

Constitution

Sarnia Artists' Workshop

Mission Statement

Sarnia Artists' Workshop promotes and appreciates the art of its members. Sarnia Artists Workshop continues to be part of the art community with its workshops and art shows.

Operating Procedures

1. General Information:

- 1.1 Membership is open to persons interested in visual arts.
- 1.2 Fees, determined at General Meetings, are payable annually by the 31st of the current December to cover membership for the following year. There will be a monetary penalty for renewal after December 31.
- 1.3 There shall be a minimum of two general meetings per year, one held in April (General Meeting) and the other in October (Annual General Meeting).
- 1.4 Volunteers for the Management Team may be recruited at General Meetings. Additional special meetings will be held if necessary.
- 1.5 Ad Hoc Committees may be formed from the general membership as needed.
- 1.6 Quorum required to validate a meeting is 25 members or 1/5th of the membership (present at the meeting) whichever is the lesser number. Also, three Management Team members must be in attendance.
- 1.7 All procedures should be reviewed and updated by the Management Team and approved at General Meetings.
- 1.8 Management Team Meetings are to be held on a regular basis, dates to be decided at the beginning of the year.
- 1.9 Pins will be presented at the Annual General Meetings to SAW members with 25 years of Membership.

2. Management Team:

The Management Team shall consist of the following positions with general responsibilities as listed below:

2.1 Team Chair:

- Leads Team meetings and General Meetings
- Acts as spokesperson for SAW

2.2 Secretary/Recorder:

- Chairs meetings in the absence of the Team chair
- Records, maintains and distributes pertinent information from the Team Meetings and General Meetings by means of the SAW Gmail sarnia.artists.w@gmail.com

2.3 Treasurer:

- Manages monies received and dispersed
- Manages SAW's investment funds
- Maintains an accurate record of all SAW funds

2.4 Membership Manager:

- Manages the membership information
- Collects and deposits Membership dues
- Keeps records of 25-year Pin Award Recipients

2.5 Webmaster:

- Maintains the website www.sarniaartistsworkshop.com
- Manages other internet social sites

2.6 Gmail Manager:

- Maintains a roster of volunteers to respond to, or forward, Gmail messages as required
- Maintains Gmail distribution lists

2.7 Workshop Manager:

- Organizes the SAW Workshops and Featured Artist Workshop Schedule
- Works with Workshop Hosts and Workshop Registrar

2.8 Art at the Lake Manager:

- Works with the Management Team in planning, budgeting and recruiting volunteers to organize and operate the annual Show and Sale

3. Coordinators: Coordinators are recruited by the Management Team

3.1 Show Coordinator:

- Works with the Management Team in planning and operating SAW art shows

3.2 On Location Coordinator:

- Arranges the On Location schedule from June to September

3.3 Workshop Registration Coordinator:

- Maintains listings of registrants for the Artist's Workshop program

3.4 Postage Coordinator:

- Mails paper copies of SAW communications to non-email members
- Calls those members when necessary

3.5 SAW Awards Coordinator:

- Organizes the SAW Awards per requirements of the Management Team
- The SAW Awards take place in June of each year

3.6 Show Prop Coordinator:

- Maintains the stock of SAW props at Campbell Street Storage

3.7 Greeting Card Coordinator:

- Sends Get Well and Condolence cards to members and their families

3.8 Art at the Lake Coordinators(s):

- Works on the AATL Committee in planning, budgeting and recruiting volunteers to organize and operate the annual SAW sale

3.9 Art at the Lake Media Coordinator:

- Works with the AATL Committee in planning the advertising budget and signage for the annual SAW sale

3.10 Workshop Coordinator:

- Works with the Workshop Manager to organize volunteers to host and set-up/take-down on Workshop and Open Studio days

3.11 Workshop Publicity Coordinators:

- Works with the Workshop Manager and Coordinator to send all workshop advertising to the newspapers on a weekly basis

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