

BYLAWS OF THE AVON ARTS ASSOCIATION, INC.

ARTICLE I. Introduction

Section 1. Definition

These Bylaws of the Avon Arts Association, Inc. constitute the code of rules adopted for the implementation of the Constitution and for the regulation and management of the affairs and activities of the organization.

Section 2. Activities

The activities of the Association may consist of:

- Lectures by authoritative speakers on both general and specific art subjects and demonstrations by notable artists.
- Classes conducted by hired instructors on subjects of artistic interest.
- Sponsorship of art shows, sales, and exhibits.
- Encouragement of the growing talent of the community through local exhibits.
- Discussions of art problems.
- Advancement of art education and appreciation.
- Promotion of a closer fellowship among the artists and laypeople.
- Stimulation of the various expressions of Fine Art. Support for the development of artistic talent in the community through the awarding of scholarships.
- Dissemination of information to the membership and the community via a regular Newsletter.

ARTICLE II. Dues and Membership

Section 1. Period and Amounts

The annual dues shall cover the membership year, i.e., the period from October 1 of one year through September 30 of the following year. The Board shall determine the amounts of the annual dues, changing them if necessary.

Section 2. Grace Period

Annual dues shall be paid between October 1 and November 30 of each year.

Section 3. Delinquency

All members whose dues are not paid by November 30 shall be notified by the Membership Chairperson before December 15. If dues and other financial obligations remain unpaid by January 31, the delinquent members shall be automatically dropped from the membership directory.

Section 4. Removal

If the Board should find cause to remove a member, the member shall be given ten days notice in writing, stating the reason for the proposed action, and an opportunity to present his/her case at the following Board meeting. No hearing is required where the cause is non-payment of dues.

Section 5. Application

Membership application shall be submitted in writing to the Membership Chairperson, along with payment of membership dues.

Section 6. Instructors

An instructor has honorary membership while teaching and for the balance of the membership year. No instructor may serve in an executive office.

ARTICLE III. Duties of the Board

Section 1. Board Quorum

Five members of the Board shall constitute a quorum for the transaction of business. Each Board member is accorded one vote; the presiding officer only votes in the event of a tied vote, when he/she may cast a tie-breaking vote.

Section 2. Responsibilities

It shall be the business of the Board to:

- Decide on the number of classes, according to demand, and the fee.
- Confirm the continuance of present instructors and the appointment of new instructors.
- Review the inventory value and value of all other property of the Association.
- Authorize the expenditure of all funds and approve the annual budget and committee budgets.
- Review the insurance protection afforded by the various policies in force and consider what changes or additions are in order for adequate protection. Any changes shall be effected as soon as convenient through insurance agents designated by the Board.
- Verify the annual Treasurer's bond, if one is deemed necessary.
- Select suitable depository institutions for the accounts of the Association.
- Approve the designs of the stationery, forms, brochures, and the Newsletter of the Association.

A summary of the minutes of each Board meeting shall be reported at the next general meeting of the Association.

Section 3. Other Duties

The duties of the Board are not limited by the above section, but shall include these specific duties, together with any and all other business which shall come before the Board.

Section 4. Vacant Positions

Unexplained absence of a member of the Board from three consecutive meetings shall be reason for declaring the position vacant. The Board shall fill the vacancy as provided by the Constitution.

ARTICLE IV. Officers

Section 1. President

The President shall:

- Be the chief executive officer of the Association and shall have general active management of the business of the Association.

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- Preside at all meetings, approve all bills, and with the Treasurer shall sign all written contracts, tax returns, and obligations of the Association authorized by the Board.
- Be an ex officio member of all committees, except the nominating committee, and shall have the right but not the obligation to participate in the proceedings of the committees, but not to vote except in the event of a tied vote, when he/she may cast the tie-breaking vote.
- Be responsible for the storage of the fixed assets of the Association.
- Appoint the Chairpersons of the standing committees of the Association.
- Create, with the consent of the Board, such ad hoc committees as are necessary to carry out special projects for the Association and shall appoint their chairpersons. Each such committee shall have duties and term of action as determined by the President, and shall terminate upon the expiration of the President's term of office unless ratified by his/her successor.
- Be empowered to sign checks and fulfill all other duties of the Treasurer, in the absence of the Treasurer or in the event of vacancy in the office of Treasurer, until such time as the Board shall appoint a successor in accordance with the Constitution.
- Complete all business to be performed during his/her term of office and promptly hand over all documents and papers to the successor at the expiration of his/her term of office.

Section 2. Vice-President

The Vice-President shall:

- Assist the President and stand in for the President in his/her absence.
- Be responsible for securing locations for the board meetings, general meetings and workshops.
- Act as class registrar for any classes held.

Section 3. Treasurer

The Treasurer shall:

- Be the custodian of all funds of the Association and shall be accountable for their safekeeping.
- Receive and have charge of all money and other financial instruments of the Association.
- Ensure that all monies, drafts, and checks are promptly deposited in the name of and to the credit of the Association in such banks, trust companies, or other depositories as selected by the Board.
- Be the disbursing officer of the Association, and shall pay out the money of the Association upon receipt of properly written invoices and orders of the President under direction of the Board.
- Sign all checks in payment of all indebtedness.
- Keep a current, complete, and true and correct record of all receipts and disbursements and all financial transactions of the Association.
- Report at board meetings the amount of cash on hand and the amount of outstanding bills (both payable and receivable).

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- Make a full written financial report for the current fiscal year at the last regular meeting of the membership year, and also, whenever previously directed by the Board, at a special meeting. The annual report shall be audited by two members of the Association, to be appointed by the President; the Treasurer shall ensure that the results of the audit are published in the Newsletter.
- Present a budget for the coming fiscal year, to be presented at the last regular meeting of the membership year.
- Ensure that the approved annual financial report and the approved budget are made available to the membership.
- Be responsible for preparing and submitting tax returns in a timely manner.
- Sign, with the President, all written contracts, tax returns, and obligations of the Association authorized by the Board.
- Complete all business to be performed during his/her term of office and promptly hand over all documents, papers, and monies to the successor at the expiration of his/her term of office.

Section 4. Recording Secretary

The Recording Secretary shall:

- Keep a correct and permanent record of all proceedings.
- Receive the reports of all committees and shall file them with other Association transactions subject to the order of the Board.
- Complete all business to be performed during his/her term of office and promptly hand over all documents and papers to the successor at the expiration of his/her term of office.

Section 5. Webmaster and Newsletter Editor

shall:

- Have charge of digital media correspondence and the Newsletter.
- Design or cause to be designed the appearance of the stationery, brochures, forms, and Newsletter of the Association, and submit the designs to the Board for approval.
- Supply a digital image of the Avon Arts Association logo for use of the membership.
- Be responsible for emailing information to include at a minimum the Constitution, the Bylaws, and Newsletter, to new members.
- Maintain the website with current happenings of Avon Arts.
- Complete all business to be performed during his/her term of office and promptly hand over all documents and papers to the successor at the expiration of his/her term of office.

ARTICLE V. Standing Committees

Section 1. Membership

The Membership committee shall:

- Solicit, promote, and monitor the membership of the Association.
- Process all new membership applications.
- Keep a list of past and present members of the Association.

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- Prepare a Membership Directory, which will appear as a separate publication generally in February.

Section 2. Program

The Program committee shall:

Be responsible for scheduling and contracting for demonstrations and workshops.

Check dates to avoid conflicting with holidays.

Follow up with the artists prior to each demonstration.

Section 3. Hospitality

The Hospitality committee shall:

- Be responsible for arranging for refreshments at the Association's meetings, receptions, and shows.

Section 4. Publicity and History

The Publicity and History committee shall:

- Be responsible for arranging for publication of notices pertaining to activities of the Association and keeping a visual record of said publicity.

Section 5. Scholarships

The Scholarships committee shall:

- Be responsible for collecting and judging the eligible artwork and awarding the scholarships.

ARTICLE VI. Association Meetings

Section 1. Membership Quorum

Ten percent of the general membership of the Association shall constitute a quorum for the transaction of business at a duly called regular or special meeting. Each general membership is accorded one vote; the presiding officer only votes in the event of a tied vote, when he/she may cast a tie-breaking vote.

Section 2. Nominations

In January of each year, the President will begin the conversation of nominations with the Board of Directors. The Board will act as the Nominating Committee.

Section 3. Election

At the last regular meeting of the membership year the Association shall hold its annual election and installation of officers.

ARTICLE VII. Shows, Exhibits, and Classes

Section 1. Fall Show and Sale

A Fall Show and Sale may be held, managed by an ad hoc committee and subject to a budget determined by the Board. A Chairperson shall be appointed who, with his/her committee, shall set location, rules, fees, and guidelines for the show. The

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Chairperson may contract with a Fall Show Director, who shall not be a general member, to produce the show.

Section 2. Members' Spring Exhibit

A Spring Exhibit of members' artwork may be held, managed by an ad hoc committee and subject to a budget determined by the Board. A Chairperson shall be appointed who, with his/her committee, shall set location, rules, fees, and guidelines for the exhibit.

Section 3. Classes

Classes may be held, managed by an ad hoc committee and subject to a budget determined by the Board. A Chairperson shall be appointed who, with his/her committee, shall set rules, fees, and guidelines for the classes. The Chairperson may contract with instructors as needed to teach the classes.

Section 4. Disclaimer

The Association shall not be responsible for loss, damage, or injury at shows, exhibits, and classes, and shall so notify all concerned parties in advance of such an event.

ARTICLE VIII. Parliamentary Authority

The activities of the Association shall be conducted in a spirit of broad democracy. *Robert's Rules of Order, Newly Revised* shall be used as a guide, where it does not conflict with the Constitution or Bylaws, to conducting the business of the Association.

ARTICLE IX. Amendments

These Bylaws may be amended at any meeting of the Association by a two-thirds vote of those general members voting, provided always that the proposed amendment has been submitted in writing to all general members at least three weeks previously.

These Bylaws were amended in 1977, 1983, 1999 May, 2015 October.

This ends these Bylaws.