



UNION HOUSE ARTS

Constitution and By-laws of Union House Arts

1. The name of the new 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 exhibit 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 exhibit experimental or non-object based work that might not ordinarily be shown in a commercial art space.
- (c) to engage with a community outside of the "art world" 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, 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. This allows artist members to build a relationship with Port Union and the regional community leading up to an

exhibition.

5. MEANS OF REALIZING OBJECTIVES

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 educations. The space will be experimental in nature with a focus on place-based programming and knowledge building and sharing.

With community space and garden plots, a screening room, and multipurpose spaces all drawn into the blueprints – **UNION HOUSE ARTS** strives to be a dynamic place for learning, collaboration, and current dialogues in Newfoundland and Labrador.

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

There shall be five categories of membership. Changes in the annual membership fees for each category shall be established by the voting members.

Types of Memberships:

Local - \$15.00 per year

- Voting
- Open to all permanent residents on the Bonavista Peninsula
- Invitation to all **UNION HOUSE ARTS** special events, workshops, and exhibitions
- Access to multi-purpose room
- 10% off workshops
- Access to screening room (with advance booking)

Student - \$15.00 per year

- Voting
- Open to all artists and community members within and outside of Newfoundland and Labrador
- Invitation to all **UNION HOUSE ARTS** special events, workshops, and exhibitions
- Access to multi-purpose room
- 10% off workshops
- Access to screening room (with advance booking)

Individual Member - \$35.00 per year

- Voting
- Open to all artists and community members within and outside of Newfoundland and Labrador
- Invitation to all **UNION HOUSE ARTS** special events, workshops, and exhibitions
- Access to multi-purpose room
- Use of community garden plot
- 10% off workshops
- Access to screening room (with advance booking)

Small Business Member - \$100.00 per year

- Voting
- Open to all, artist or community groups, galleries and other supporters of arts and culture within and outside Newfoundland and Labrador.

Corporate member - 250.00 + per year

- Voting
- Open to all corporations, universities, colleges, and larger entities within and outside of Newfoundland and Labrador.

7. GENERAL MEETINGS

- a. There shall be at least one general meeting per year.
- b. Additional general meetings shall be held at the written request, directed to the Board of Directors, consisting of seven members (a minimum of four artist members and a maximum of three general members).
- c. Two weeks prior notice in writing shall be given of all general meetings including an agenda and any proposed amendments to the Constitution.
- d. A quorum at a general meeting shall consist of not less than nine voting members.
- e. A general meeting may be called at the discretion of the Chair of the Board.

8. THE BOARD OF DIRECTORS

- a. The Board shall consist of a maximum of 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 four of its members.
- c. A minimum of four of the members of the Board shall be artist members of **UNION HOUSE ARTS**. The remaining three members shall be either artists or general members of **UNION HOUSE ARTS**.
- d. Election of the Board shall take place by secret ballot at an annual general meeting of **UNION HOUSE ARTS**.

AMENDMENT (June 10, 2024): Election of the Board shall take place

during the annual general meeting of Union House Arts by private or direct message to a staff member attending the meeting.

- e. Nomination of 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(s) on the Board, the Board shall have the power to appoint a member(s) until the next election.

9. THE EXECUTIVE

The Board shall include among its members at all times an Executive.

The Executive shall be composed of the following four positions:

- i. Chair: The 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;

- a. At the first regular meeting following a general meeting, the Board shall select from among its membership four volunteers to fill the Executive.
- b. 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 the 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

This Fiscal Year of **UNION HOUSE ARTS** shall begin on April 1 and end on March 31.

15. ARCHIVES

Archives of **UNION HOUSE ARTS** are deposited on a bi-annual basis with the Performing Arts Collection, QEII Library, Memorial University of Newfoundland, to be preserved and made accessible for research. Any recent records necessary for organizational operations will be kept at **UNION HOUSE ARTS**.

16. 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: July 2023

17. DIRECTORS

On behalf of **UNION HOUSE ARTS** we share that we have authorization and responsibility to ensure the Constitution and By-Laws of **UNION HOUSE ARTS** are maintained.

Megan Samms (Chair)

Date

Emily Jan (Co-Chair)

Date

Michael Flaherty (Treasurer)

Date

K. Claire MacDonald (Secretary)

Date

Michelle MacKinnon (Member at Large)

Date

Kate Golding (Member at Large)

Date

John Weber (Member at Large)

Date