

ALL SOOKE ARTS AND CRAFTS ASSOCIATION

The objectives of this Association are:

- ❖ To assist the artists and craft persons of the Sooke area by providing opportunities for:
 - Skill development
 - Sales of art or crafts through public markets and demonstrations

- ❖ To provide 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.

In the event that 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 may be recommended by the Executive. There will be no more than five active honorary members.
3. Individual members must be sixteen years of age or older.
4. Family members must reside in the same residence.
5. All new members must reside or own property in the Sooke area (Sooke, East Sooke, Otter Point, Shirley, Jordan River, and Port Renfrew) with postal code V9Z.
6. Membership cannot be revoked if members move out of the Sooke area and remain active in the Association.
7. Any person wishing to join may do so by:
 - submitting a written application form by May 31.
 - **and** paying current membership fees (which includes the fee for a name badge).
8. The membership fee will be set at the Annual General Meeting for the upcoming year.
9. The annual fees must be paid by May 31 of each year.

MEETINGS

1. Meetings are held on the third Wednesday of each month
 - except July, August, November, December
 - unless cancelled by the officers of the Executive
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 before the meeting by phone, by 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.
- Assistant Show Convenor may be selected by the Show Convenor.
- The Executive will determine its own procedures, quorum and meeting times.

DUTIES OF EXECUTIVE

- **President:** is responsible to the members for the operation of the Association's activities and will chair all general and Extra-ordinary meetings.
- **Vice-President:** will assist the President as required and will assume the President's role 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 extra-ordinary meetings.
- **Treasurer:** will collect all dues, will maintain the financial records of the Association, will pay all approved bills, will give monthly financial statements, will have signing authority for accounts along with any one or two other Executive officers, may 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, produce hand-bills and flyers for distribution, and recruit help from members as required for the above tasks.
- **Membership Coordinator:** will issue membership cards and badges, keep records of all members' names, addresses, phone numbers, email addresses, and details about members' crafts.
- **Web Coordinator:** will maintain the association's website and *Facebook* page.
- **Show Convenor:** will organize and coordinate the annual show.
- **Assistant Convenor:** will assist 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.

Amended 2018