



Established in 1972

lambethartassociation@gmail.com

**Lambeth Art Association
London, Ontario**

Policy and Procedure Document

Effective: *September 23, 2024*

1. Articles defined in the Constitution are primary in conducting the administration and execution of Lambeth Art Association (hereinafter known as the LAA) activities.
2. Articles defined in the Constitution are reviewed by the Executive annually and amendments are presented to the membership as defined in Article #6 of the Constitution.
3. Policy is a standard that has been established by a vote of the membership with regard to issues where specific stances have been adopted by the LAA and are stand-alone points within this document.
4. Changes to the Policy will be added, revised or deleted by the secretary and the revision date documented on the specific policy change to maintain a current document.
5. Officers' Duties outlined in this Policy are the functions performed by the Executive Committee and appointed Conveners.
6. The Executive Committee and appointed Conveners will complete job descriptions for their area of responsibility and these are to be collected centrally. Incumbents should review and update these descriptions annually and report their completion as directed by the Executive Committee.
7. The current Policy and Job Descriptions documents will be maintained on the members' section of the Website.

Officers:

1. The LAA shall be governed by the Executive Committee as defined in the Constitution.
2. The Executive Committee reviews and oversees appointed Conveners and Committees responsibilities as defined under Duties of Officers.
3. Signing officers shall be the Treasurer, the President and the Vice-President. Only one signature is required if cheque amounts are \$1000 or less. Financial records and statements will be subject to an independent annual review by a capable member appointed by the Executive Committee.
4. The Executive Committee has discretion regarding:
 - the approval of assistants for Conveners to help in their duties;
 - membership commitment to a minimum level of participation for LAA operations;

- giving past members who resigned in good standing and who served one or more terms on the Executive preferential consideration in re-joining the LAA;
- status of members with minimum attendance issues due to health or other issues;
- other membership issues that may rise from time to time.

Duties of Officers:

1). President:

- shall preside over general and executive meetings;
- shall oversee general supervision of the LAA;
- shall be an ex officio member of all committees except the Nominating Committee;
- shall act as the spokesperson for the LAA.

2) Vice-President:

- shall learn the President's role to maintain consistency of operations for their term as President;
- shall assist the President;
- shall perform the President's duties in the President's absence;
- shall head up the annual review by the Executive Committee of the Constitution and Policy and Procedure documents.

3) Immediate Past President:

- shall perform the duties of the President in the absence of the President and Vice-President;
- shall act as chair of the Nominating Committee;
- shall be a confidential person of contact regarding code of conduct issues.

4) Secretary:

- shall keep a record of proceedings of all meetings.
- shall have charge of the records and documents pertaining to the business of the LAA;
- shall deal with all correspondence;
- shall have the authority to make minor corrections to documents.

5) Treasurer:

- shall have charge of all records for the financial business of the LAA and keep accurate records using generally accepted accounting practices;
- shall have custody of the LAA funds at a financial institution selected by the LAA;
- shall pay all accounts on behalf of the LAA as authorized by the Executive Committee;
- shall maintain a record of LAA assets and who may be holding them on behalf of the LAA;
- shall update the members during General Members' Meetings with current financial statements;
- shall arrange for payment **devices** for the annual art show and **audit** the show sale results;
- shall receive budget proposals from Convenors and prepare an annual operational budget proposal for executive approval and membership ratification;
- at each general meeting, shall provide members with an update on the club's cash position and monies received and disbursed since the previous meeting;
- shall present an annual financial statement showing all monies received and disbursed during the year, at the September meeting;

- shall make available the financial records and financial statements to another member of the LAA as determined by the Executive Committee for an **annual audit review**. NOTE: Highlighted sections are under review and will be voted on by the membership in February 2025.

6) Membership Convenor:

- shall work with the Treasurer to record membership fees;
- shall make and issue name tags;
- shall keep an accurate membership list and distribute to the Executive and membership;
- shall provide new members, by email, the Constitution and Policy and Procedure Documents (the Code of Conduct is contained within the Policy and Procedure document);
- shall provide hard copies to the Telephone Convenor for distribution to non-email members;
- shall distribute information provided by the Executive and Convenors to LAA members via the most recent electronic membership list;
- shall have an emergency contact plan in the event of emergencies (last minute meeting cancellations due to weather, power outage, etc.);
- shall provide new members with the LAA website members' password so they can remain current on member activities;
- shall keep a current record of the membership waiting list.

7) Program Convenor

- shall arrange for guest speakers and/or activities at general meetings;
- shall ensure equipment is in place and working;
- shall introduce and thank guest speakers;
- shall co-ordinate with the Treasurer for honorariums paid to guest speakers;
- shall ensure members have access to the meeting where controlled entry exist;
- shall keep and maintain equipment relevant to the presentation of programs.

8) Workshop Convenor:

- shall prepare a budget proposal to be presented to the Treasurer for the workshops planned for the year;
- shall organize and schedule workshops;
- shall inform non-member organizations when openings are available;
- shall co-ordinate with the treasurer payment for facilities, instructors, and any associated expenses;
- shall ensure the facility is left as agreed with the owner.

9) Show Convenor:

- shall be responsible for planning and coordinating the Annual LAA Show and Sale;
- shall prepare a budget proposal to be presented to the Treasurer;
- shall have the show team assembled by the January meeting;
- shall maintain the Annual Art Show and Sale Manual;
- shall use the provided record of members' attendance to establish Annual Art Show eligibility.

10) Social Media / Publicity Coordinator:

- shall co-ordinate the LAA website, Facebook page, and Instagram vehicles to maintain consistency of the LAA brand;

- shall publicize relevant activities such as LAA activities, shows and events;
- shall collect and forward email through LAA Social Media service to appropriate parties;
- shall ensure LAA on-line documents are current and new information, documents, registrations, guidelines, etc. are released promptly;
- shall inform Executive of expenses for approval.

11) Trip Convenor:

- shall explore art travel opportunities by soliciting the membership for interest and arranging through a professional travel company;
- shall submit a budget proposal to the Executive Committee for approval;
- when trips are arranged, shall solicit from other clubs to fill roster if spots are available.

12) Social Convenor:

- shall organize and coordinate refreshments at General Meetings;
- shall organize and coordinate any planned LAA dinner meetings.

13) Telephone Convenor:

- shall provide all members without computer access with updated information (i.e. meeting date and location, agenda and minutes, cancellations).

Code of Conduct

All members of the Association shall be bound by this Code of Conduct.

Members have a right to:

1. be treated fairly, equally and respectfully by the LAA and by other members;
2. socialize in an environment free from all forms of harassment and discrimination;
3. privacy and confidentiality concerning records, documentation and any other communication containing a member's personal information, unless consent is otherwise provided;
4. be informed and actively involved in all club events and offerings;
5. voice their opinions, requirements and suggestions to the LAA.

Members must:

1. contribute fairly of their time and expertise through participation in LAA meeting, events and activities;
2. treat other members, guests and participants, fairly, equally, respectfully and with courtesy;
3. act responsibly and ethically to ensure their conduct will not injure the reputation of the LAA, its events, organizers, members or participants;

4. report inappropriate member behavior to the LAA executive via the Past-President for action and follow-up;

5. inform the Membership Convenor of any objection to sharing their name, address, phone number and email.

Breaches of this Code of Conduct:

1. Any member not behaving in accordance with the terms of the Code of Conduct at an LAA event will be asked to leave the function with no consideration.

2. The inappropriate behavior of any members will be investigated, discussed and an appropriate course of action will be taken by the Executive, which may subject the offender to a reprimand, suspension, revocation of membership, or other action.

Meeting Procedure Considerations

Robert's Rules will be used as a guideline; the following are minimum standards:

1. The President will control meetings and identify members who wish to address the membership.

2. Members are to stand and state their name when addressing membership.

3. Issues raised by the membership, will be followed by discussion and the development of a motion to be moved and seconded and a vote conducted by a show of hands of those in favour and not in favour. The President will determine by count which will carry.

4. To ensure all can hear discussions, members will stand to speak if able, and use a microphone if available. Members will address the membership when their access to the floor is granted by the President chairing the meeting.

5. Issues passed shall have a two-year period of grace before they may be raised again to prevent an issue from being raised repeatedly.

6. Membership presentations using visual aids should endeavor to use large fonts to ease viewing by the membership.

Honorary Membership:

1. Honorary membership may be offered by the Executive Committee to regular members who have been LAA members for a minimum of twenty years and who have provided exemplary service to the LAA.

2. Honorary members shall enjoy all the benefits of regular membership.

3. Honorary members are not required to pay the annual membership fee, to work at the annual art show, or to attend a minimum of meetings.
4. While minimum attendance requirements for full show-participation still apply, honorary members with less than that minimum may still enter three pieces of work.

Protocol Recognizing the Passing of a Member:

1. In the event of the passing of a current or former member, the Executive is to be informed. The President will inform the membership by group email, a post on LAA social media and/or at the monthly meeting.
2. The Secretary will send a sympathy card to the family on behalf of the LAA.
3. The Treasurer, on behalf of the LAA, will arrange a donation of \$50.00 to the charity of choice.

Show and Sales Policy:

1. All work must be original (no reproductions allowed) and may be in any fine art medium except photography. Photography is only accepted as part of a mixed media or collage piece. (Revised Sept. 23, 2024)
2. Once work is exhibited in a LAA Show, it may not be shown again in a subsequent LAA Show.
3. The Show Committee will have the final decision in accepting a particular painting for a Show.
4. Work will be submitted at the owner's risk.
5. In order to exhibit, a member must have paid the annual fees and attended at least three meetings during the current year (May through April). New members who have not attained this minimum are permitted to participate, based on the number of meetings attended (three paintings for one meeting, six paintings for two meetings and ten for attending three meetings, subject to painting size).
6. Show exhibitors are required to work several shifts at the Show. Exceptions will be made at the discretion of the Executive. (Non-exhibiting members are encouraged to contribute to the operation of the show.)
7. The Annual Art Show and Sale Manual is one of the Procedural documents referred to in Policy # 5 in the first section. This manual defines the show plan, practices, routines and contacts for the Show Committee. The Show Committee must update the manual yearly prior to the May meeting and return it to the Secretary to have on-line instructions updated and available for the Show Convenor at the September meeting.
8. The Show Convenor shall be appointed as soon as possible each year in order to organize Subcommittees and Convenors.

9. Failure to have a Show Convenor by the January meeting will result in the deferral of the show for one year.

10. Other LAA sales and exhibitions may be added throughout the year as opportunity presents; they are to be governed by similar rules.

Approve and Amend the Policy and Procedure:

1. This Policy and Procedure Document supersedes all previous Policy and Procedure Documents.

2. It may be amended and replaced by a two-thirds majority vote of the members present at a meeting including those providing a written proxy.

3. Notice of a motion to amend must be given no later than the previous general meeting.

4. Following the requirements of the previous Policy and Procedure Document of the LAA and duly voted upon and passed by two-thirds of the membership present and those providing a written proxy, this Policy and Procedure and becomes effective:

Dated: September 23, 2024

Signed:

(President) _____ Date _____
Walt Klisht

(Vice-President) _____ Date _____
Beth Stewart

(Secretary) _____ Date _____
Elizabeth Staton

NOTES:

Policy and Procedure # 4 was removed Sept. 23, 2024 as it contradicted the “Approve and Amend the Policy and Procedure” section of this document.

Show and Sales Policy # 1 was revised Sept. 23, 2024 to previous version.