

CONSTITUTION

Article I – Name

This organization shall be known as the Barrington Cultural Arts Center, Inc. (BCAC)

Article II – Purpose

To provide learning opportunities for its members and others in the arts through demonstrations and workshops, writing workshops and presentations, theater, opportunities to display work through shows and individual exhibits, create enthusiasm for one's work through sharing of skills and interests, and provide exposure to a variety of artists and mediums. To make members aware of resources available and publish a newsletter or website to establish communication among other art groups. To create cultural activities in the community for everyone to enjoy. All media welcome: sculpting, music, painting, writing, photography, acting, performing, jewelry design, stained glass, mosaics, cartooning, and dance. Offer Barrington and the surrounding community the opportunity to take classes from local and visiting artists according to ability and interest.

Article III – Officers

Section 1. The officers shall consist of a President, Vice President, Secretary, and Treasurer.

Section 2. The officers shall select an Executive Board for the forthcoming year.

Section 3. The Executive Board shall be the officers and chairmen of the committees.

BY-LAWS

Article I – Meetings

Section 1. The regular meetings of the BCAC shall be held quarterly in February, May, August, and November, except when otherwise ordered by the BCAC or the Executive Board.

Section 2. The Executive Board shall convene quarterly in February, May, August, and November prior to the regular quarterly meetings of the BCAC. Special meetings of the Executive Board may be called by the President.

Section 3. BCAC members may attend regular Executive Board meetings.

Section 4. The order of business at any regular meeting shall be as follows:

- (a) Call to order
- (b) Reading of the minutes of previous meeting
- (c) Treasurer's report
- (d) Communications

- (e) Introduction of new members
- (f) Reports of committees
- (g) Unfinished business
- (h) New business
- (i) Address of program
- (j) Adjournment

Section 5. Robert's Rules of Order Revised shall be an authority on all matters of Parliamentary Procedure not specified in the By-Laws of the BCAC.

Article II – Membership

Section 1. Members shall be classified as Full Members or Partial Members.

Full Members shall be entitled to all rights and privileges, and shall assume all responsibilities of membership.

Partial members shall be entitled to attend and participate in all meetings and functions of the BCAC, but shall not serve on the Executive Board or as an officer or be required to serve on a committee, may not exhibit at any BCAC galleries except for the Ice House Mall, and shall not be entitled to move, second or vote upon any matter except election of officers.

Section 2. Membership shall be open to those interested in and willing to work for the promotion of BCAC. Those eligible to join shall be at least 18 years of age.

Section 3. The Executive Board shall vote to approve membership applications. Four negative votes shall defeat an application for membership.

Section 4. Membership shall be terminated by notifying the Vice President.

Article III – Dues

Section 1. The annual dues shall be \$55.00 for Full Members and \$30.00 for Partial Members payable by December 1 (prior to the beginning of the BCAC fiscal year beginning January 1).

Section 2. A membership form and statement of dues shall be available at the November meeting and shall be sent to members not in attendance shortly after that meeting.

Section 3. Membership forms and dues must be received by December 1 to allow for gallery exhibits to be formed for the following year.

Section 4. All membership dues are non-refundable.

Section 5. Changes in dues shall be voted upon by the Executive Board.

Section 6. Artwork sold through BCAC is subject to a 10% commission.

Article IV – Nominations and Elections

Section 1. A nominating committee consisting of five members, other than the current President or Vice President shall be selected by the Executive Board at the August meeting during an election year. The committee must be comprised of both Executive Board and Full Members. The chairman shall be selected by the committee. All members who serve on the Nominating Committee shall have been Full Members for a period of at least two years.

In October the membership shall receive notice of the slate of new officers proposed by the Nominating Committee (no action taken). The consent of each candidate must be obtained before the name is placed in nomination.

Section 2. The election shall take place at the November meeting. The President shall, after the reading of the slate presented by the Nominating Committee, ask for further nominations from the floor, mentioning each office separately. Voting shall not be limited to nominees recommended by the committee. If there is but one candidate for the office, the election may be by voice. If there is more than one candidate for any office, that vote shall be by ballot.

Section 3. All officers shall be elected to serve two years. No officer may hold office for more than two consecutive terms. No one shall be nominated for office who has not previously served one year on the Executive Board. No one shall be nominated for President who has not served two years on the Executive Board. A vacancy occurring in any office, other than the President, shall be filled by the Executive Board with a person who has previously served one full year on the Executive Board. (The underscored provisions above shall take effect January 1, 2016 after the first full Executive Board has served two years. Prior to 2016, no one shall be nominated for office who has not been a Full Member for one year. No one shall be nominated for President who has not been a Full Member for two years. A vacancy occurring in any office, other than the President, shall be filled by the Executive Board with a person who has been a Full Member member for one year.)

Section 4. The elected officers shall be formally installed at the February meeting.

Article V – Officers

Section 1. The President shall preside at all meetings of the BCAC and Executive Board and supervise the affairs of the BCAC. The President may attend all committee meetings except those of the Nominating Committee. The President shall be responsible for all State of Illinois Corporate records and perform the duties of registered agent.

Section 2. The Vice President shall perform the duties of the President in latter's absence and shall ascend to the office of President should a vacancy occur. The Vice President shall be the Chairman of the Membership Committee.

Section 3. The Secretary shall attend all regular and Executive Board meetings and record the proceedings to be read at each succeeding meeting. The Secretary shall conduct all correspondence and send all notices, and be custodian of the records of BCAC.

Section 4. The Treasurer shall collect all monies due the BCAC and deposit in the designated bank; shall make disbursements deemed necessary upon presentation of receipts for expenditures; make disbursements over \$50.00 only upon the authority of the Executive Board; prepare and deliver to the Executive Board quarterly and end-of-year financial statements. Financial statements shall be made available to membership.

Section 5. Books shall be audited before the close of the calendar year by a committee consisting of a former Treasurer and the new President (in an election year) in the presence of the current Treasurer.

Article VI – Quorum

Section 1. A vote may be carried by a majority of Full Members present at quarterly meetings.

Section 2. A majority of members present on the Executive Board, shall carry a vote at Executive Board meetings.

Article VII – Committees and Members of the Executive Board

Section 1. The Chairpersons of the following committees will serve as members of the Executive Board:

1. Gallery Committee
2. Special Events Committee
3. Performing Arts/Theatre Committee
4. Publicity/Promotion Committee
5. Grants/Corporate Solicitations Committee
6. Revisions Committee
7. Membership Committee (Vice President)

Section 2. Each Chairperson shall form a committee of as many members as deemed necessary to carry out the guidelines of their committee. Subcommittees may also be formed. Chairpersons shall keep the President informed regarding progress of committee; and shall prepare and maintain meeting minutes with copies sent to the President.

Section 3. A Finance Committee consisting of the President, Vice President, and Treasurer shall furnish a budget and present it to the Executive Board at its November meeting for approval.

Section 4. Full members shall select a committee on which to serve, or be appointed by the President.

Section 5. A Grievance Committee consisting of three volunteer members shall mediate grievances within BCAC. These members shall be unbiased and not be members of the immediate Executive Board.

Article VIII – Amendments

Section 1. The Revisions Committee shall meet once a year for possible update to the Constitution and By-Laws. Recommendations from the membership must be submitted to the committee by October 1. The committee recommendations will be presented to the Executive Board at its November meeting for approval. The chairperson of the Revisions Committee shall notify all members of said amendments at least five days before the regular November meeting, at which time it shall be voted upon. The Constitution and By-Laws may be amended by a two-thirds vote of the members present.

Section 2. The Constitution and By-Laws of BCAC may be amended by a two-thirds vote of the members present at any regular meeting providing such amendments have been referred to the Executive Board for recommendation and presented at a regular meeting of the BCAC. The Chairman of the Revisions Committee shall send a copy of said amendments to each member at least five days before the following meeting, at which time it shall be voted upon.

Section 3. Amendments shall be effective January 1, the beginning of the new fiscal year.

Article IX – Ballots

At the request of three or more members, any matter submitted to a vote, including election of officers, shall be decided by secret ballot.

Article X – Insurance

The BCAC shall procure insurance each year to protect the Officers, the Executive Board, and members at large from personal liability arising from any legal action that may be taken against the BCAC.