



**THE CONSTITUTION
OF
ARTISANS NORTHWEST**

ArtisansNorthwest.ca

Last Revisions: March 2023

THE CONSTITUTION OF ARTISANS NORTHWEST

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THE CONSTITUTION OF ARTISANS NORTHWEST

I NAME:

The name of the Organization shall be Artisans Northwest, referred to hereafter as the Organization or ANW.

II PURPOSES:

1. to stimulate interest in quality arts and crafts through exhibition and demonstration.
2. to provide a forum for the exchange of ideas, information and to encourage further artistic endeavors.
3. to maintain a diverse spectrum of arts and crafts.
4. to encourage a high standard of quality, originality and design in workmanship
5. to provide a professional outlet for juried local artists and artisans.(Canadian)
6. to be a non-profit organization.

III MEMBERSHIP:

1. A member shall be defined as, but not limited to, any person who is actively involved in the design, construction or completion of an original art or craft that has been juried and accepted by the Selection Committee of Artisans Northwest. A business may not be a member as a business name; but rather as its individual artisan.
2. Terms and Conditions of Membership shall include the following:
 - (a) acceptance of the individual's original art and/or craft by the Selection Committee;
 - (b) annual dues that are received within 15 minutes prior the start of the AGM
 - (c) new members will pay full dues for the current year upon acceptance into the Organization;
 - (d) members remiss in payment of dues will be required to submit items for re-jurying with no exceptions
 - (e) participation in the Annual Art and Fine Craft Show and agreement that a member who has not entered the annual show for one (1) year, unless this absence has had the prior approval of the Executive Committee, will not have their application for membership renewed. For extenuating circumstances, a member must make a request in writing to the Executive for a one (1) time only one (1) year extension explaining the reason for his/her absence at the Show. The extension may be granted at the discretion of the Executive. The Data Base Chair will be responsible for tracking member participation in the annual show.
 - (f) a member in good standing is a paid up member not in violation of any of the Terms and Conditions of the Constitution and By-Laws.
 - (g) Members who are newly accepted into ANW must participate in the show in the year they are first accepted. Failure to do so will result in their membership lapsing. The member may be reinstated by paying the equivalent of the jury fee plus the membership fee for the year immediately following their acceptance year, but will not have to be re-juried, assuming their product line is identical to what they were originally juried for.

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- (h) Members must use the social media naming conventions and abide by the social media rules as defined by the Digital Presence Committee.
- (i) Members must supply the Digital Presence Committee with a brief biography and good quality digital images of their work for use on the website and social media platforms.
- (j) All communication with the ANW members as a group must go through the Database/Communications Chairperson and will be approved by the executive. No individual member may mass email the membership as a whole.

3. Members shall be afforded the following privileges:
 - (a) the opportunity to participate in official functions
 - (b) the right to hold elected positions within the organization
 - (c) the ability to be promoted on all ANW digital presence and link their own digital presence with those of ANW
4. When a member is in violation the Terms and Conditions of membership, the following steps shall be taken by the Executive Committee:
 - (a) A member will be given a verbal notification of their infraction.
 - (b) After a / second infraction, the member will receive written notification that their show application will not be accepted for the upcoming year.
 - (c) After a third infraction, membership renewal(s) will not be accepted.
 - (d) An appeal by the member(s) must be submitted in writing to the Executive Committee within thirty (30) days after receiving a notice of suspension.
5. Members shall receive a copy of the Constitution and By-Laws at the time they are juried and accepted into the membership; or be told to download it from the ANW website.
6. Associate Membership
 - (a) Past members of Artisans Northwest can apply to become an associate member
 - (b) Associate members can attend general meetings but will not serve on committees, and will not be allowed to vote in the organization
 - (c) Associate members will pay the full cost of membership in the organization.
 - (d) To become an associate member, the individual must agree to provide volunteer hours for the organization.
 - (e) An associate member wishing to become a full member of Artisans Northwest will not receive any special privileges and must go through current processes for jurying and acceptance into the organization.
 - (f) An associate member will not use the position to lobby on behalf of any organizational change or on behalf of any business.

IV OFFICERS:

1. All Executive Officers of the Organization will be members in good standing.
2. The primary responsibility of the Executive Officers is to uphold the terms and conditions of the Constitution and By-Laws of the Organization.

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3. The Executive Committee of the Organization will be comprised of the President, Vice-President, Past-President, Recording Secretary, Treasurer, and all Committee Chairpersons.
4. The President will preside at all Executive Committee and regular meetings of the Organization.
5. The Vice-President will assist the President as necessary.
6. The Secretary will record the official minutes of the Executive Committee and general meetings in the format provided by the Executive committee.
7. The Treasurer will be responsible for all financial transactions on behalf of the Organization and will keep up to date records and provide a financial statement at each business meeting.
8. The Committee Chairperson will attend all executive meetings and report on behalf of their committee.
9. A member of the Executive may be called upon to fill a vacancy on any committee including the Chair until a replacement can be named at the next General Meeting.
10. In the event an officer is unable to complete their term of office, the executive has the discretion to fill that position until a replacement can be named at the next general meeting.

V ELECTION OF OFFICERS:

1. Every effort will be made to present a slate of officers for ratification at the AGM.
2. Nominations may be made from the floor and must be seconded and have the consent of the member nominated. Proxy nominations must be submitted to the Executive prior to the start of elections.
3. Unopposed candidates are considered elected without a vote being taken.
4. Ballot results of the vote will be announced immediately after the close of the vote at the meeting by the returning officer. The candidate receiving the most votes is elected.
5. In the event of two or more candidates receiving the same number of votes, members of the Organization shall decide on a means of breaking the deadlock at that meeting.

VI MEETINGS OF THE ORGANIZATION:

1. There shall be at least two (2) business meetings of the Organization every calendar year including the Annual General Meeting.
2. The AGM will be held on or before March 15th each year. In the case of extenuating circumstances, the membership will be informed, along with the reason for the delay.
3. Special meetings of the Organization may be called at any time by any two members of the Executive or any group of five or more members. The President or Database/Communications Chair must be given notice in writing of this call at least two weeks in advance of the proposed meeting. Such notice must state the purpose of the meeting and must be signed by members making the call.
4. Notice of business meetings will be provided to all members at least ten days in advance of the meeting.

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5. Notice of special meetings, with an agenda, shall be forwarded by the Secretary to all members at least three days in advance of the meeting.
6. Minutes of each meeting shall be approved by the membership at the following business meeting of the Organization.

VII PROCEDURES:

1. The procedures of the Organization are in accordance with general parliamentary law, as stated in H. M. Robert's Rules of Order, except where otherwise provided in the Constitution or By-Laws.
2. Motions to substantially change existing policies or to create new policies shall be subject to notice in writing at least two weeks before the business meeting at which the item is to be presented.

VIII METHODS OF AMENDING THE CONSTITUTION:

1. Any motion to appeal, add to, or amend the Constitution must be presented at the Annual General Meeting of the Organization. The Executive Committee must receive written notice of such motion, at fourteen (14) days before the Annual General Meeting at which it is to be presented. All members of the Organization will be notified of such a motion, in writing by the Executive, at least seven (7) days before the Annual General Meeting.
2. A two-thirds majority of the eligible votes at the meeting will be required to appeal, add to, or amend the Constitution.
3. Eligible votes include those in attendance plus proxy votes.
4. Emails will be considered written notice.

IX DISSOLVING ARTISANS NORTHWEST:

- **Process for dissolving:**

The entire membership must be informed two months prior that a vote will be conducted on whether or not to dissolve Artisans Northwest. Regular Constitution amendment rules apply to that meeting and vote.

- **Disposal of Assets**

In the event that the membership votes to dissolve Artisans Northwest the assets must be disposed of as follows:

- All tangible assets will be auctioned off at the final meeting after the vote in favor of dissolving.
- The proceeds will be deposited into Artisans Northwest's bank account.

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- If there are some items that do not sell then they will be donated to a charitable cause.
- Once all assets have been disposed of, then the Artisans Northwest bank account will be closed as soon as possible and the money donated to a charitable cause (charitable causes).
- The charitable cause choices will be selected by the executive and then will be voted on at the final meeting.
- All membership and selection committee information will be destroyed directly following the final meeting.
- Final financial records stay with the Treasurer for 7 years and then must be destroyed

X BY-LAWS

By-Law No. 1

EXECUTIVE COMMITTEE

1. NAME

There is to be a committee of the Organization known as the *Executive Committee*.

2. PURPOSE

- (g) The Executive Committee is responsible for all administrative, financial and organizational matters, and shall report on these matters to the members of the Organization on a regular basis.
- (h) The Executive Committee shall set the agenda for meetings involving the membership.
- (i) The Executive Committee shall ensure that all members are in compliance with the Constitution and By-Laws of Artisans Northwest.

3. MEMBERSHIP

- (a) The Executive Committee consists of the President as chairperson, the Vice-President, the Past-President, the Recording Secretary, the Treasurer and all Chairpersons of committees provided for in the By-Laws.
- (b) Members of the Executive Committee are elected in accordance with Article V of the Constitution and By-law #8.

4. MEETINGS

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The Executive Committee shall meet prior to each business meeting and at any time deemed necessary by the majority of the Executive members.

5. COMPENSATION

Members of the Executive Committee will receive a 25% reduction of the early bird single booth fee for the duration of their term, to be applied towards the current year's show.

By-Law No. 2

SELECTION COMMITTEE

1. NAME

There is to be a committee of the Organization known as the *Selection Committee*.

2. PURPOSE

- (a) The Committee will judge the work of all applicants as to suitability, in order to grant or refuse membership to the Organization. In judging, the following criteria will be considered:
 - i) Creativity and artistic merit
 - ii) Originality¹
 - iii) Aesthetic value
 - iv) Good craftsmanship
 - v) a balance of arts and crafts
- (b) The Committee will encourage new members to set up an interesting and stimulating display at shows using By-law #9 and Show Recommendations of The Constitution for setup.
- (c) If a member moves into a new medium², the new work must be juried and accepted by the Committee before an item can be offered for sale.
- (d) An Artisans Northwest member's new product(s) must be juried if any of the following apply:
 - (i) The new product differs from the member's current product mix either in its components, materials used to produce it or techniques used to produce it. The exception is if the new component is subordinate to the end product. (eg. the vase in a floral arrangement)
 - (ii) The new product falls into a different category. (eg. woodworker- scrollsawer, quilter, watercolour painter etc.)
- (e) Where two members have combined their individually juried work (s) to create one new piece, the decision of where the item will be sold / displayed is left to them.
- (f) The committee will set a quota for the number of members accepted into each medium / category. The committee, after receiving the updated membership

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list for each new business year, will review the membership list and collate the number of members in each category before entering into any jurying sessions for that new business year. The quota (s) will be updated after each subsequent jurying in that business year, be it either a jurying for new member(s) or jurying new work (s) for current members, in order to ensure that no one medium / category is over-filled at any given time.

¹ Pre-manufactured kits will not be accepted.

² Medium: The substance through which impressions are conveyed to the senses

3. MEMBERSHIP

- (a) The Committee consists of five (5) members with three (3) additional alternates.
- (b) The Chairperson of the Committee is elected in accordance with Article V of the Constitution and By-law #8 where other members are volunteers.
- (c) The Committee may seek advice or expertise from the general membership.

4. MEETINGS

- (a) Meetings will be held as required.
- (b) The Chairperson of the Committee will inform the applicant in writing or email of the decision reached by the Committee. A list of accepted/rejected applicants will be forwarded to the Executive as soon as possible, and another copy shall be placed into the permanent file of the Committee.
- (c) Letters of acceptance into the Organization shall be accompanied by a Membership Application form for the current year.
- (d) The Committee shall inform the members of the Organization of the newly accepted members at the following general meeting.

By-Law No. 3

ADVERTISING COMMITTEE

1. NAME

There is to be a committee of the Organization known as the *Advertising Committee*.

2. PURPOSE

- (a) To design and develop the advertising plan for each show.
- (b) To develop the advertising plan within the set budget.
- (c) To distribute the advertising to the members for mass distribution.

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3. MEMBERSHIP

- (a) The Committee consists of a maximum of three (3) members.
- (b) It is assumed the entire Artisans Northwest membership will take part in the mass distribution of advertising (i.e. posters, invitations, etc.)
- (c) The Chairperson is an elected member.

By-Law No. 4

DATABASE/COMMUNICATION COMMITTEE

1. NAME

There is to be a committee of the Organization known as the *Database/Communication Committee*.

2. PURPOSE

- (a) To keep and maintain the membership database
- (b) To e-mail / phone the membership in regards to:
 - (i) Regular meetings.
 - (ii) Special events or happenings occurring at meetings.
 - (iii) Advise members of arts related events or selling opportunities in the community

3. MEMBERSHIP

- (a) The Committee consists of a maximum of three (3) members.
- (b) All members are volunteers.
- (c) The Chairperson is an elected member.

By -Law No. 5

DIGITAL PRESENCE COMMITTEE

1. NAME

There is to be a committee of the Organization known as the *Digital Presence Committee*.

2. PURPOSE

- (a) To create, keep and maintain the ANW social media accounts including the website

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- (b) To coordinate the website and social media accounts as well as coordinating with the advertising committee

3. MEMBERSHIP

- (a) The Committee consists of a maximum of five (5) members
- (b) All members are volunteers
- (c) The Chairperson is an elected member
- (d) Members must have a working knowledge of at least 1 of the social media platforms or website design

By-Law No. 6

TERMS OF OFFICE

1. The officers of the Organization and Committee members assume office at the AGM.
2. Officers hold office for two years and may serve for no more than two consecutive terms unless there is an agreement from the membership to extend the term for 1 more year.
3. Committee members will serve for one year. Members of committees may serve for no more than two consecutive terms.
4. In the absence of any officer from a business meeting, the Executive Committee may appoint a member to fill that office for the purpose of that meeting of the Organization.
5. If at any time an executive office becomes vacant, the President may appoint a member to serve in that office until the next business meeting, when a replacement shall be elected by secret ballot.
6. If at any time a vacancy occurs on a committee, the Chairperson of that committee may appoint a member to serve on that committee.

By-Law No. 7

QUORUM

1. A quorum for a regular or special meeting of the Organization is eight (8) members.
2. A quorum for the Selection Committee is five (5) members.
3. A quorum for any other standing committee or special committee is the majority of the membership of that committee.

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By-Law No. 8

VOTING OF MEMBERS

1. At any meeting of the Organization, every motion shall be decided by a majority of the votes cast by members present at that meeting unless otherwise provided by the Constitution.
2. A vote by proxy will be allowed at any general meeting provided it is signed by a member in good standing and submitted to the Executive no later than when requested by the meeting chairperson.

By-Law No. 9

COMMITTEES

1. The Organization may set up such standing and special committees as deemed necessary to further the purposes of the Organization.
2. Standing committees shall consist of volunteers from within the membership.
3. The names, duties, size and methods of the election of all standing committees shall be specified in the By-Laws.
4. A special committee may be set up by motion at any meeting of the Organization. (Such a motion must specify the name, duties, size and method of election of that committee.)
5. All committee chairs will report on their committees' activities at the executive meetings of the Organization.
6. All committees will report on their activities to the membership of the Organization at the regular meetings.
7. With the exception of the Selection Committee, where it relates to recommendations / decisions made through the jurying process, no recommendation of any committee can take effect until it has been approved either by the Executive or membership at large.
8. All committees of the Organization will meet a minimum of once yearly.

By-Law No. 10

SHOW PROCEDURES

1. Each member is responsible for obtaining all required licenses and permits to operate in the city of Thunder Bay
2. The member must be compliant with any safety standards and regulations in the industry for which they sell products
3. Only juried items accepted by the Selection Committee, in the medium approved by the jury process, will be allowed for display and sale. Removal of non-juried items will be requested. This is in accordance to the Constitution, part III Membership, Section 4.

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4. All members participating in the show will staff their own booth. Each artisan will remain present for the entirety of the show. Individuals requiring a substitute may submit a written request to the Executive prior to the show date.
5. Official nametags and table signs must be displayed during the show. Business names, if any, must be secondary to the member's name and be placed below the member's name on the table sign and name tag.
6. Artisans must ensure that:
 - their display remains inside their booth boundaries as taped on the floor by the Set-up Committee. Tape must not be removed until Saturday morning; (**DO NOT** block fire exit doors)
 - table coverings cover the front and sides of the table to the floor;
 - storage boxes are placed out of public view;
 - nothing is pinned to or hung on the backdrop curtains or walls.
 - Scented items are wrapped: due to allergies to scents by many of our members and customers, all scented products must be individually wrapped for display at the Christmas Show. Failure to do so will result in removal of the scented products. You may have small samples of your scented products available for shoppers, but please ensure they are placed in a dish with lid to help contain the smell. Thank you for your cooperation in making the show a safe place for all our members and customers. On a similar note, please do not wear perfume or scented products.
 - If you demo a product that creates noise, please consider your neighbours. Please limit the length and volume of the noise. Talk to your neighbours ahead of time and let them know about your demos.
 - All items for sale must be their own original design. Copyright infringement will not be tolerated.
6. Booths and displays must be completed 15 minutes prior to the opening of the show and not dismantled until an announcement is made that the show is officially closed. Booth setup is Friday night! Saturday morning is for final touches only. If you cannot setup on Friday night you **MUST** notify the executive before 3pm on Friday and make other arrangements, otherwise you will forfeit your booth.
7. On Friday and Saturday nights, members must leave the show areas within ten (10) minutes of the stated closing time.
8. There will be a limit of one accepted member to occupy one rented booth. The exception to this rule would be "accepted" individual members, to a maximum of two, working together in one medium to produce one product bearing common characteristics.¹
9. Under extenuating circumstances, the Executive Committee has the option to adjust the floor plan to the benefit of the show

By-Law No. 11

CODE OF CONDUCT

1. Members are expected to behave with respect towards the organization, fellow members and committees. This includes comments and/or discussions in public or on social media.
2. Coarse or abusive language will not be tolerated at any time

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3. If a member feels there is just cause for a complaint, it should be brought to the attention of the executive.

¹ Any members, in good standing as of Feb 1, 2006, who shared a booth prior to that date will be grandfathered to allow them to continue their arrangement. The grandfathering will be noted on the membership list from this date until such time that they are no longer a member of Artisans Northwest

By-Law No.12

METHOD OF AMENDING BY-LAWS

1. At any business meeting of the Organization, members present may, by majority vote, enact or repeal By-Laws for its own government, provided such By-Laws are not in conflict with the Constitution.
2. The Executive Committee must be given notice in writing of a motion to enact, amend or repeal any By-Law at least fourteen (14) days before the meeting at which it is to be presented. All members of the Organization must be given notice in writing of any such motion at least seven (7) days before the meeting at which it is to be presented.

By-Law No. 13

EXECUTIVE DUTIES

PRESIDENT

1. Promotes Artisans Northwest within the art community and to the general public
2. Organizes the executive and general meetings
3. Chairs all meetings
4. Co-ordinates all shows including promotions
5. Works closely with all Committees
6. Keeps abreast of important events affecting members i.e.: births, illness
7. Organizes special projects

VICE PRESIDENT

1. Chairs regular and executive meetings when President is unable to
2. Assists president as required
3. Attends regular and executive meetings
4. Maintains ANW archives
5. Summarizes show feedback

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PAST PRESIDENT

1. Advisory position for President.
2. Attends regular and executive meetings.

TREASURER

1. Provides all financial information pertaining to the Organization
 - (a) written financial statements at the conclusion of every show will be submitted at the next general meeting.
 - (b) balance monthly bank statements.
 - (c) maintain accurate records of accounts receivable and payable.
 - (d) provide financial reports at regular and executive meetings.
 - (e) provide a yearly written financial statement at the Annual General Meeting.
2. Provides paid member list to database chair.
3. Attends regular and executive meetings.

RECORDING SECRETARY

1. Will be responsible for keeping accurate minutes and records of both executive and general meetings.
 - (a) forward minutes of general meetings to the Communications Chair
 - (b) to provide written report at Annual General Meetings.

DATABASE/COMMUNICATION CHAIRPERSON

1. Keeps and maintains membership database
2. Creates organizational forms as required
3. Collates information and procedures from shows
4. Provides and distributes updated membership/phone lists
5. Works with show committee as needed
6. Attends regular and executive meetings
7. Monitors records of show participation in compliance with Constitution Article III 2 (e).
8. Co-ordinates the activities of the Communication Committee
9. Contacts Communication Committee members two weeks prior to any meeting/event.
10. Notifies Communication Committee members of specific information pertaining to the meeting/event.
11. Advises members of arts related events and selling opportunities in the community

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DIGITAL PRESENCE COMMITTEE

1. Keeps and maintains all social media accounts and the website
2. Coordinates the content in the social media accounts with the website as well as with the show advertising
3. Develop naming conventions for each social media platform
4. Police social media accounts including but not limited to:
 - a) Removal and/or editing content at their discretion
 - b) Authorizing certain members to post to the ANW social media accounts
5. Educate members on current & appropriate social media practices and language
6. Obtain the member's permission to use & publish the member's name and digital content in any social media accounts and/or website

ADVERTISING COMMITTEE CHAIRPERSON

1. Co-ordinates the activities of the Advertising Committee
2. Organizes all Advertising Committee meetings
3. Provides projections for the show advertising budgets
4. Develops an advertising time line to meet all deadlines
5. Prepares a post show expense summary
6. Maintains all advertising data.
7. Attends regular and executive meetings

SELECTION COMMITTEE CHAIRPERSON

1. Chairs Selection Committee meetings or appoints a Vice-Chairperson to be available when Chairperson is not
2. Provides yearly written report for Annual General Meeting
3. Organizes Selection Committee meetings
4. Maintains a supply of appropriate correspondence
5. Maintains adequate records: i.e. dates, names and items juried
6. Ensures that each applicant receives an appropriate written response
7. Send a list of the newly accepted members to the Database Chairperson and the Treasurer
8. Will request removal of unjuried work, in conjunction with a member of the Executive at the annual show.
9. Attends regular and executive meetings

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APPENDIX

SHOW RECOMMENDATIONS

1. When setting up your booth, be sure to allow walking space between each display for show participants to get in and out easily. Work with your neighbors at the show setup. You must allow access to your booth within the confines of your own space – do not rely on a neighbour's booth for access.
2. Maintain a neat and clean display area. If the back of your table or mobile wall/partition is visible to the public, it must look as completed and finished as it does on the front. (i.e. If you have painted partitions, make sure they are painted on both sides or if your entire table is visible, make sure it is skirted on all sides.)
3. All booths have access to electricity. However, it is your responsibility to bring your own power bar and extension cord to access the lighting. Artisans Northwest cannot be responsible for the consistency of the existing overhead lighting. If you require more light within your space, it is your responsibility to supply it. However, you must ensure your lighting doesn't negatively impact others.
4. Be sure to dress in a business-like manner. Clean, tidy clothing or festive style is appropriate as well as enhancing the professional artistic image we want to project for our show.
5. Be sure to have an ample supply of business cards. Potential customers will have a difficult time contacting you for future work if they can't locate you.
6. Please ensure your name and phone number are on your receipts. This makes it easier for customers to contact you if there are problems or they want to purchase additional items. You can buy inexpensive rubber stamps to do this if you don't want to write it.
7. Try to have a variety of products covering a broad price range.
8. Use a cash box and bring change. If you leave your booth, take your cash box with you.
9. If you accept payment by credit/debit cards or with Square, then please display signage indicating this.