

# **SOCIETY OF YORK REGION ARTISTS**

Constitution and Bylaws

2010

# **SOCIETY OF YORK REGION ARTISTS CONSTITUTION AND BYLAWS**

Established September 1988-revised April 1995, June 2000, May 2007, June 2010

## **CONSTITUTION**

On September 9th, 1987, a group of artists in Holland Landing met together for the purpose of forming an Art Group. This group became known as the SOCIETY OF YORK REGION ARTISTS, and shall hereinafter be called 'SOYRA'. The founding members are herewith listed and together with such other persons who may become members from time to time are to be subject to any and all by-laws enacted and enforced while SOYRA (The Society of York Region Artists) may remain together as a group.

## **FOUNDING MEMBERS**

Bill Lewochko, Lynn Daly, Amanda Purvis, Evelyn Leskiewicz, Mark Philpott, Betty Small, Gary Gatti

## **AIMS AND ENDEAVOURS**

- To assist each other as members of a recognized, established art association by organizing art shows, field trips, and study groups;
- To enable the association to retain recognized professional artists as instructors for demonstrations and workshops;
- To provide the community with an appreciation of art;
- To provide the corporate sector with an awareness of SOYRA and the benefits of incorporating art in their marketing plans;
- To expect SOYRA members to attend meetings and to assist in the fulfillment of the society's obligations and activities.

## **BY-LAWS**

1. The name of the organization shall be called the " Society of York Region Artists" and shall hereinafter be referred to as "SOYRA".

2. SOYRA shall be governed by an elected body of officers hereinafter referred to as the “Executive”.
3. Elections shall be held annually at a meeting specifically called for such purpose, and those members so elected shall take office at the first executive meeting in January.
4. The Executive shall consist of the following:

Chairperson  
Vice-Chairperson  
Past Chairperson  
Treasurer  
Secretary  
Newsletter Editor/Web site  
Membership Coordinator  
Art Show Coordinator  
Public Relations/Publicity Coordinator  
Demo/Workshop Coordinator  
Social Convener  
Executive Member at Large

With respect to the Chairperson, Vice-Chairperson and Past Chairperson positions each will be held for a two (2) year term from inception. Should the individual choose to serve a further two (2) year term that option will be granted with agreement of the Executive.

5. The Executive will be responsible for informing all the members of any business presented for ratification.
6. There may be additional programs and/or committees arranged by the Executive to benefit SOYRA as a whole.
7. All members are welcome to attend Executive meetings in a non-participatory capacity.
8. All correspondence from the general membership must be approved by the executive prior to distribution.
9. The roles of the executive officers shall be:

## **CHAIRPERSON**

- To chair all meetings, to conduct business of all meetings and to rule on all issues requiring parliamentary rules of procedure.

- To receive all correspondence and forward any relevant information to the next meeting.
- To present all orders of business to the membership for discussion and/or ratification.
- To call all meetings and prepare an agenda for each meeting. Any member who wishes an item to be added to the agenda should contact the Chairperson and request inclusion of the item, at least two (2) days prior to the executive meeting
- The chairperson shall not vote at any meeting, but may cast the deciding vote, if required, on all tied votes.
- The Chairperson is the sole officer to correspond with the Aurora Town Hall and Leisure Services Department. He/she can delegate another member of the executive to correspond to any queries, requests or actions.

### **VICE-CHAIRPERSON**

- To perform all duties of the Chairperson should the latter be unable to attend to same due to other commitments/illness. If both the Chairperson and Vice-Chairperson are absent, a presiding member of the Executive shall be nominated to chair that meeting.

### **PAST CHAIRPERSON**

- To assume the title of Past Chairperson at the end of his/her term of office.
- To attend executive meetings.
- To sign cheques in the absence of the signing officers (either vice or past-chair).

### **TREASURER**

- To receive all dues, fees and monies payable to SOYRA and keep such monies in a Bank Account in the name of the Society in a regular banking establishment,
- To prepare and present a current treasurer's report at each monthly executive meeting. This report is to reflect a balanced ledger based on the monthly bank statement.
- To pay all outstanding accounts authorized by SOYRA.
- To prepare a financial statement for any audit at the request of the Executive.

- To disburse funds, in the form of cheques, as authorized by the Executive. Signing authority on all cheques will be given to the Treasurer, the Chairperson and one other member of the Executive. All cheques must have two signatures.
- To pay any account falling due, in the normal conduct of SOYRA's affairs, without reference, provided the total sum does not exceed \$100.00.
- To create an annual budget for business normally conducted during the fiscal year, which is subject to final approval by the executive.
- To provide a Police-Check when taking office.

### **SECRETARY**

- To record the minutes of all regular meetings.
- To respond if required to any correspondence received by the Chairperson.
- To provide the Executive members with a complete copy of the minutes of the executive meetings.

### **MEMBERSHIP COORDINATOR**

- To keep a recorded account of all members together with such other pertinent information such as name, address, telephone number, e-mail address that shall be prepared for the use of the SOYRA Executive.
- To advise the Welcome Committee, Newsletter Editor, Telephone Committee and Workshop Coordinator of each new member.
- To maintain a current membership list.
- Membership is valid until December 31 of the year in which dues are paid.

### **ART SHOW COORDINATOR**

- To plan and organize all SOYRA shows.
- To solicit sub-groups from membership to perform various show functions.
- Shall have an assistant.

### **DEMO/WORKSHOP COORDINATOR**

- To engage instructors for demonstrations at the monthly general meetings and for the workshops.
- To inform the Newsletter/Web site editor of such upcoming events for inclusion in the monthly newsletter.
- Shall have an assistant with workshop sign –up sheets.

### **EXECUTIVE MEMBER AT LARGE**

- Position to be appointed at the discretion of the current executive.
- To oversee the working of the executive, drawing attention to oversights in process or execution of business of the group
- To prepare a folder of pertinent information for new Executive members
- This folder to include \_\_\_\_\_

### **NEWSLETTER EDITOR/WEBSITE**

- To publish information and updates about SOYRA meeting schedules.
- To ensure that content updates and the newsletter are published on the SOYRA web site.
- Shall ensure that the website is updated monthly by the person/persons hired to complete this task.
- To e-mail/mail copies of each newsletter to current members.

### **SOCIAL CONVENOR**

- To organize the refreshments for the members general meeting and other events as required.

## **PUBLIC RELATIONS / PUBLICITY COORINATOR**

- To be responsible for all newsprint and magazine advertisements and public relations pertaining to media event photos and interviews on cable, radio and television.
- To submit a proposed advertising budget for approval for the calendar year to the treasurer prior to the October executive meeting.

## **MEETINGS**

### **A) EXECUTIVE MEETINGS**

- The regular Executive meetings shall be held each month at a time and place determined by the Executive.

### **B) GENERAL MEMBERSHIP MEETINGS**

- The regular membership meetings shall be held once a month at a place and time determined by the Executive.

### **C) ANNUAL GENERAL MEMBERSHIP MEETING/ ELECTION**

- The Chairperson shall chair the annual general meeting.
- In the event of an absentee nominee, nominations may be received from the membership accompanied by a written consent from the nominee and co-signed by the nominators.

## **AMENDMENT PROCEDURES**

- A. All amendments to the by-laws shall be submitted in writing to the Chairperson at least one month prior to the next Executive meeting. A vote on the same is to be taken. Proper notice of the motion stating the intent to move and the exact wording of the motion shall be made known to the general members by the Executive.
- B. Additional by-laws may be enacted as required provided proper notice of motion is given as previously outlined.
- C. SOYRA's rules shall govern the passing of motions and amendments thereto.

## **QUORUM-EXECUTIVE**

- A minimum of five members of the Executive shall constitute a quorum, and may proceed with any business requiring decisions, provided adequate notice of the meeting has been served on all Executive members.

## **QUORUM-REGULAR**

- Any regular general membership meeting shall be deemed to be a quorum if there be present at such meeting, more than 25% (twenty-five percent) of the membership. All motions set forth shall require a simple majority to be carried.
- All motions put forth to amend any by-law shall require acceptance by more than twenty-five percent (25% of the total membership to become effective. For the purpose of recording a vote “member” shall mean a member whose dues are fully paid at the time the vote is cast.

## **ORDER OF BUSINESS**

### **a) For Executive Meetings**

- Read and confirm minutes of previous meeting
- Read correspondence
- Present committee reports
- General business, business arising out of the correspondence, minutes, motions, elections, etc.
- New business

### **b) For General Membership Meetings**

- Announcements
- Presentations of motions for ratification and discussion if required
- Report on Publicity regarding brochures and /or announcements
- Demonstration by guest artist

## **MEMBERSHIP FEES AND DUES**

- Each member shall be required to pay annual dues, to be agreed upon by the Executive, payable in advance on or before December 31st. .

## **FISCAL YEAR**

- The fiscal year shall begin January 1st and shall end on December 31st of each year.

## **MEMBERSHIP**

- The membership shall primarily but not solely be drawn from York Region
- An individual SOYRA member may not speak on behalf of the group without prior permission from the Executive.

## **CONDUCT OF MEMBERSHIP**

- Each and every member of SOYRA has the right to an environment characterized by mutual respect.
- Each and every member of SOYRA has the responsibility to treat other members in a respectful manner, free of harassment and intimidation.
- Harassment is defined as attention or conduct (oral, written, graphic or physical) by an individual or group who knows or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, or offensive or intimidating.
- Where an incident has taken place the members involved will have the right to present their case to the Executive committee. The Executive Committee's role will be to assess the incident in question and decide whether a penalty is appropriate. In cases where incidents of harassment have been on going or severe, the member initiating the action in question may be asked to leave the group.

## **HONORARY MEMBERS**

- Under exceptional circumstance **Honorary Membership** may be granted to an individual by a membership vote.

- A separate list of such members will be maintained by the Membership Coordinator.

## **SHOWS**

- All members shall be entitled to participate and display their work in any and all shows, which are sponsored and arranged by SOYRA.
- All members may, when showing as an individual or one-person show, denote to the general public that they are members of SOYRA.
- The Executive may withdraw the privilege herein described at any time without prior notice if, in their considered opinion, the works or the behaviour of the member is in poor taste and generally not befitting the aims and standards of SOYRA.
- Definitive clarification for visual art is limited to the area of “Hand Made”, conceived by the artist and executed as a work of art.
- Members shall be required to pay an entry-hanging fee and to volunteer time at SOYRA shows.
- At all SOYRA Art Shows, SOYRA shall collect payment in full including provincial sales tax for all paintings sold. From the sales, SOYRA shall collect a percentage to subsidize advertising costs, maintenance of stands and any other charge incurred from operating the art shows. The remainder shall be paid directly to the artist by cheque.
- Payment of the Goods and Services Tax (HST) shall be the responsibility of the individual SOYRA artist.

## **MEDIA DEFINITIONS FOR PURPOSES OF SHOWS**

### **Sculpture**

- 3 dimensional works in materials such as and including stone, wood, metal, ceramic, marble or other.

### **Oil**

- 2 dimensional works utilizing traditional oil paint and/or water-soluble oils.

### **Acrylics**

- 2 dimensional works utilizing acrylic media only.

### **Watercolour**

- 2 dimensional works utilizing watercolour media only.

### **Pastel**

- 2 dimensional works utilizing pastel only.

### **Alternative Media**

- 2 dimensional paintings or relief works utilizing colour/mixed media to include combinations such as oils/acrylics, watercolour, pen and ink, print, impasto, gouache, enamels, lacquers, inks, dyes, pastels and textiles.

### **Fiber Arts**

- 2 or 3 dimensional work including textile collage, or relief utilizing fabric.

### **Black and White**

- 2 dimensional works excluding photography, such as the non-colour use of pencil, pen and ink, graphite, etc.

### **Print Making**

- 2 dimensional original print utilizing modern or traditional techniques such as mono, serigraphy, engraving, etching, block, etc., excluding copy and photo-mechanical reproduction.

### **Photography**

- 2 dimensional photographs either colour or black and white, as stipulated by show criteria.

### **Categories above are subject to change.**

- **Any work shown at a SOYRA sponsored event, which is discovered to be a copy, will be removed.**
- **All artwork displayed in SOYRA shows must be for sale. “Not for Sale” entries will not be hung.**
- **EXCEPTION-Honorary members may be allowed to hang “Not for Sale” entries in SOYRA shows.**
- **All artwork must be properly framed, wired and ready to hang. Hanging guidelines are subject to the discretion of the show committee.**

## **COMMITTEES**

a) A specific committee may be appointed by the Executive to perform a specific task and shall remain in effect until the task is completed and the committee dissolved by the Executive.

## **SUPPORT GROUPS**

### **1) Assistant Show Coordinator**

- Shall assist Art Show Coordinator with the planning and organization of all SOYRA shows.

### **2) Mailing List Coordinator**

- Shall maintain a guest e-mail list and revise this list following each SOYRA show and sale. Individual members may not use the SOYRA Guest List for their personal shows.

### **3) Painting Rotation Coordinators**

- Shall coordinate the painting rotation dates at the Aurora Town Hall and/or other locations.
- Register the participating SOYRA members on the rotation dates.
- Shall release previously displayed artwork.

### **4) Social Convener Assistant**

- Shall assist the Social Convener with the planning and organizing of all food/drinks for all SOYRA shows and general membership meetings.

### **5) Telephone committee**

- SOYRA telephone committee members are assigned a region to communicate information to SOYRA members in their telephone district with information relating to painting rotations, volunteer recruiting sales at SOYRA's shows, and other business expressed by the Executive or Chairperson as required.

### **6) Welcome Committee**

- There shall be one Welcome Supervisor and two assistants.

The committee shall:

- Prepare nametags for new members.

- Circulate the attendance book at membership meetings.
- Set up a ‘Welcome Table’ with nametags.
- Recruit members to welcome and direct visitors to SOYRA shows.

## **LIABILITY**

Members and non-members who participate in any of SOYRA’s activities which shall include, but not be restricted to meetings, art demonstrations, art shows and field trips do so at their own risk and no liability is expressed or implied by SOYRA or any member of SOYRA including any member of the Executive, or any member or family, unless such liability is specifically set forth and acknowledged in writing and any liability so expressed is not binding on any other members unless specifically acknowledged in writing by such other members. Liability shall mean, but not be restricted to any liability due to loss, damage, theft, vandalism of any property or properties, any personal injury or damage, and any financial loss or expense, or damage either directly or indirectly suffered or incurred.

## **SOYRA’S COMMITMENT TO THE TOWN OF AURORA**

- To supply and rotate paintings for display on the second floor of the Town Hall in Aurora. Rotation will be on a three-month basis. Members will be notified of the time and dates.
- To assist and coordinate the Town of Aurora Annual Juried Show and Sale.

## **SOYRA CEASES TO EXIST**

- In the event that the Society of York Region Artists (SOYRA) should cease to operate as a non-profit registered organization, all monies owing to suppliers, and or artists, shall be paid in full. All remaining funds shall be dispersed to a charitable organization on behalf of the group.