



*Mooreville Arts*  
*Constitution*  
*and Bylaws*



## TABLE OF CONTENTS

<b>Mooresville Arts Constitution .....</b>	<b>5</b>
MOORESVILLE ARTS MISSION .....	5
ARTICLE I – OBJECTIVES .....	5
ARTICLE II – MEMBERSHIP .....	5
ARTICLE III – BOARD OF DIRECTORS .....	6
ARTICLE IV – VOTING .....	6
ARTICLE V – FISCAL MATTERS .....	7
ARTICLE VI – FIDUCIARY RESPONSIBILITY AND DISSOLUTION .....	7
<b>Mooresville Arts Bylaws.....</b>	<b>8</b>
ARTICLE I – MEMBERSHIP .....	8
Article II – OFFICERS AND EXECUTIVE BOARD.....	10
ARTICLE III – BOARD OF DIRECTORS .....	12
ARTICLE IV – COMMITTEES .....	14
ARTICLE V – MEMBER COMMUNICATIONS AND MEETINGS .....	15
<b>Mooresville Arts Roles and Responsibilities.....</b>	<b>16</b>
Mooresville Arts Organizational Chart.....	16
Executive Officer Positions.....	17
Board of Directors Organization Chart.....	18
Roles and Responsibilities Table .....	19



This Page Intentionally Left Blank





# Mooresville Arts CONSTITUTION

## MOORESVILLE ARTS MISSION

The mission of Mooresville Arts is to be an advocate for the artist and to serve as an artistic and cultural resource for the Mooresville and Lake Norman community.

## ARTICLE I – OBJECTIVES

### Section 1.

To provide a quality art gallery for the community and to be an artistic and cultural resource for the community.

### Section 2.

To participate in and initiate community activities designed to increase public appreciation for arts.

### Section 3.

To be an advocate for local artists by enabling those interested in creative art to study and participate in activities pertaining to the arts and art appreciation.

### Section 4.

To encourage, demonstrate, and promote high standards of individual endeavor in the arts for its members and other interested persons.

### Section 5.

To promote the advancement and appreciation of art through education.

## ARTICLE II – MEMBERSHIP

### Section 1.

Any person eighteen years of age or over, family, or entity who will further the objectives of Mooresville Arts may become a regular member.

### Section 2.

Membership fees, levels, and duration are decided by Mooresville Arts Board of Directors.



## ARTICLE III – BOARD OF DIRECTORS

### Section 1.

The elected officers of Mooresville Arts consist of a President, Vice President, Secretary, and Treasurer.

### Section 2

Management of all Mooresville Arts affairs are vested in the Board of Directors.

### Section 3

The Board of Directors and supporting committee positions are described in the bylaws.

### Section 4

Open Board of Director positions are appointed by the President with approval of the current Board of Directors.

## ARTICLE IV – VOTING

### Section 1.

A ballot will be sent to all Mooresville Arts members in good standing. A simple majority of members, who vote, is necessary to approve changes to Mooresville Arts Constitution.

### Section 2.

A ballot will be sent to all Mooresville Arts members in good standing. A simple majority of members, who vote, is necessary to approve election of officers.

### Section 3.

Changes or additions to the bylaws must be voted on and approved by the Board of Directors.

### Section 4.

Voting privileges on Mooresville Arts business matters are restricted to the Board of Directors.

## ARTICLE V – FISCAL MATTERS

### Section 1.

Mooreville Arts Fiscal Year begins on January 1 and ends on December 31.

### Section 2.

It is the responsibility of the Finance Committee (see Bylaws Article IV) to ensure an internal audit is made and reported to the Board of Directors annually.

### Section 3.

It is the responsibility of the Finance Committee (see Bylaws Article IV) to ensure an external audit is conducted annually and reported to the Board of Directors.

## ARTICLE VI – FIDUCIARY RESPONSIBILITY AND DISSOLUTION

### Section 1.

Mooreville Arts is a DBA of the Mooreville Artist Guild, a 501(c)(3) non-profit organization, incorporated in the State of North Carolina, whose mission is to be an advocate for the artist and to serve as an artistic and cultural resource for the Mooreville and Lake Norman community. All funds received and distributed by Mooreville Arts will be allocated and distributed by the Board of Directors in support of the mission of Mooreville Arts.

### Section 2

Financial records of Mooreville Arts will be available for public inspection on written request.

### Section 3.

In the event Mooreville Arts should disband, all funds left will be given to a similar art organization to be determined by the Board of Directors. No funds will be distributed to Mooreville Arts members in the event of dissolution.



# Mooresville Arts Bylaws

## ARTICLE I – MEMBERSHIP

### Section 1 - Definition of a Member

#### Section 1.a

Any person, family or entity meeting the requirements set forth in Article II of Mooresville Arts Constitution may be admitted to membership upon submission of an application and payment of the annual dues for the membership level desired.

#### Section 1.b

To be considered a member in good standing, membership fees are due each April.

#### Section 1.c

Mooresville Arts is a volunteer-driven organization and all members are expected to volunteer and take part in Mooresville Arts activities.

#### Section 1.d

Members are entitled to privileges of Mooresville Arts including voting, exhibiting, and holding office or committee positions and other member benefits. Additional member benefits may be offered based on active participation.

### Section 2 - Classes of Membership

#### Section 2.a

Individual membership is classified as a single individual, eighteen years or older, who is entitled to privileges of Mooresville Arts. Annual dues are addressed in Section 3.f.

#### Section 2.b

Family Memberships include up to two adults in the same household and their children under the age of 18. Members of the Family Membership are entitled to privileges of Mooresville Arts. Annual dues are addressed in Section 3.f.

#### Section 2.c

Business membership is made available to help promote the goals and mission of Mooresville Arts and is subject to annual dues as stated in Section 3.f. All employees covered under the Business Membership are entitled to privileges of Mooresville Arts.

#### Section 2.d

Corporate Membership is made available to help promote the goals and mission of Mooresville Arts and is subject to annual dues as stated in Section 3.f. Up to thirty (30) employees of the corporation are entitled to membership privileges of Mooresville Arts.





### **Section 3 – Membership Dues**

#### **Section 3.a**

Annual dues are payable to Mooresville Arts and are due in April.

#### **Section 3.b**

New members pay full year fees April 1 through September 30 and half-year fees October 1 through March 31.

#### **Section 3.c**

Membership dues are non-refundable.

#### **Section 3.d**

The Membership Director is responsible for recommending changes in any membership-related items including but not restricted to dues, membership levels, and member benefits.

#### **Section 3.e**

The annual Membership dues are reviewed and determined by the Board of Directors by December 31 for the following year.

#### **Section 3.f**

Annual dues are:

- Individual Member \$45.00
- Family Membership \$60.00
- Business Membership (2 –20 employees) \$500.00
- Corporate Membership (over 20 employees) \$1000.00

## ARTICLE II – OFFICERS AND EXECUTIVE BOARD

### Section 1. Definition of Officers

#### Section 1.a

Officers are responsible for the long-term (strategic) and short-term (tactical) direction of Mooresville Arts.

#### Section 1.b

Officers hold high-level strategic planning meetings as needed to focus on the long-term planning for Mooresville Arts.

### Section 2 - Responsibilities of Officers

#### Section 2.a - President

The President is an ex-officio member of all committees. This position is the primary spokesperson and overseeing agent for the organization and is responsible for setting the direction of Mooresville Arts and ensuring the mission of the organization is upheld.

#### Section 2.b – Vice President

The Vice President of Mooresville Arts conducts and assumes other duties relative to Mooresville Arts when requested to do so by the President, or when necessary because of absence or inability of the President to perform. The Vice President assumes the office of the Presidency if that office is vacated during the year and holds that office until the next Election of Officers. The Vice President assists the President in public awareness initiatives for Mooresville Arts.

#### Section 2.c - Secretary

The Secretary is responsible for maintaining records of all Board and Special meetings and reports these records when requested by the Presiding Officer. The Secretary handles Mooresville Arts correspondence as required and is responsible for adherence to and maintenance of insurance policy and documentation. He/she is responsible for the maintenance to and adherence of the Constitution and Bylaws.

#### Section 2.d - Treasurer

The Treasurer is responsible for collecting all funds due to Mooresville Arts, disbursing and managing all Mooresville Arts Funds, and keeping all financial records pertaining to Mooresville Arts. He/she presents a financial statement at each regular Board meeting and as requested by the President. He/she prepares an annual financial report and makes records available for audit when required.

### **Section 3. Election of Officers**

#### **Section 3.a**

Election of Officers is held the fourth quarter of each year.

#### **Section 3.b**

Nominations of candidates for each office are made as a report of the Nominating Committee one month prior to the annual Election of Officers. The nominating committee determines suitable persons for each Mooresville Arts office, contacts such persons to determine if they will serve, and reports results at a board meeting and to the current membership at least one month prior to the annual Election of Officers. The Nominating Committee consists of three members in good standing appointed by the Board of Directors.

#### **Section 3.c**

Terms of office are staggered two-year terms. The terms of President and Secretary begin in odd years; the terms of Vice President and Treasurer begin in even years. All elected positions can serve up to two consecutive two-year terms.

#### **Section 3.d**

Vacancies are filled at regular Board meetings except for the office of President. Vacancy of the Presidency is filled by elevation of the Vice President to that position.

## ARTICLE III – BOARD OF DIRECTORS

### Section 1. Definition

#### Section 1.a

All Officers are members of the Board of Directors. All individuals holding Director positions are members of the Board of Directors.

#### Section 1.b

Only Board members have voting privileges to change the Bylaws, fill Board of Director positions, and other appropriate operating decisions. Individuals holding more than one board position have a single vote.

#### Section 1.c

Board meetings are held monthly on a specific day and week as established by the Board. Board meetings may be rescheduled or canceled by action of the President with the approval of the Board.

#### Section 1.d.

Board meetings consist of Board Members, Committee Chairpersons, and invited guests.

### Section 2. Responsibilities

#### Section 2.a

Board Members are responsible for the advancement of the mission of Mooresville Arts. The Board is responsible for short-term and tactical activities that support the growth, maintenance, and financial sustainability of Mooresville Arts.

#### Section 2.b

Board Members are responsible for developing and implementing processes and procedures, guidelines, communications, tracking and reporting as needed.

#### Section 2.c

Board Members are responsible for communicating and coordinating with each other when decisions are made that impact across board responsibilities.

#### Section 2.d

Directors are responsible for procuring and engaging volunteers as deemed necessary to support the mission of Mooresville Arts.

#### Section 2.e

Directors are responsible for managing their Board-approved budget. A single expenditure greater than 10% of his/her yearly budget requires Board approval.

#### Section 2.f

All members of the Board of Directors must attend at least eight (8) scheduled monthly meetings unless impacted by extenuating circumstances and approval by the President.

#### Section 2.g

A Board Member who cannot fulfill his or her duties for an extended period is responsible for notifying the President and assisting in identifying a replacement. All Executive Officers and Board Members, upon leaving their position, will deliver to the President, all records, funds, and property of Mooresville Arts.

### **Section 3 – Board of Director Term**

#### **Section 3.a**

Board members serve a two-year term and are eligible for re-appointment for additional terms based on Board approval.

### **Section 4. – Director Positions & Duties**

#### **Section 4.a - Membership Director**

The Membership Director is responsible for the management of Mooresville Arts membership policies and member communications. The position identifies and communicates membership benefits. The Membership Director manages the oversight of volunteers.

#### **Section 4.b - Gallery Director**

The Gallery Director is responsible for planning, arranging, and overseeing exhibits in the gallery. This Director identifies and schedules high-quality, diverse, and appealing exhibits for Mooresville Arts Gallery.

#### **Section 4.c - Education Director**

The Education Director supports and implements opportunities for the artistic enrichment and development of Mooresville Arts members and members of the community, including but not limited to workshops, demonstrations, and classes.

#### **Section 4.d - Marketing Director**

The Marketing Director identifies promotional opportunities, and arranges and implements projects to raise awareness of Mooresville Arts within the community.

#### **Section 4.e - Fundraising Director**

The Fundraising Director oversees, plans, and implements comprehensive fundraising programs and events that secure significant financial resources from foundations, corporations, community organizations, and individuals in support of the financial needs and goals of Mooresville Arts.

#### **Section 4.f - Building and Grounds Director**

The Building and Grounds Director recommends improvements, oversees maintenance and repairs of the Depot Building and its contents. This position coordinates with the Town of Mooresville when improvements and maintenance impact the building structure or the Town/ Mooresville Arts lease agreement.

#### **Section 4.g - Past President**

The immediate Past President serves on the Board of Directors and advises and assists the officers as requested.

## ARTICLE IV – COMMITTEES

### Section 1. – Committees

#### Section 1.a – Committee Responsibility

Committees are made up of persons working with an Officer or Director on specific tasks and activities needed to support the growth and maintenance of Mooresville Arts. Tasks may include planning and implementing activities that support that Officer or Director’s tactical plans.

#### Section 1.b – Committee Members

A committee may or may not have a Chairperson reporting directly to the Officer or Director. The committee will have as many members as deemed necessary to complete the necessary tasks.

### Section 2. – Standing Committees

#### Section 2.a – Governance Committee

The Governance Committee is composed of the Secretary and other assigned committee members. This committee oversees the Constitution and Bylaws of Mooresville Arts, and ensures that the policies adopted within are followed. This committee is charged with the policy oversight pertaining to the nonprofit status of the organization.

#### Section 2.b – Finance Committee

The Finance Committee is composed of the President, Treasurer, Fundraising Director, and other assigned committee members. This committee ensures that an internal audit is made and reports to the Board of Directors annually. This committee schedules an annual external audit and reports to the Board of Directors.

#### Section 2.c – Nominating Committee

The Nominating Committee is composed of three members in good standing appointed by the Board of Directors. This committee determines suitable persons for each Mooresville Arts office, contacting such persons to determine if they will serve, and reports results at a board meeting and to the current membership at least one month prior to the annual Election of Officers.

#### Section 2.d – Town Liaison

The Town Liaison is a representative from the Town of Mooresville, coordinating and communicating through the President.

#### Section 2.e – Other Committees

Ongoing and special committees may be set up by an Officer or Director as needed to complete tasks that support that Officer or Director’s tactical plans.

## ARTICLE V – MEMBER COMMUNICATIONS AND MEETINGS

### Section 1 - Communications

#### Section 1.a

The Board of Directors communicates and shares arts, membership and community-related information with all members on a regular basis. Communication methods are recommended by the Membership Director and approved by the Board of Directors.

#### Section 1.b

An Annual Report is prepared and distributed to all Mooresville Arts members during the first quarter of each new year. It consists of a review of the prior year's events and is delivered to the membership.

### Section 2 – Membership Meetings

#### Section 2.a

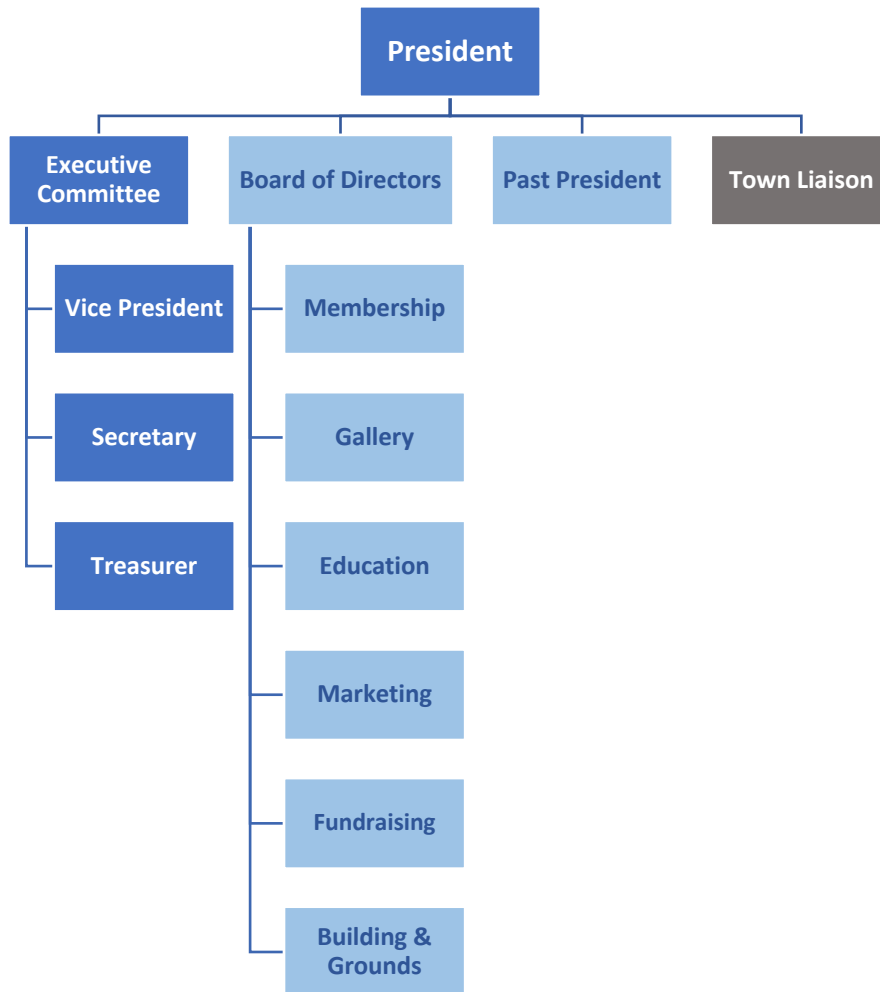
Special meetings may be initiated by the President, by Board action, or by petition of 10% of Mooresville Arts members in good standing.



# Mooreville Arts

## ROLES AND RESPONSIBILITIES

### MOOREVILLE ARTS ORGANIZATIONAL CHART



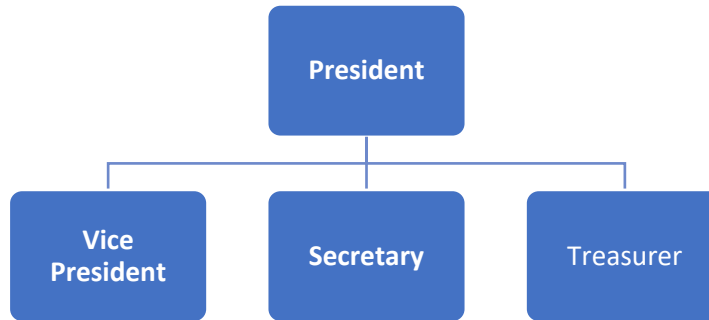
**Legend:**

- Executive Committee, voting Board Members
- Voting Board Members
- Outside/Community Liaison



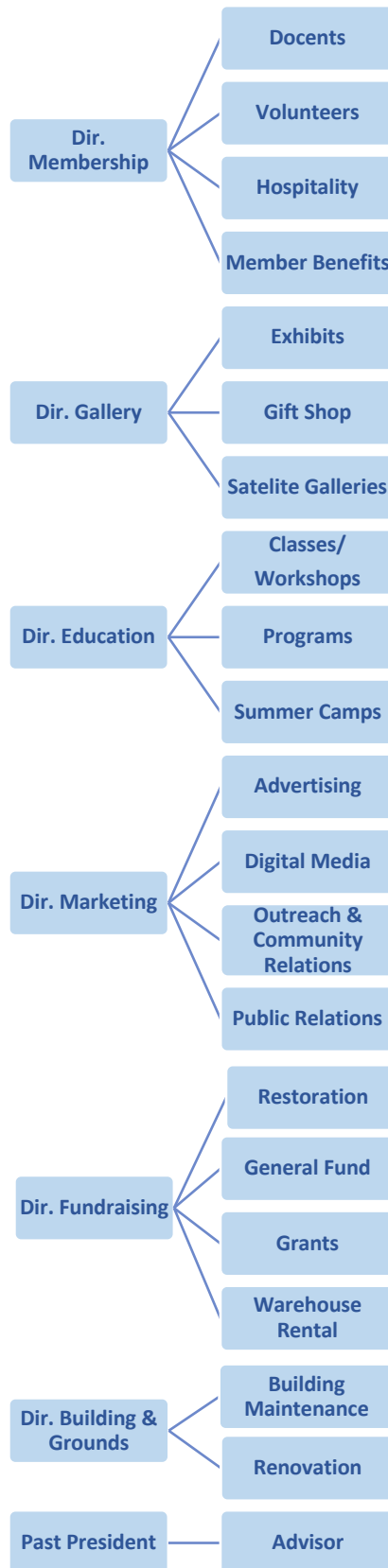


## EXECUTIVE OFFICER POSITIONS



Board Member/ Director	Responsibilities/ Activities/Tasks
President	The President is an ex-officio member of all committees. This position is the primary spokesperson and overseeing agent for the organization and is responsible for setting the direction of Mooresville Arts and ensuring the mission of the organization is upheld.
Vice President	The Vice President of Mooresville Arts conducts and assumes other duties relative to Mooresville Arts when requested to do so by the President, or when necessary because of absence or inability of the President to perform. The Vice President assumes the office of the Presidency if that office is vacated during the year and holds that office until the next Election of Officers. The Vice President assists the President in public awareness initiatives for Mooresville Arts.
Secretary	The Secretary is responsible for maintaining records of all Board and Special meetings and reports these records when requested by the Presiding Officer. The Secretary handles Mooresville Arts correspondence as required and is responsible for adherence to and maintenance of insurance policy and documentation. He/she is responsible for the maintenance to and adherence of the Constitution and Bylaws.
Treasurer	The Treasurer is responsible for collecting all funds due to Mooresville Arts, disbursing and managing all Mooresville Arts Funds, and keeping all financial records pertaining to Mooresville Arts. He/she presents a financial statement at each regular Board meeting and as requested by the President. He/she prepares an annual financial report and makes records available for audit when required.

# BOARD OF DIRECTORS ORGANIZATION CHART



## ROLES AND RESPONSIBILITIES TABLE

Board Member/ Director	Description	Category
Membership Director	The Membership Director is responsible for the management of Mooresville Arts membership policies and member communications. The position identifies and communicates membership benefits. The Membership Director manages the oversight of volunteers.	Membership
		Docents
		Hospitality
		Volunteers
		Member opportunities and benefits
Gallery Director	The Gallery Director is responsible for planning, arranging, and overseeing exhibits in the gallery. This Director identifies and schedules high-quality, diverse, and appealing exhibits for Mooresville Arts Gallery.	Shows
		Gift Shop
		Satellite Galleries
Education Director	The Education Director is supports and implements opportunities for the artistic enrichment and development of Mooresville Arts members and members of the community, including but not limited to workshops, demonstrations, and classes.	Classes & Workshops
		Programs
		Summer Camps
Marketing Director	The Marketing Director identifies promotional opportunities, and arranges and implements projects to raise awareness of Mooresville Arts.	Advertising
		Social Media
		Outreach & Community Relations
		Public Relations
Fundraising Director	The Fundraising Director oversees, plans, and implements comprehensive fundraising programs and events that secure significant financial resources from foundations, corporations, community organizations, and individuals in support of the financial needs and goals of Mooresville Arts.	Restoration
		General Funds
		Grants
		Warehouse Rental
Building and Grounds Director	The Building and Grounds Director recommends improvements, oversees maintenance and repairs of the Depot Building and its contents. This position coordinates with the Town of Mooresville when improvements and maintenance impact the building structure or the Town/ Mooresville Arts lease agreement.	Maintenance
		Renovation
Past President	The immediate Past President serves on the Board of Directors and advises and assists the officers as requested.	Advisor