



SAWYER YARDS ARTIST ADVISORY COUNCIL BY-LAWS

Revised October 2024

ARTICLE I: NAME

The name of the council is the Artist Advisory Council ("AAC").

ARTICLE II: MISSION AND PURPOSE

The AAC is made up of elected artist representatives from each studio building at Sawyer Yards, who serve as the liaison between tenant artists, the Sawyer Yards Creative Office, and property management. This body also supports the growth of the artist community.

The AAC shall be authorized to support the tenants of Sawyer Yards Creative Campus by providing an administrative and governance structure for the artists' efforts and by acting as a liaison between the tenant artists and Sawyer Yards Creative Office.

ARTICLE III: MEMBERSHIP

The AAC shall consist of at least one tenant, with a maximum of three from each Sawyer Yards affiliated building.

ARTICLE IV: ROLES, RESPONSIBILITIES AND DUTIES

The AAC shall have the following roles, duties and responsibilities:

1. Roles include:
 - a. Secretary Liaison
 - b. Exhibitions Liaison
 - c. Marketing Liaison
2. General duties include
 - a. Regularly perform role duties
 - i. See updated duties for each role (addendums attached)
 - b. Represent Sawyer Yards in a respectful manner in public spaces and digital platforms
 - c. Not adhering to the above is grounds for removal from AAC
3. The AAC shall oversee and/or establish committees regarding exhibitions, events, and marketing. Sawyer Yards Creative Office has the authority to veto the formation or removal of any other subcommittees formed. Sawyer Yards Creative Office also has the authority to

withdraw any committee or individual member not acting in the best interest of the property, campus, and/or brand.

4. The AAC shall hold monthly meetings of various committees, as needed.
5. The AAC shall manage the collection of monies for, and expenditures from the individual building artist funds and exhibition funds, with prior Sawyer Yards Creative Office approval.
6. The AAC shall receive and act upon written proposals from affiliated building tenants.
7. The AAC shall report monthly building meeting minutes, or create monthly correspondence to send to all tenants of the building, with prior Sawyer Yards Creative Office approval.

ARTICLE V: BUILDING COMMITTEES

Each AAC member(s) in their selective role shall establish and oversee their own committees regarding exhibitions, events, and marketing. The purpose of these committees is to help support the AAC members' responsibilities and duties. You may create your own guidelines for each committee, with prior approval of Sawyer Yards Creative Office.

ARTICLE VI: COMPENSATION

Each AAC member shall receive a rent deduction of \$150 every month while serving a term.

1. Monthly lease payment must be maintained. Two default notices within a calendar year are grounds for immediate removal from the AAC.

ARTICLE VII: ELECTION OF SAWYER YARDS ARTIST ADVISORY

Elections shall be held every other year between October and November. Voting is by electronic ballots. All votes shall remain anonymous. Election guidelines are as follows:

1. All lease-holding tenants are eligible to vote for representatives in their building.
2. Sawyer Yards Creative Office will circulate a notice of the liaison roles to be filled in the upcoming election and invite applications. Lease-holding tenants may apply to be an AAC council member and provide a statement of ideas and commitments to the specific liaison role they are seeking. The names of those lease-holding tenants applying to run for the AAC shall be placed on the ballot as candidates along with their statements. Announcements of the full slate of candidates must be circulated to all eligible voters digitally at least one week before the election.
3. Positions will be awarded after review of majority votes from building tenants with input and approval by the Sawyer Yards Creative Office and ownership.
4. If more than two candidates are running for the same liaison role and receive equal votes, the Sawyer Yards Creative Office and ownership will make the final decision.
5. If no tenant runs for a liaison role that role will be omitted for the upcoming term.

6. Terms of office will begin on the first Monday of the new calendar year. If a liaison role becomes available during a term, the current AAC representative(s) will appoint a liaison role with the approval of the Sawyer Yards Creative Office and ownership. The newly appointed AAC council member shall fill the liaison role immediately and serve until the next election.
7. Newly elected AAC council members shall be elected to serve two-year terms.

ARTICLE VIII: MEETINGS

1. Meetings of the AAC, shall be held no more than once a month, unless otherwise communicated by Sawyer Yards Creative Office.
 - a. Meetings will be held in January (liaison specific meetings), February, March, April, May, August, September, November, and December.
 - b. Sawyer Yards Creative Office may determine meetings are not needed and cancel them with seven days' notice.
2. AAC council members are required to attend at least 75% of the scheduled AAC monthly meetings. Attending less than this is grounds for removal from the AAC.

ARTICLE IX: RECALL OF COMMITTEE MEMBER

Sawyer Yards Creative Office has the right to immediately remove an AAC member at its sole discretion if they are not acting in the best interest of the property, campus and/ or management.

ARTICLES XI: AMENDMENTS

Future amendments will be made solely by Sawyer Yards Creative Office.