

**ARTISTS' ASSOCIATION OF DOLLARD
GENERAL BY-LAWS – 4th REVISION**

Article 1 – Name and objectives

1.1. The English name of this bilingual organization is “Artists’ Association of Dollard” hereafter named “AAD”.

1.2. The address of the AAD is:

12001 de Salaberry
Dollard-des-Ormeaux QC
H9B 2A7
(514) 684-1012, ext. 213

1.3. Revisions to by-laws

This 4th revision is effective as of 2018-09-21 and approved at the General Meeting dated 2018-01-25.

1.4. Definitions:

1.4.1. Resident: A person living in Dollard-des-Ormeaux.

1.4.2. Non-Resident: A person who does not live in Dollard-des-Ormeaux.

1.5. The objectives of the AAD are:

1.5.1. To bring artists together to share ideas, aspirations, and achievements.

1.5.2. To promote members’ development, understanding and appreciation of visual arts.

1.5.3. To provide opportunities for bringing members’ works of art before the public to the advantage of both artist and viewer.

1.5.4. To plan and arrange for events to focus attention on members’ work in the community.

1.5.5. To maintain a level of professionalism which is in keeping with the role that art plays in any level of our society.

1.5.6. To exchange ideas and techniques through workshops and other activities.

1.5.7. To afford the members certain privileges such as exhibitions of their works, lectures, critiques, demonstrations, courses, films, gallery tours, etc.

1.5.8. To meet once a month during the regular season which is from September 1st until May 31st of the following year.

Article 2 – Relationship to Dollard Center for the Art hereafter named DCA, and Budgetary Responsibilities

1. The AAD is formed under the DCA. The AAD is solely responsible for the activities and programming outlined in these by-laws. In its function as the parent organization, the DCA is not responsible for the management of the AAD and its activities.

2. All costs of operating the AAD must be covered by membership fees, sponsors, donations or special fees. On an annual basis the AAD will provide to DCA the minutes of the executive meetings and annual general meeting as permanent records of the AAD.

3. In its operation, the AAD is solely responsible for the preparation, approval and administration of its budget.

4. Deficits are not to be carried to another fiscal year.

5. Deficits are to be cleared through special activity fees or special assessments.
6. Before each fiscal year, the Board of Directors will prepare the budget for the coming year and have it approved at the annual general meeting by the majority of the present members.

Article 3 – Banking contracts and obligations

- 3.1. The fiscal year of the AAD shall begin on June 1st of each year, ending on May 31st of the following year.
- 3.2. All banking and/or other financial services are to be handled through existing banking arrangements of the DCA or as the AAD Board may decide.
- 3.3. All cheques shall be signed on behalf of the AAD by the DCA once approved by the President or Vice-President or by the Treasurer of the AAD.
- 3.4. Any contracts or other financial obligations shall be approved and sanctioned by DCA.

Article 4 – Membership

4.1. Membership is open to:

4.1.1. All person age 18 years and over, who are artists from all levels and all media, excluding:

- Photography *
- Commercial designs
- Hobby or commercial ceramics
- Crafts and decorations

*Note: The Executive will respond to requests for membership by artists as they present themselves who are working in media and/or technique not currently represented by our membership. In the event that the Executive lacks the confidence of that medium to evaluate the submission, a knowledgeable guest will be included in the decision-making process.

4.1.2. Honorary members who may be appointed by the Board of Directors of the AAD.

4.1.3. Founding Members who are:

- Sushana Caplan
- Gérald Laurin
- Renée Mizgala
- Luc Poitras
- Marlene Rosen-Davis
- Maher Yacoub

4.2. Non-residents: Non-resident members may not exceed 49% of the membership. However, in the event of a reduction in the percentage of resident members, non-resident members already in the AAD shall retain their membership in the AAD. For the purpose of the general by-laws, a founding member, whether a resident or a non-resident shall be considered to be a resident.

4.3. There may be four (4) different categories of membership:

4.3.1. Founding member: A founding member is simultaneously a founding and an associate member, or a founding member and a juried member as soon as the member qualifies as a juried member. He has the same rights and privileges than an associate or juried member and is required to assume same obligations. A founding member who has failed to be in good standing (who did not pay his annual fees) will lose his membership status. As soon as the founding member returns to good standing he/she can enjoy the rights and privileges of membership. If he/she wished to regain his membership by jury status, he will have to reapply.

4.3.2. Associate member: An Associate member is any artists of the AAD who is not a Juried member. This membership group is considered as the general membership and is required to pay the basic membership fee. Members in this group will be given every encouragement to increase their knowledge and competency, in order to be able to move up to the Juried Membership group.

4.3.3. *Juried member:*

Note: This membership group is now suspended indefinitely.

4.3.3.1. *The Jury process:*

Note: Since the membership group is suspended indefinitely starting September 1st, 2010, none of the following articles pertaining to this category will be updated in the revision.

4.3.3.2. *Application*

4.3.3.2.1. *Artists can apply as many times as they want;*

4.3.3.2.2. *Presentation of art pieces for consideration is either by slides or actual work; with the larger pieces by slide only;*

4.3.3.3. *Members of the jury*

4.3.3.3.1. *The jury is comprised of an odd number to avoid a tie, with a maximum of 6 and a minimum of 3;*

4.3.3.3.2. *A chairman is appointed to oversee the jury process;*

4.3.3.3.3. *One member of the jury would be a permanent staff person from DCA, and the others on a rotation basis from the juried membership.*

4.3.3.4. *Schedule of Jurying*

4.3.3.4.1. *The jury will meet at a regular intervals, at least once per year, to process applications for this class of membership; the date is to be established to suit the members of the jury;*

4.3.3.5. *Rejected applications*

4.3.3.5.1. *Artists have a "Right of Appeal" is they so desire;*

4.3.3.5.2. *Members can apply to this class of membership as often as they wish.*

4.3.4. Honorary members: Any person, artist or not, who shows special interest in the AAD and the visual arts in general. This class of members is appointed by the Board of Directors.

4.4. Obligations of members:

4.4.1. *Juried members are required to attend at least one third of the AAD activities, meetings and exhibitions per year; failure to do so shall result in being dropped from the juried status; they will be allowed to reapply for reinstatement in engaging themselves to respect their obligations. Failure to do this, they could lose this privilege indefinitely;*

4.4.2. All members shall be required to attend to a minimum of four meetings as they are called by the AAD Board before they are allowed to participate in any exhibition. For example, a new member who joins the AAD in September will not be allowed to participate in the following November show,

but will be allowed to participate in the spring and/or summer shows if they participated in a minimum of four monthly meetings. They may also be invited to volunteer on at least one committee when requested by the AAD Board.

Article 5 – Officers and Directors

1. Board of Directors:
 1. The AAD board of directors shall consist of a president, a vice-president, a secretary, a treasurer, the immediate past-president and all chair persons of the standing committees except the nominating committee, plus one director at large. The proportion of residency of the board of directors shall be the same as the general membership.
 2. They shall be elected at the annual general meeting and hold office until the next annual general meeting or until a successor is elected.
2. Duties of officers
 1. The President shall be a Dollard-des-Ormeaux resident and shall:
 1. Preside over all meetings of the AAD and of the board of directors.
 2. Have a general charge and overview of the affairs of the AAD.
 3. The president or his/her delegate shall represent the AAD on the DCA board of directors as a voting member.
 2. The Vice-President shall be a Dollard-des-Ormeaux resident and shall:
 1. In the absence of the president exercise all his/her functions.
 2. Perform such duties as may be assigned by the president.
 3. The Secretary shall:
 1. Issue notices of meetings and keep minutes of all AAD board of directors meetings, the May annual general meeting and any other special meetings as required by the president.
 2. Perform such other duties as may be assigned by the AAD board of directors.
 4. The Treasurer shall:
 1. Collect all monies except membership fees.
 2. Prepare the monies received for deposit by the DCA managing director.
 3. Act as financial liaison with the DCA Managing Director.
 4. Liaise with the DCA Managing Director to prepare our annual financial report to be presented at the annual general meeting in May.
 5. The Past President
 1. Provide continuity on the AAD board of directors.
 2. Perform such other duties as may be assigned by the president.
 6. A Director-at-large
 1. Perform such duties as may be assigned by the president.
3. Standing Committees
 1. The Nominating Committee shall be comprised of the immediate Past-President as chairperson, plus two members appointed by the AAD Board of Directors.
 2. The Exhibition Committee shall consist of a Director and at least one or more member(s). They are mainly responsible for maintaining/updating/distributing the exhibition rules, as well as for the fall and spring exhibitions set-up and taking-down of panels, etc.

3. The Membership Committee shall consist of a Director and at least one or more member(s). They are mainly responsible for the collection of membership fees which are submitted to the DCA Managing Director who issues receipts to the members. They are also responsible for keeping the membership and waiting lists updated at all time.
 4. The Program Committee shall consist of a Director and at least one or more member(s). They are mainly responsible for inviting/organizing the list of presenters for the monthly meetings. They also propose, prepare and organize workshops.
 5. The Newsletter Committee shall consist of a Director and at least one or more member(s). They are mainly responsible for writing/issuing the monthly newsletter "La Palette" as well as issuing communiqués as requested.
 6. The Publicity Committee shall consist of a Director and at least one or more member(s). They are mainly responsible for the publicity of the AAD fall and spring exhibitions as well as any other project that needs to be publicized.
 7. The Hospitality Committee shall consist of a Director and at least one or more member(s). They are mainly responsible for managing refreshments at the AAD monthly meetings and at the fall and spring exhibitions.
4. Terms of Office
1. The AAD Board of Directors shall hold office for one year or until such time as successors are elected at the Annual General Meeting in May or if a special meeting has been called for that express purpose.
 2. The president shall be elected for a term of one year, but not more than five (5) years.
 3. If the position of president is vacated for any reason, it shall be filled by the vice-president for the remainder of the term.

Article 6 – Meetings and Quorum

1. AAD Board of Directors
 1. The AAD Board of Directors shall meet regularly at a time and place designated by the president, but shall meet at least four (4) times per year. At least one week notice of such meeting shall be given by telephone or via e-mail.
 2. The quorum for the AAD Board of Directors shall be 50% plus one.
2. The annual general meeting shall be held in May of each year before the next program year, on a date and place specified by the AAD Board of Directors.
3. Special general meetings may be called or demanded at any time by the President or at least 20% of the membership. The business to be transacted shall be specified in the notice of such meeting.
4. Notice of meeting
 1. All voting members shall be notified at least ten (10) days before the annual general meeting or any special general meeting.
 2. This notice will be given by telephone or via e-mail to all members.
5. Quorum will consist of the presence of at least twenty (20) percent of the voting members for the annual general meeting or any special general meeting.
6. Eligibility for office or to vote:
 1. All members in good standing shall have the right to vote and be eligible for election to office.
 2. A member shall have but one vote.

3. The President or his replacement shall have a deciding vote in the event of a tie.
4. All members unable to attend may vote by proxy. They must complete a form and make sure that the said form is given to the person in charge of the annual general or special meeting **before** the meeting is held.

Article 7 – Fees and dues

1. The annual membership fees
 1. The annual membership fees for each class of membership shall be proposed by the Board of Directors and approved by a majority of the membership at the annual general meeting.
 2. Non-resident members shall pay a slightly higher fee.
 3. Honorary members shall not be obliged to pay fees to the AAD.
 4. A founding member shall pay fees and dues according to the member status as an associate or a juried member.
2. Annual membership fees shall be remitted no later than the Annual General Meeting which is the last of the season and held in May.
3. In the event of the dissolution of the AAD, all funds remaining shall become the property of the DCA.

Article 8 – Amendments and interpretation

1. Any article of these by-laws may be altered, amended, suspended or removed for any length of time, by consent of two-third of the voting membership present at the annual general meeting, or at a special general meeting, and subject to the approval of the DCA Board of Directors.
2. Any question or interpretation of the foregoing by-laws shall be studied by the AAD board of directors and be subject to the approval of the DCA Board of Directors.