

# Dauphin Art Group

## Constitution

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## 1. Location

The Dauphin Art Group studio is located in the Watson Art Centre (WAC) basement, Dauphin, Manitoba

## 2. Mission Statement

*Our mission is to encourage participation in the visual arts in Dauphin and surrounding communities through mentorship and sponsorship of education and training events, exhibitions and markets. We hope to foster a visual arts community that will provide support and encouragement for area artists.*

## 3. Goals of the Dauphin Art Group (DAG)

The goals of the Dauphin Art Group are:

- To promote art in the Parkland Region by supporting and/or offering classes, exhibitions, juried and non-juried shows, public demonstrations of various art techniques, mentorships and workshops open to all community members.
- To support DAG members in their making of art by offering professional instructor and non-instructor lead workshops, encouraging participation in weekly group painting sessions, mentoring, and encouraging exhibiting member's work as well as other professional development opportunities.

## 4. The Executive of the Dauphin Art Group (DAG)

Elections are to be held every year in November to fill **vacant** Executive positions. The Executive positions are: **Past President, President, Vice-President, Secretary, Treasurer, Program Director, Media Director, and Grant Director**. A Director may request an assistant. In addition, one person may be appointed to represent the DAG at the Watson Art Centre Board Meetings, although this is not a requirement of the WAC Constitution. The Executive will be elected at the Annual Meeting for the new fiscal year beginning January 1st. The Executive members will hold the same position for a two year term with a maximum of 3 terms. . After 3 terms, the individual must resign for a minimum of one full term (2 years), after which they can be reelected for that same position. Executive positions will be elected each term with the exception of the Outgoing President who will automatically move to the position of Past President

**Below is a list of the General Duties of the each member of the Executive**

<b>Duties of the Past President</b> <ul style="list-style-type: none"><li>• Act as an adviser to the Executive and Committee</li><li>• Chair a Nominating Committee</li><li>• Help increase the membership in the Art Club</li></ul>
<b>Duties of the President</b> <ul style="list-style-type: none"><li>• Provide Leadership within the DAG and act as a liaison with the community</li><li>• Prepare the Agenda for each meeting</li><li>• Assist in setting Goals and Objectives</li><li>• Coordinate Members Liability Insurance with the Insurance Company</li><li>• Arrange for a review and audit of the DAG Books by an impartial Accountant</li></ul>
<b>Duties of the Vice President</b> <ul style="list-style-type: none"><li>• Provide Leadership within the DAG and act as a liaison with the community</li><li>• Assist in setting Goals and Objectives</li><li>• Assume the duties of the President in his/her absence</li><li>• Assist the President as required</li><li>• Inform Club Members of events outside the club</li></ul>
<b>Duties of the Secretary</b> <ul style="list-style-type: none"><li>• Distribute Minutes to the membership as soon as possible following each meeting</li><li>• Assist the President in preparing the agenda</li><li>• Maintain an up-to-date membership list with member e-mail addresses</li><li>• Correspond with members providing notice of meetings</li><li>• Assist the Media Director</li></ul>

<p><b>Duties of the Treasurer</b></p> <ul style="list-style-type: none"> <li>• Prepare the financial statements in accordance with the generally accepted principals of accounting.</li> <li>• Present a financial report at each meeting of the DAG</li> <li>• Prepare the books for audit each January for previous year-ending December 31st</li> <li>• Provide the Grants Director a Financial Statement ending March 31st for grant application purposes.</li> <li>• Prepare a list of paid members for WAC Administrator and Insurance Liaison</li> <li>• Coordinate with the WAC Administrator the request and cancelation of key fobs.</li> </ul>
<p><b>Duties of the Program Manager</b></p> <ul style="list-style-type: none"> <li>• Organize professional development workshops and mentorships <ul style="list-style-type: none"> <li>◦ acquire instructors, making arrangements for the instructors accommodations,</li> <li>◦ receive registrations from participants</li> <li>◦ ensure contracts are signed with instructors (see Schedule C)</li> <li>◦ communicate with the instructor details of the workshop</li> </ul> </li> <li>• Prepare information and list of Workshops or other events for Media Director</li> <li>• Submit bills requiring payment for workshops or other events to the Treasurer for payment.</li> <li>• Review and update contracts, submitting copies to the Executive (Schedule C)</li> </ul>
<p><b>Duties of the Grant Director</b></p> <ul style="list-style-type: none"> <li>• Search out grants that the DAG may apply for</li> <li>• Apply for the grants</li> <li>• Monitor receipt of funds for the grant</li> <li>• Monitor the financial situation ensuring the DAG is in good financial standing with the granting bodies.</li> <li>• Prepare all necessary reports as a follow up to event.</li> </ul>
<p><b>Duties of the Media Director</b></p> <ul style="list-style-type: none"> <li>• Update Social Media and Website for events and workshops</li> <li>• Manage the DAG Gmail account</li> <li>• Ensure members e-mail addresses are current</li> <li>• Prepare the Newsletter and distribute to all members on a quarterly basis</li> <li>• Prepare brochures</li> <li>• Prepare Advertising of Workshops and other events to be published in the local newspaper as provided by the Programs Director</li> </ul>
<p><b>Duties of Members</b></p> <ul style="list-style-type: none"> <li>• Attend bi-monthly meetings</li> <li>• Participate in meetings, sharing ideas, opinions, thoughts, and assist with decision making,</li> <li>• Volunteer for ad hoc committees,</li> <li>• Fill a position on a committee(s) as requested</li> <li>• Volunteer to assist with events</li> </ul> <p><b>A Member Volunteer for sending cards to members when necessary</b></p> <ul style="list-style-type: none"> <li>• Cards and stamps purchased by the DAG will be provided to this volunteer</li> <li>• The Sympathy cards will be sent to any member losing a spouse, parent (or guardian), child or sibling</li> <li>• A Get Well card shall be sent to anyone recouping at home after a hospital stay of longer then 1 day.</li> </ul>

## 5. Membership

- 5.1 Membership is open to all person 16 years of age or older
- 5.2 Membership fees are \$60.00 per year and are payable by December 15th for January 1<sup>st</sup> of each year (members may opt to pay \$30.00 by December 15<sup>th</sup> for membership January 1<sup>st</sup> to May 31<sup>st</sup>, and \$30.00 due on May 15<sup>th</sup> for membership June 1<sup>st</sup> to December 31<sup>st</sup>.)
- 5.3 The membership fee is pro-rated at \$5.00 per month for those joining within the year
- 5.4 Members are provided a membership card
- 5.5 The DAG coordinates group purchases of supplies whenever possible to minimize costs
- 5.6 The DAG carries studio liability insurance for its members and the coverage is updated January 1<sup>st</sup> and June 1st. Coverage for members depends upon their fees being paid prior to those dates. To ensure coverage, payment of Membership Dues must be received by the Treasurer on or before December

- 15th for coverage January 1<sup>st</sup>, and May 15<sup>th</sup> for coverage June 1st. A copy is available to members from the Treasurer upon request. (Please see Schedule A for more information.)
- 5.7 There is a charge of \$2.00 per day for non-members to use the DAG studio. A DAG member must accompany a non-member and remain with them during their visit to the DAG studio
  - 5.8 A copy of the DAG Constitution will be provided to new members when they pay their membership.
  - 5.9 The DAG will provide table covers. Members using the studio are asked to ensure the table is adequately covered and make every effort to keep their workspace clean
  - 5.10 Members are required to ensure all small appliances are unplugged and lights are off upon leaving the facility

## 6. **Workshops**

- 6.1 Instructor led workshops are held the **third weekend of the month**
- 6.2 The annual grant received will be used in calculating workshop fees
- 6.3 Non-members will be required to pay an additional \$10.00 fee per workshop
- 6.4 There must be 8 registered participants for a workshop. Less than 8 will result in the workshop being cancelled.
- 6.5 Participants **must register** at least 12 days prior to the date of the workshop and registration must be accompanied with the full registration amount
- 6.6 If paying for a workshop by cheque, please make payable to "**The Dauphin Art Group**", and send to, or dropped off at the Watson Art Centre c/o The DAG Treasurer. Cheques may also be mailed to, or given to the Program Director.
- 6.7 Workshops are provided on a non-profit basis, credits **will not be issued** for registrants who do not show for the workshop or cancel after the twelve day deadline.
- 6.8 Workshop participants using the studio are asked to ensure the table is adequately covered and make every effort to keep their workspace clean.

## 7. **Ad-hoc Committee**

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- 7.1 Occasionally special events will be planned and an ad-hoc committee will be required
- 7.2 Members will be updated concerning progress of the event by the ad-hoc committee
- 7.3 The membership will establish a budget for the event that will be adhered to by the committee

## 8. **Meetings**

- 8.1 Meetings are scheduled the second Wednesday of January and every second month thereafter at 7:00 p.m.
- 8.2 25% of the paid members attending the meeting will constitute a quorum.
- 8.3 Roberts Rules of Conduct apply (Refer to Schedule B)
- 8.4 The President may call a business meeting anytime
- 8.5 Members are encouraged to submit items for meeting agendas and will notify the president prior to the meeting to have items added.
- 8.6 There will be an Annual Meeting to elect DAG Executive position(s). The Executive will assume their positions January 1st of the upcoming year.

## 9. **Key Fobs**

- 9.1 The Treasurer will authorize the WAC Administrator to issue a key fob to a DAG Member for the studio in accordance with the WAC key fob acquisitions/return policy terms and conditions.
- 9.2 If a membership has not been renewed at the designated times of the year, the Treasurer will notify the WAC Administrator and the key fob deactivated.

## **10. Art Exhibitions**

- 10.1 Members are encouraged to show their work in the WAC gallery, the WAC Fire Hall and the Dauphin Public Library as well as other venues in the Parkland Region.
- 10.2 Every second year the DAG hosts the Parkland Juried Art Show in Dauphin and members are encourage to not only assist with this, but participate by placing entries in the show<sup>1</sup>.
- 10.3 The DAG will hold an annual exhibition of their current members work in the Gallery at the WAC. The date of such exhibition will be November/December of each calendar year with precise dates announced in the fall of each year. DAG members are encouraged to submit 2 to 3 pieces for this exhibition.

## **11. DAG Studio Rental**

- 11.1 The DAG will rent out their studio space to members who wish to conduct private workshops, provided the member is in good standing.
- 11.2 The equipment and facility will be left in a clean condition with no damage.
- 11.3 The rental fee is \$30.00 per day or evening.
- 11.4 Book the facility with the President or Treasurer.
- 11.5 The Rental Payment if paying by cheque will be made payable to “**The Dauphin Art Group**”.

## **12. Partnerships with Other Committee/Organizations**

- 12.1 When the DAG membership wishing to partner and work with another organization or group there shall be an agreement or contracts drawn up so that both parties is clear on expectations and timelines.
- 12.2 Copies of the Agreement or Contract will be signed by both the DAG and the organization or group involved.

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<sup>1</sup>The Dag Membership may decide to cancel the Parkland Juried Art Show should there be 1) lack of external funding and/or; 2) lack of volunteers and/or; 3) lack of participants registered  
Dauphin Art Group Constitution  
Approved January 15, 2020  
Revised: December 7, 2021

## **Schedule A**

### **Studio Liability Insurance**

## ***Studio Liability Insurance***

Dauphin Art Group pays for *DAG Member Studio Liability Insurance Coverage* with Wawanesa Insurance through Love and Persson Group. This coverage is personal liability for members when using the studio space. The insurance covers damages resulting from an accident or mishap to the studio or building while the DAG member is using the studio space.

This Liability Insurance also covers DAG studio members if they, as individuals or a group, cause damage at a location where their art is being displayed, e.g. the library. This policy coverage is subject to certain limits and conditions and only applies to those individuals who are named in the policy.

Dauphin Art Group must confirm in writing twice yearly at the end of December and the end of May to Love and Persson Group and Wawanesa Insurance, the individual names of each of the DAG studio member whose membership is in good standing for the following six month period. In order to have their names listed on the insurance policy, DAG studio members' must ensure their membership payment is received by either the 15th May or the 15th of December so the Treasurer is able to process payment and provide the updated members list to Love and Persson and Wawanesa before their deadline.

If members are not listed on the policy, they are not covered by the policy.

The updated Insurance Policy will be mailed to the President of the DAG as per the company requirement of Love and Persson Group and Wawanesa Insurance.



## **Schedule B**

### **Robert's Rules of Order**

# Robert's Rules of Order

Robert's Rules of Order is a manual of parliamentary procedure that governs most organizations with boards of directors. In 1876, Henry Martyn Robert adapted the rules and practices of Congress to the needs of non-legislative bodies and wrote them in his book, which is still in use today. The Robert's Rules Association published brief versions of the book in 2005 and 2011. The newest versions have about 700 pages, which makes it difficult to look things up during a meeting. Meeting facilitators with little experience may find it helpful to keep a cheat sheet on parliamentary procedure at their fingertips during a meeting.

## Types of Motions

1. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
2. **Privileged Motion:** Urgent or important matter unrelated to pending business
3. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
4. **Motion to Table:** Kills a motion
5. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

## Every Motion Has 6 Steps

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

**TIP!** If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

## Requesting Points of Something

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry or Point of Personal Privilege.

- **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

- **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a non-debatable statement) so that the other members can make fully informed votes.
- **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
- **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member’s conduct.

Action	What to Say	Can Interrupt Speaker	Need a Second	Can be Debated	Can Be Amended	Votes Needed
Introduce main motion	“I move to...”	No	Yes	Yes	Yes	Majority
Amend a Motion	“I move to amend the motion by...” (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to Committee	“I move that we refer the matter to committee”	No	Yes	Yes	No	Majority
Postpone Item	“I move to postpone the matter until...”	No	Yes	Yes	No	Majority
End Debate	“I move the previous question.”	No	Yes	Yes	No	Majority
Object to Procedure	“Point of order.”	Yes	No	No	No	Chair decision
Recess the Meeting	“I move that we recess until...”	No	Yes	No	No	Majority
Adjourn the Meeting	“I move to adjourn the meeting.”	No	Yes	No	No	Majority
Request Information	“Point of Information.”	Yes	No	No	No	No Vote
Overrule the chair’s ruling	“I move to overrule the chair’s ruling.”	Yes	Yes	Yes	No	Majority
Extend the allotted Time	“I move to extend the time by ... minutes.”	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	“Point of Order.”	Yes	No	No	No	No Vote
Table a Motion	“I move to table ...”	No	Yes	No	No	Majority
Verify voice vote with count	“I call for a division.”	No	No	No	No	No Vote
Object to considering some undiplomatic matter	“I object to consideration of this matter...”	Yes	No	No	No	2/3
Take up a previously tabled item	“I move to take from the table...”	No	Yes	No	No	Majority

*Reconsider something already disposed of	“I move to reconsider our action to ...”	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	“I move to suspend the rules and consider...”	No	Yes	No	No	2/3
Close the meeting for executive session	“I move to go into executive session”	No	Yes	No	No	Majority
Personal preference -noise, room temperature, distractions	“Point of Privilege”	Yes	No	No	No	No Vote

\*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

## Tips and Reminders for Chairpersons

*Robert’s Rules of Order*, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don’t over command.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board’s skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

All board members should be familiar with *Robert’s Rules of Order*, which they can find online at <http://www.rulesonline.com/> and in bookstores.

## **Schedule C**

### ***Sample Forms***

**Dauphin Art Group  
(Current Year) Virtual Art Instructor Agreement**

BETWEEN **The Dauphin Art Group** (“DAG”)

AND ARTIST INSTRUCTOR: \_\_\_\_\_

WORKSHOP DESCRIPTION: \_\_\_\_\_

LOCATION: **Online Via Zoom** (Zoom Coordinator: Cheryl Nicholson)

WORKSHOP DATES: \_\_\_\_\_

WORKSHOP TIMES: \_\_\_\_\_

**INSTRUCTOR FEES, AS SET BY THE DAG:**

- \_\_\_\_\_ day Workshop \$ \_\_\_\_\_
  - Includes \_\_\_ minutes per day of instruction time, to equal 3 hours total over the two-day workshop
  - Includes \_\_\_ hours per day after each instructed period for student assistance, to equal 6 hours total over the \_\_\_ day workshop

**PARTICULARS:**

In return for the above INSTRUCTOR FEES from DAG, INSTRUCTOR agrees to perform the following:

- To instruct the above-mentioned course within the agreed upon times as described above.
- To supply adequate materials at own cost beyond those approved for supplying to workshop participants.
- Provide a workshop supply list in advance and information PDF's for emailing to participants.
- Fill in the attached invoice for compensation

**OTHER PROVISIONS:**

- Class size will be a minimum of \_\_\_\_\_ participants and a maximum of \_\_\_\_\_.
- Instructor fees will be paid via cheque by mail upon workshop completion.

NOTE: Should the INSTRUCTOR cancel for some unforeseen reason, they must notify the DAG's Program Chair \_\_\_\_ days prior to the work shop AND if the DAG must cancel due to lack of registration, \_\_\_\_ days' notice must in turn be provided to the INSTRUCTOR. This is to assist in rescheduling and/or notifying workshop participants of cancellation

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DAG Representative Signature Artist/Instructor Signature

Print Name: \_\_\_\_\_

Contact Info (Phone #, Email) \_\_\_\_\_

Date: \_\_\_\_\_

*Please return one signed copy to Treasurer by mail or email.*

**Dauphin Art Group  
Visual Instructor Invoice/Expense Claim Form**

*\*Fill in and email to DAG Treasurer for payment\**

Artist Instructor: \_\_\_\_\_

Workshop Date(s) and Times: \_\_\_\_\_

Instructor Fee: \$ \_\_\_\_\_

Participant Supplies (if applicable): \_\_\_\_\_

\_\_\_\_\_

*(Receipts required)*

**Total amount to be paid to Instructor \$** \_\_\_\_\_

\_\_\_\_\_

Instructor Mailing Address for Cheque: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

DAG Treasurer: \_\_\_\_\_

\_\_\_\_\_

Payment confirmation

*\*For Payment, please complete mail or email to the DAG Treasurer*



**The Dauphin Art Group  
(Current Year) Art Instructor Agreement**

BETWEEN The Dauphin Art Group (DAG)

AND \_\_\_\_\_, Artist/Instructor

PROGRAM: \_\_\_\_\_ Art Work Shop

LOCATION: DAG Studio Art Room at the Watson Arts Center

WORKSHOP DATES: \_\_\_\_\_

DAYS OF WEEK, TIME: Saturday 9-4 PM, Sunday 9-4 PM, 1 hour lunch break at noon both days

**INSTRUCTOR FEES, AS SET BY THE DAG:**

- Per day: \$ \$\$\$.\$\$ for 6 hours of instruction

**PARTICULARS:**

In return for the above-mentioned INSTRUCTOR FEES from the DAG, INSTRUCTOR agrees to perform the following:

- To instruct the above-mentioned course within the agreed upon times and at the location described above.
- To supply adequate materials at own cost beyond those to be provided by participants of the workshop (information print outs)
- **OTHER PROVISIONS:**
  - Class size will be a minimum of 8 participants and a maximum of 15.
  - Instructor fees will be paid on the last day of work shop.
  - Receipts for meals, travel via bus/air fare/gas for vehicle used (we pay cost of gas fill from starting point to Dauphin, please top off at Dauphin, the treasurer will double this cost for payment) must be provided and will be paid to INSTRUCTOR.
  - The DAG will reserve/pay for accommodations for INSTRUCTOR at 'The Willow Tree Bed & Breakfast' located on River Avenue West, The Super 8 Motel, or Canway Inn on Main Street South or other accommodation as deemed acceptable by The Dauphin Art Group.
  - The DAG is not responsible for meals or lodging for family members or friends, should there be a second individual accompanying the INSTRUCTOR.

**NOTE:** Should the INSTRUCTOR cancel for some unforeseen reason, they must notify the DAG's Program Chair 10 days prior to the work shop AND if the DAG must cancel due to lack of registration, 10 days' notice must in turn be provided to the INSTRUCTOR. This is to assist in rescheduling and/or notifying workshop participants of cancellation.

\_\_\_\_\_  
DAG Representative Signature

\_\_\_\_\_  
Artist/Instructor Signature

\_\_\_\_\_  
Print Name, Phone#, Email

\_\_\_\_\_  
Print Name, Phone#, Email

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Please print 2 copies, return one signed copy to Dauphin Art Group at time of your workshop.*

**Dauphin Art Group**  
**Instructor Invoice/Expense Claim Form**  
*\*fill in both copies and give to DAG Treasurer for payment\**

Art instructor: \_\_\_\_\_

Workshop Date(s): \_\_\_\_\_

Daily Rate: \$ \_\_\_\_\_ x \_\_\_\_\_ Days = \$ \_\_\_\_\_ Instruction Fee

Travel expenses \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

**Total amount to be paid to Instructor** \$ \_\_\_\_\_

Paid with DAG Cheque # \_\_\_\_\_ for \$ \_\_\_\_\_ dated \_\_\_\_\_.

Instructor Signature: \_\_\_\_\_

DAG Treasurer: \_\_\_\_\_

(Keep 1 for our records; give 1 to instructor with payment)

**Dauphin Art Group**  
**Instructor Invoice/Expense Claim Form**  
*\*fill in both copies and give to DAG Treasurer for payment\**

Art instructor: \_\_\_\_\_

Workshop Date(s): \_\_\_\_\_

Daily Rate: \$ \_\_\_\_\_ x \_\_\_\_\_ Days = \$ \_\_\_\_\_ Instruction Fee

Travel expenses \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

**Total amount to be paid to Instructor** \$ \_\_\_\_\_

Paid with DAG Cheque # \_\_\_\_\_ for \$ \_\_\_\_\_ dated \_\_\_\_\_.

Instructor Signature: \_\_\_\_\_

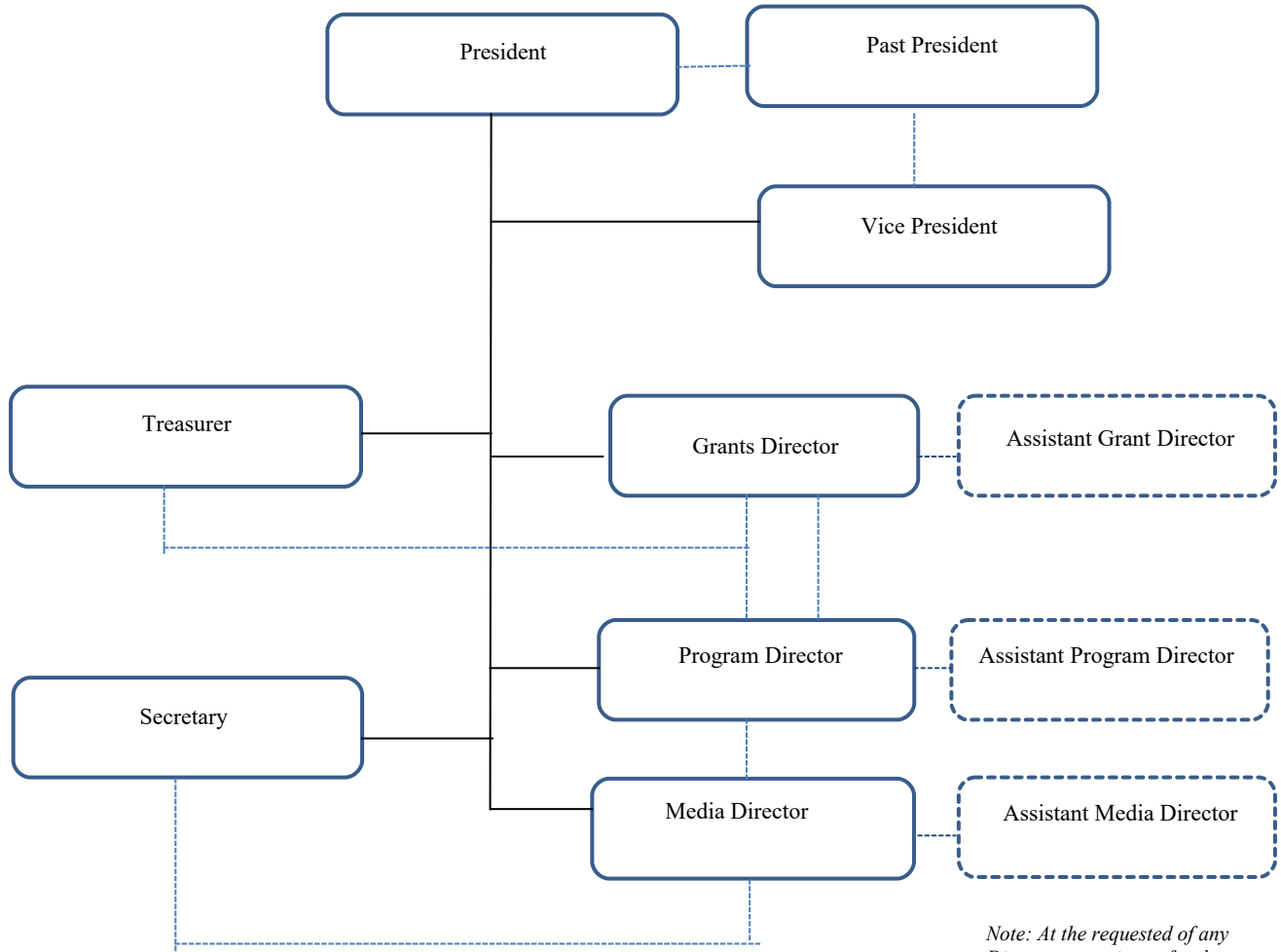
DAG Treasurer: \_\_\_\_\_

(Keep 1 for our records; give 1 to instructor with payment)

**Schedule D**

# *Organization Chart*

# *Dauphin Art Group Organizational Chart*



*Note: At the requested of any Director an assistant for them may be appointed*

**Revised January 8, 2020**