



Constitution and By-laws of Union House Arts

1. The name of the art space and organization is Union House Arts. Any profits or other accretions to the organization shall be used in promoting its objectives.
2. Union House Arts shall be located in the community of Port Union, which is part of the municipality of Trinity Bay North in the province of Newfoundland and Labrador.
3. Union House Arts shall not practice discrimination in any of its activities or membership requirements on the basis of gender, race, age, language, national origin, or religion.
4. Objectives:
 - a. to support works that may hold more social profit than monetary profit without risk of harming a sales-based relationship between the individual artist and gallery management.
 - b. to support experimental or non-object based work that might not ordinarily be shown in a commercial art space.
 - c. to engage existing community residents, organizations, and structures with the regional and wider art community, and develop socially-engaged and/or environmental art practices in a rural Newfoundland context.
 - d. to create an intergenerational and inclusive space for learning, collaborating and mentoring, and growing creative practices.
 - e. to provide opportunities to live in a local residential space on a short-term basis, with access to a small studio space, allowing artist members to build a relationship with Port Union and the regional community leading up to public presentation of art or research.

5. Means of realizing objectives:

- a. Union House Arts aims to build a thoughtful and comfortable space for community residents and artists to work and share together, to expand ideas about what art can be, how and where it can be shown, and to create an environment that is accessible to people of all experiences and backgrounds. The space will be experimental in nature with a focus on place-based programming, knowledge building, and sharing.
- b. With community space and garden plots, a screening room, and multipurpose spaces, Union House Arts strives to be a dynamic place for learning, collaboration, and current dialogues in Newfoundland and Labrador.
- c. Union House Arts will function as a bridge between professional arts practice and community ownership. Housed in a historic duplex owned by the Sir William F. Coaker Heritage Foundation, Union House Arts provides space for contemporary artists to show new works, curate group exhibitions, and engage with Port Union and the surrounding area.

6. Membership

- a. There shall be three categories of membership. Changes in the annual membership fees for each category shall be established by the voting members.
- b. Types of memberships:
 - i. General Member - \$35.00 per year
 1. Voting
 2. Open to everyone
 3. Invitation to all UNION HOUSE ARTS special events, workshops, and exhibitions
 4. Access to multi-purpose room (with advance booking)
 5. Access to screening room (with advance booking)
 6. Priority use of community garden plot
 - ii. Small Business Member - \$100.00 per year
 1. Open to small businesses
 2. May designate one representative to vote at general meetings
 3. Invitation to all UNION HOUSE ARTS special events, workshops, and exhibitions
 - iii. Corporate Member - \$250 per year
 1. Open to corporate entities, either for-profit or non-profit
 2. All corporate donors contributing \$250 or greater become Corporate Members
 3. Non-voting
 4. Invitation to all UNION HOUSE ARTS special events, workshops, and exhibitions

7. General Meetings

- a. There shall be at least one general meeting per year.

- b. Additional general meetings shall be held at the discretion of the Chair of the Board of Directors.
- c. A general meeting may be requested in writing by the membership with a minimum of nine members supporting the request.
- d. Two weeks prior notice in writing shall be given of all general meetings including an agenda and any proposed amendments to the Constitution.
- e. A quorum at a general meeting shall consist of not less than seven voting members.

8. The Board of Directors

- a. The Board shall consist of three to seven members, elected by the voting membership at a general meeting of Union House Arts for renewable terms of two years.
- b. A quorum of the Board shall consist of 50% plus one of its members.
- c. A minimum of 50% of the members of the Board shall be practicing artists, creators, or arts researchers.
- d. Election of the Board shall take place by secret ballot at an annual general meeting of Union House Arts.
- e. Nomination for election to the Board shall be made in writing to the Executive, in response to a proclaimed notice to members and by public notice, by the deadline indicated at the time.
- f. In the event of a vacancy or vacancies on the Board, the Board shall have the power to appoint a member(s) until the next election.

9. The Executive

- a. The Board shall include among its members at all times an Executive. The Executive shall be composed of the following four positions:
 - i. Chair: Leads regular meetings of the Board; develops the agenda for regular meetings in consultation with Board members, other members, and staff; represents Union House Arts to the public and other organizations.
 - ii. Treasurer: holds cheque signing authority for the organization; prepares budgets; provides budgets; provides a report of the financial position of Union House Arts at the general meeting.
 - iii. Vice-Chair: fulfills the role and responsibilities of the Chair in his/her/their absence.
 - iv. Secretary: records and maintains a record of the decisions taken at general and regular meetings; ensures copies of minutes of meetings are provided to the Board in a timely manner.
- b. At the first regular meeting following a general meeting, the Board shall select from among its membership volunteers to fill the Executive.
- c. In the event of a resignation from the Executive a new Board member will be selected to fulfill those duties at the next regular Board meeting.

10. Responsibilities of the Board of Directors
 - a. The Board is responsible for the administration of the affairs of Union House Arts, and ensures that the objectives of Union House Arts are met.
 - b. The Board shall obtain funds for the operation of Union House Arts.
 - c. The Board shall meet at regular intervals for the purpose of conducting operations of Union House Arts and overseeing the activities of any Union House Arts employees.
 - d. The Board shall initiate or select exhibitions and other events organized by Union House Arts, or delegate this responsibility as they see fit.

11. Committees - To facilitate smooth functioning and broadly based participation of the community in UNION HOUSE ARTS the Board shall establish standing and/or ad hoc committees as it deems necessary and these shall include the following:
 - a. Programming Committee: shall be chaired by the Programming Coordinator or an individual designated by the Board; shall select exhibitions through public submission and special request to show at Union House Arts; members of this committee shall be appointed at the discretion of the Board in consultation with the committee chair.
 - b. Revenue and Fundraising Committee: shall consist of various types of members of Union House Arts; shall be responsible for identifying potential revenue streams and fundraising initiatives in order to support the objectives of the organization.

12. Union House Arts employees - The work and responsibilities of the employees of Union House Arts shall be defined by the Board.

13. Contracts - Any and all deeds, documents, instruments and writings signed for, on behalf of, and in the name of Union House Arts by an employee, (other than expenditures within the approved budget) shall be approved by the Board. No officer, agent, employee or member shall have the power to bind Union House Arts by a contract or engagement or to pledge its credit. The Chair, Board, and individual members of Union House Arts shall not be personally liable for debts or obligations incurred by Union House Arts.

14. Fiscal year - The Fiscal Year of Union House Arts shall begin on April 1 and end on March 31.

15. Dissolution - In the event of the dissolution of Union House Arts all assets shall be distributed by decision of the Board to other non-profit organizations.

Dated: 2020 November 9th 2020/11/09