

THE METUCHEN ARTS COUNCIL  
BY-LAWS  
(June 25, 2018)

PURPOSE:

The Metuchen Arts Council, formerly the Metuchen Cultural Arts Commission, was established in 1967 as a subcommittee of the Recreation Commission of the Borough of Metuchen. The purpose of the Metuchen Arts Council is to provide and to promote culturally enriching programs and activities for the citizens of the Borough of Metuchen; make recommendations to the Mayor and Council and other Borough agencies with respect to any matters relating to the advancement of the arts in the Borough; and to act as liaison between the Borough Council and other local, federal, state and county bodies involved in promoting, funding or presenting cultural, visual and performing arts in the community. The Council is composed of a maximum of eighteen (18) representative citizens who serve without compensation.

APPOINTMENTS:

In accordance with Ordinance #94-3, Council members are appointed or reappointed at the organizational meeting of the Mayor and Council in January of each year, following the formal recommendations of the Arts Council and subject to the approval of the Mayor and Borough Council. Council members must be residents of Metuchen.

In accordance with resolution, (see 1991 Amendment to Section II of Founding Resolution), the Arts Council's eighteen (18) members serve for three (3) years on a staggered basis. In the event of a vacancy, a person appointed serves for the balance of the unexpired term, at which point he or she may be appointed a regular commissioner by the Mayor and Borough Council upon the recommendation of the Arts Council. By formal vote, in advance of any and all appointments or reappointments, Arts Council members will select and forward their recommendations for appointments to the Mayor and Borough Council.

The Arts Council is also comprised of two liaisons. One of these is from the Borough Council; the other is the Borough's Recreation Director.

In addition to appointed members, the Arts Council may have an unspecified number of auxiliary members who have an active interest in the ideas and operations of the Arts Council, and who work on projects of their choice. These Auxiliary members are welcome to attend all meetings and to take part in discussion at said meetings; they are, however, not required to attend meetings and their vote is considered non-binding. Auxiliary members, if interested, are

recommended for appointment to the Arts Council as vacancies arise. Appointed members, auxiliary members and liaisons receive meeting notices, agendas and minutes of Arts Council meetings.

#### MEETINGS:

The Metuchen Arts Council meets in Borough Hall on the fourth Monday of each month. Arts Council meetings are conducted in accordance with Robert's Rules of Order. Proposals are approved by a majority of the appointed members at a given meeting. In compliance with the Sunshine Law, the public is given advance notice of these meetings so that they can attend. A statement welcoming public comment and attendance is read at each session.

In conducting the business of the Arts Council, new projects or sponsorships (either requiring or not requiring funding) are to be approved by a majority of the appointed, attending members. Any and all meetings at which a vote is to be taken require the presence of a simple majority of current members.

#### GRANTS/SPONSORSHIPS:

Members of the Arts Council and artists and non-profit organizations seeking grants or sponsorships from the Arts Council will be directed to submit a written request to the Arts Council at least two (2) months in advance of the event, thus allowing approval or rejection of such a grant or sponsorship by the Arts Council at a regularly scheduled meeting.

When there is a proposal presented to the Arts Council that requires notification of all its members (any proposal costing more than \$300), any further discussion should be postponed and a vote on such matters delayed until the next month's meeting, by which time all members will have been notified of the aforesaid pending business by mail or email as an inclusion to the next month's agenda. If the proposal is time-sensitive, an email vote to accept or reject a proposal above \$300 will be issued and the results of such a vote will stand.

If there is an expense less than \$300 which needs swift approval, such as, but not limited to, printing, advertising, equipment or other materials, the person chairing the event can seek approval for such expense from the Executive Committee in collaboration with the Metuchen Recreation Director.

#### GENERAL OPERATIONS:

At the Arts Council's reorganization meeting in January, the members of the Arts Council elect officers that include a chairperson, a vice-chairperson, a financial secretary and a recording secretary.

These officers comprise the Executive Committee. Subcommittees, headed by a chairperson, are set up for all Arts Council sponsored projects.

### ELECTIONS:

Nominations for the offices of Chairperson, Vice-Chairperson, Financial Secretary and Recording Secretary will be taken in November. These can be nominations from fellow members or from self-nominations. The slate will be presented to the membership at the January meeting for a vote. If passed, those individuals will begin their duties that month. If not approved by at least a two-thirds majority, a new ballot will be created for a new vote at the next scheduled meeting.

### DUTIES OF OFFICERS:

- **The Chairperson** is responsible for running the regularly scheduled Arts Council meetings and establishing an agenda in advance of each meeting which is sent via email to the Arts Council members before each meeting so that members can be prepared and those who cannot attend can make their opinions and concerns known to the chairperson for inclusion in the meeting, if need be; The chairperson, or his or her designee from the Arts Council membership, will serve on the board of trustees of the Metuchen Downtown Alliance as the representative of the Metuchen Arts Council; work with the Metuchen Recreation Director and the Financial Secretary to monitor the Arts Council's budget; and will be a spokesperson for the Arts Council and a liaison to constituent community arts groups.
- **The Vice Chairperson** will in the absence of the Chairperson, run Arts Council meetings and represent the Arts Council at public events.
- **The Financial Secretary** will work with the Chairperson and Recreation Director to monitor the Arts Council budget; and make a report at Arts Council meetings regarding income, expenses and account balances.
- **The Recording Secretary** will take the minutes at each Arts Council meeting; oversee the publication and distribution of the meeting minutes; keep a record of the approved meeting minutes; forward approved minutes to the Borough Clerk's office; and keep records of Arts Council correspondence.

### DUTIES OF ARTS COUNCIL MEMBERS:

Appointed members of the Arts Council are asked to attend a majority of the monthly meetings in order to share their experience and expertise in the selection and planning of Arts Council-sanctioned

events. In order to share the workload and responsibilities of the Arts Council, each member will be assigned to one or more teams that oversee: grants writing/fundraising; outreach to local artists; music concerts; events planning; and publicity (press releases, website management, Facebook and Instagram).

In addition, each member is asked to support the Arts Council by attending a majority of Commission-sponsored programs and volunteering to assist at these events.

In the event that a member misses three (3) consecutive meetings without first notifying the Chair of his or her expected absence, that member will be sent notification of a request seeking his or her intent to continue service. A copy of this request will be forwarded to the Mayor and the Council. If the aforesaid member fails to notify the Chair of his or her interest within thirty (30) days, the Arts Council will then request of the Mayor and Borough Council that he or she be replaced and that the recommendations of the Arts Council be considered in the selection of a new member.

Given these guidelines, members are expected, in good faith, to conduct cultural activities for the benefit of the inhabitants of the municipality, thereby enacting the principles upon which the Council was founded.

**HISTORY:**

Established as the Metuchen Cultural Arts Commission: 1967

Ratified into Borough Code: February 7, 1994

By-laws amended: January 1995

By-laws amended: November 1997

By-laws amended: January 1998

Name changed from “Metuchen Cultural Arts Commission” to “Metuchen Arts Council”: April 4, 2011

By-laws amended: August 27, 2012

By-laws amended: June 25, 2018