

All Sooke Arts and Crafts Association

Constitution and Bylaws

The objectives of this association are to assist and encourage the artists and craft persons of Sooke and Sooke area in developing their skills and promoting sales through public displays and demonstrations and providing network services to other community members and groups.

The name of this association is: **All Sooke Arts and Crafts Association**

The operation of the Association will be carried out in the Sooke area.

The Association will operate without purpose of gain for the Association; any profits or other accreditations to the Association will be used for promoting its objectives.

If the Association should at any time be wound up or dissolved, the remaining assets, after payment of all debts and liabilities, will be turned over to a recognized charitable organization in the province, or elsewhere in Canada, as directed by the members.

Membership

1. There will be three classes of membership: individual, family, honorary.
2. Honorary membership must be recommended by the Executive. There will be no more than five active honorary members at one time.
3. Individual members must be 16 years of age or older.
4. Family members must reside in the same residence.
5. All new members must reside in, or own property in the Sooke area. The Sooke area is defined by the following places: Sooke, East Sooke, Otter Point, Shirley, Jordan River and Port Renfrew.
6. Membership cannot be revoked if the member moves out of the Sooke area as long as their membership is kept up-to-date and the member remains active.
7. Any person wishing to join may do so by submitting a written application by **May 31st** of that year and paying current membership

fees (which includes the fee for a name badge). If the applicant is an honorary member, they must submit a written application every year. If they fail to do so by the **May 31st** date, they forfeit their honorary status. A cap of 60 members is in place on a first come first serve basis.

8. The membership fee will be set at the Annual General Meeting (AGM) for the upcoming year.
9. The annual fees must be paid by **May 31st** of each year.
10. A member who has been removed from the association or show, for reasons including, but not limited to, disruptive behavior, failure to follow club rules, behaving in a rude and/or aggressive manner, will no longer be allowed to participate in Association events or be allowed to join the Association in the future.

Meetings

1. Meetings are to be held once a month, 8 times a year. The Executive has the right to cancel the meeting with sufficient notice to the membership whenever possible. Reasons may include but are not limited to, adverse weather, closure of venue, health bylaw restrictions, and other unforeseen circumstances.
2. The Annual General Meeting and election of officers of the executive will be held in January.
3. New executive officers will take office immediately after the AGM in January.
4. A quorum for the meeting of the whole will be ten members.
5. The Executive has the right to call an Extraordinary Meeting for any special purpose. Members must be informed at least two weeks in advance of the meeting by phone, email or in writing.
6. Voting at all meetings will be done in person by paid members.

Officers

Officers will be President, Vice President, Secretary, Treasurer, Publicity Coordinator, Membership Coordinator, Webmaster, and Show Convenor. An Assistant Show Convenor may be selected by the Show Convenor.

The Executive will determine its own procedures, quorum and meeting times.

Duties of the Executive

President: is responsible to the members for the operation of the Association's activities and will chair all General and Extraordinary meetings.

Vice-President: will assist the President as required and will assume the President's duties should the President, for any reason, not be able to perform prescribed duties.

Secretary: will be responsible for all incoming and outgoing correspondence and will prepare minutes and keep records of all General, Executive, and Extraordinary meetings.

Treasurer: will collect all dues, maintain the financial records of the Association, pay all approved bills, give monthly financial statements, have signing authority for accounts along with any one or two other Executive Officers, and prepare cheques up to the amount of \$100.00 without putting permission for the expense to the floor.

Publicity Coordinator: will prepare notices for media outlets, distribute handbills and flyers, and recruit help from members as required for the above tasks.

Membership Coordinator: will issue membership badges, keep up-to-date records of all members' names, addresses, phone numbers, email addresses, and details about members' crafts.

Web Coordinator: will maintain the Association's website and Social Media.

Show Convenor: will organize and coordinate the annual winter show.

Assistant Convenor: will assist the Show Convenor as needed.

Audits

The executive will present a financial statement at the Annual Meetings, which will be signed by two or more members of the Executive or an Auditor.

Changes to the Constitution and Bylaws

Changes will only be made at the Annual General Meeting or at an Extraordinary Meeting. Prior notice of such changes will be given to all members at least two weeks before the meeting in writing, by phone, or by email.