

## **THE OTTAWA ART ASSOCIATION CONSTITUTION**

Revised June, 2009

1. The Association shall be known as THE OTTAWA ART ASSOCIATION.
2. The purposes of the ASSOCIATION shall be:
  - (A) To encourage the appreciation of art in the community, and
  - (B) To encourage members in the practice of original fine art (Fine Art being: Oil, Watercolour, Acrylic, Pastel, Mixed Media and Other: Hand prints, Graphite, Ink, Charcoal, Painting on Silk) (Original art that can be hung on the walls shall be included).
3. The management of all the affairs of the Association shall be vested in an Executive Committee, one of whom shall be PRESIDENT; with two VICE PRESIDENTS who shall undertake whatever duties may best serve the interests of the Association in addition to being prepared to act as Chairman in the absence of the President; and one TREASURER who shall be responsible for the receipts and payments of the funds of the ASSOCIATION; one RECORDING SECRETARY who shall be responsible for the recording of the minutes of all meetings; MEMBERSHIP COORDINATOR; GALLERY COORDINATOR; SOCIAL COORDINATOR; PROGRAMME COORDINATOR; NEWSLETTER EDITOR. The Executive may appoint such additional Coordinators as are necessary to fill other positions. The immediate PAST PRESIDENT shall be an advisory member of the Executive Committee. If for any reason a member of the Executive Committee is unable to complete the year, the remaining members may make an acting replacement from the general membership to serve at the pleasure of the Executive. A PRESIDENT SHOULD HAVE SERVED TWO YEARS ON THE EXECUTIVE IN SOME CAPACITY before assuming the role of President.
4. The members of the Executive Committee shall be elected by a majority vote at the ANNUAL GENERAL MEETING, for a term of one-two years, but shall not normally service more than two years in one executive position.
5. A NOMINATING COMMITTEE of not less than three members, chaired by a VICE PRESIDENT shall be appointed by the Executive Committee at least six weeks before the ANNUAL GENERAL MEETING each year, for the purpose of drawing up a list of nominations for the Executive Committee for the ensuing year. The Secretary shall include the names of the members nominated with the notice calling the ANNUAL GENERAL MEETING, at which alternative nominations may be made.
6. The PRESIDENT may call a meeting of the Executive Committee at any time: FIVE, including the President, or FIVE including a Vice President (in the President's absence), shall constitute a quorum.
7. The ANNUAL GENERAL MEETING shall be held before the 15<sup>th</sup> of JUNE each year.
8. The FISCAL YEAR of the Association shall close at AUGUST 31<sup>st</sup> each year.

9. Membership fees shall be prescribed by the Executive Committee and voted on at the ANNUAL GENERAL MEETING, and shall cover membership for the fiscal year.  
Membership fees are due and payable after the ANNUAL GENERAL MEETING.
10. Membership in THE OTTAWA ART ASSOCIATION is open to anyone interested in art.
11. A General Meeting may be called at any time by the PRESIDENT, or at the written request of not less than eight members, addressed to the President, giving reasons for the calling of the meeting.
12. The ordinary funds of the ASSOCIATION shall be kept by the TREASURER in the bank of the TREASURER'S choice. All money received for the ASSOCIATION shall be deposited intact in the ASSOCIATION'S account and disbursements shall be made only by CHEQUES signed by two signatories, one of the TREASURER, or (in the Treasurer's absence) the Assistant Treasurer and the PRESIDENT, or (in the PRESIDENT'S absence) by the VICE-PRESIDENT. The TREASURER shall make an interim report at the ANNUAL GENERAL MEETING; and a statement audited by some qualified person, or an Association member who is qualified and is not co-signing cheques, shall subsequently be available to each member. Funds spent in excess of \$100 by the PRESIDENT or an EXECUTIVE MEMBER must be approved by the EXECUTIVE COMMITTEE.  
Reimbursement will be given for authorized purchases when receipts and a requisition form are received by the Treasurer.
13. There shall be two ANNUAL EXHIBITIONS of member's original works, one a JURIED (3 JUDGES) SPRING SHOW and one MEMBERSHIP JUDGED SHOW in the fall, for Awards. In addition, the EXECUTIVE COMMITTEE may arrange such other exhibitions as may interest or benefit the members of the ASSOCIATION. Appointment of judges for all exhibitions shall be the responsibility of the PRESIDENT.
14. The EXECUTIVE COMMITTEE may at their discretion invite distinguished persons to become Patron, Honorary President or Honorary Members of the ASSOCIATION with the approval of the membership at a General Meeting.
15. The CONSTITUTION may be updated as required, annually.