

NORTHVILLE ARTS COMMISSION

BYLAWS

ARTICLE I

ESTABLISHMENT, PURPOSE, RESPONSIBILITIES

Section 1.0 – Establishment

This organization shall be known as the Northville Arts Commission (NAC).

Section 1.1 – Purpose

To foster creativity and enrich our community through the arts by advising, encouraging, developing, promoting and supporting activities and events in all areas of the arts.

Section 1.2 – Responsibilities

The responsibilities of the NAC are to:

1. Attend all NAC meetings, monthly and special.
2. Review and recommend annual budget process, including goals and objectives of the NAC.
3. Recommend, advise and advocate arts activities and events, particularly those directed by the Northville Art House.
4. Review NAC bylaws every two years on even years.
5. Each NAC member must actively participate in at least one committee per their elected term as well as commit to a significant project of the Art House (i.e., Member meeting, First Friday supplies, Arts & Acts Artist Brunch, etc.)
6. Approve the spending of donation funds over \$250 as suggested by Art House Director.

ARTICLE II ORGANIZATION

Section 2.0 – Membership

The NAC shall be composed of no less than five and no more than nine members. Each member shall have one vote. Members of this Commission shall be appointed by the Mayor with the approval of City Council. A majority vote of current NAC members may make a recommendation of potential members to City Council.

Section 2.1 – Qualifications of Commissioners

A Commission member must:

1. Be a resident or business owner within the City of Northville or the Charter Township of Northville; or reside within the Northville Public School District; or be an arts advocate for the community.
2. Have demonstrated tangible evidence of his/her interest in the arts.
3. During the term of office, each member of the NAC is expected to play a significant role on the NAC – as an officer, a project coordinator or a major contributor to several projects. Non-participation gives the NAC the option to recommend a vote of removal.
4. Commissioners will receive no compensation for their volunteer services.

Section 2.2 – Terms

NAC members shall be appointed for three year terms that are staggered. All terms run from July 1 through June 30. Upon the resignation of a member, the NAC may seek a member to recommend to City Council for the remainder of the expired term.

Section 2.3 – Absences

Any NAC member may be recommended for dismissal after three absences at regular meetings of the NAC during an annual period, where such absences have not been excused.

Section 2.4 – Officers

The NAC officers shall consist of a Chairperson, Vice-chairperson and Secretary. This Executive Board may meet independently to discuss NAC matters on policy and procedure. Elections shall be held every two years in odd years at the June NAC meeting with all positions becoming effective on July 1 of that year.

The Chairperson shall:

1. Assist in the preparation of the monthly agenda;
2. Preside at all regular and special meetings of the NAC;
3. Assist the Director when necessary;
4. Attend City meetings when appropriate;
5. Appoint committees as needed;
6. Oversee the staffing of the Director position and approve timesheet;
7. Have the privilege of discussing all matters brought before the NAC;
8. Have the same voting rights as any other Commissioner;
9. Appoint and/or chair a Personnel Committee to perform an annual review of Director. This Committee would recommend to the City Manager to hire or terminate the Director position.

The Vice Chairperson shall:

1. Act in the event of the Chairperson's absence;
2. Serve as Chairperson for the Bylaws Committee and one other committee needing a chairperson.

The Secretary shall:

1. Preside over meetings in the event that both the Chairperson and Vice-Chairperson are absent;
2. Record and disperse minutes of all regular and special NAC meetings in such manner as the City Clerk directs and consistent with the records of other City boards;
3. Alert the City Clerk and Art House staff in a timely manner if meetings are cancelled and post appropriate signage at the Art House.

ARTICLE III COMMITTEES

Section 3.0 – Committees

As needed, the Chairperson or Art House Director may establish committees for long or short term focus on issues or projects. Current standing committees include Bylaws, Exhibits and Finance.

Section 3.1 – Appointment and Membership to Committees

The Chairperson shall appoint a chairperson for each committee and the committee may appoint members. Each committee shall consist of at least one member of the NAC. Committee reports will be presented at monthly NAC meetings.

ARTICLE IV MEETINGS

Section 4.0 – Regular Meetings

The NAC shall meet once a month, unless formally cancelled by agreement of the majority of the NAC.

Section 4.1 – Special Meetings

Special meetings may be called at the request of the Chairperson, the Art House Director or two members of the NAC.

Section 4.2 – Notice of Meetings

The Officers and NAC members shall take due notice of the State of Michigan Open Meetings Act and shall take no action inconsistent with it.

Section 4.4 – Quorum

A simple majority, or 51% of the NAC members, shall constitute a quorum and shall be necessary to vote on policy and procedures.

Section 4.5 – Procedure

Parliamentary procedure shall be governed by Robert's Rules of Order except as provided otherwise in these Articles.

ARTICLE V
FISCAL YEAR

Section 5.0 – Fiscal Year

The fiscal year for the NAC will begin July 1 and end June 30 of the following year.

ARTICLE VI
MANAGEMENT

Section 6.0 – Northville Arts Commission

The NAC shall serve in an advisory capacity to the Art House Director.

The NAC shall approve donation money over \$250 to enhance activities, operation, or improvement to the Northville Art House as suggested by the Art House Director.

The Executive Board of the NAC will supervise, recommend, and advise the Art House Director.

Section 6.1 – Art House Staff

The Director of the Northville Art House shall be the Department Head for the Northville Art House, implement and supervise administrative decisions consistent with the budget, and oversee daily operations, program development and budget.

Staff shall be responsible for all duties as set forth in the current job description for staff positions. The Director is responsible for supervising, hiring and dismissing all additional staff personnel required within the Art House.

Section 6.2 – Salaries and Benefits

The Director shall recommend wages, salaries and benefits of employees of the Northville Art House. The Executive Board of the NAC and the Financial Committee shall recommend to the City Manager wage and salary schedules for staff consistent with the approved budget.

ARTICLE VII
FUNDING

Section 7.0 – Funding


Budget for NAC and Northville Art House shall be funded through contributions, memberships, fees for classes and programs, fundraisers, donations and grants.

ARTICLE VIII
AMENDMENTS

Section 8.0 – Amendments

These bylaws may be amended by a simple majority vote of the NAC at a regular NAC meeting, subject to approval of the Northville City Council. Previous notice of any amendment proposal shall be given at least one meeting before action is taken.

Approval is hereby given on the Bylaws of the Northville Arts Commission.



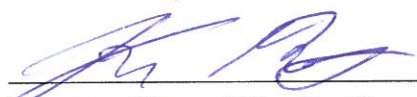
Chairperson

Date: 8/22/16



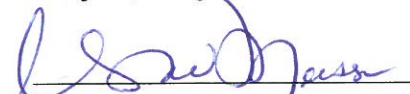
Vice Chairperson

Date: 8/22/16



Mayor, City of Northville

Date: 9/6/16



Clerk, City of Northville

Date: 8/22/16

Approved by Northville City Council: 8-15-16
(Date)