

Toowoomba Art Society

By-Laws

Operational rules drawn up in accordance with rule 13 of the Constitution. To be read in conjunction with the Toowoomba Art Society Constitution.

1) DIRECTORS' MEETINGS

- a) Meetings of the Directors of the Toowoomba Art Society will be held in accordance with Rule 19 of the Society's Constitution.
- b) Meetings will normally be held every month from January through to November. Additional meetings may be held at other times if necessary.
- c) An agenda will be prepared by the Secretary of the Society after asking for input from all directors.
- d) All directors' meetings will be minuted in accordance with ss 251A (1) and 251A (2) of the Corporations Act 2001 (Cth).
- e) A director may invite a non-director to attend a directors' meeting to provide information or advice. They will not be eligible to vote.
- f) The minutes of directors' meetings are confidential, however a summary of topics discussed and decisions reached may be released with the concurrence of all directors and will be made available in the library.

2) GENERAL MEETINGS

- a) General meetings of members will be held in accordance with Rules 15 and 16 of the Society's Constitution.
- b) An annual general meeting will be held no later than eight (8) weeks after the end of the Society's financial year.
- c) Meetings will be minuted in accordance with ss 251A (1) and 251A (2) of the Corporations Act 2001 (Cth).
- d) Minutes of general meetings will be held in the library, and copies may be requested by members free of charge.

3) COMMITTEES

- a) Committees will be conducted in accordance with rule 23 of the Society's Constitution.
- b) A committee may be created or disbanded by the board from time to time as required for specific events and projects.
- c) Committees are answerable to the Board of Directors and will have at least 3 members, at least one of whom must be a director.
- d) Each committee must meet at least 6 times per year unless directed otherwise by the Board of Directors. All Committee meetings will be minuted in accordance with ss 251A (1) and 251A (2) of the Corporations Act 2001 (Cth).

4) FINANCE COMMITTEE DUTIES

- a) Must include the Society's treasurer.
- b) Recommend an annual budget and provide monthly updates to the Board on the Society's financial position.
- c) Recommend means of obtaining funding for the Society including through, but not limited to, investments, art sales, membership fees, and grants.
- d) Recommend to the October meeting of the Society's Board of Directors any changes to fees and charges to be implemented in the following year.

5) FACILITIES COMMITTEE DUTIES

- a) Be responsible for the maintenance of Culliford House and its furniture and fittings.
- b) Arrange for necessary repair or replacement quoted at less than \$500.
- c) Recommend to the Board of Directors any repair or replacement quoted at more than \$500 for approval.

6) GOVERNANCE COMMITTEE DUTIES

- a) Oversee the function and duties of the Board of Directors. Help the Board carry out its due diligence by reviewing state and federal regulatory requirements to ensure the board and the not-for-profit company comply with them at all times.
- b) Ensure that all committee activities align with the overall purpose of the Society.

7) EXHIBITION COMMITTEE DUTIES

- a) Determine the annual schedule of exhibitions.
- b) Arrange for the hanging of each exhibition.
- c) Recommend to the October meeting of the Society's Budget and Finance Committee any changes to exhibition fees and charges to be implemented in the following year.

8) EXHIBITIONS – CULLIFORD HOUSE and PERINET GALLERY

- a) Toowoomba Art Society will run an annual series of in-house exhibitions. Applications will be invited from financial members and groups to exhibit in the studio gallery.
- b) The Exhibition Committee will assess, compile and publish the result of the applications for the following year.
- c) Exhibitors will have the option of using gallery frames.
- d) Exhibitors' information kits will be issued which covers, fees, advertising, administration, opening event and supervision requirements.
- e) Artworks may be photographed for promotional purposes.
- f) Exhibitors will pay sales commission to Toowoomba Art Society which will be reviewed annually in October.

Please see the exhibition information kit and guidelines for further details.

9) EXHIBITIONS - ANNUAL MEMBERS' EXHIBITION

- a) The Annual Members' Exhibition will be held at Culliford House at a time decided by the exhibition committee.
- b) Organisation of all aspects of the exhibition will be done by a subcommittee including the Gallery Coordinator appointed by the Board of Directors.
- c) At least 2 months' notice will be given in the Newsletter with full details of entry and submission, opening and collection dates, the number and maximum size of works which may be submitted and the conditions of entry.
- d) An entry fee may be charged and will be reviewed annually in October.
- e) Entrants must be financial members of Toowoomba Art Society.
- f) All entries must have been completed within the preceding 12 months and must not have been exhibited previously.
- g) All entries must be the artist's unaided work, not done under tuition or copied from someone else's photograph or artwork.
- h) Works on paper must be framed and presented as required by the organisers, while canvases need not be framed but must be professionally presented.
- i) Art works may be photographed for promotional purposes.
- j) The winning work will be awarded the Anne & Fred Gardiner Prize, the Runner up the Nancy Culliford Prize, and the special theme section the Harry Hart Award. The value of these prizes will be reviewed annually in October. Commended and Highly Commended certificates will be awarded at the discretion of the judges.
- k) All works must be for sale, and if sold exhibitors will pay sales commission to Toowoomba Art Society which will be reviewed annually in October.
- l) All care will be taken by the organisers; however insurance is the responsibility of the individual artist.
- m) Removal and collection of sold and unsold works will not take place until the exhibition has closed

Please see the exhibition guidelines for further details.

10) USER FEES

- a) Fees will be determined in accordance with rule 11 of the Society's Constitution.
- b) Toowoomba Art Society will keep its membership fees low, reviewed annually each October.
- c) Toowoomba Art Society will charge all members of a group a nominal user's fee which will cover running costs and will be paid at each session attended. Non-members attending groups will pay a higher user's fee, reviewed annually each October.
- d) Tutors will pay a room-hire fee which will be reviewed annually each October

11) CHILDREN'S CLASSES

- a) Toowoomba Art Society will foster children's art in accordance with rule 3 of the Society's Constitution.
- b) The board will consider applications from tutors to run classes for children as their own small business. Nominal studio-hire fees apply.
- c) Studio hire agreements will be reviewed annually. Application forms are available from the office.
- d) Applicants must hold a valid blue card for working with children.

12) ADULT CLASSES

- a) Toowoomba Art Society will foster visual arts in accordance with rule 3 of the Society's Constitution.
- b) Toowoomba Art Society will accommodate the visual arts interest of members through classes and workshops and the board will consider applications from tutors to run classes as their own small business. Appropriate studio-hire fees apply.
- c) Tutors will abide by the guidelines outlined in the Studio Hire Agreement which will be reviewed annually. Applications forms are available from the office.

13) ADULT INTEREST GROUPS

- a) Toowoomba Art Society will accommodate a variety of member interest groups in accordance with rule 3 of the Society's Constitution, as studio availability allows.
- b) Regular groups must appoint a group leader whose role will include but not be limited to:
 - i) Hold the building key and be contact person for that group.
 - ii) Ensure members sign in and pay their user fee.
 - iii) Ensure members are aware of and abide by the house rules, respecting the equipment and facilities.
 - iv) Ensure members know their way around the building and what to do in case of fire.
 - v) Switch off appliances and lights, bring in signs, lock windows and doors and close blinds prior to departure.

14) KEYS

- a) Keys to the building will be held by all directors, group leaders, current exhibitors and tutors.
- b) Directors and the office manager may issue keys at their discretion. The office manager is to maintain a register.
- c) Keyholders must not make copies of keys but may lend a group member a key if unable to attend. Any loss of keys must be reported.
- d) Only directors, the office manager and the cleaner may hold an office key.

15) WORKPLACE HEALTH AND SAFETY

The Toowoomba Art Society must comply with any Commonwealth, State or local government law, regulation, direction, rule, policy, notice or sign. For example WHS legislation, Health directives etc.

- a) Fixatives and other sprays may only be used outdoors.
- b) Smoking is not permitted in the building, courtyard, veranda or within 4 metres of the front and back doors.
- c) Users must familiarise themselves with emergency evacuation procedures.
- d) To prevent injury to self and other members, furniture and equipment must be cleaned and returned to designated storage places after use.

16) CODE OF CONDUCT

- a) Members are bound by a code of conduct in accordance with Rules 13 and 14 of the Society's Constitution.

Please refer to the Society's Code of Conduct for further information.

17) HOUSE RULES

- a) Members must follow the house rules in accordance with Rule 3(d) of the Society's Constitution.

Please refer to the Society's House Rules for further information.

18) PRIVACY

- a) Toowoomba Art Society will comply with applicable laws and regulations to ensure that any information you share with the Society is kept securely.
- b) We will not rent, sell or distribute our customer base information or newsletter subscribers to anyone.
- c) We will never collect credit/debit card information as we use a third-party payment processor to handle this information securely.

Please refer to the website privacy policy for further information.

19) CONFLICT OF INTEREST

Please refer to the Society's Conflict of Interest policy for further information.

20) COMPLAINTS

Please refer to the Society's Complaints policy for further information.

21) BULLYING

Please refer to the Society's Bullying policy for further information.