

# 2017 Proposed Bylaws

April 25, 1988; March 1990; May 1996; September 1998; April 6, 2002; April 9, 2007; March 20, 2009; February 14, 2011; March 25, 2014; October 7, 2014

<b>Proposed Revised Bylaws:</b>	March 29, 2017
<b>Presented to the Board of Directors:</b>	April 4, 2017
<b>Accepted as Proposed by the Board of Directors:</b>	<b>July 25, 2017</b>
<b>Approved by the Membership:</b>	

## Article 1: Name and Location

- Section 1:** The name of the organization is “The Wickenburg Art Club, Inc.” hereinafter referred to as WAC. It is a non-profit organization founded under Section 501(c)(3) of the United States Internal Revenue Code.
- Section 2:** The mailing address is:  
The Wickenburg Art Club  
P. O. Box 1737  
Wickenburg, AZ 85358
- Section 3:** The principal location for educational and business transaction is:  
The Wickenburg Art Center  
188 S. Tegner Street  
Wickenburg, AZ 85390

## Article II: Objectives

- Section 1:** To encourage, educate, exhibit, and provide fellowship for artists and craft persons.
- Section 2:** To provide educational opportunities and hold arts and crafts shows for members so that they may develop further artistic skills and knowledge.
- Section 3:** To promote and enrich community-wide awareness of local art activities.
- Section 4:** To stimulate and encourage artists and craft persons to reach full potential.

### **Article III: Membership**

**Section 1:** Membership is open to any professional or amateur artist, craftsperson, or friend of arts and crafts.

The Wickenburg Art Club does not and shall not discriminate on the basis of race, color, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcome environment for members and all who enter our door.

**Section 2:** Life memberships may be awarded upon recommendation by the Board of Directors and approved by the membership. The criteria being, the person must be a ten (10) year WAC member AND must have made continuous contribution to WAC over the years, achieved creative recognition, or given service to the arts.

### **Article IV: Dues and Fees**

**Section 1:** Annual dues shall be set by a vote of the Board of Directors. Waivers may be available on an individual basis.

**Section 2:** Annual dues shall be payable on or before January 1 of each year.

**Section 3:** A fee for registration to attend or participate in WAC-sponsored arts and crafts sales, workshops, or courses may be charged as necessary. Members will have sign-up priority for workshops. Non-members will be assessed an additional fee.

**Section 4:** Sales by members at WAC sponsored events require a minimum 15% donation to be paid to WAC.

### **Article V: Meetings**

**Section 1:** A general meeting shall be held monthly from September through May.

## **Article VI: Board of Directors**

**Section 1:** There shall be five (5) voting members on the Board of Directors: President, Vice President, Secretary, Treasurer, and Director of Media Relations. They shall be present in order to vote on proposed changes. A quorum shall consist of three (3) voting members.

Officer positions will be proposed at the April meeting, election held at the meeting in May, and installation of officers at the September meeting.

**Section 2:** The officers and/or directors that constitute the Board of Directors shall have administrative control over the affairs, funds and property of WAC. They shall authorize payments, receive reports of committees that may be necessary outside of business meetings and perform all duties as specified in these Bylaws.

**Section 3:** The Board of Directors shall have a monthly business meeting prior to the monthly general meeting.

**Section 4:** The Board of Directors shall develop an annual operating budget. The budget will be presented to the membership at the November general meeting for its adoption. The Board of Directors shall have the authority to approve a capital expenditure up to \$1,000 in an emergency situation and shall disclose that expenditure to the membership in a timely manner. Unanticipated expenditures requiring non-targeted funds shall be presented to the membership for their knowledge.

**Section 5:** Board members shall attend board meetings. Chronic absence may be cause for replacement.

**Section 6:** The Board of Directors shall be available to make unscheduled business decisions when necessary.

**Section 7:** Any Board member unable to serve out an elected term of office shall submit a resignation in writing. Resignation may be without cause. In case an elected Director is unable to finish the term, it is acceptable for an existing board member to assume those duties until a replacement is found for a period of six months, or until the Board finds another solution.

**Section 8:** The Board of Directors shall appoint chairs for committees as appropriate to the needs of WAC. Each chairperson shall have a written job description. The committee chairs shall submit an annual budget request to the Board of Directors. Chairs shall attend Board meetings as requested, or at their discretion, to report about their committees' progress and budget requirements.

## **Article VII: Elections and Terms of Office**

**Section 1:** Directors shall be elected for a two-year term and shall be eligible for re-election. Election of officers will be held in alternating years, as follows: Officers elected during even years will be: President, Treasurer, and Director of Media Relations. Officers elected during odd-numbered years will be Vice-President and Secretary.

**Section 2:** Election of the Board of Directors shall be held during the May meeting, at which time nominations may be made from the floor. If more than one candidate is nominated for any office, the election shall be by paper ballot.

**Section 3:** Installation of the elected directors shall be during the September meeting.

## **Article VIII: Duties of Office**

**Section 1:** The **President** shall preside at all general meetings and Board of Directors meetings, shall set the agenda for each Board and general meeting, and shall perform all other normal duties of the office of the President.

**Section 2:** The **Vice President** shall assist the president as needed and perform all the duties of the President in that officer's absence, and shall automatically become President should that become necessary.

The Vice-President will be responsible for management of educational activities, such as workshops, demonstrations, etc.

**Section 3:** The **Secretary** shall record minutes of monthly Board of Directors meetings, shall sign all legal forms for the WAC, shall be responsible for all official correspondence under the direction of the Board; and shall file and maintain copies of incoming and outgoing official correspondence, WAC contracts and records.

**Section 4:** The **Treasurer** shall have custody of all funds and provide a status report at monthly Board of Directors meetings; shall give receipts for all funds received and deposit funds; shall keep and regularly record funds received and paid; shall maintain files of all receipts, bills, statements, tax and Arizona Corporation Commission forms, insurance, building-use contracts, etc.; shall anticipate and pay monthly, annual, and bi-annual fees pertinent to normal WAC operations; shall sign checks; shall present an annual fiscal report.

**Section 5:** The **Director of Media Relations** shall be responsible for all external and internal communications. This includes publications, flyers, brochures, books, printed matter and press releases, eblasts and newsletters.

The Director of Media Relations may appoint and oversee the Chairs of Publicity, Facebook, Website and Artifacts Newsletter.

## **Article IX: Amendment of Bylaws**

These Bylaws may be amended or revised at any monthly general meeting by a two-thirds majority of the membership present, providing the proposed changes have been submitted in writing to all members and discussed at a previous meeting.

## **Article X: Actions Requiring Membership Approval**

- Section 1:** Adoption of the Annual Budget.
- Section 2:** Adoption of an increase in annual dues.
- Section 3:** Awarding Life Membership Awards.
- Section 4:** Election of board members