



Constitution and Bylaws

Revised 2018
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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.

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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. Mooresville 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. Mooresville Arts is a DBA of the Mooresville 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 Mooresville and Lake Norman community. All funds received and distributed by Mooresville Arts will be allocated and distributed by the Board of Directors in support of the mission of Mooresville Arts.

Section 2. Financial records of Mooresville Arts will be available for public inspection on written request.

Section 3. In the event Mooresville 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 Mooresville Arts members in the event of dissolution.

MOORESVILLE ARTS BY-LAWS

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 annually.

Section 1.c

Members are entitled to privileges of Mooresville Arts including voting, exhibiting, and holding 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 legal 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 (small companies of less than 10 employees) is made available to help promote the goals and mission of Mooresville Arts and is subject to annual dues. Up to ten (10) 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. Up to thirty(30) employees of the corporation are entitled to membership privileges of Mooresville Arts.

Section 3 – Membership Dues

Section 3.a

Dues are payable to Mooresville Arts and are due annually for new and returning members.

Section 3.b

Membership dues are non-refundable.

Section 3.c

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

Section 3.d

Membership Levels

- Individual Member
- Family Membership
- Supporter Membership
- Business Membership (1 –10 employees)
- Corporate Membership (up to 30 employees)

ARTICLE II – OFFICERS AND EXECUTIVE COMMITTEE

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. He/she is also responsible for the annual review of the Executive Director.

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.

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Section 3. - Election of Officers

Section 3.a

Election of Officers is held in 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. 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 at-large Board Positions are members of the Board of Directors.

Section 1.b

Only Board members have voting privileges to change the Bylaws, fill Board Member 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

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

Section 2.e

Board Members are responsible for managing their Board-approved budget. A single expenditure greater

than \$500 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 Member Term Limit

Section 3.a

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

ARTICLE IV – COMMITTEES

Section 1. – Committees

Section 1.a – Committee Responsibility

Committees are made up of persons working with an Officer or Board Member 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 Board Member. The committee will have as many members as deemed necessary to complete the necessary tasks.

Section 2. – Standing Committees

Section 2.a - Executive Committee

The Executive Committee is made up of officers of the Board of Directors. In addition to creating and editing new and existing policies and procedures and evaluating staff positions this committee also oversees the Governance and Nominating Committees of Mooresville Arts.

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Section 2.b - 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.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 - Finance Committee

The Finance Committee is composed of the President, Treasurer, Executive 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.e - Development Committee

The Development Committee 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 2.f – Other Committees

Ongoing and special committees may be set up by an Officer or Board Member as needed to complete tasks that support that Board of Directors’ Strategic 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 Executive Director and approved by the Board of Directors.

Section 1.b

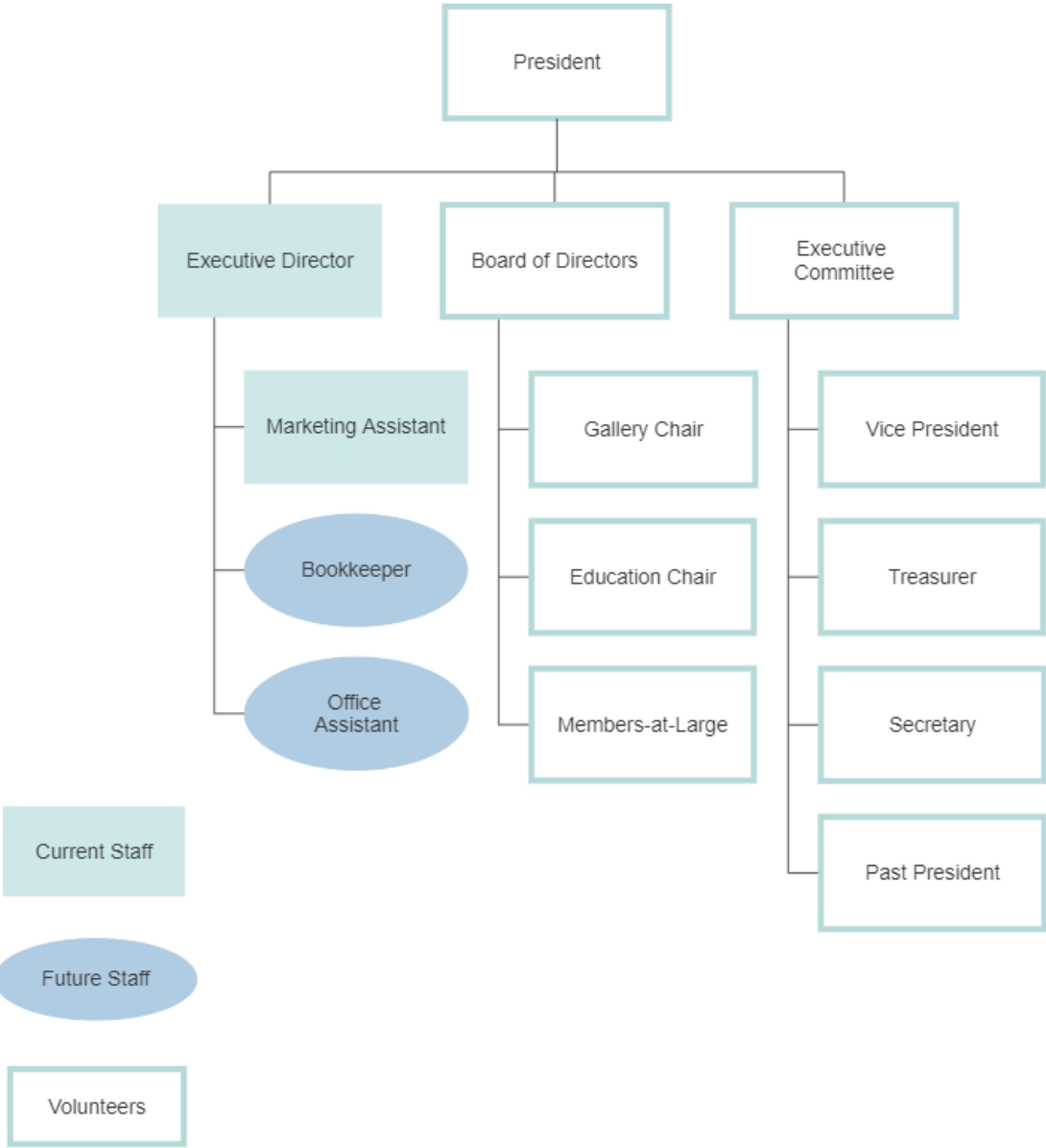
An annual Report is prepared and distributed to all Mooresville Arts members during the first quarter of each New Year. It consists of a review of the prior year’s events and is delivered to the membership.

Section 2 – Membership Meetings

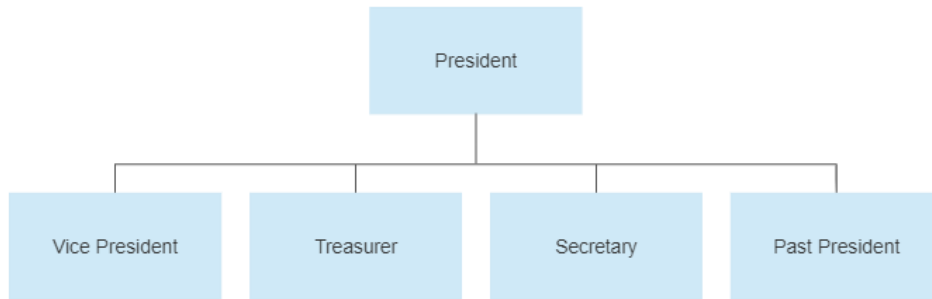
Section 2.a

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

Board and Staff ORGANIZATIONAL CHART

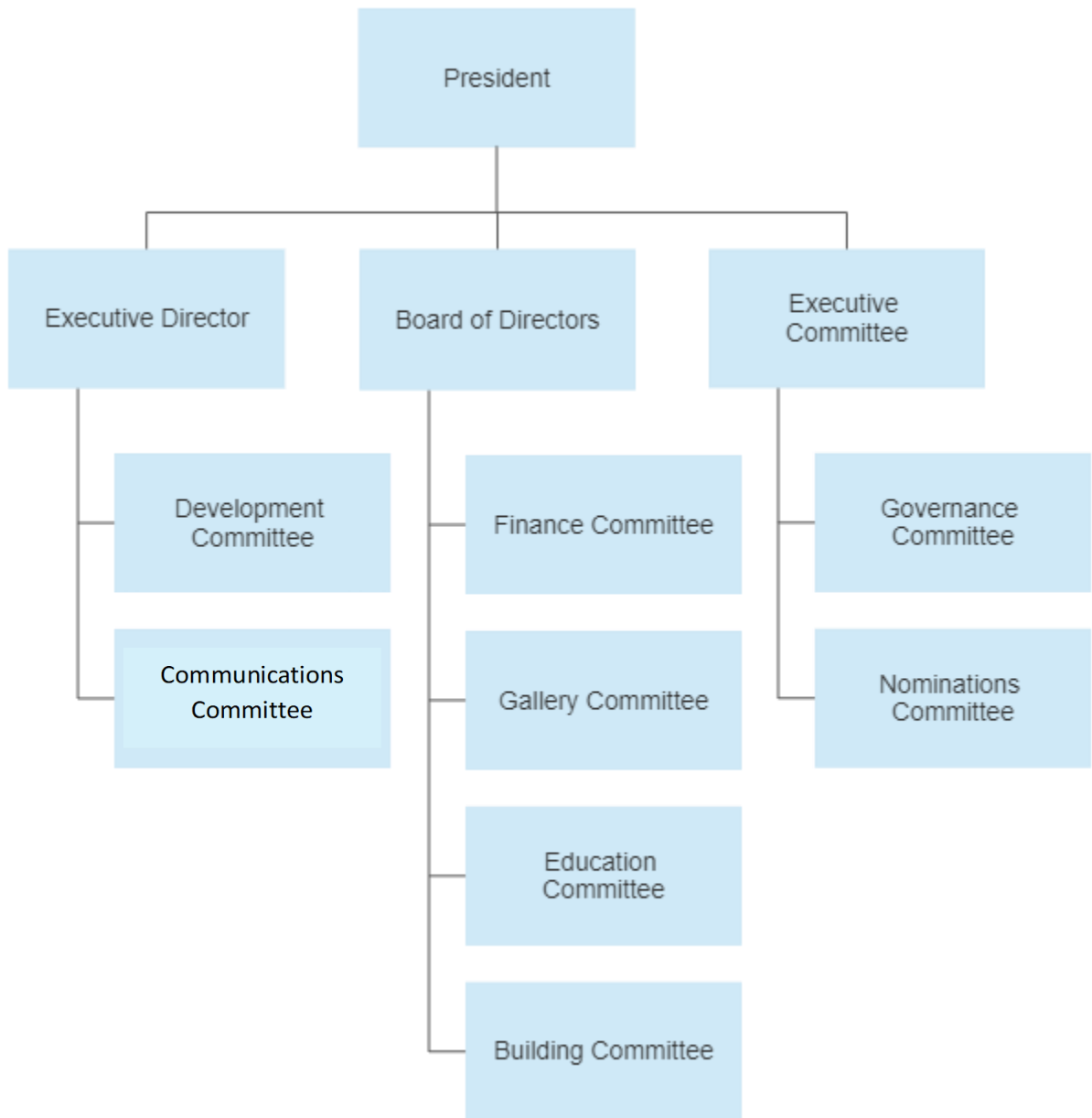


Executive Officers



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

Committee Chart



Committee Chairs Roles & Responsibilities

Chairperson	Roles and Responsibilities	Category
Development Chair	The Development Chair oversees the funding opportunities, recognition and stewardship programs as well as membership, volunteers, and special events in order to help advance the mission of Mooresville Arts.	Fundraising
		Special Events
		Membership
		Volunteers
		Rentals
Gallery Chair	The Gallery Chair is responsible for planning, arranging, and overseeing exhibits in the gallery. The Chair identifies and schedules high-quality, diverse, and appealing exhibits for Mooresville Arts Gallery.	Exhibits
		Gift Shop
		Satellite Galleries
Education Chair	The Education Chair 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.	Adult Classes & Workshops
		Teen/Youth Classes
		Summer Camps
Communications Chair	The Communications Chair identifies promotional opportunities, and arranges and implements projects to raise awareness of Mooresville Arts.	Advertising/
		Digital Media
		Outreach & Community Relations
		Marketing
Finance Chair	The Finance Chair oversees the financial health of Mooresville Arts and to provide accountability for all stakeholders of Mooresville Arts and the Board of Directors.	Budgets
		Audit
		Financials
		Investments
Building and Grounds Chair	The Building and Grounds Chair 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