



**rideau lakes artists' association**

# **CHARTER**

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The following charter sets out the Rideau Lakes Artists' Association (RLAA) mission, values, conditions of membership, governance structure, and roles and responsibilities pertaining to the general operations of the association.

## **I. MISSION STATEMENT**

The RLAA is a volunteer-driven organization designed to inspire and support member artists at all levels, by creating opportunities for members to expand their artistic knowledge and skills, particularly in regard to painting. We accomplish this mission through collegial networking, workshops, exhibitions, a speaker's program, and other activities.

## **II. RLAA VALUES**

RLAA embraces the following values:

- a. Privacy, dignity and respect for individuals
- b. A passion for art
- c. Encouraging artistic development and growth
- d. Sharing knowledge
- e. Having fun making art

## **III. RLAA ETHICS**

### **1. ALL MEMBERS SHOULD EXPECT TO BE:**

- a. Treated with respect and dignity and have their privacy protected
- b. offered opportunities to be heard and have their opinions valued;
- c. recognized and appreciated for their efforts and services in volunteering;
- d. reimbursed for pre-approved out of pocket expenses
- e. informed about the Rideau Lakes Artists' Association Charter.

**2. ALL MEMBERS ARE EXPECTED TO:**

- f. treat every individual fairly, with dignity and respect
- g. act honestly, truthfully and with integrity in all interactions with other members and with the public
- h. portray RLAA in a positive manner in public forums
- i. avoid conflicts of interest in RLAA dealings
- j. accept responsibility for their decisions, actions and the consequences
- k. safeguard the rights, welfare and safety of all

**IV. MEMBERSHIP**

- a. The RLAA welcomes members who produce two-dimensional original paintings in all types of media.
- b. It also welcomes members who produce other art forms as long as they understand that the **RLAA's focus is on painting.**
- c. Members do not have to reside in the Rideau Lakes region.
- d. Members must pay a yearly membership fee at the beginning of the RLAA fiscal year (September), and must sign in at monthly meetings.
- e. Members are expected to attend at least 30% of meetings and to volunteer and help out the association in any way possible (e.g. participating in a committee, helping out at monthly meetings, etc.)
- f. Termination of a membership may occur when the member does not renew their membership within four months of the beginning of the membership year.

## **V. GOVERNANCE**

### **1. DECISION-MAKING:**

- a. Any change in the Charter must be approved by the membership by vote at a monthly membership meeting.
- b. Proposed changes to the Charter will be sent to members by e-mail at least 10 working days prior to the meeting at which they will be voted on.
- c. The RLAA will be guided by Robert Rules of Order in its decision making and rely on a majority vote to arrive at its decisions. In the event of a tie vote, the President would make the final decision in general meetings or in Executive Committee meetings.
- d. Decisions at monthly meetings are majority-based (50% +1), made by an open show of hands, unless a closed paper vote or an e-mail vote is warranted. Before a decision can be taken at a monthly meeting, one must first ensure that there is a quorum present consisting of at least 1/3 of the membership.
- e. When a vote pertaining to an RLAA policy is scheduled for an upcoming monthly meeting, the Executive Committee may organize a system for proxy votes for members unable to attend the forthcoming meeting.

### **2. EXECUTIVE COMMITTEE:**

- a. Every two years, in September, RLAA members elect a new Executive Committee comprised of: a President, a Vice-President, a Secretary, and a Treasurer with the past President automatically becoming a member of the Executive Committee.
- b. If an Executive position is vacated during its two-year term, the Executive Committee may appoint a member to fill the position until the next election.
- c. The Executive Committee makes decisions by majority vote, with the President's vote breaking any tie votes.
- d. Chairs of sub-committees such as Membership, Programs, Workshops or Shows, etc. report to the Executive Committee. From time to time, these Chairs may be invited to attend Executive Committee meetings in order to provide a briefing or update, or to participate in issues management.
- e. The Executive Committee may hold in camera meetings as deemed necessary.
- f. The Executive Committee holds the ultimate responsibility for contracting or approving expenditures, in accordance with the annual budget approved by the membership. Unforeseen discretionary amounts of less than \$200 may be approved without having to resort to a vote by the full membership.
- g. The Executive Committee may form an ad hoc committee at any time to work on Committee Roles, or any other issues as the need arises. The work of these Committees will be presented to the Executive Committee and may be presented to the Membership for approval.

### **3. ROLES OF EXECUTIVE COMMITTEE MEMBERS**

#### **a. President:**

- i. Chairs the monthly meetings and the Executive Committee meetings*
- ii. Sets the agenda and schedule for the above, in collaboration with the Executive, and distributes agendas one week in advance*
- iii. Coordinates the development of policy*
- iv. Interacts with the community and other arts organizations and is the main RLAA spokesperson unless this role has been delegated for a particular activity or event*
- v. In collaboration with the other members of the Executive Committee, oversees the smooth running of the association and its committees, and manages issues or conflicts as necessary*
- vi. Maintains a long-term view and the development of a vision for the organization. This includes ensuring that the RLAA Charter is periodically reviewed and kept up to date*
- vii. Co-signs financial transactions*

#### **b. Vice-President:**

- i. Supports the President in the above tasks*
- ii. Fills in for the President in his/her absence*
- iii. Acts as a co-signer for financial transactions.*

#### **c. Past President:**

- i. Supports the President in the above tasks*
- ii. Provides continuity in policy development and issues management*
- iii. Chairs a Nominating Committee and proposes a slate for the election of a new Executive Committee*
- iv. Announces upcoming elections in May/June, accepts nominations in August and manages the election process in September of an election year*
- v. Should Executive members and sub-committee Chairs need to leave their positions prior to the end of their term, they will inform the Past President of the resulting vacancy. The Nominating Committee will find replacements for these positions, in consultation with the Executive Committee.*

**d. Secretary:**

- i. Records and distributes within 30 days the minutes of Executive Committee meetings and monthly meetings after sending them to the President for prior approval*
- ii. Distributes the agenda for monthly meetings in advance of the meeting*
- iii. Maintains records of the monthly meetings in the RLAA Record Book and an electronic copy of the minutes of Executive Committee meetings*
- iv. Maintains an up-to-date e-mail contact list of all members and acts as the conduit for all general e-mails to the membership*
- v. Manages correspondence including the sending of greeting cards as required*
- vi. Assists the Past President by maintaining a watch on future succession planning for the role of Secretary*

**e. Treasurer:**

- i. Maintains the RLAA's financial records*
- ii. Drafts and recommends a budget for the coming year with input from the sub-committee chairs, records all financial transactions and submits monthly financial reports to the Executive Committee and to the membership*
- iii. Makes payments and deposits as required*
- iv. Coordinates the finances for RLAA shows*
- v. Provides financial analysis and advice to the Executive Committee*
- vi. Acts as a co-signer for financial transactions and as the main liaison with the bank*
- vii. Completes a year-end financial statement for the RLAA's financial year running from September to September*
- viii. Ensures that an annual audit is conducted and assists the Auditor as required*
- ix. Assists the Past President by maintaining a watch on future succession planning for the role of Treasurer*

## **VI. SUB-COMMITTEES**

Sub-committee chairs must:

- a. Recognize that all materials such as policies and procedures binders produced by sub-committees are the property of the RLAA and must remain with the RLAA
- b. Develop an annual budget of projected expenditures and revenue for their respective activities, for input into the RLAA annual budget
- c. Update the Webmaster, Facebook Manager and Newsletter Chair of events and changes
- d. Report committee status at monthly general meetings, and Executive Committee meetings as required.

### **1. ROLES OF SUB-COMMITTEE CHAIRS:**

#### **a. Speakers Program:**

- i. Arranges for speakers for general meetings*
- ii. Maintains a list of potential speakers as well as an historical list of speakers*
- iii. Informs speakers about details of meetings and location*
- iv. Welcomes and introduces and later thanks speakers*
- v. Arranges for card and cheque to be available at the meeting*
- vi. Ensures that PA and TV systems are working and available prior to presentations*

#### **b. Workshops:**

- i. Organizes workshops, courses, gallery visits and other developmental activities*
- ii. Maintains a list of potential instructors as well as an historical list*
- iii. Coordinates hall availability, opening and lock up with the hall manager*
- iv. Invites the instructor and works out course details*
- v. Calculates the cost to the membership (non-members pay a premium)*
- vi. Promotes the workshop or activity and collects fees*
- vii. Ensures payment for course instructor*
- viii. Ensures that PA and TV systems are working and available prior to presentations, when necessary*
- ix. Determines if workshops are feasible from the number of signed up participants*



**c. Public Profile:**

- Consisting of the Webmaster, the Social Media Manager, the Newsletter Chair and other association members as needed, the committee:
- i. manages the use of the RLAA logo;*
  - ii. manages recurring announcements in local media;*
  - iii. maintains long term advertising in booklets, brochures and other annual or semi-annual publications to ensure RLAA's branding and that annual art shows are publicized on time;*
  - iv. develops an orientation and information brochure for new and prospective members; and,*
  - v. ensures a coordinated approach to dissemination of information about RLAA to the public.*

**d. Membership:**

- i. Receives membership applications*
- ii. Maintains an up-to-date Membership List and promptly informs the Secretary of changes to e-mail addresses*
- iii. Collects Membership fees and issues receipts*
- iv. Answers all inquiries regarding RLAA Membership*
- v. Manages the monthly meeting registration and attendance record*
- vi. Distributes RLAA orientation information to new members*
- vii. Orders new name tags as required*

**e. Shows**

- i. Organize and oversee all aspects of each show (i.e. book the venue, advertise, sign up participants, arrange food and beverages for the show, staff the show, set up and take down, settle all sales and finance for the show, determine which art forms will be accepted at each show)*
- ii. Co-ordinate hanging standards changes with Venues Committee to ensure consistent RLAA approach*
- iii. Chair a committee which will help run each show*
- iv. Select a local charity and determine and arrange for benefits*
- v. Retain copies of number of entries, sales, etc. for future reference*
- vi. Maintain an up-to-date book summarizing all the details/tasks necessary to run each show*
- vii. Submit a show report to the membership*

**f. Christmas Party:**

- i. Book a caterer*
- ii. Promote the event and collect fees*
- iii. Get volunteers for table decorations*
- iv. Ensure hall cleanup*

**g. Paint-Outs:**

- i. Find a host location*
- ii. Promote the event: announce details at the general meeting (place, time, what to bring) and send out e-mail reminder two weeks ahead*

**h. RLAA Library:**

- i. The Library Committee should organize and catalogue books and videos for member use; make material available before and during monthly meetings; manage a sign out/sign in system to keep track of books, etc.*
- ii. The Library Committee accepts donations, recommends purchases and proposes removal and disposal of library material to the Executive Committee.*
- iii. The Library Committee reminds members who have overdue items.*
- iv. Formulates Library borrowing and return policies*

**i. Venues Committee:**

- i. The Chair acts as a liaison between the venue coordinators and the RLAA Executive.*
- ii. Venue Coordinators organize changeover dates and times and submit for the RLAA calendar.*
- iii. Venue Coordinators ensure that artists have signed a release form before hanging artwork. They notify artist of sales, arrange for replacement paintings and report sales at RLAA monthly general meetings.*
- iv. The Committee develops and communicates RLAA hanging standards and ensures that all paintings meet these standards and have RLAA tags. They coordinate hanging standards changes with the Show Committee to ensure consistent RLAA approach.*
- v. An up-to-date list of all current venues, and the dates of their changeovers, will be maintained and found on the Website, or at a request to the Venues Committee.*

**j. Newsletter:**

- i. Publishes a quarterly newsletter in March, June, September and December to inform members about all aspects of RLAA activity and to encourage their participation*
- ii. Ensures that the newsletter is in accordance with the RLAA branding developed by the Public Profile Committee*
- iii. Prior to each edition, reminds members to submit articles they would like to see included*
- iv. Compiles the newsletter, including any paid advertising, edit, convert to PDF and email it to the membership*
- v. Brings hard copies to the next meeting for those who don't have email*

**k. Paint-Ins Coordinator:**

- i. Co-ordinates with hall manager for unlocking and locking up the hall*
- ii. Oversees set-up and take down of tables/chairs as required-ensure hall and kitchen is left clean and tidy with help of all participants*
- iii. Periodically arranges to change the paintings in the hall in keeping with RLAA standards*
- iv. Purchases a gift for the hall manager at Christmas from the hall fees*
- v. Collects paint-in fees from participants and submit money to RLAA treasurer at monthly meetings*
- vi. Maintains a stock of plastic table cloths to protect tables*

**l. Webmaster:**

- i. Manages the RLAA website and update it as required*
- ii. Sets up initial page for each artist's page and assist members as necessary, including photo re-sizing, graphics, etc.*
- iii. Redirects any emails that come through the website contact form*
- iv. Creates new banners and webpages for upcoming events*
- v. Updates the calendar with events, shows, workshops, paint-ins and changeovers*

**m. Facebook**

- i. Manages the RLAA Facebook page with a view to promoting the Association's activities, workshops, venues and art shows.*

**n. Hospitality:**

- i. Ensure the availability of refreshments for meetings and special events*
- ii. Circulate a sign-up list for volunteers to bring food for meetings and contact them one week before the meeting to remind them*
- iii. Set up coffee, tea and contributed goodies ready for the break*
- iv. After the meeting, clean up the kitchen, including the floor, lock the cupboard and take out tea towels home to wash*
- v. Maintain supplies of coffee, milk, plastic wrap, dish soap, etc. for meetings and also for paint-ins*

**o. Calendar:**

- i. Confirm with the hall manager dates available for the coming year for meetings and paint-ins*
- ii. Prepare a 12-month calendar to display all meeting and paint-in dates and ensure that it is distributed to all members. Include information on meeting speakers, workshop instructors, art shows, venue and change-over dates for the coming year (Take a few extra hard copies to the meetings)*
- iii. Update the calendar periodically throughout the year*

**p. Archives:**

- i. Maintain the RLAA archives with photos, articles, copies of newsletters, etc.*

**VII. RLAA SHOW AND VENUE REQUIREMENTS**

- a. RLAA artists must be members in good standing to participate in RLAA art shows or venues.
- b. All artist participants are required to complete and sign a waiver for each show and venue in which they hang paintings.
- c. Members who wish to participate in any of the RLAA shows or venues must have attended three monthly meetings in the 12 months leading up to the show. This is to encourage networking, volunteering and up-to-date communications.
- d. If attendance at three meetings is problematic, the member must negotiate with the RLAA Executive to find alternate ways of volunteering for the organization.

### 1. WAIVER / RELEASE

I, the undersigned, understand and accept that the art I am submitting for display is not covered by insurance. Neither the Rideau Lakes Artists' Association nor the Venue is responsible for any loss or damage while the art is on display. The artist assumes all risk of loss, theft or damage during the display period. I have read and agree to abide by the R.L.A.A. venue hanging standards and requirements.

Venue: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please print: \_\_\_\_\_

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### 2. SHOW HANGING STANDARDS

- a. At least 80% of the work in an artist's booth must be original 2D works of art.
- b. Participants in any group display must submit only original works of art
- c. Wire must be used for hanging. It should be secured so that when hung, the wire and hanger are not visible.
- d. Unframed canvas edges (gallery or studio) must be painted. Staples or nails must not be showing around the edges.
- e. Frames should enhance the artwork and be in good condition with protective pads added to the bottom corners.
- f. Completed RLAA cards must be attached securely to the paintings. Cards are available at RLAA monthly meeting.
- g. Show Committees reserve the right to deem a painting unacceptable for display based on the above standards.

### 3. SHOW ARTIST PARTICIPATION REQUIREMENTS

- a. Artists must leave paintings at the show until the end of the show or until sold.
- b. Artists are responsible for removing their work immediately after the show closes. The Show Committee is not responsible for storing art or returning art to show participants.
- c. The RLAA Show Committee and the art show venue are not responsible for any loss or damage while the art is on display.
- d. If it has been decided that a percentage of show sales is destined for a charity selected by the RLAA, or towards future shows, members must openly disclose their total sales and donate the appropriate percentage at the end of the show.

#### **4. VENUE HANGING STANDARDS**

- a. Only original works of art will be hung at venues (no reproductions).
- b. Wire must be used for hanging. It should be secured so that when hung, the wire and hanger are not visible.
- c. Unframed canvas edges (gallery or studio) must be painted. Staples or nails must not be showing around the edges.
- d. Frames should enhance the artwork and be in good condition with protective pads added to the bottom corners.
- e. Completed RLAA cards must be attached securely to the paintings. Cards are available at RLAA monthly meeting.
- f. The Venue Committee at each venue uses their discretion in accepting and hanging of all paintings.

#### **5. VENUE ARTIST PARTICIPATION REQUIREMENTS**

- a. Artists must be a member in good standing of the RLAA.
- b. Artists must leave paintings at the venue until the next scheduled changeover. Changeover dates and times are shown in the RLAA website "events calendar".
- c. If a painting is sold, the artist may be given an opportunity to replace it through the venue coordinator.
- d. If artists are unable to pick up their art, they must arrange for someone else to do so. If paintings are not picked up:
  - i. *The matter will be referred to the RLAA Executive who may, at their discretion, issue a written warning. A notice of this warning will be given to the venue chair who will advise the venue coordinators.*
  - ii. *A second occurrence may result in the member artist being unable to exhibit their artwork at all venues for at least two cycles of changeovers (approximately 4 months).*
  - iii. *The executive and venue coordinators believe that your artwork is valuable and will deal with unclaimed artwork as best they can.*
- e. Venue owners are not responsible for storing art or returning it at any time. The RLAA venue coordinators and assistants, and the venues, will do everything possible to protect and preserve the artwork during the venue hanging period. RLAA venue coordinators and assistants are not responsible for any loss or damage while the art is on display or until it is picked up.
- f. Artwork sold at venues will have a percentage commission deducted.

## **VIII. DISCIPLINARY PROCEDURES FOR MEMBER(S)**

- a. Responsibility for disciplinary procedures rests with the RLAA Executive.
- b. When a complaint is made, the Executive Committee will review the complaint and deal with it discretionally.
- c. Disciplinary Measures may include:
  - i. *The member must apologize to the offended person or persons.*
  - ii. *The member can be reprimanded or censured by the Executive.*
  - iii. *The member's participation in RLAA activities may be suspended for a period of time.*
  - iv. *The RLAA membership of the person in question may be terminated.*