

FRAMINGHAM (MA) CULTURAL COUNCIL BYLAWS

Adopted June 16, 2014
Revised October 19, 2015
Revised November 21, 2016
Revised March 29, 2018

ARTICLE I Name

The name of this Organization shall be the FRAMINGHAM CULTURAL COUNCIL

ARTICLE II Mission

The mission of this Organization, a local partner of the Massachusetts Cultural Council, is “to promote excellence, access, education and diversity in the arts, humanities and interpretive sciences in order to improve the quality of life for all (Framingham) residents and to contribute to the economic vitality of our community.”

ARTICLE III Members

Section 1: Membership. The membership of this Organization shall be limited to a maximum of twenty-two voting members and a minimum of five voting members. Ex-officio non-voting members may be appointed at the discretion of the Executive Board for a term of one year. The Mayor appoints the members.

Section 2: Eligibility. Any resident of Framingham, (MA), sixteen or over, shall be eligible for membership and shall apply to and be appointed by the Mayor.

Section 3: Term of Membership. Members are appointed for a three-year term. They may be appointed for a second three-year term after (a) notifying the Chair of the Council and (b) reapplying to the Mayor. Members who have served six consecutive years may reapply for additional terms after one or more year’s hiatus. The Mayor appoints or reappoints members for a specified term.

Section 4: Resignation. Any member wishing to resign from the Council shall submit his/her resignation in writing to the Mayor who will appoint a replacement according to procedures stated in Sections 1-3 above. A copy of this letter should also be sent to the City Clerk and to the Cultural Council Chair. A member who has resigned in good standing may reapply for membership after one year following the procedures described in Article III, Sections 1-3 above. The reappointment shall be treated as a new term with opportunity to renew for a second term.

ARTICLE IV

Officers

Section 1: Titles and Number. The officers of the Cultural Council shall be a Chairperson, a Vice-Chairperson, a Treasurer and a Secretary. The Secretary shall also be known as the Clerk. The position of Clerk may be filled on a rotating basis. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Council. These duties will be performed in accordance with the policies of the Massachusetts Cultural Council as stated on Massachusetts Cultural Council website.

Section 2: Elections. Officers shall be elected at the first meeting in a new fiscal year.

Section 3: Terms of Office. The officers shall be elected to serve for one year and may be reelected but their terms of office shall extend until a successor is elected.

Section 4: Vacancies. In the event that an office is not filled, or becomes vacant at anytime, an election shall be held as soon as possible to elect a member to assume the vacant position.

ARTICLE V

Meetings

Section 1: Regular Meetings. The regular meetings of the Council shall be held monthly from September to June inclusive unless otherwise called by the Council. Meetings during July and August shall be scheduled at the discretion of the Executive Board.

Section 2: Grant Review. Additional meetings for review of grants may be scheduled.

Section 3: Annual Meeting. The first regular meeting in-the fiscal year shall be known as the Annual Meeting and shall be for the purpose of electing officers, for welcoming new members, and for planning the year's activities. The fiscal year begins on July 1 of each year.

Section 4: Special Meetings. Such meetings may be called by the Chair, by two members of the Executive Board, or upon the written request of three members of the Council. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least two days' notice shall be given.

Section 5: Quorum. More than one-half of the number of members of the Council who are authorized to serve shall constitute a quorum. During the grants process, once the Chair has determined that a quorum is present, the members with a vested interest in the grant under consideration must absent themselves from discussion and voting. Such absence shall not affect the quorum.

ARTICLE VI The Executive Board

Section 1: Membership. The Chair, Vice Chair, and Treasurer of the Council shall constitute the Executive Board.

Section 2: Duties. The Executive Board shall have general supervision of the affairs of the Council between business meetings, fix the hour and place of meetings, make recommendations to the Council, and perform such other duties as are specified in these Bylaws or on the-Massachusetts Cultural Council website. The Board shall be subject to the orders of the Council and none of its acts shall conflict with actions taken by the Council or with the purposes of the Massachusetts Cultural Council.

Section 3: Special Meetings. Special meetings of the Executive Board may be called by the Chair or upon the written request of one other member of the Executive Board.

ARTICLE VII Committees

Section 1: Standing Committees. There shall be two Standing Committees: Publicity and Grants Review. The latter, consisting of the entire membership, may be sub-divided for efficient evaluation.

Section 2: Special Committees. Special Committees may be appointed by the Chair of the Council or by the Executive Board as from time to time deemed necessary to carry on the work of the Council. The Chair or the Vice-Chair shall be an Ex officio member of all committees. Ex-officio Members may be members of a committee.

ARTICLE VIII Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the Council by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.