

Bylaws of the City of Valley Falls Art Council

Article I: Name The name of this organization shall be the "City of Valley Falls Art Council" (hereinafter referred to as the "Art Council"), established under the umbrella of the City of Valley Falls City Council.

Article II: Purpose The Art Council is established for the purpose of supporting, promoting, and overseeing the development of the arts and cultural activities within the City of Valley Falls. The Art Council will advise the City Council on matters relating to the arts and provide recommendations for artistic and cultural initiatives.

Article III: Membership

1. Composition of the Board

The Art Council shall consist of four (4) members, all of whom must be residents of the USD 338 School District.

2. Appointments

The City Council shall appoint the members of the Art Council. One member of the Council will serve as a representative of the City, this member will either be a city council member or an employee of the city of Valley Falls.

3. Terms of Service

The term of each Art Council member shall be three (3) years, with no more than two consecutive terms served by the same individual. Appointments will be staggered to ensure continuity of service. In the event of a vacancy on the Board, the City Council shall appoint a replacement to serve the remainder of the term.

4. Removal

A member of the Art Council may be removed by a majority vote of the City Council for misconduct, neglect of duties, or failure to attend three (3) consecutive meetings without valid excuse.

Article IV: Officers

1. Officers

The officers of the Art Council shall be:

- o **Chairperson**: Elected by the Board members from among themselves, the Chairperson shall preside over meetings, set the agenda, and represent the Art Council in official capacities.
- o **Vice-Chairperson**: Elected by the Board members, the Vice-Chairperson shall assume the duties of the Chairperson in their absence.
- o **Secretary**: Elected by the Board members, the Secretary shall keep and distribute the meeting minutes, maintain records, and ensure compliance with legal and procedural requirements.

2. Elections

Officers shall be elected annually during the first meeting of the calendar year. Elections will be by a majority vote of the Art Council members present.

Article V: Meetings

1. Frequency

The Art Council shall meet at least quarterly. Additional meetings may be scheduled as necessary to address pressing issues or as requested by the Chairperson or the City Council.

2. Public Meetings

All meetings of the Art Council shall be open to the public and shall comply with the Kansas Open Meetings Act (KOMA). Proper notice of meetings shall be given by posting the agenda at least 72 hours prior to the meeting.

3. Quorum

A quorum shall consist of a majority of the members of the Art Council. A quorum must be present for any official actions or decisions to be made.

4. Agenda and Minutes

The agenda for each meeting shall be posted publicly at least 72 hours in advance. Minutes of each meeting shall be recorded, reviewed, and approved at the subsequent meeting. The approved minutes shall be forwarded to the City Council.

Article VI: Powers and Duties

1. Advisory Role

The Art Council shall serve in an advisory capacity to the City Council on matters related to arts and cultural initiatives in Valley Falls. This includes but is not limited to:

- o Making recommendations regarding art funding, grants, programs, and projects.
- o Advising on public art installations and events.
- o Encouraging community involvement and the growth of artistic endeavors.

2. Reporting

The Art Council shall provide a report to the City Council at least annually, summarizing its activities, recommendations, and any significant accomplishments.

Article VII: Financial Management

1. Funding

The Art Council may receive funds from the City of Valley Falls or other sources to support its initiatives. The City Administrator shall manage these funds in accordance with City policies and legal requirements.

2. Budget

The Art Council shall work with the City Administrator to develop a yearly budget, which will be approved by the City Council. Any expenditure over a certain amount, as established by City policy, will require City Council approval.

Article VIII: Amendments

1. Amendment Process

These Bylaws may be amended at any regular meeting of the Art Council by a two-thirds (2/3) vote of the Board members present, subject to approval by the City Council.

2. Notification

Proposed amendments to the Bylaws must be provided to the members at least seven (7) days prior to the meeting at which the vote will take place.

Article IX: Miscellaneous

1. Conflict of Interest

Art Council members shall avoid any conflicts of interest and will disclose any potential conflicts to the City Council or the Art Council.

2. Adoption

These Bylaws shall be effective immediately upon approval by the City Council.

These bylaws outline the operational framework for the City of Valley Falls Art Council and ensure that the Art Council's activities align with the needs and interests of the community while adhering to legal requirements and maintaining transparency with the City Council.