

Bylaws of the Upper Marlboro Arts Council

ARTICLE I- NAME, LOCATION

This Committee shall be known as the Upper Marlboro Arts Council (UMAC). The UMAC is a committee formed by the Town of Upper Marlboro's Board of Commissioners pursuant to Town Charter Section 82-17, and Ordinance 2019-02 To Authorize The Creation Of Town Committees. These by-laws, and any amendments thereto, become effective when approved by the Town's Board of Commissioners.

ARTICLE II- MISSION

The purpose of the Town of Upper Marlboro Arts Council is to serve as a central body to promote, develop, stimulate, and encourage arts organizations, artists, and arts participation in Upper Marlboro.

ARTICLE III-UMAC CORE MEMBERS

Section 1: Core Committee Members: The UMAC will have a three-person governing executive board with one member serving as the committee Chairperson and will serve from July - June. One committee member shall serve as Treasurer for the UMAC. Any of the three core members may represent the UMAC at town meetings and events; however, the committee Chairperson will be the primary point of contact between the UMAC and the town. The Core Committee members serve at the discretion of the Town of Upper Marlboro's Board of Commissioners and by vote of the committee. Additional roles and responsibilities will be assigned by a majority vote of the committee.

Section 2: Resignation and Vacancy: A Core Member may resign the office while not necessarily resigning membership of the UMAC by submitting a letter to the UMAC which shall be read into the official minutes. Vacancies shall be filled for the remainder of the term by electing a substitute at the regular committee meeting following the resignation.

ARTICLE IV-ASSOCIATE MEMBERS AND VOLUNTEERS

Associate Members and Volunteers are individuals who express an interest in and who participate and contribute to the mission of the UMAC.

ARTICLE V- MEETINGS

Section 1: Meetings will be held at the Town Hall or virtually unless the Chairperson announces in advance, another location.

Section 2: Monthly Meetings: General, monthly meetings will be held the third (3rd) Monday of each month at 7pm. As needed, additional meetings for special events will be held after the monthly meeting.

Section 3: The Core Committee shall discuss and prepare the agenda online before each meeting. A proposed agenda will be provided to the Committee, in advance.

Section 4: Additional Meetings: Additional meetings may be called by order of the Chairperson. Members shall be notified in advance.

Section 5: Quorum: A quorum for the meetings shall be 3 of the UMAC members. UMAC members absent for personal or family crisis may elect to vote by proxy ballot. The UMAC chairperson shall be the final rule on the presence of a quorum.

Section 6: All meetings shall be open to the public, with notice to the public given in advance.

ARTICLE VI-ASSIGNED DUTIES

Section 1: Chairperson -- The Chairperson shall have primary supervision over the activities of the UMAC, along with the other Core Committee members, within the scope provided by these by-laws. The Chairperson shall preside at all meetings, submit a monthly report of the activities of the UMAC to the Town's Board of Commissioners at monthly town meetings, and submit a budget request each March to the Town's Board of Commissioners. If the Chairperson is unavailable, any Core Committee member may submit the monthly report.

Section 2: Core Committee Member -- The second Core Committee member shall perform such duties as the UMAC or the Chairperson may direct and shall assume the duties of the Chairperson in the event of absence, incapacity, or resignation of the Chairperson. The second Core Committee member shall serve as Treasurer of the UMAC.

Section 3: Core Committee Member -- The third Core Committee member shall perform such duties as the UMAC or the Chairperson may direct and shall assume the duties of the Chairperson in the event of absence, incapacity, or resignation of the Chairperson. The third Core Committee member shall serve as the primary point of contact for all UMAC volunteers.

ARTICLE VII - PARLIAMENTARY PROCEDURE

Except as otherwise specified in these by-laws, all meetings shall be conducted according to Robert's Rules of Order, relaxed. The order of business at any regular meeting of the membership shall be:

- Attendance will be taken by signing an attendance roster

- Reading or disposal of the minutes of the previous meeting
- Reports by officers and committees
- Unfinished business
- New business
- Adjournment

ARTICLE VIII: UMAC BUDGET AND EXPENSES

BUDGET - The Core Committee Members shall be responsible for developing an annual budget to support the planned events throughout the Town's fiscal year. Upon approval of the final budget by the Town's Board of Commissioners, the Committee shall begin implementing the fiscal year events.

EXPENSES - UMAC expenditures will be processed by the Treasurer through the Town's Board of Commissioners or the President, as required, by the Procurement Ordinance of the Town of Upper Marlboro.

REPORTING - The Treasurer shall be responsible for submitting a budget report at each regular monthly UMAC meeting. The report shall include a running list of expenses by event and remaining UMAC budget funds.

ARTICLE IX: AMENDMENTS

These by-laws may be amended or revised by proposal of the UMAC members and approved by a majority vote at a UMAC regular meeting. The proposed amendment shall then be adopted, modified or rejected at the succeeding regular meeting of the membership. By-law revisions must be approved by the Town's Board of Commissioners before becoming effective.

ARTICLE X - DISSOLUTION

In the event of the dissolution of the UMAC, the Committee's collections, assets, properties, and records shall be turned over to the Town' Board of Commissioners.

ARTICLE XI - EFFECTIVE DATE

These by-laws shall become effective on _____

APPROVED by the Town of Upper Marlboro's Board of Commissioners, Maryland at their regular, monthly Town Meeting, on this day of _ _ _ _ _ by