

Mint Hill Arts

By-Laws

ARTICLE I

NAME AND PURPOSE

Section One

Name

The name of this organization is Mint Hill Arts. The address of the principal office of this corporation is 11205 Lawyers Road, Suite A, Mint Hill, NC 28227.

Section Two

Purpose

Mint Hill Arts is a support network for local artists of all mediums and is a source of educational and cultural enrichment to the public. Our mission is to further the interest of artists and the public through our programs, exhibits and/or performances and to encourage artists, students, and patrons of the arts to further their study of the arts. Mint Hill Arts is an integral part of the community, with a visible and available Center for the Arts. Membership is open to all artists and friends of the arts.

ARTICLE II.

THE EXECUTIVE COMMITTEE

Section One

Summary

Responsibility for oversight and direction of Mint Hill Arts is vested in the Executive Committee, which meets monthly. The Executive Committee is composed of four Officers, including the President, Vice President, Secretary, and Treasurer; four Directors, including the Communications, Education, Fundraising and Gallery Directors; and two Members at Large. All are voting members. Officers and Members at Large are elected by the membership; Directors are appointed by and serve at the pleasure of the Executive Committee. The Executive Committee may be expanded as needed by a two-thirds vote of the Executive Committee, but must not exceed eleven members.

The Officers serve two-year terms of office. For continuity, the election of the President shall alternate with that of the Vice President and the election of the Secretary shall alternate with that of the Treasurer. Members at Large are elected for a one-year term of office.

All members of the Executive Committee shall maintain records pertaining to their office for reference or use by other members of the Executive Committee and for their

successors. An annual review of the books of the Treasurer shall be conducted annually by a person who is not a member of the Executive Committee.

Section Two Duties of Officers

The President shall convene and preside over all meetings or designate any other officer to preside in his/her absence. The President shall provide leadership for the organization. The President is authorized to sign the checks and drafts of the organization.

The Vice President shall be an active, participating member who will assist the President in all the organization's work and shall assume the duties and powers of the President in the President's absence, inability, or refusal to perform his or her duties.

The Secretary shall send notices and keep the minutes of all the meetings and make the minutes available to the membership. When necessary, the Secretary may be asked to attend other meetings with the President or the Vice President to have a written record of a particular meeting.

The Treasurer shall have the responsibility of the funds for the organization; receive and deposit money in the organization's name; prepare and sign all checks; maintain financial records; and alert the designated person to acknowledge financial contributions to the organization. The Treasurer shall establish a projected budget with the help of the Executive Committee at the beginning of the fiscal year and shall give a report at each Executive Committee meeting.

Section Three Duties of Directors

The Education Director shall be responsible for all aspects of the educational program, including obtaining teachers; scheduling courses, workshops and special educational events; publicizing the educational offerings; processing student applications; and compensating teachers. The Education Director is the liaison between the Executive Committee and the Program Committee, Life Drawing Coordinator, Portrait Drawing Coordinator, and Librarian.

The Communications Director shall be responsible for coordinating the dissemination of all information both with Mint Hill Arts and between Mint Hill Arts and the public. As such, the Communications Director oversees the Events Calendar and works closely with the Webmaster and the Public Relations Committee.

The Gallery Director shall be responsible establishing the series of monthly shows; recommending changes in policies and standards for the art displayed; enforcing gallery policies and standards in a fair and consistent manner; soliciting art from the membership and, as appropriate, the larger community and displaying it in an attractive and professional manner; ensuring that artists are treated with respect; providing good stewardship of art while it is in the possession of Mint Hill Arts; handling requests for

reconfiguring the display to accommodate other functions of the organization; and coordinating the activities of the associated committees including the Gift Shop Committee, the Intake Committee, the Hanging Crew, and the Offsite Committee.

The Fundraising Director shall be responsible for identifying and executing fundraising initiatives, including writing grants, planning funds drives, and seeking contributions from private citizens and corporations in the area. The Fundraising Director oversees and coordinates the efforts of the Grant Writing, Donations, and Sponsorship Committees.

Section Four Duties of Members at Large

Members at Large must actively participate in Mint Hill Arts activities and events and take an active role in all Executive Committee discussions and decisions. A Member at Large may be assigned a specific task for all or part of the year.

Section Five Election Dates and Procedure

Officers and Members at Large shall be elected by majority vote of the membership at the May Monthly Meeting.

Members in good standing may vote from a list of candidates supplied by the Nominating Committee. Members shall be given an opportunity to nominate other candidates from the floor. The President or Chair of the Nominating Committee shall preside over the elections.

Section Six Removal

An Executive Committee member may be removed from his/her position by a majority vote of the Executive Committee. Inability or inadequacy in assuming duties of office might be cause for removal. In addition, any perceived conflict of interest might require removal of an Executive Committee member.

Section Seven Appointment after Resignation or Removal

In the event of the resignation or removal of a member of the Executive Committee, the Executive Committee shall fill the vacancy for the remainder of the term. The position may be filled by a simple majority vote of the Executive Committee. Serving members of the Executive Committee may be appointed to other posts, and the resulting vacancies may be filled by a simple majority.

**ARTICLE III.
MEMBERSHIP AND DUES**

Section One
Regular Members

Any person over the age of eighteen or accompanied by a parent if younger and interested in the visual and/or performing arts may become a member. Membership is open to all artists without respect to race, color, creed, national origin, age, handicap, sexual orientation, or gender. Upon making application and payment of dues a member shall be eligible to participate in all Mint Hill Arts functions. Dues shall be reviewed and set annually by majority vote of the Executive Committee.

Section Two
Patrons and Friends

Anyone who is not an artist but enjoys and supports the activities of Mint Hill Arts can join as a Friend or Patron and enjoy all the privileges of regular members. This status is available to individuals, families, businesses or corporations. Dues for Friends or Patrons shall be reviewed and set annually by majority vote of the Executive Committee.

Section Three
Payment of Dues

Dues shall be paid on a yearly basis. The due date is the anniversary of the member's registration date.

**ARTICLE IV
FISCAL AND LEGAL AUTHORITY**

Section One
Legal

The Executive Committee will authorize the following officers to sign legal documents and checks: the President and the Treasurer. While both signatures are preferred, one signature is acceptable when necessary due to unavoidable scheduling conflicts.

Section Two
Fiscal

The fiscal year of Mint Hill Arts shall begin on September 1 and shall end August 31.

**ARTICLE V
COMMITTEES**

The Executive Committee shall define and organize the various committees. Committee chairs will be appointed by a majority of Executive Committee members in attendance at

a regularly scheduled meeting. Committee chairs shall communicate and report their activities either directly to the President of the organization or to the appropriate director as specified in the duties of that committee chair. Committees and appointed positions shall include those specified below:

1. Building Maintenance Committee
The Buildings Maintenance Committee oversees and executes all work pertaining to the building maintenance, including lighting, painting, repairs and improvements. The chair reports directly to the President.
2. Donations Committee
The Donations Committee is charged with soliciting contributions in support of the organization from individuals, businesses and corporations. The committee reports to the Fundraising Director.
3. Grant Writing Committee
The Grant Writing Committee writes all continuing grants and explores opportunities for other grants open to the organization. The Grant Writing Committee reports to the Fundraising Director.
4. Hanging Crew
The Hanging Crew is responsible for displaying the art taken into the gallery in a professional and attractive manner. The Hanging Crew reports to the Gallery Director.
5. Historian
The Historian records all Mint Hill Arts events, meeting and special events. The Historian also collects and documents photographs and media clippings and organizes them in a logical and pleasing fashion in the Mint Hill Arts scrapbook. The Historian reports directly to the President.
6. Intake Committee.
The Intake Committee is charged with documenting the flow of artwork into and out of the gallery, and as such organizes and staffs the intake and pickup of art for all shows at the gallery. The Intake Committee works closely with the Offsite Committee and the Hanging Crew and reports to the Gallery Director.
7. Librarian.
The Librarian is responsible for starting and implementing a collection of books, tapes and DVDs relating to the arts and categorizes the materials, arranges loans of materials to MHA members and keeps all related records. The Librarian reports to the Education Director.
8. Membership Committee
The Membership Committee maintains a database of all members and is responsible for providing name badges and membership cards for members. The committee

includes the Volunteer Coordinator who works with Active Members to help them select an area in which to fulfill their service commitment and maintains records of volunteer activities. The Committee notifies members when their membership is set to expire and provides a current membership list to the Intake Committee Chair for each monthly intake. The Membership Committee reports directly to the President.

9. Nominating Committee

The Nominating Committee is responsible for requesting nominations from the membership by May 1 of each year and generating a slate of officers for the annual election of officers at the May Monthly Meeting. At the request of the President, the Chair of the Nominating Committee may preside over the elections. The Nominating Committee reports directly to the President.

10. Off site Exhibits Committee

The Offsite Committee selects, transports and displays artwork for public exhibits. The committee reports to the Gallery Chair.

11. Program Committee

The Program Committee identifies and coordinates speakers for all monthly meetings, provides information about the speaker to the Communications Coordinator, and arranges for compensation of the speaker. The Program Committee sets up the gallery for the meeting and restores the gallery to its pre-meeting at the close of the gathering. The Program Committee reports to the Education Director.

12. Publicity Committee

The Publicity Committee is responsible for identifying and pursuing publicity opportunities, including composing, designing and disseminating advertising materials; writing press releases; and maintaining a file of photographs for use by the organization. The Chair of the Publicity Committee reports to the Communications Director.

13. Reception Committee

The Reception Committee provides refreshments for the various social occasions at Mint Hill Arts, is responsible for table set-up and clean up, and maintains the serve-ware and reception storage area. The Reception Committee reports to the Gallery Chair.

14. Sponsorship Committee

The Sponsorship Committee solicits donors to sponsor awards for all judged and juried shows. The Committee reports to the Fundraising Director.

15. Webmaster

The Webmaster maintains the website www.minthillarts.org, maintains the mailing lists for electronic communication, and sends electronic communication to the membership and the general public as appropriate. The webmaster works closely with

the Membership Committee to keep the database current and reports to the Communications Director.

ARTICLE VI
Amending the By-Laws

Amending the by-laws shall require the approval of two-thirds of the Executive Committee members present or represented by proxy. Notice of by-law changes should be given by the Executive Committee to the membership at least 10 days before the meeting to consider changes in the by-laws with a mechanism stated to afford members an opportunity for input.

ARTICLE VII
Procedure

The procedural regulation employed by this organization shall be those prescribed by “Robert’s Rules of Order.”

ARTICLE VIII
Dissolution of Mint Hill Arts

Should Mint Hill Arts disband and dissolve, all monies left in the treasury after all bills are paid shall be offered to a non-profit organization which is tax exempt under Section 501(c)3 of the Internal Revenue Code.

ARTICLE X
Indemnification of Officers, Employees, Agents, and Volunteers

To the fullest extent permitted by law, including future amendments of applicable laws, the corporation shall indemnify and hold harmless each officer, employee, agent or volunteer of the corporation against any and all claims, liabilities, and expenses (including attorneys' fees, judgments, fines, and amounts paid in settlement) actually and reasonably incurred and arising from any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, to which any such person shall have become subject by reason of having held such a position or having allegedly taken or omitted to take any action in connection with any such position. Provided, however, there shall be no indemnifications for willful acts, and fraud.

ARTICLE IX
Community Involvement

The goal of MHA is to be an art organization that actively participates in and with the community. This organization was formed to create public awareness of all of the local arts and artists including but not limited to painters, photographers, musicians, singers, actors, potters, fabric artists, jewelry artists and writers. It is also the goal of this organization to educate the public to the importance of the arts in enhancing the quality of life through participation in the creative process. It shall further the interest of the arts

by its programs and exhibits, and shall encourage study by art students and others engaged in the arts.