

# **Greater Haverhill Arts Association, Inc.**

Haverhill, Massachusetts

## **CONSTITUTION and BY-LAWS**

### Article I – Name:

The name of this organization is Greater Haverhill Arts Association, Inc. Its business address is the address of the current treasurer.

### Article II – Purposes:

The purposes of this organization are to share and encourage interest and involvement in the fine arts, in the geographical area known as Greater Haverhill, in accordance with Section 501-c(3) of the US Internal Revenue Code and under the provisions of Massachusetts General Laws, Chapter 180.

### Article III – Membership:

Section 1 – The membership body shall consist of those persons interested in the purposes of the Association.

Section 2 – There are three types of membership:

- Basic membership
- Household membership
- Student membership – those enrolled in high school or college; those younger at the discretion of the Board

Section 3 – The membership year is September 1 through August 31

### Article IV – Officers:

Section 1 – The officers of the Association shall consist of: President, Vice President, Treasurer, and Secretary.

Section 2 – The officers shall serve for a term of two years from the election date.

Section 3 – The Duties of the officers are as follows:

- President – The President is the executive officer who shall conduct all executive and general meetings. S/he shall call special meetings as necessary and general meetings at the request of five members. S/he shall serve ex-officio on all committees except the nominating committee. The President may appoint committees as necessary to conduct the business of the Association. In the event of a crisis or emergency situation, the President has the authority to appoint a

member to an interim position with the concurrence of the Board, in effect until the next annual meeting.

- Vice President – The Vice President shall assist the President in conducting Association business. S/he shall assume the duties of President when called upon to do so. S/he shall also be responsible for committee assignments and election slates.

Treasurer – The Treasurer shall be responsible for Association monies received and disbursed, subject to the approval of the President and the Executive Board. S/he shall present an oral report at each Executive Board meeting and at the annual meeting. S/he shall file the forms required by the state and federal governments on schedule.

- Secretary – The Secretary shall keep an organized record of all proceedings of Association meetings. S/he shall serve as secretary to the Executive Board and shall present a report of its proceedings at the general meetings. S/he shall see that an organized file of all Association correspondence is maintained. S/he shall update and maintain a list of members and their contact information. S/he shall give notice of special meetings to the membership. Personal information of members shall be available only to members of the Association.

#### Article V – Executive Board:

Section 1 – The Executive Board shall consist of the four officers and the Chairs of the five standing Committees.

Section 2 – The direction and management of the Association shall be delegated to this Board in general charge of affairs, funds, property, and housing. The Board shall appoint persons and committees as needed to carry on the activities of the Association.

Section 3 – The Board shall meet at least once a year, before the general annual meeting. It shall also convene at the request of the President or at the request of at least three Board members.

#### Article VI – Standing Committees:

Section 1 – The Standing Committees shall be Exhibits, Programs, Communications, Hospitality, and Publicity.

- a. Each committee may be co-chaired; one member serves as recording secretary for the committee, as necessary.
- b. Committees shall serve for a term of two years from the date of appointment.

Section 2 – The Standing Committees are responsible for the following:

- Exhibits Committee – Shall plan and supervise and document all activities pertaining to group art exhibits of Association members.
- Programs Committee – Shall plan and introduce Association programs (Saturday Workshops, Demonstrations) and special outreach or education programs, with a budget approved by the Board.
- Communications – Shall disseminate information to the Association members via a monthly newsletter, the Association website, and Social Media.
- Hospitality – Shall arrange for creating a welcoming atmosphere at all general meetings and Association functions to promote collegiality and good will.
- Publicity – Shall disseminate information about the Association and its activities to the public media: newspapers, online cultural calendars, radio and TV stations, area art associations, and/or to pertinent art departments/organizations.

### Article VII – Elections:

Section 1 – Election of officers shall be by a simple majority vote of the members present at the annual meeting.

- a. A nominating committee of at least three members shall be appointed by the Executive Board three months prior to the annual meeting.
- b. It shall post its proposed list of officers one month before the annual meeting.
- c. It shall prepare a list of candidates for Chairs of Standing Committees.
- d. The Vice President shall be a member of this committee.

Section 2 – Chairs of the Standing Committees shall be appointed at the annual meeting.

- a. The nominating committee shall offer the prepared list of candidates.
- b. The Chairs shall be appointed by the new officers and retiring president, using the list provided by the nominating committee if they so desire.

Section 3 – It is preferable but not necessary that Members of the Board (Officers and Committee Chairs) be exhibiting artists of the Association.

### Article VIII – Meetings:

Section 1 – Board meetings shall be held at the discretion and the convenience of the Board members.

Section 2 – The annual meeting shall be held in October. A quorum is fifteen percent of the voting members of the Association.

Section 3 – Special meetings for a stated purpose may be called by the President, by

the Executive Board, or by signed request of five members, provided notice is given at least one week prior to the meeting date.

Section 4 – All members in good standing shall be entitled to vote at Association meetings, and fifteen percent of voting members shall constitute a quorum at general or special meetings.

#### Article IX – Payment of Fees:

Section 1 – The yearly membership fees shall be set by the Executive Board.

Section 2 – Fees for members and non-members participating in Association exhibits shall be set by the Executive Board.

#### Article X – Amendments:

Section 1 – Proposed amendments to this Constitution and By-Laws, dated and signed by at least two members, must be sent to each Association member at least ten days before they are brought to a vote at a general or special meeting.

Section 2 - This Constitution and By-Laws may be amended by two-thirds vote of Association members present at any general or special meeting.

[The rules contained in ROBERTS RULES OF ORDER shall govern this Association in all cases where applicable.]

## GHAA Constitution and By-Laws Revision January 2014 Board-Elect

Don Herook, Chairman

Laurie Crevatis

Ann Jones

Judith Larmay

John Menihane

Joan Rademacher

Daniel Shaw

Debbie Shirley

Joan Turner

Amended as voted unanimously at the Annual Members Meeting 2016

Amended as voted unanimously at the Annual Members Meeting 2017

Amended as voted unanimously at the Annual Members Meeting 2019