

Updated June 30th, 2022

Aurora Fox By-Laws

ARTICLE I - AURORA FOX ARTS CENTER

Section 1: The name of the organization shall be Aurora Fox Arts Center Board.

ARTICLE II - Purpose of the Organization

Section 1: The Board shall serve as a voice of the public and shall have the obligation and function to advise the City Council and the Director of Library, Recreation, and Cultural Services on such matters as shall pertain to the planning, regulation, maintenance, repair, and operation of the Aurora Fox Arts Center.

Section 2: The Board shall make recommendations relative to budget preparation.

ARTICLE III - Qualifications for Membership

Section 1: Persons appointed as voting members shall have an active interest in promoting and sustaining the arts, activities and programs of the Aurora Fox Arts Center.

Section 2: Membership of the Board shall consist of fifteen (15) voting members. Ten (10) members of the Board shall be residents of the City. The other five (5) members may include nonresident owners of property or businesses in the City or nonresidents employed in the City. The Director of Library and Cultural Services Department or his/her designee shall be a non-voting member of the Board.

Section 3: Vacancies on this Board shall be filled by appointment of the City Council.

Section 4: Members of the Board are to give prior notice to the Chairperson or record keeper for absences. Members are obligated to attend all regularly scheduled meetings. City Council will be notified when members miss three (3) consecutive, regularly scheduled meetings (unexcused) or four (4) regularly scheduled meetings within the course of a twelve month period (unexcused). City Council will then determine the course of action taken regarding members' absences.

Excused absences: Excused absences must be requested through the Board, and may be requested for up to three meetings within a 12-month period for the following reasons:

1. Prolonged illness to member or family member;
2. Job training and temporary assignments required by employer; and
3. Other activities which contribute to the growth or advocacy of the arts in Aurora, or which contribute to the members' knowledge of the arts.

Such requests for leave must be presented in writing to the Board, stating the specific reasons for the request. The leave must be approved by the majority of the Board.

ARTICLE IV - Officers of the Organization

Section 1: The officers of the Board shall consist of a Chairperson, Vice-Chairperson, and Treasurer.

Section 2: Such officers shall be chosen at the Board meeting in August of each year, and shall be elected from the group by majority vote.

Section 3: Said officers shall hold their respective offices until such time as their successors are elected and enter upon the duties of their respective offices.

Section 4: The Chairperson shall prepare the agenda and preside at all meetings of this Board when present. He/she shall sign all instruments executed on behalf of the Board, be the official spokesperson for the Board, and perform such other duties as may be required by these Bylaws or by the Board. The Vice-Chairperson shall assume the responsibilities of the Chairperson in his/her absence. The Treasurer shall be responsible for an accurate accounting of all funds to the Board.

Section 5: A record keeper shall be appointed by the Director of Library and Cultural Services Department. Full and correct minutes of the meetings and proceedings will be kept and will be open to inspection by any member of this Board, or by any other person on request and appointment. Tape recordings of the meetings, if any, shall be by the concurrence of the Board and the sole responsibility and possession of the person responsible for record keeping. He/she may transcribe to the type written pages the entire contents of the tapes from which to abstract the minutes. The record keeper shall keep the full and accurate minutes of the proceedings of the Board in proper books, execute documents, and perform such duties as may be required by these Bylaws and direction of the Board.

ARTICLE V - Meetings

Section 1: This Board shall hold its regular meetings on the second Monday of each month at 6:30 p.m. Special meetings of the Board shall be held at any time when called by the Chairperson or upon a majority vote of the members.

Section 2: The Board shall meet at least four times per year.

ARTICLE VI - Quorum

Section 1: To constitute a quorum for the transaction of business, one more than half of the current Board membership must be present. To approve any action taken by the Board, an affirmative vote of the majority of the voting members constituting a quorum shall be required.

Section 2: Proxies shall be acknowledged by the Chairperson when in writing and signed and dated by the absent member.

ARTICLE VII - Financial Provisions

Section 1: Members of the Board shall serve without compensation, but shall be paid any necessary expenses incurred in the discharge of their official duties with the approval of the Director of Library and Cultural Services Department.

ARTICLE VII - Reports

Section 1: The Board shall make reports to the Council as may be requested of them from time to time upon the request of a majority of Council. All reports and recommendations made by the Board shall be advisory only to the City Council and shall comply with the provisions of Section 8-360 of the City Code.

ARTICLE IX - Amendments

Section 1: The Bylaws may not be amended without previous written notice to all members at least fourteen (14) days in advance and a concurring vote consisting of at least one vote more than half the current membership of the Board.

ARTICLE X - Enactment

Section 1: These Bylaws shall become effective upon approval by the Board membership with a concurring vote consisting of at least one vote more than half the current membership of the Board.

ARTICLE XI - Parliamentary Procedure

Section 1: Robert's Rules of Order Newly Revised shall be the parliamentary authority.