

Appendix 1: RULES OF CONDUCT FOR CENTURION ART ASSOCIATION

1. These rules are supplementary to and do not replace the Constitution of the Centurion Art Association.
2. The rules for conducting business can be supplemented/altered or replaced by a new set of rules under the following circumstances:
 - 2.1 By a general meeting of the members, be it the annual general meeting or a special general meeting convened for this purpose, and/or
 - 2.2 By a special meeting of the executive committee for the sole purpose of amending or replacing the existing rules.
3. All registered active members of the Art Association are subject to these rules. The rules will be enforceable, supplementary to and supportive of the stipulations of paragraph 5 of the constitution of the Art Association which states : “Any member of the public may apply for membership at the Centurion Art Association. Members are subject to the rules, regulations and objectives of the Art Association.”
4. Continuance of the Art Association. The continuance of the Art Association is subject to the following requirements:
 - 4.1 Active participation by registered members w.r.t. the annual activities of the Art Association
 - 4.2 Financial viability
 - 4.3 Continuity of membership and membership growth
 - 4.4 Effective marketing of art in Centurion.
5. The Rules
 - 5.1 Membership
 - 5.1.1 Membership is voluntary and subject to the following conditions:
 - 5.1.1.1 Any member of the public can apply for membership
 - 5.1.1.2 It is the prerogative of the executive committee to approve or disapprove applications for membership
 - 5.1.1.3 Active participation in the activities of the Art Association as per the annual schedule
 - 5.1.1.4 Membership fees
 - will be reviewed annually, approved at the annual general meeting and will be recorded in the minutes
 - Membership fees are payable during the first three months of the year
 - The last payment of membership fees will be accepted at the Members’ Exhibition

- PLEASE NOTE : Members who pay membership fees after the Members' Exhibition will not be allowed to participate in that year's Artist of the Year Exhibition – They will be allowed to participate in the following year's exhibition, subject to annual fees having been paid up to date
- Membership fees are not refundable
- Exception. If it comes to the attention of the Art Association that assistance should be given with regards to membership fees on behalf of a member in good standing, the proposal will be presented to the executive committee for consideration and approval. Subject to the merits of the case, the executive committee will make a decision. Any payment of this nature that is approved will be recorded as "Financial Assistance".

Termination of Membership

Membership can be terminated as follows:

- A member can terminate his/her membership voluntarily at any time
 - The executive committee can terminate a membership when, after investigation, it was found that such a member damaged the image of the Art Association - this includes subversive conduct and acts that cause bad feelings amongst members
 - A member who has neglected to pay membership fees for two successive terms will be deemed inactive and will have to re-apply for membership
 - Membership fees are not refundable, neither fully nor pro-rata.
- Participation
 - Due to the fact that it is the aim of the Art Association to promote art in the Centurion community, members are encouraged to participate in the activities of the association. Therefore the following activities are put in place to ensure participation:
 - Annual General Meeting (AGM) The annual general meeting is compulsory and only members who submit apologies will be excused from attending. The AGM is part of the schedule of activities for the year and the date of the meeting is announced well in advance
 - Program of Activities The program includes, but is not restricted to, the AGM, exhibitions, workshops, discussion groups, excursions, year-end function and any activity that will promote art for artists and the community.

- Members are encouraged to support the activities. Participation can/may play a decisive role in determining the artist of the year award.
- Exhibitions Exhibitions are not limited to the Annual Members' Exhibition and the Artist of the Year Exhibition. However, participation in both of these events will play a role in assigning the Artist of the Year award. The following rules apply to all participating members:
 - Members must strictly adhere to the guidelines for the applicable exhibition
 - All artwork must be ready to hang on the date and at the venue as arranged - "ready to hang" includes paintings being dry and string or cable attached to the frame for ease of hanging
 - Artists must adhere to the prescribed number of art pieces that may be submitted and size of each
 - Paintings not for sale will not be exhibited
 - In the event that a work of art submitted for an exhibition should be deemed to be inappropriate or contentious, the Executive Committee will assess the merits of the objection and determine whether or not the artwork will be exhibited. The decision will be communicated to the artist prior to the opening of the exhibition
- Specific Rules w.r.t. Exhibitions
 - Members' Exhibition
 - It is a long-standing arrangement that female artists participating in the exhibition each provide a plate of snacks and male participants a bottle of wine or juice at the official opening event
 - Participating artists are encouraged to submit new artwork.
 - Participating artists pay an exhibition fee as determined and communicated by the Executive Committee prior to the particular exhibition
 - New members are welcome to participate in the members' exhibition.
 - Artist of the Year Exhibition
 - Critique sessions are to be arranged with the purpose of assisting artists in their preparation for the Artist of the Year Exhibition - all members are encouraged to participate

- Only new artworks will be accepted. The date of completion of the artwork must be displayed on the front or back of the artwork. Works of art previously exhibited at a CAA competition may not be re-submitted. Work previously exhibited at another gallery will be accepted
- Only work that is for sale will be exhibited at the Artist of the Year Exhibition
- Artists must be members for a year to be eligible to enter the Artist of the Year Exhibition
- ALL artwork will be exhibited for the duration of the exhibition
- The decision of the judges is final and no discussion or correspondence will ensue
 - For this reason –
 - the choice of the judges
 - the information provided to the judges
 - ongoing evaluation of artists participating in the annual program and activities of the Art Association, and
 - the ultimate evaluation of all artists' submissions

- Administration and Management
 - In order to maintain proper standards and procedures within the Art Association, an executive committee will be appointed for this purpose. This committee will be elected and approved during the Annual General Meeting
 - Mandatory appointments: The following appointments will be mandatory:
 - Chairperson. Only members who have served on the committee for a minimum term of one year may be nominated as chairperson.
 - Vice-chairperson. Only members who have served on the committee for a minimum term of one year may be nominated as chairperson.
 - Secretary/Treasurer
 - Additional members. A minimum of three additional members are to be nominated as full members of the committee.

- Additional, non-mandatory appointments:
 - An additional (extra) three committee members may be elected
 - The committee may co-opt members for specific tasks during the year.
- Duties and responsibilities. Each member of the executive committee will receive itemised lists to guide in the execution of tasks and responsibilities.
- Meetings
 - The executive committee will hold scheduled monthly minuted meetings where the activities and business of the Art Association will be controlled and administered
 - Meetings are compulsory for all committee members
 - One meeting per quarter will be an open meeting which may be attended by association members. To maintain order and discipline, only members who have submitted requests in writing to the secretary seven days prior to the meeting will be allowed to address the meeting wrto an issue to be debated
 - Voting. Every committee member has one vote. The chairperson has an additional, decisive vote when there is a split vote.
- Finances
 - All previously considered expenses for payment are to be approved, recorded in the minutes and authorised at committee meetings
 - Only one bank account in the name of the Art Association will exist
 - Only the chairperson, vice-chairperson and treasurer may present and authorise expenses for payment
 - Electronic payments will be placed on a schedule and presented at the following meeting for approval prior to payments being effected
 - The treasurer will present a financial overview at each meeting
 - Management accounts will be presented to the committee on a bi-annual basis at committee meetings and annually to the members at the AGM.
- Code of Conduct. All members are subject to the following code of conduct
 - No member will place the Art Association in disrepute
 - Incitement and undermining will not be tolerated

- Any dispute/s, of whatever nature, will be communicated in writing to the executive committee. They will address the issues at the following committee meeting
- Feedback will also be given in writing and the decision recorded in the minutes
- The Art Association will endeavor to present exhibitions, workshops and social activities of a high standard - members' behaviour should support this point of view at all times
- Facilities are entrusted to the Art Association on a loan basis. Members must treat these facilities with respect
- Assistance from members to clean up the facility and clear away equipment at the end of a function will be appreciated
- The executive committee is selected by the members at the AGM and they execute their tasks under pressure and without compensation. Members are, therefore, expected to treat committee members with the necessary understanding and respect
- All members are expected to consider one another and treat each other with respect.