

OGUNQUIT PERFORMING ARTS COMMITTEE BY-LAWS

COMMITTEE:

The Ogunquit Performing Arts Committee shall serve as a volunteer committee of ten (10) regular voting members, and two alternate members who shall be appointed by the Ogunquit Select Board to serve staggered three-year terms. The Committee membership shall consist of at least five (5) regular members who are legal residents of Ogunquit and up to a maximum of five (5) regular members from the surrounding area who possess the talents and skills essential for optimum functioning of the Committee, and two (2) alternate members, without regard to residency. Alternate members shall participate in all meetings and discussion, and shall vote only when appointed by the Chairperson in the absence of a regular member.

The Committee is an advisory group which shall have the authority to design and execute programs subject to the control of the Select Board and subject to whatever policies that may from time-to-time be enacted by the Select Board consistent with the purposes of the grant. Six (6) members of the Committee present and voting shall constitute a quorum for conducting business.

The Committee shall submit annually to the Select Board an outline of a proposed program of activities for the ensuing calendar year, and a proposed budget for the year. The Committee shall also submit an Annual Report to the Select Board covering the past year's activities of the Ogunquit Performing Arts Committee. The Committee shall also submit at least one midyear Report to the Select Board.

OFFICERS:

The Committee shall select one of its members annually to serve as Chairperson. The Chairperson of the Committee must be selected from those members of the Committee who are legal residents of Ogunquit. The Chairperson shall be responsible for the general direction of the Committee and shall call for and preside at Committee meetings. In the absence of the Chairperson, the secretary shall preside. The Chairperson shall also serve as the principal liaison between the Committee, the Select Board, and other officials of the Town.

The Committee shall select one of its members annually to serve as Secretary. The Secretary shall be responsible for notifying members of meetings, posting agendas, and recording Minutes of Committee meetings.

The Committee shall select one of its members annually to serve as Treasurer. The Treasurer of the Committee must be selected from those members of the Ogunquit who are legal residents of Ogunquit. The treasurer shall keep a record of the Committee's income and expenditures. He/she will keep in touch with the Town Treasurer concerning the Committee's financial standing with the Town, and will report periodically to the Committee about its financial standing. Bills addressed to the Committee will be forwarded to the Treasurer, who will arrange for their payment pending his/her approval and the approval of the Chairperson.

The Treasurer will advise the Committee about drawing up a budget and about other financial matters pertaining to the work of the Committee.

The Committee may, at its discretion establish additional officer positions, i.e., vice chair, assistant treasurer, assistant secretary, etc., from among the membership without regard to residency as may be required to conduct its business.

FINANCIAL:

The Select Board and the Town Treasurer shall be overseers of all funds as required by law and the Chairperson shall monitor the income and expenditures of the funds during the year in order to make certain that they conform to the original terms of the bequest establishing the Center.

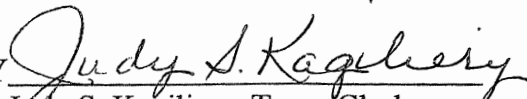
The Chairperson shall submit proposed expenditures through the Town Manager to the Select Board for approval unless the specific item for which an expenditure is proposed has been approved by the annual budget, in which case, the expenditure may be authorized by the Committee with the request for payment being submitted to the Town Manager for inclusion on a pay warrant in the usual manner.

The Chairperson shall sign all contracts at the direction of the Committee for items included in the approved budget following approval by the Board of Selectmen. Individual members of the Committee may initiate plans for specific programs subject to approval by the Committee.

Adopted by the Select Board: August 7, 2012

ATTEST:

A TRUE COPY


Judy S. Kagiliery, Town Clerk

Dated: September 17, 2012

