

**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, at the Annual General Meeting or at General and Special Meetings as necessary.
- (e) Persons appointed to committees shall be or shall become members of the corporation. In extraordinary situations, the Board of Directors may bestow Honourary Membership on an individual asked to sit on a committee.
- (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.