

BY-LAWS
OF
THE NIAGARA PUMPHOUSE VISUAL ART CENTRE

BY-LAW 1 – MEMBERSHIP

- a) Types of Membership
- (i) Single memberships – any individual wishing to become a full voting member of the organization
 - (ii) Family membership – any two or more individuals from one family residing at the same address
 - (iii) Student membership – any individual with a valid student identification card from an educational institution
 - (iv) Honourary membership – any individual that the Board of Directors wish to bestow membership on
 - (v) Life membership – any individual who wishes to pay the life membership fee set out in the policies of the corporation
- b) Fees
- Membership fees shall be set annually by the Board of Directors under the policies of the corporation.
- c) Membership Term
- i) Single, family, and student will commence upon payment of membership fees for a one-year period.
 - ii) Honourary memberships will last for a period set by the Board of Directors.
 - iii) Life memberships will commence upon payment of membership fees and will remain in force until the member's death.
- d) Privileges of Membership
- (i) Each membership type permits one vote at general or special meetings.
 - (ii) Each individual member and each person in a family that has a membership shall be entitled to a discount at the discretion of the Board of Directors.

BY-LAW 2 - DUTIES OF THE OFFICERS

a) Chairperson

The Chairperson shall:

- (i) be the chief executive officer and maintain the constitutional integrity of the corporation.
- (ii) call Board of Directors and general or special meetings.
- (iii) act as chairperson at Board of Directors' meetings and at general or special meetings.
- (iv) be an ex-officio member of all standing committees.

b) Vice-Chairperson

The Vice-Chairperson shall:

- (i) assume the duties of the Chairperson in the absence of the Chairperson.
- (ii) Review on an annual basis the Constitution, By-Laws and Policies of the corporation and bring any suggestions and recommendations for changes to the Board of Directors

c) Secretary

The Secretary shall:

- (i) record all proceedings at Board of Directors and general or special meetings.
- (ii) assemble and make available at each Board of Directors and general or special meetings minutes of previous meetings.
- (iii) maintain files of all documents and records relating to the corporation.
- (iv) attend to correspondence at the direction of the Board of Directors.

d) Treasurer

The Treasurer shall:

- (i) be responsible for the bank accounts of the corporation.
- (ii) make financial reports available at each Board of Directors and general or special meetings.
- (iii) prepare and submit all returns and reports on taxation and other financial matters.
- (iv) maintain the financial records relating to the corporation.

BY-LAW 3 - COMMITTEES

- (a) Each newly elected Board of Directors shall create a policy establishing the standing committees needed to properly run the affairs of the corporation at the first meeting after new directors have been elected.
- (b) The Board of Directors shall establish ad-hoc committees as required.
- (c) Each committee should be
 - i) chaired by a member of the Board of Directors; or,
 - ii) chaired by a volunteer reporting to a member of the Board of Directors.
- (d) The committee chairperson shall solicit members for that committee, establish a schedule of meetings, and report on plans, recommendations, and activities to the Board of Directors, and at the Annual General Meeting or at General and Special Meetings as necessary.
- (e) Persons appointed committees shall be or shall become members of the corporation. The Board of Directors may bestow Honourary Membership on an individual asked to sit on a committee in extraordinary situations.
- (f) The responsibilities and duties of the officers of the Board of Directors and of the chairpersons and members of the standing committees shall be set out in a manual of policies, responsibilities and procedures as approved by the Board of Directors.
- (g) Standing Committees shall meet as often as necessary. Ad-hoc committees shall meet as often as necessary to complete the assigned tasks.

BY-LAW 4 - BANKING ARRANGEMENTS

- (a) The fiscal year of the corporation shall be from September 1 to August 31.
- (b) The corporation shall maintain bank account(s) with a Canadian bank in the name of the corporation.
- (c) Signing officers for all bank account(s) shall be any of two of the following:
 - Chairperson
 - Treasurer
 - Secretary
 - one other member of the Board of Directors.