

Winterville Arts Council Bylaws

Approved February 23, 2021

I. Mission

The mission of the Winterville Arts Council (WAC) is to support local artists and to promote the unique character of Winterville through engagement with the arts.

II. Business Office and Contact

The principal office for the transaction of WAC business is [City Hall, 125 N. Church St., Winterville, GA 30683. The email address shall be wintervilleartscouncil@gmail.com, the Facebook link is <https://www.facebook.com/WintervilleArtsCouncil> and the website is <https://wintervilleartscouncil.org>.

III. Members

WAC shall consist of no fewer than eight and no more than twenty area residents who are artists in any genre or supporters of the arts.

A. Terms. Members shall serve an initial term of three years by appointment of the Winterville Mayor and Council, with subsequent annual terms upon approval of the Winterville Arts Council at its December meeting. New members will be seated at the meeting following their appointments by Winterville Mayor and Council.

B. Removal. Membership may be revoked if members do not fulfill their duties, following a majority vote of WAC. Membership may also be revoked if more than two consecutive meetings are missed without prior notification. Vacancies due to removal or resignation need not be filled unless they cause WAC to fall below its minimum number of members.

IV. Duties

Members must commit to attending monthly meetings and monitoring their email for communication between meetings. Members will enable WAC to achieve its mission by holding and assisting with public events such as art exhibits, literary readings, and the Marigold Festival; by pursuing grants and raising money for community projects, such as renovation of the Winterville Auditorium; by sponsoring or creating public art installations; by using WAC social media accounts for promotion; and by maintaining a database of local artists and writers.

V. Fiscal year

The fiscal year will be contemporaneous with the City of Winterville's, which is the January through December calendar year.

VI. Place and time of meetings

WAC meets on the fourth Tuesday of each month at 6:00 p.m. This may be continued or another regular monthly meeting day and time may be established at the January meeting of each new year. Meetings may be cancelled by a majority vote of a quorum of members if there is no pressing business.

VII. Quorum and conducting business

A quorum shall consist of a majority of members. No action shall be taken at any meeting at which a quorum is not present. If action is needed between meeting times, an electronic vote may be held via email. The email must state the motion and give a deadline for response. Any motion, whether in person or by email, requires a simple majority of those present or voting online to pass, providing the quorum was met.

VIII. Elections

Election of officers and approval of members' additional terms will be held at the December meeting. Paper ballots should be used for confidentiality. Ballots should be prepared and supplied by the Secretary or the Secretary's designee.

IX. Officers

Officers will consist of a chair, vice-chair, secretary, and treasurer. With the exception of the secretary, officers must have been a member of WAC for at least one year prior to election. Term of office will be one year, with reelection possible for subsequent years. Vacancies must be filled by called election if they occur more than two months before the end of the calendar year.

X. Duties of officers

A. The Chair shall be responsible for setting the annual schedule of meetings, sending an agenda prior to each meeting, and conducting meetings.

B. The Vice Chair shall be responsible for conducting meetings in the absence of the Chair and for maintaining a record of the terms of WAC members.

C. The Secretary shall take and distribute minutes of each meeting and at the December meeting provide ballots for election of officers and renewal of members' terms. Minutes should be archived on the WAC Google drive and uploaded to the WAC website.

D. The Treasurer shall be responsible for handling all WAC funds and for providing a report at each monthly meeting showing an itemization of receipts and disbursements. The

Treasurer should be prepared to exhibit at all reasonable times the records of the account to any officer of WAC, to any elected official of the City of Winterville or to the City Clerk.

XI. Committees

There are no standing committees, but committees may be established at any time by mutual agreement of a majority of members. Ad hoc committees should be set up for particular projects or events. At least one WAC member should be a member of a committee which can also include WAC volunteers.

XII. Conflict of interest

No part of WAC funds shall benefit or be distributable to its members or officers. Actual expenses incurred by Board members while conducting the affairs of WAC may be reimbursed, provided that such expenses are authorized in advance by the members. If WAC holds an event awarding prizes of monetary value, a prior vote should be taken as to whether members of WAC and/or their families are eligible to participate.

XIII. Amendment of Bylaws

These Bylaws may be altered, amended, or repealed and new Bylaws adopted by approval of a 2/3 vote of all members. No amendment shall be in order at any meeting unless previous notice of not less than thirty (30) days stating the nature of the proposed amendment was given by mail or email to all members.

XIV. Dissolution

In the event of dissolution of WAC, any funds will remain with the City of Winterville.