

GREATER DOVER ARTS COUNCIL

BYLAWS

ARTICLE I - Name

The organization shall be known as the Greater Dover Arts Council. (GDAC)

ARTICLE II - Purpose

The Greater Dover Arts Council will:

Encourage program development in the visual, performing, cinematic and literary arts by assisting artists and arts organizations;

Foster collaboration and communication among various visual, performing, cinematic and literary artists and arts organizations;

Promote the arts by acting as Arts Ambassadors or advocates for the visual, performing, cinematic and literary arts;

Provide resource information and a community arts calendar.

ARTICLE III - Membership

Section 3.01 - Appointment of Board Members

GDAC Board members are appointed by the Mayor of Dover.

Section 3.02 - GDAC Board Terms of Office

The term of office for each Board member shall be two years, unless reappointed by the Mayor for another 2-year term.

Section 3.03 - Vacancies

In the event of a vacancy on the GDAC Board, the Mayor will appoint a new Board member to complete the vacant term.

Section 3.04 - Required Attendance

GDAC Board members must attend one more than 50% of meetings held in a year.

Section 3.05 - General Members

General, non-voting membership is open to any interested person, including visual, performing, cinematic and literary artists and members of both for-profit and non-profit arts organizations.

ARTICLE IV - Organization and Government

Section 4.01 - Number of Board Members

The GDAC Board includes no fewer than 8 and no more than 12 appointed members.

Section 4.02 - Appointment of Chair

The Chair of the GDAC shall be appointed by the Mayor.

Section 4.03 - Election of Vice-Chair

Board members will elect a Vice-Chair at each annual board meeting. An absentee vote may be submitted to the Chair in person, by fax, by email, or by U.S. mail.

Section 4.04 - Liaison to Mayor

The Director, Dover Public Library for the City of Dover shall have a seat on the GDAC in order to serve as liaison to the Mayor.

Section 4.05 - Secretary

The GDAC Secretary is a city employee assigned by the Director, Dover Public Library.

Section 4.06 - Historian

The Director, Dover Public Library for the City of Dover shall act as GDAC historian and keep a brief history of the organization, which shall be available to the public.

Section 4.07 - Operating Year

The GDAC shall operate on a July 1 - June 30 year.

ARTICLE V - Meetings

Section 5.01 - Number of Meetings

The GDAC meets at least 5 times per year. In addition, the GDAC shall convene 2 general membership meetings.

Section 5.02 - Annual Meeting

The annual meeting of the GDAC Board will be held in the month of October, which is Arts and Humanities Month.

Section 5.03 - Special Meetings

The Chair may call special meetings of the GDAC Board.

Section 5.04 - Voting

A quorum shall consist of one-half plus one members of the GDAC Board.

Section 5.05 - Rules of Order

Robert's Rules of Order (Revised) shall be the authority on all questions of procedure not otherwise covered in the BYLAWS. The Chair shall appoint a Parliamentarian.

ARTICLE VI - Committees

Section 6.01 - Establishing a Committee

The GDAC Board will establish committees on an as-need basis, and will serve as the executive authority of GDAC committees.

Section 6.02 - Committee Appointments

Committee members may include any interested and qualified party appointed by the Chair.

ARTICLE VII - Amendments

Section 7.01 - The Amendment Process

Amendments to the BYLAWS of the GDAC shall be voted on by the GDAC Board members.

Section 7.02 - Proposals of an Amendment

Proposals for amendments shall be put in writing and submitted to the GDAC Board three weeks prior to its presentation at a meeting. Submission may be by U.S. Mail, fax, or email.

Section 7.03 - Voting on an Amendment

A simple majority of the votes cast is required for passage of an amendment.

ARTICLE VIII - Financial Record Keeping

Section 8.01 - Fiscal Year

The fiscal and administrative year shall commence on the first of July of each year and shall end on the last day of June of each year.

Section 8.02 - Annual Budget

The GDAC Board shall develop the annual budget of the GDAC, and submit its budget to the Mayor.

Section 8.03 - GDAC Board Approval of Expenditures

The GDAC Board shall approve all expenditures and a quorum of the GDAC Board must be present to conduct financial matters.

Section 8.04 - Responsibilities of the City of Dover

- (a) The City of Dover shall handle the recording and accounting of the receipts, payments assets, and other financial transactions of the GDAC.
- (b) Funds will be kept in a separate interest-earning bank account.
- (c) The City will provide a quarterly report, which will show quarterly and year-to-date figures for the receipts and expenditures. These figures will be shown with the budget and related percentages.
- (d) The City will also provide an annual income statement and balance sheet for the fiscal year ending June 30.
- (e) All payments will be made in conformance with payment and approval guidelines of the City of Dover.
- (f) All the financial transactions will be handled according to the strict financial controls already in place within the City.

Revised: September 18, 2014

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