

BYLAWS
OIL CITY ARTS COUNCIL
Approved: 9-4-2018

ARTICLE I
NAME AND OBJECTIVES

Section 1. This organization will be known as the Oil City Arts Council, hereafter referred to as the Arts Council. The Oil City Arts Council (OCAC) is a non-profit organization dedicated to increasing the visibility of community cultural institutions and organizations, facilitating the development of community artists, and introducing global cultural experiences to the community. Our purpose is to promote and foster interest and appreciation of all the arts.

Section 2. In seeking to support the Arts, the Oil City Arts Council will endeavor to promote visual, literary, performance, and musical arts. To this end, the OCAC will organize, sponsor, and facilitate concerts, exhibits, lectures, and workshops to the benefit of the entire Oil City Community and the Oil Region.

Section 3. The Arts Council will not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the Arts Council shall inure to the benefit of any member or individual.

ARTICLE II
MEMBERSHIP

Section 1. A. Membership will be composed of all dues paying persons interested in participating in the activities of the Arts Council.

B. The General Membership will act in an advisory and adjunctive capacity.

ARTICLE III
THE BOARD OF DIRECTORS / OFFICERS

Section 1. A. The general control of the properties and affairs of the Arts Council will be vested in the Board of Directors. The Board of Directors will formulate all policies of the Arts Council and prescribe such procedures as are necessary to accomplish its mission.

B. The Board of Directors will be comprised of 13 to 15 members appointed by the City Council of Oil City. Any vacancies on said Board shall be filled by City Council as recommended by the Arts Council Board. City Council of the City of Oil City may appoint a member of City Council to serve as a member of the Board of Directors. The City of Oil City may appoint a city employee as a member of the Board of Directors.

C. The initial directors and those elected or appointed thereafter shall serve for an undefined period.

D. The Board of Directors will certify and approve all non-budgeted monies to be expended.

E. The Board of Directors will develop and maintain activities and duties pertaining to the General Membership.

F. The Board of Directors will determine the duties of all appointees appointed by the Board of Directors for any purpose. Any appointee's services may be terminated by majority vote of a quorum of the full membership of the Board of Directors, and they may appoint successors to those persons whose services have been terminated.

G. The Board members will be required to attend all regular meetings unless excused by the President. Four (4) unexcused absences within a twelve (12) month period will be cause for dismissal from the Board of Directors. A Board member so dismissed shall be notified in writing by the Corresponding Secretary.

H. In addition to attending regular meetings, each Board member is expected to participate in a major way in the activities of the Arts Council during a given years' time.

I. By a two-thirds vote of the Board of Directors, a long-standing board member who has given exemplary service but is no longer able to attend meetings and participate fully may become an Associate Member of the Board. An Associate Member may attend Board meetings and participate in Board activities but will not be considered a voting member.

Section 2. A. The officers will consist of President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

B. The officers will be elected annually in December.

ARTICLE IV DUTIES OF OFFICERS

Section 1. A. President: The President will preside at all meetings of the Board and will have the duties and powers nominally pertaining to the office of President in addition to those particularly specified in the job description for the office. (attached)

B. The President will, subject to the approval of the Board of Directors appoint such Standing Committees (i.e., Program, Membership) and Special Committees which in the Board's judgement are deemed necessary.

Section 2. Vice-President: The Vice-President will have the duties and exercise the power of the President in case of the President's absence or termination of office. Additional duties are outlined in the job description. (attached)

Section 3. Recording Secretary: The Recording Secretary will keep a record of all meetings of the Arts Council and of all matters of which a record will be ordered by the Board of Directors. The Recording Secretary will keep a roll of the members of the Arts Council (including the Board of Directors and the General Membership) with their addresses, and carry out such other duties as prescribed in the attached job description. See job description. (attached)

Section 4. Corresponding Secretary: The Corresponding Secretary will prepare written communications as directed by the Board of Directors. See job description. (attached)

Section 5. Treasurer: The Treasurer will report to the Board at every meeting the condition of the Arts Council's finances and every item of receipt or payment not before reported. Because the finances of the Oil City Arts Council are intertwined with the City of Oil City, the office of Treasurer is defined within the context of established City procedures. Therefore, the deposit of funds and payment of bills, as well as the management of an investment account, will be handled by the employees of the City of Oil City. The books will be open at all times to the inspection of the Board of Directors and funding agencies. See job description. (attached)

ARTICLE V MEETINGS

Section 1. Regular meetings of the Board of Directors will be held on the 1st Tuesday of each month at a time to be announced.

Section 2. Seven members of the Board of Directors will constitute a quorum. The majority vote of the quorum present and voting will rule.

Section 3. The President will have the authority to call Special Meetings. Seven Board members must be present to transact any business.

Section 4. Special Meetings may also be called upon receipt by the President of a written request signed by at least one-half of the membership of the Board of Directors. Written notice of such a meeting will be mailed at least five days prior to the date of the meeting. Notice of the meeting will state the purpose of the meeting and no other business will be transacted at said meeting.

ARTICLE VI
COMMITTEES

Section 1. Standing Committees shall consist of: Program Committee, Membership Committee, Nominating Committee, Finance Committee, Arts Committee, Marketing Committee, and such ad hoc committees as needed.

ARTICLE VII
FINANCES

Section 1. The fiscal year of the Arts Council will extend from January 1 to December 31.

Section 2. An annual Operating Budget will be prepared by the Finance Committee in cooperation with the Community Development Department starting in August and approved by the Board of Directors in September.

Section 3. All bills will be paid in accordance with the regulations of the City of Oil City.

Section 4. A budget for all major activities must be prepared by the committee in charge and approved by the Board of Directors prior to that activity.

ARTICLE VIII
AMENDMENTS

Section 1. Amendments to the By-Laws governing the Arts Council may be proposed by any member of the Board of Directors at any regular Board of Directors' meeting. Such amendments must then be passed by a two-third vote of the Board of Directors. The proposed amendment may not be voted upon until the next regular meeting.

ARTICLE IX
DISSOLUTION

Section 1. In the event of the dissolution of the Arts Council, whether voluntary or involuntary, or by operation of law, none of the property of the Arts Council will be distributed to any member of the Arts Council. After payment of any debts of the Arts Council, its property and assets will be given to a non-profit organization or the City of Oil City as agreed upon by the Board of Directors, who shall request the use of the property and assets be restricted to the purposes and mission of the Arts Council.

**OIL CITY ARTS COUNCIL
BYLAW ATTACHMENT**

Approved: 9-4-2018

**OIL CITY ARTS COUNCIL
PRESIDENT**

Conducts all Board meetings and schedules executive sessions as required and prepares agendas for each meeting

Ensures that the bylaws of the Council are enforced and that the bylaws are reviewed and revised as necessary

Selects committee chairmen, serves as an ex-officio member of all committees, ensures that the committee chairmen are completely informed of their responsibilities, and monitors committee projects to ensure that the work of the Council proceeds in a timely fashion

Works in cooperation with all Board members in the recruitment of new Board members

Arranges for an orientation for all new Board members

Works in cooperation with all members of the Board to ensure that all members of the Board are involved in the work of the Council

Works in cooperation with the Treasurer and the City to ensure that the Arts Council meets all fiduciary responsibilities

**OIL CITY ARTS COUNCIL
VICE-PRESIDENT**

Fulfills the responsibilities of the President when the President is absent or unable to serve

Fulfills specific responsibilities assigned by the President

**OIL CITY ARTS COUNCIL
RECORDING SECRETARY**

Distributes to each Board member and the Oil City Bureau of Planning and Community Development, the agenda which has been prepared by the President

Records the transactions of each Arts Council meeting and executive session, prepares an official copy of the minutes and prior to each Board meeting furnishes a copy to the Oil City Bureau of Planning and Community Development and to all Board members

Ensures that the minutes include the time and place of all Board and Executive sessions, the names of those present, and a record of action taken

Maintains a roster of the Arts Council Board members and records their attendance at meetings of the Board and Executive sessions

Maintains a copy of Arts Council lists as assigned, e.g. Membership list, Artist List

Prepares correspondence as assigned

**OIL CITY ARTS COUNCIL
CORRESPONDING SECRETARY**

Will respond accordingly to all necessary incoming and outgoing correspondence as assigned by the President

**OIL CITY ARTS COUNCIL
TREASURER**

Because the finances of the Oil City Arts Council are intertwined with the City of Oil City, the office of Treasurer is defined within the context of established City procedures. Therefore, the deposit of funds and payment of bills, as well as the management of an investment account, will be handled by the employees of the City of Oil City.

The Oil City Community Development Department, as designated liaison with the Arts Council, will send to the Arts Council Treasurer, a monthly copy of all deposits and requisitions prior to each Board meeting. The Treasurer will be notified by the Community Development Office about the balance in the investment account upon request.

The specific duties of the Arts Council Treasurer are as follows:

Prepares a monthly financial report, as up to date as possible, to present to the Board of the Arts Council at its monthly meetings

Annually, in August, with the assistance of the Arts Council Board and the Oil City Community Development Department, begins to prepare a yearly program budget for approval and inclusion in the City of Oil City's annual budget

Annually, in September, prepares a letter to be directed to the City Council of the City of Oil City to request Arts Council funding for the ensuing year.

By March, submits a letter to the City Manager requesting that the supportive funding be moved to the Arts Council account

Prepares expense summaries, as required, to fulfill the requirements of grants received for various Arts Council activities