member having been Artist of the Year will not be eligible again until **five (5) years** have elapsed.

Kirkland Artists' Association

Section C

Raffle

All the proceeds of ticket sales are to be donated to a worthy cause/charity in Kirkland or West Island area. The charity is to be determined before tickets are printed so it can be noted on the tickets.

The work donated by the Artist of the year constitutes publicity for the Artist and is given unconditionally, that is to say, without any tax receipt. The Association gives the profits from the sale of the donated piece to a charity. The Executive Committee can and should assist the Artist of the year in choosing a worthy Kirkland cause or charity and/or charity in which Kirkland is involved.

Also, all Artists who donate any of their works for a K.A.A. event, will not request a tax receipt from the Association nor a receipt from the assigned charity. (*Modified May 2000*)

However, the artist of the year shall have the right to ask for a tax receipt from the charitable foundation for the total amount of ticket sales, meaning the amount that shall be donated by the artist to the charity in question. (*Modified May 2006*)

The ticket price is to be set by the Executive.

Finance Policy of Sales

- Cash and/or cheque. Debit and Credit cards when available.
- Payment to be made to Kirkland Artists' Association with receipt issued to the Client.
- Payment made by the Treasurer to the artist for the amount of the painting less fifteen percent (15%) or eighteen percent (18%), one to two weeks after date of sale.
- Any cheque over \$500.00 must be certified.

Kirkland Artists' Association

Section D

Annual general meeting

Annual meeting: Mandatory each year in May.

At **this meeting only**, proposals are permitted to change existing By-laws.

Quorum: To validate any change to by-laws or to add new by-laws, a membership quorum is required at that meeting.
This quorum is defined as being 1/3 of membership.
(Modified May 2004)

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