

**SOUTH SURREY AND WHITE ROCK
ART SOCIETY**

MEMBERS' HANDBOOK

As of March, 2019



South Surrey And White Rock Art Society

DESCRIPTIONS AND DUTIES OF EXECUTIVE AND COMMITTEE POSITIONS

- 3 History of the South Surrey and White Rock Art Society
- 4 President
- 5 Past President. Vice-President
- 6 Secretary
- 7 Treasurer
- 8 Membership Coordinator
- 9 Newsletter Editor/Historian/Photographer
- 10 Art Show Coordinator
- 11 Art Show Rules and Conditions
- 12 Website Coordinator
- 13 Program Coordinator
- 14 Course Coordinator, Thursday Night Courses
- 15 Workshop Coordinator - Weekend Workshops
- 16 Workshop Evaluation Form
- 17 Workshop Refund Policy
- 18 Advertising/Publicity Coordinator
- 19 Member-at-Large
- 20 Communications Coordinator. Librarian
- 21 Volunteer Coordinator
- 22 External Shows Coordinators
- 23 Refreshments Committee
- 24 Social Committee
- 25 Sunshine. Summer Plein Air Coordinator
- 26 Drop-In Painting Group
- 27 South Surrey and White Rock Art Society By-Laws
- 28 South Surrey and White Rock Art Society By-Laws
- 29 South Surrey and White Rock Art Society By-Laws

HISTORY OF THE SOUTH SURREY AND WHITE ROCK ART SOCIETY



The South Surrey and White Rock Art Society was founded in 1959 by a group of women who wanted to paint together. The group, first known as the Painters' Workshop, became the White Rock Painting and Sketch Club in 1962 and was registered as a non-profit society. Membership grew to over 100 members, more than half of whom lived outside the White Rock city limits. The name was changed to the White Rock and South Surrey Art Society in 1997, and then again to its current name in 2007 to reflect the changing demographic of the club.

In 1994, Sheila Symington and Kay Jenkins started the very successful White Rock Summer School of the Arts as a branch of the parent organization. Funds raised by the School were added to other moneys made from several garden parties held by the Society. These well-attended parties also included art auctions. The funds had been raised in the hope that one day the Society would have its own building. Just when the dream began to seem unattainable another option came into the picture, and in 2012 the Society presented a cheque for \$250,000 to the City of Surrey to complement a \$2.1 million cultural development project funded under the City's 'Build Surrey' program. This project included the creation of a new arts space in South Surrey. As a major contributor the Society had a lot of input into the design of the space and as of 2014 has a permanent home.

The South Surrey and White Rock Art Society's members work in various media and at many skill levels. We have two lifetime members, Sheila Symington who has been a member since 1972 and Lora Armbruster who joined in 1997. The Society endeavours to promote appreciation of, and participation in, the visual arts among its members and in the community. Our members stretch their skills while having lots of fun!

We provide a wonderful opportunity to meet other artists and to improve your skills through demonstrations, workshops and critiques by recognized professional artists. Our library, available to all members, has a vast array of well organized art reference books, videos and DVDs.

Throughout the year we hold painting challenges for all members which encourage participants to learn and try new ideas or themes. In the summer months we have a plein air painting group, and September to June we have a weekly drop-in group. We present public art exhibitions, well received by the community, two or three times a year, giving members a chance to show and sell their work.

The Society has a rotating exhibition of paintings in the lobby of the Coast Capital Playhouse and at the Peninsula Medical Centre. The theatre exhibit is available for viewing and sale Tuesday through Saturday from 1-5pm. We also have opportunities to exhibit at various businesses in the South Surrey and White Rock area.

Beginners to experienced artists—all are welcome to come and share our enthusiasm.

South Surrey And White Rock Art Society

PRESIDENT

Major Area of Responsibility

The president ensures that the **South Surrey And White Rock Art Society** is operating effectively in accordance with the wishes of the membership and the Constitution and Bylaws.

Duties and Responsibilities of the Position:

- Preside at the business meetings and the annual general meeting of the Society, but shall not make or second any motions made at general meetings.
- Preside at executive/committee meetings of the Society, but shall not make or second any motion made at meetings.
- Ensure that all executive members and committees are functioning according to their positions.
- Prepare the agenda for meetings with input from the executive, committees and members.
- Work closely with executive and committees.
- Present an annual report at the Annual General Meeting.
- Represent the Society at meetings and functions whenever possible.
- Become a bank signing authority with the vice-president and treasurer.
- With the executive, appoint a member to serve out the remaining months of the term of office for any departing executive or committee member until the next election.
- Ensure all society financial and governmental filing are current and submitted in a timely manner.
- Monitor financial planning and financial reports.
- Play a leading role in fundraising activities.
- Help guide and mediate Board actions with respect to organizational priorities and governance concerns.

South Surrey And White Rock Art Society

PAST PRESIDENT

Major Area of Responsibility

The past president acts as a resource person to provide continuity of programs and procedural clarification and support the executive and membership of the Society by undertaking selective duties and services.

Duties and Responsibilities of the Position

- May represent the Society at meetings and functions when necessary.
- May serve on the nomination committee with two senior members of the Society.
- Is not obliged but is encouraged to attend executive meetings.

VICE PRESIDENT

Major Area of Responsibility

The Vice-President, in the absence of the President, shall perform all duties pertaining to the office of President and shall support the President in the operation of the Society.

Duties and Responsibilities of the Position

- Serve at meetings in the President's absence.
- Give reports at meetings in the absence of executive members and committee heads.
- Undertake supervision of projects, committees and other duties as requested.
- Represent the Society at meetings and functions when necessary.
- Inform the president when not able to attend a Society meeting.
- Become a bank signing authority with the president and treasurer.

South Surrey And White Rock Art Society

SECRETARY

Major Area of Responsibility

The Secretary shall perform the secretarial functions of the Society including the maintenance of records.

Duties and Responsibilities of the Position

- Has custody of all records and documents of the Society with the exception of those records kept by the treasurer.
- Ensure that accurate records are kept, reports filed, prompt response to correspondence, and letters filed.
- Keep minutes of all executive and members meetings and the annual general meetings of the Society.
- As soon as possible after a members' meeting make the minutes available to the president and other core Executive members.
- Provide reports to the Society and other agencies as requested.
- Keep the President informed regarding incoming correspondence.
- Inform the President of a pending absence from a members' or executive meeting.
- Represent the Society at meetings and functions when necessary.

South Surrey And White Rock Art Society

TREASURER

Major Area of Responsibility

The Treasurer is responsible for the up-to-date financial administration of the Society that will ensure that the Board is provided with the current financial position at executive meetings and to report the same to the membership at general meetings.

Responsibilities of the Position

- The Treasurer is a member of the society's Executive Board and attendance at executive meetings is essential in keeping the Executive informed on the financial status and activities of the Society.
- Establish policies and procedures for the sound financial management of the Society. As required, train members in the procedures to be followed.
- Ensure that the Society's books are maintained in an accurate and timely manner.
- Report to the Executive on all financial matters affecting the financial position of the Society.
- Make recommendations to the Executive on financial matters e.g. budgets, selection of banks and credit card processors.

Duties

- Receive all money paid to the Society ensuring it is maintained safely and deposited promptly.
- Pay all expenses incurred by the Society in a timely manner.
- Ensure all financial transactions are properly recorded in the society's books in a timely manner.
- Reconcile bank statements, PayPal account and Square account on a monthly basis.
- Provide financial statements to the Executive and membership on a monthly basis.
- Submit annual financial reports to Revenue Canada and the BC Minister of Finance as required.
- Prepare cheques for the demo artists, workshop and class instructors for their respective coordinators.
- Maintain and ensure all office supplies related to the smooth operation of the Society's financial processes are in place e.g. cheques, receipt books, banking supplies, and credit card processing supplies.
- Ensure all supplies and equipment required for art shows are on hand as follows: sales forms, credit card processing supplies, cash float.
- Ensure that art show sales are reconciled and proceeds deposited promptly.
- Calculate the Society's 15% commission on art show sales and pay artists in a timely manner.
- Maintain all financial and accounting records for seven years and ensure maintenance of back-ups including passwords and identification codes. In this respect, the Society's President will be provided with and kept current on all financial records as a safe practice and back-up for all records.

South Surrey And White Rock Art Society

MEMBERSHIP COORDINATOR

Major Area of Responsibility

The Membership Coordinator shall keep a record of the members' names, addresses, telephone #s, and email addresses, and ensure the list is regularly updated. Such information will be available to all members unless the member requests the information not be released to other members.

Duties and Responsibilities of the Position:

- Supply a membership application form, and membership card. Make out a receipt for dues collected and forward payments to the treasurer.
- Maintain a guest book for guests to sign. Guests can attend one meeting free.
- Give assistance to the new member, acquainting her/him with fellow members, the Art Society, and amenities such as the library, etc.
- Report to the membership at the business meetings the number of members, and inform the board of membership changes and issues. Introduce any new members and/or guests.
- Pass on information of any changes to the membership list to appropriate executive members.
- Make a list and outline what each member is willing to help with and pass it to the executive members for contact.

NOTE:

Our Society has become very successful since our move to the South Surrey Recreation and Arts Centre and we have attracted many more members. Unfortunately we now have to limit the Society's membership to 175 due to the fire and safety regulations of our meeting space. Because of this we seriously advise current members not to leave it too late to renew your membership. We recommend that you renew during the summer (the best way is on the website via PayPal) so that you don't get left out.

Current members who do not get around to renewing over the summer should attend the first meeting in September with a completed membership form and a cheque. (Your SSWRAS membership card will be available at the next meeting.)

After the September meeting membership will be taken on a first come, first served basis. If you want to remain a member it is important to renew before our first meeting or at the first meeting.

Once the membership numbers reach capacity any new members or late renewals would be put on a waiting list.

South Surrey And White Rock Art Society

NEWSLETTER EDITOR/HISTORIAN/PHOTOGRAPHER

(one or more members)

Major Area of Responsibility

The newsletter editor shall coordinate the collection of news for the Society newsletter and keep members informed of visual art events and happenings within the Society.

Duties and Responsibilities of the Position:

- The newsletter is to be published once per month and emailed to all members. (Anyone without email can receive a copy at the monthly meeting or by mail.)
- Take photographs at Society events: Christmas party, June party, art shows etc. and, if possible, community events where the Society is represented.
- Take photographs at member meetings: guest artist demos (and take notes of demo if possible), Painting Challenge winners, etc.
- Seek out members of the Society who will contribute items for the newsletter.
- The newsletter could contain the following information:
 - President's message
 - Executive and their phone numbers
 - Information from committees that they want published
 - Schedule of the program each month plus the following month
 - Information on upcoming shows and any outside venues
 - Member news of solo, group shows, awards, etc. (individual members must submit info). Members may submit any items they wish and it will be up to the discretion of the editor to publish depending on space available.
- The newsletter for a particular month is emailed out approximately 12 to 14 days before the members' meeting for that month, e.g. the newsletter for a meeting in May would be sent out on April 25th or so.
 - In addition, a non-colour version is created from the colour email version and sent to a printshop. (This would only be a four page newsletter compared to unlimited pages for the email version.) Currently we use Fedex/Kinko in Langley to print 40 non-colour versions of the newsletter. This is enough for mailing to those members without email, a few complimentary copies for schools, advertisers etc. (See mail recipients list), copies to leave at Opus and The Gallery at Central Plaza and some for the corresponding month's meeting.
- Develop and/or maintain the Society brochure.
- Bring copies of brochure to art shows and other Society public events.
- Present budget requirement to Board at annual budget planning meeting and report on any variances to budget to Board.
- Submit all postage, envelope and printing costs to the treasurer for reimbursement.

South Surrey And White Rock Art Society

ART SHOW COORDINATOR

Major Area of Responsibility

The Art Show Coordinator shall coordinate the Spring and Fall shows of the Society.

Duties and Responsibilities of the Position:

Before Show

- Set up a duty roster of members for attendance at shows.
- Receive entry forms (paper or email) from artists with payments.
- Prepare labels for work to be hung.
- Ensure entry fees collected are given to the treasurer at first opportunity.
- Purchase any items required for shows and delivers receipts to treasurer for reimbursement.
- Issue labels to artists.
- Provide sales desk volunteers with list of entries.
- Supply label format for works in baskets.

Set Up of Show

- Oversee set up of the room with Set up and Hanging Committee.
- Make sure all paintings are framed and finished according to the rules of the Society.

After Show

- Is available when show is being dismantled.
- Give show report at the following business meeting.

ART SHOW RULES AND CONDITIONS

REQUIREMENTS FOR ART THAT WILL BE HUNG

- Originals only, no reproductions.
- All artwork must be for sale.
- Your name, the title of the piece and your phone number must be on the back of the painting.
- Prices are to be in increments of \$5.00—for instance \$195 or \$200—no \$199.
- Watercolor, pastel or charcoal works to be behind glass.
- Work must have a hanging wire. Any pieces without a hanging wire will not be hung.
- Paintings will be hung by a hanging committee.
- Paintings will have a show label supplied by the Art Coordinator.

REQUIREMENTS FOR WORK IN BASKETS

- All works to be matted and in plastic sleeves or small artworks on canvas
- Baskets to contain only original artworks—NO PRINTS.
- Each artwork must have a numbered label with artist's name, title, size, medium and price. As the label will be removed on purchase it should be affixed to the OUTSIDE of the plastic sleeve.
- List of work with the above information to be given to the cash desk.
- Artists can share a basket.
- Minimum price on work in basket is \$20.00.

REQUIREMENTS FOR CARDS

- Only original artwork or a copy or photograph of original artwork.
- Must be in a plastic sleeve (no sandwich bags or cling wrap).
- **Each individual card or sets of cards** to be affixed with a price label.
- Cards to be in a box, basket or rack approximately 'shoebox' size (no more than 7" wide)
- Nothing other than cards or artwork to be in baskets (i.e. no books, calendars etc.)
- There will be no negotiation on price once a piece of artwork is entered into the show—price is firm. There will be no holds or buying on approval, and all sales are final.

All participants are required to help with the show and bring a small bag of wrapped candy. Duties will be assigned by the show coordinator. Everyone is to help with take-down.

South Surrey And White Rock Art Society

WEBSITE COORDINATOR

Major Area of Responsibility

The Website Coordinator shall administer the Society website to give the club an internet presence which will promote and display members' artwork.

Duties and Responsibilities of the Position

- Oversee the development and maintenance of the society website.
 - Passwords, usernames and domain name is being maintained by the executive.
 - The hosting and domain name fees are paid by the Society whenever they are due.
- Coordinate additional web development with programmer, if needed.
- Request photographs or digital images of members' paintings along with art information required to enter artwork on the website.
- Type in art information and upload images onto website after necessary cropping, resolution adjustments, etc.
- Enter paintings onto the website.
- Enter dates of Society art shows and exhibits and other activities as required.
- Report at meetings (current activity on website, report on artwork and request more artwork).
- Set up and update "@artsociety" email alias.
- Set up and update forms on website.

Ensure the website is of benefit to the Society members.

Help others to use the website.

Encourage artists to use the website and to link their websites to www.artsociety.ca

South Surrey And White Rock Art Society

PROGRAM COORDINATOR

Major Area of Responsibility

The Program Coordinator shall enhance, expand and create new goals in the art education of the members of the Society and organize visits by guest artists who best reflect the type of art or information that the majority of members of the Society would enjoy or benefit from.

Duties and Responsibilities of the Position:

- Seek out both professional and emerging artists. Professional artists are defined as those artists who have gained their status of professionalism by the caliber of their work, public acceptance, teaching in colleges or universities or having otherwise made a name for themselves in the visual arts. Emerging artists are those with less experience but they may have a technique or style that may be of interest to the group.
- Investigate artists who teach art classes within the lower mainland art associations, the Vancouver Academy of Arts, FCA, or elsewhere who might be interested in doing a demonstration for the Society.
- Pay the demonstration fee to the visiting artist in cooperation with the treasurer. **This must be arranged ahead of time. Determine if GST is required in payment for the treasurer ahead of time.**
- Introduce the scheduled artist at the meeting.
- Arrange for the table set-up for each demo, workshop or meeting. Have the Demo Artist fill out the Presenter Information and Equipment Form on our website at artsociety.ca .

Protocol for Visiting Artists:

- Make contact with the artists, stipulate expectations, fee, date, time, etc.
- Send email confirming date, time, fee, etc. and directions (including a map if possible) on how to get to the Society meeting.
- Email or phone the artists a week before, with a reminder.
- Notify Treasurer to have cheque available for payment of guest artist.
- Be on hand early to make arrangements and give the artists a hand in setting up. When introducing the guest, mention type of media, artist's background, interests, and what they will be talking about.
- Be alert to the visiting artists needs such as a change of water, space for displays, coffee, etc.
- Give the artist a formal thank-you at the end of the session and a cheque, enclosed in an envelope.

In-House Demos and Workshops:

- Invite members of the Society to demonstrate their artistic talents to the group.

South Surrey And White Rock Art Society

COURSE COORDINATOR THURSDAY NIGHT COURSES

- Find and contact instructors for the Thursday Night Courses which run from 6:30 pm-9 pm in the Visual Arts Room. The list can include any of our own members.
- Make up a Course Description page including supplies and the duration of courses and bring it to our monthly meetings for members to sign up.
- Give the information to the Website Coordinator to post on the Thursday Night Courses list
- Keep track of the number of participants, and send an e-mail reminder to signed-up members a week or two before the course is to begin.
- Have the Treasurer prepare a cheque to be ready for the teacher at the end of the course.

FACILITATING THE THURSDAY NIGHT COURSES

- Leave your drivers' licence (or membership card) with the front desk personnel when you pick up the keys to the Visual Arts Room. It will be returned when you drop off the keys at the end of the evening.
- **The keys from the Recreation Centre** open the door of the Visual Arts Room and the room inside. The easels are stored at the back of the room.
- **The other keys open our Art Society storage room** (second door on the left closer to the window). The SSWRAS banner which is kept in this storage room should be put out by the door during the class and returned to the storage room afterwards. These keys also open the cupboard doors labeled 'SSWR Art Society' on the opposite side of the room. This is where the plastic tablecloths and supplies are stored.
- Each table must be covered with a plastic tablecloth for protection. The tablecloths should be folded and returned to the cupboard after the class. The easels are to be put away in the back corner of the room to the right of the windows and chairs stacked along the wall on the left, or in the chair holder stands.
- All the tables should be left out in two rows down the centre of the room.
- Make sure the windows are locked and blinds are up in the proper position (there is a mark on the wall showing where to stop). Sometimes the blinds need to be lowered when the sun shines in.
- Turn the lights off, lock everything and make sure the room is in order before leaving. **Don't leave a mess.**
- The sink by the door is for handwashing only and **not to be used for paint clean-up.**
- The remote for the screen is in the drawer under the microwave.

South Surrey And White Rock Art Society

WORKSHOP COORDINATOR—Weekend Workshops

The Workshop coordinator plays a key role in coordinating the weekend workshops for the South Surrey and White Rock Art Society. Main duties include engaging an art instructor(s) to teach, setting up the weekend workshop dates, reporting to the executive, keeping records (database) of the registrations, securing payment for the instructor from the Treasurer and sending out reminder emails to the registrants 1 to 2 weeks prior to the workshop.

It is expected that the Coordinator work accurately, collaboratively and independently.

The coordinator is expected to...

- Provide detailed information regarding the workshops to the executive, firstly for budgeting and room bookings, and at the monthly executive meetings regarding registration numbers, profits or losses and any other details that are deemed relevant or requested by the executive.
- Workshops are held over the weekend, Saturday and Sunday, class times are from 10 am to 4 pm. The Coordinator is expected to open the Art Studio, generally, by 9:15 am and assist the instructor with the set up. Students are expected to arrive by 9:30 am, to set up their workspace and are expected to assist with the take down at the end of the workshop. Workshops must have a minimum of 8 registrants to proceed.
- Create a course description for each workshop booked for the year with all the details and provide that to the Website Coordinator to be posted on the Society's website under the Education Tab. This should include the Title, Instructor, Dates, Fees—member and non-member, workshop description, image supplied by the instructor and supply list. An opening date and closing date for registration should also be included.

Registration is done online (preferred method) and payment is made via PayPal.

- To keep a database/record of all registrants, member or non-member, form of payment and their registration details. The Coordinator will receive, via email, a copy of the online registration and a copy of the payment made via PayPal.
- Create a registration form for those members that are not able to register online. Confirmation of registration for those paying by cheque is done by email once the Treasurer has forwarded the information to the Workshop Coordinator.
- Secure an invoice from the instructor one week in advance of the workshop, especially if the instructor charges GST (GST number must be listed on the invoice) and provide it to the Treasurer to obtain a cheque to pay the instructor at the end of the workshop.
- Send out reminder emails to the registrants 1 to 2 weeks prior to the workshop date.
- Be familiar with the Workshop Refund Policy.
- Attend the workshop or have a class monitor in their place for the two days. The Coordinator is expected to provide the necessary instructions, keys and instructor's cheque (payment) to the class monitor.

The Coordinator (or class monitor) does not pay for the workshop they are officiating.

South Surrey And White Rock Art Society

WORKSHOP EVALUATION FORM

We would like to get your feedback on this workshop. It will help us in the development of future classes so we can bring you courses to benefit your needs as participants. We are interested in hearing about the positive and negative experiences, if any, and any suggestions you may have. Please fill in the information after each question and return to the Workshop Coordinator. Thank you for your participation in this process.

1. Do you feel that you received value from the workshop?
2. Was the supply list adequate?
3. Overall was the workshop (please circle) Excellent, Good, Fair, Poor?
4. Was the Instructor clear when giving explanations or directions?
5. Did this class meet your expectations?
6. What did you like about the class/not like?
7. Would you consider signing up for another workshop with this instructor?
8. Any other comments or suggestions re this workshop. what you would like to see offered in the future?

South Surrey And White Rock Art Society

Workshop Refund Policy

Once a payment has been made and a confirmation email has been issued, a place in the workshop(s) will be reserved for the registrant. If a cancellation must be made the following applies -

If the cancellation is made one or more months prior to the date of the workshop a full refund will be made (via PayPal). The registrant must contact the Workshop Chair to initiate the cancellation and refund.

If the cancellation is made less than one month prior to the date of the workshop, then the participant must first seek a replacement from the wait list (by contacting the Workshop Chair). If there is no wait list the participant must find a replacement or forfeit the workshop fee.

Emergency cancellation will be handled at the discretion of the Workshop Chair.

Special Notes....

Prior to the workshop, please review the supply list and any correspondence you may have received regarding the workshop you have registered for. All the information about the workshops can be found on the Society website under the Education Tab, Weekend Workshop

Please note that if we do not have a minimum of 8 registrants for a workshop, the workshop will be cancelled.

Workshop Courtesies

Please...

- *Arrive between 9:15 and 9:30 am to help set up and get yourself set up and ready for the class.*
- *Refrain from wearing any scented products like perfume, cologne/aftershave, scented hand creams etc. as many people have sensitivities to these products (please save those for your date nights!).*
- *Always ask for permission from the instructor prior to taking photographs in class.*
- *In the classroom—cell phone ringers are to be turned off. If you must have your cell phone on please set it to vibrate mode.*
- *Give the instructor your undivided attention. Side conversations with your neighbours, while the instructor is speaking or demonstrating can be annoying and distracting to other participants.*
- *Most instructors encourage questions; help the instructor by staying on the subject.*
- *Assist with the take down at the end of the class.*

There are no shared registrations permitted. In fairness to the instructor it will be expected that all participants plan to attend the full workshop.

South Surrey And White Rock Art Society

ADVERTISING/PUBLICITY COORDINATOR

Major Area of Responsibility

The Publicity Coordinator shall publicize the Fall and Spring Shows presented annually by the Society and is accountable for communicating to members and the public all Society-planned public events including Art Shows, Fundraising campaigns, Art Classes.

Duties and Responsibility of the Position:

- Send information to local newspapers and radio stations who accept service announcements.
- Work with Show Committee to determine appropriate notices and advertising, and arrange production and distribution as agreed. Maintain advertising lists.
- Place any appropriate ads in the Peace Arch News and the Surrey Now.
 - a. preferably two (2) publications before shows.
 - b. pay the advertising fee and submit receipt for reimbursement to treasurer.
- Attend all Society public events and promote Society activities and charities.
- Present budget requirement to Board at annual budget planning meeting and report on any variances to budget to the Executive Board.

South Surrey And White Rock Art Society

MEMBER-AT-LARGE

Major Area of Responsibility

Regularly attends Executive Board Meetings and important related meetings.

Duties and Responsibilities of the Position:

- Make a serious commitment to participate actively in committee work.
- Volunteer for and be willing to accept assignments, and complete them thoroughly and on time.
- Stay informed about committee matters, prepare themselves well for meetings and review and comment on minutes and reports.
- Get to know other committee members and build a congenial working relationship that contributes to consensus.
- Participate in fund raising for the organization.
- A member at large is eligible to vote.

South Surrey And White Rock Art Society

COMMUNICATIONS/E-MAIL MESSAGING

Major Area of Responsibility

The Communications Coordinator shall email all communications needing to be sent to Society members.

Duties and Responsibilities:

- Keep an updated copy of all members' email addresses.
- Distribute information from the Society executives when asked.
- Distribute information on members' art shows and other community groups as needed.
- Email notification of upcoming shows to addresses from the art show guest book.

LIBRARIAN

Major Area of Responsibility

The Librarian shall perform the function of librarian for the Society by keeping the books, tapes and DVD's organized and checking on overdue items.

Duties and Responsibilities of the Position

- Keep a master list of books, tapes and DVD's in the Society library and ensure that each item is catalogued and listed.
- Each item is to have an index card in the library card file, filed by the author's last name.
- Check the card index file frequently for overdue items.
- Do an occasional item check against master list.
- If there are overdue items Librarian contacts the member/s.
- Keep the items in good repair.
- Little-used or very outdated books are to be discarded and a book sale organized but careful thought should be used when discarding.
- Remove discards from the master list and mark the books "Discard".

South Surrey And White Rock Art Society

VOLUNTEER COORDINATOR

Major Area of Responsibility

The Volunteer Coordinator shall solicit volunteers from the membership of the Society to serve on the Executive Board and committees for the coming year.

Duties and Responsibilities of the Position

- The Volunteer Coordinator may approach prospective members for the positions before the election in order to have the slate filled.
- The Volunteer Coordinator will inform volunteers that Executive and committee members usually serve for a term of two years but a member may commit for a one year term with the option of completing the second.
- Members being considered for positions should review the current job description in the Handbook so that they are aware of what the duties and responsibilities of the positions are.
- The Volunteer Coordinator will advise the President of the slate of officers.
- The elections take place at the Annual General Meeting at the end of May.
- Nominations will also be accepted from the floor and voted on.

South Surrey And White Rock Art Society

EXTERNAL SHOWS COORDINATORS

Major Area of Responsibility

The External Shows Coordinators shall coordinate the external shows of the Society. At present these include rotating shows at the Playhouse Theatre in White Rock , the Peninsula Medical Centre and the South Surrey Recreation and Arts Centre lobby area in Surrey and any community shows the club decides to enter into.

Duties and Responsibilities of the Position:

- Maintain contact with the groups through which the external shows are coordinated.
- Provide liaison between the Society and the external groups to organize a show (typically undertaken by the External Show Coordinator but could also be another Society member).

The tasks will depend on the show, and would involve:

- Arrangement of times for paintings to be hung and removed.
- Coordinating hanging of paintings.
- Setting up procedure for artist payment when paintings are purchased. Cheques must be made out to SSWRAS.
- Providing report of shows at business meeting.

South Surrey And White Rock Art Society

REFRESHMENTS COMMITTEE

Major Area of Responsibility

Attends to the evening tea/coffee etc. of the Society monthly meeting.

Duties and Responsibilities of the Position:

- Generally about 80 or more people attend.
- At the beginning of the year a clipboard is passed around for members to sign up to bring cookies, cake, fruit or crackers and cheese etc. to the monthly meetings.
- The Refreshment Committee Coordinator will phone or email signed-up members before each meeting to remind them that they are to bring a goodie and what to bring. They should let the refreshment person know if they are not attending the meeting or unable to do it.
- The Refreshment Committee should be at the Centre at 6pm to get everything ready. One of the Committee members should bring milk and cream. One litre of cream and 500ml of milk.
- Two tables are set up—one for coffee, one for goodies. The tables should have tablecloths on them.
- **NOTE: The coffee urn is plugged into the receptacle near the side door or near the storage area, otherwise it blows the circuit and there is no coffee ready when we need it.**
- **Tea is set up by the sink. Please remember the electrical plug by the sink can only take one appliance at a time.**
- Coffee, tea, sugar cubes, stir sticks, table cloths, napkins and cups, are kept in the storage room along with the coffee urn and kettles. The big urn (in the box) takes about 45 minutes to perk. The large urn is used for coffee only and filled about halfway.
- The small urn is for steeped tea . The kettle is boiled (about half the urn), the tea made and then the kettle is boiled again so the water is close to hot for anyone wanting a herbal tea. The supplies are clearly labelled in the storage room.

Supplies should be purchased when needed and receipts submitted to the Treasurer for reimbursement.

South Surrey And White Rock Art Society

SOCIAL COMMITTEE

Major Area of Responsibility

Takes charge of or assists at social functions that the Society may be involved in, e.g. June and December parties.

The summer party usually includes fresh flowers that can be included in the draw. The winter party usually includes decorations for the centrepieces that can be included in the draw. Confirm a budget with the executive.

Duties and Responsibilities

- Organize potluck and make coffee, etc.

After checking what supplies we already have purchase disposable plates (dinner and dessert), plastic forks and spoons, cups and napkins for at least 84 people. Bring cloths for tables, tea lights, table runners or centrepiece mats (can be mesh, paper, plastic, etc.). Stores such as Turkey's, Dollar Store and Costco are good sources.

The membership will be notified by email and a notice in the newsletter of the time of the party and what to bring. Members bring a potluck dish or dessert , a hotplate if possible and serving utensils for their dish.

5 rectangular and 5 round tables are set up for members seating (6 to a table). The tables can be numbered. These numbers can be randomly called by the host (1 or 2 at a time) for going to the buffet when dinner starts.

4 rectangular tables are set up for the food and 1 rectangular table for coffee and punch.
No tealights or candles are to be used.

- Make coffee.

The big urn (in the big box) takes about 45 minutes to perk. Use 1 1/4 cups of ground coffee for 40 cups or 1 cup for 32 .

NOTE: The coffee urn is plugged into the outlet near the side door or near the storage area, otherwise it blows the circuit .

- The small urn is used for steeped tea and is set up by the sink .

The water is boiled to fill the urn about half full (about 3 kettles full), the tea made (with 4-5 teabags) and then the kettle is boiled again so the water is close to hot for anyone wanting a herbal tea.

NOTE: Please remember the electrical outlet by the sink can only take one appliance at a time

- Door prizes—2 bottles of wine and 2 boxes of chocolates or gift cards and the centrepieces .
- Host for the get-togethers is usually the President.

Supplies should be purchased when needed and receipts submitted to the Treasurer for reimbursement.

South Surrey And White Rock Art Society

SUNSHINE

Major Area of Responsibility

The sunshine person shall be responsible for mailing out cards to members who are ill, have had surgery or suffered bereavement.

Duties and Responsibilities of the Position:

- Ask for notification of anyone who should receive a card.
- Ask for donations of greeting cards (handmade or otherwise) from Society members.
- Report at each general meeting.
- Keep track of expenses and give to treasurer periodically.

SUMMER PLEIN AIR COORDINATOR

Major Area of Responsibility

The Plein Air Coordinator will arrange for plein air painting throughout the region of interest to members.

Duties and Responsibilities:

- Computer skills are necessary.
- Ask for members to sign up in advance.
- Make an email group list so no one misses out on the weekly reminder.
- Is involved throughout the season and some time before scouting out locations for plein air sessions, obtaining permission to special areas if needed.
- Take into account the proximity of locations to White Rock/South Surrey area.
- Take unpredictability of weather into account.
- Some members may need a lift.
- Location should have access to a washroom.
- Email the season's schedule with the time, date and location of each session to plein air members.
- Email a reminder each week to plein air members, with an update of the site if necessary.
- Communicate items to bring.
- All directions and/or maps must be clear.
- Communicate all information and any pictures of sites to the Website Coordinator for inclusion on the website.

South Surrey And White Rock Art Society

DROP-IN PAINTING GROUP

Drop-In Painting Group:	Thursday afternoons 1:00 to 4:00 (or sometimes 5:00) No fee for SSWRAS members, non-members pay \$5 drop-in fee. There is no tuition.
Thursday Night Courses:	Thursday evenings 6:30 to 9:00. (See page 14) at: The Visual Arts Studio South Surrey Recreation and Arts Centre 14601 20th Avenue, Surrey.

Major Area of Responsibility

You are required to let Semiahmoo Arts know who is responsible for the room while the members are there. The Semiahmoo Arts office is opposite the Multi Purpose Room (Turnbull Gallery).

Duties and Responsibilities of the Position

Afternoon Group

- The Visual Arts Studio will be open in the afternoon until 5:00 pm but if anyone wants to stay after 5:00 they must arrange with Semiahmoo Arts and or Reception to have a key.
- Make sure the tables are left in the same configuration as when you arrived.
- If more tables are taken out of the storage room they must be put back when the group is finished.
- The room should be left in a clean and tidy condition.

SOUTH SURREY and WHITE ROCK ART SOCIETY

Unofficial Consolidated By-laws as of May 15, 2012

- 1) Membership in the Society shall have the following restrictions and qualifications:
 - a) Membership shall be for one year dating from the 1st of September of the then current year and shall be evidenced by a membership card or equivalent membership identification so approved by the Society.
- 2)
 - a) All members in good standing shall have the privileges of the Society and be subject to the regulations and directions issued by the Executive Council.
 - b) Members in good standing shall have the privileges of a voice and ballot in all matters pertaining to the activities and welfare of the Society, except such matters of administration as delegated by these By-laws for proper action by the membership to the Executive Committee, special committees or Society officers.
 - c) Membership in the Society shall cease:
 - i) By reason of non-payment of fees; any member shall be deemed to be a member not in good standing where payment of fees for the current year is more than thirty days in arrears.
 - ii) A member shall be expelled wherein the opinion of a majority of the members indicated by ballot it is the opinion of those members that that person reflects unfavorably on the Society and its objects.
 - iii) Where a majority of the members, indicated by a majority ballot, feel that a member has not conformed to the requirement that all members shall conduct themselves at all times in a proper manner and to observe the rules and regulations of the Society.
- 3)
 - a) General Meetings shall be held each month except July and August. The meeting day shall be determined by the membership at the Annual General Meeting for the subsequent year beginning in September.
 - b) Notice of meetings shall be given by the Executive by fourteen (14) days notice in writing by post or electronic media.
 - c) A quorum shall be constituted by five (5) members in good standing plus three (3) members of the Executive Council.
 - d) All members in good standing shall have the privilege of a vote as aforesaid but the President shall have no vote, except in the case of a tie.
- 4)
 - a) The President, Vice-President, Secretary, Treasurer, Newsletter Co-ordinator, Art Show Co-ordinator and Membership Co-ordinator plus one or more other members, as determined from time to time at a general meeting, are the directors of the Society.
 - b) The Past President shall be the member who has most recently held office as President and shall automatically assume that office.

- c) The President, Vice-President, Secretary, Treasurer, Newsletter Co-ordinator, Art Show Co-ordinator and Membership Co-ordinator shall be elected at the Annual General Meeting as hereinafter provided and serve a two-year.

All other members of the Executive shall be elected at the Annual General Meeting as hereinafter provided and serve a one-year term.

Elections shall be by nomination and ballot of the members present at the Meeting.

A member of the Executive shall automatically be removed from the Executive at the end of their term. A resignation shall not be required.

- d) Members of the executive may be re-elected or elected to a different executive position in subsequent years without restriction.
- e) The directors may at any time appoint a member as a director to fill a vacancy in the executive. A director so appointed holds office only until the next Annual General Meeting of the Society, but is eligible for re-election at the meeting.

5)

- a) The Past President shall be a member of the Executive and assist the President in his duties.
- b) The President shall preside at all Meetings, call special Meetings and generally supervise the Society's activities. The President shall appoint all committees not otherwise provided for; and shall be ex-officio Chairman of the Executive Committee and member of all committees. The President shall not make or second and motion.
- c) The Vice-President shall perform the duties of the President in the latter's absence or at his request.
- d) The Secretary shall keep all minutes and records of the Society and shall attend to all clerical work. It will be the Secretary's duty to present a written report at the Annual Meeting and to deliver within one (1) week after the expiration of that term to the successor of that office all books and papers property of the club then in his possession. The Secretary shall give notice of time and place of all meetings.
- e) The Treasurer shall receive all monies due to the Society and shall be responsible for their safekeeping. The Treasurer shall maintain appropriate records of all assets, liabilities, receipts and disbursements, and shall ensure all bills approved by the membership or Executive is paid. Any and all cheques drawn on the treasury shall require the approval signature by at least two directors who have been so authorized by the Executive.
- f) The other members of the Executive Council shall, in conjunction with the President, Vice-President, Secretary and Treasurer, participate in the business and management of the said Society and co-operate in the activities of that Society.

- g) Executive Meetings shall be held at the call of the President and Secretary. A quorum shall be three (3) members. Each member of the Board has one vote on motions requiring approval of the Board. All motions requiring a vote from the Executive must be approved by a majority vote before the motion can be considered approved.
- 6)
- a) The Annual General Meeting is to be held in May each year. Nominations for executive positions are to be open from the general meeting in April and also accepted from the floor at the Annual General Meeting. Members of the executive elected at that meeting assume office the following September 1.
 - b) The membership may, by special resolution, remove a director or directors before the expiration of that Director's term of office, and may elect a successor to complete the term of office. A membership vote of 60% or greater majority shall be required to pass such a resolution.
- 7) The nominating committee shall be appointed by the President prior to the Annual Meeting.
- 8) Standing Committees shall be appointed the President for the carrying out of work as required.
- 9) The Directors may raise or secure the repayment of such sum or sums in such manner and upon such terms and conditions in all respects as they see fit, and in particular the issue of bonds perpetual or redeemable, debenture or debentures stock or any mortgage, charge or other security on the undertaking of the whole or any part of the property of the Society (both present and future). Provided however, that none of these powers shall be exercised except in accordance with the sanction of a resolution passed by a two-thirds majority of the members of the present and entitled to vote at a regular Society Meeting, provided each member of the Society be given seven (7) days notice of the meeting and of the proposed scheme to raise or secure monies to be voted on at the meeting, said seven (7) days notice to be in writing.
- 10) These By-laws may be amended only by an extraordinary resolution of the Society passed by a two-thirds majority of the members present and entitled to vote at a regular meeting, provided that the proposed amendments must be submitted in writing at the regular meeting at which the amendment will be voted on, and every member of the Society must be advised of the proposed amendment by means of a notice, calling the meeting at which the vote will be recorded.
- 11) There shall be a financial review committee of two (2) members to review the accounts of the Society and to report to the membership. The financial review committee shall be created at the end of the term of a Treasurer and chosen by vote of the membership in the next General Meeting following the replacement of the Treasurer. The committee may include any member who has not served on the Executive of the Society in the past three (3) years. The financial review committee has three months to deliver their findings to the members.
- 12) Subject to privacy laws and regulations, a member(s) may view specified documents of the Society upon giving at least ten (10) days written notice to the Executive.