

## Latimer Art Club Bylaws

### Article I. Name and Purpose.

- A. The name of the organization shall be "Latimer Art Club.
- B. The purpose of this organization is to:
  1. Have viable social interaction with others having artistic interests.
  2. Inspire growth of individual artistic skills and art marketing knowledge through regular club meetings featuring professional artist-speakers.
  3. Strive to share accomplishments and knowledge through exhibits, workshops, educational programs, and creative get-togethers.
  4. Encourage skill development in creative young people through granting educational scholarships.

### Article II. Membership.

- A. Membership shall be of four types:
  1. Active membership is open to producing Fine Arts artists, painters, and sculptors\* who agree to exhibit new work at the club's annual shows. They shall pay dues, have the right to vote and are eligible to hold office.
    - a. A prospective active member may individually apply for membership.
    - b. A prospective new member is required to bring three original paintings or sculptures and a one-page biography, with photo, to show the membership at a regular meeting.
    - c. A prospective new member may be voted upon at the regular meeting where artwork is displayed. They will answer any questions presented by the membership.
    - d. Voting will be by secret ballot, and the new prospective member must receive a 3/4 majority affirmative vote of the active members present. Ballots shall be counted at the meeting and the prospective new member will be notified by an officer within the following week.
    - e. The new member will be provided with Bylaws and information about the club.
    - f. Annual dues must be paid by new members within 15 days of joining.
  2. Associate Members:
    - a. Associate membership is open to the public who wish to support LAC artists and exhibits, learn more about art and the process for becoming an Active member.
    - b. Individuals may apply for Associate membership without sponsorship. They shall pay dues, as determined by the club policy.
    - c. They may not vote upon admission of new prospective members nor show artwork in the club exhibits nor hold elected office.

\* Defined as a one-of-a-kind original, not to include mass-produced works, photography, digital art, pottery or crafts. "Producing artists" includes multi-media, pen, ink, and pencil.

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### 3. Honorary Members:

- a. Honorary membership may be granted by majority vote to a person for any outstanding services rendered to this organization.
- b. Honorary members shall have no vote, may not hold office, and do not pay dues.

### 4. Life Members:

- a. A member may be given Life Membership for dedicated service to the club. Life Members will enjoy all club benefits without having to pay dues except if entering exhibits and must pay normal entry fees.
- b. Life membership will be granted by majority vote.

## Article III. Dues.

- A. Active and Associate members shall pay annual dues in January, the amount as determined by membership vote.
- B. The Treasurer will notify members who have not yet paid dues by March 1. If dues are not paid by April 1 of the same year, the member will be dropped. Reinstatement will be a case by case basis upon application and must be approved by the Board.

## Article IV. Meetings and Elections.

### A. Membership Meetings.

1. Meetings will be held bi-monthly in February, April, June, August, October, and December. Time and place to be announced by the President at least two weeks in advance. Special meetings may be called by the President.
2. Twelve members shall constitute a quorum at a regular meeting.

### B. Board Meetings.

1. The President shall schedule meetings of officers as needed, to vote on financial and other issues that require formal votes.
2. Non-elected Directors and Managers will be invited to Board meetings on an as needed basis and will be invited to provide comments on specific club items pertaining to their responsibilities. Club members are welcome to attend Board meetings.

### C. Elections.

1. The following positions for Board Officers will be open for election/re-election each December: President, Vice-President(s), Secretary and Treasurer.
2. The President shall appoint a nominating representative in August, who will open a call for nominations at the October meeting. Nominations from the floor may also be accepted at this time, with consent of nominee. If nominations are not available on-time, the President may submit the panel of officers via e-mail to the membership prior to the December meeting.
3. The final panel is to be voted upon at the December meeting. Officers are then to be sworn-in at this meeting, in preparation of assuming their duties effective January 1. Elected officers shall hold office for one (1) year and may stand for re-election.
4. Any vacancies of officers will be filled by votes at a regular or special meeting.

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### Article V: Duties of Officers, Directors and Managers.

A. The Board of Officers shall consist of the elected officers: President, Vice-President(s), Secretary, and Treasurer. A 2/3 vote by these officers is necessary to determine overall policy and direction of the organization. They shall meet at times deemed necessary, and at the time and place determined by the President.

#### B. Duties:

1. The President shall preside over all meetings, sign necessary contracts, and perform all usual duties of a president. The President shall give a report at the end of his/her term of office and shall report the club's financial status.
2. The Vice-President(s) shall perform all the duties of the President, in case of absence or inability of the President to act. The Vice-Presidents may serve in capacities as program chair/advisor, finance, membership oversight and other duties as assigned.
3. The Secretary shall keep a record of all meetings, and maintain copies of the club's minutes and official documents.
4. The Treasurer shall keep full and accurate accounting of all dues, receipts, and disbursements of all monies and shall perform such other duties that are usually performed by a treasurer. The Treasurer shall give a Treasurer's report at the end of the term of office.

#### C. Board-Appointed Directors and Managers:

1. The Art Show and Exhibits Director shall plan and present the club's annual exhibits and propose participation in outside exhibits/events. The Director will invite members to serve as exhibit volunteers and will coordinate with the Treasurer regarding funding and members' entry fees as needed.
2. The Membership Director shall keep a record of each member including contact information, status of waivers and biography/artist statement. The Director shall arrange for introductions and artwork presentations by Active member candidates, and for introductions of new Associates.
3. The Presenter/Arranger shall propose and plan for guest speakers at club meetings and will publicize details to the membership, introduce the speaker and submit stipend requests to the Treasurer for payment.
4. The Historian shall keep a scrapbook current, keep history updated and correct so that there will be an interesting record of the accomplishments of the club and of its members. The Historian will add photos of club activities to the scrapbook whenever possible.
5. The Newsletter Editor will publish a newsletter prior to each regular meeting and distribute it to the membership. The Newsletter Editor may distribute additional information to the members when deemed necessary.
6. The Paint Out Manager(s) will plan, coordinate, and publicize events for Active and Associate members.
7. The Friendship Manager will prepare correspondence and/or cards for recognition of members and families due to congratulations or condolences.
8. The Scholarship Manager(s) shall coordinate with the educational institutions identified by the Board to select candidates for a scholarship.
9. The Hospitality Manager shall arrange for food and beverages to

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be served at club functions and shall manage club items during the functions.

10. The Website Manager shall coordinate with the website design/maintenance company selected by the Board to keep the website up-to-date. A written agreement is required between the company and Latimer Art Club on an annual basis.

### Article VI: Latimer Art Club Scholarship Fund.

- A. The \$5,000.00 donated by the late Betsy Caughlin Donnelly to establish a scholarship fund shall be deposited into the club's checking account, along with any future additional contributions to the account and recorded/earmarked for scholarships only.
- B. Money contributed for scholarships will be used to award scholarships to college art students or art education majors, and who are producing Fine Arts artists, painters or sculptors, defined per Article II. A. 1, above.
- C. Annually, the Board shall determine the number of scholarships to be awarded and the monetary amount of each.
- D. If the reserved scholarship funds cannot cover the scholarship, additional money may be secured from the general fund by vote of 2/3 of the members present at the general meeting.

### Article VII: Club Exhibits and Participation in Non-Club Exhibits.

- A. The Art Show and Exhibits Director will coordinate annual events with the President and Board, to include:
  1. Community/outreach and show planning for exhibits' locations and costs.
  2. Provide information to Latimer Art Club artists regarding entry requirements.
  3. Determine recognition and prizes for exhibits and competitions as needed.
  4. Coordinate advertising and printing.

### Article VII: Amendments

- A. Latimer Art Club Bylaws may be amended by a 3/4 vote of a majority of members present at a regular or special meeting.
- B. Members must be notified in writing at least ten (10) days in advance of meeting time and place, and content of the proposed amendment.

### Article IX: 501(c)(7) Status

- A. Latimer Art Club is exempt from Federal Income Tax under section 501(c)(7) of the Internal Revenue Code.
- B. Contributions to Latimer are **not** deductible under section 170 of the Code.

### Article X: State Business License.

- A. Latimer Art Club will maintain a State Business License and pay required fees.
- B. The State Business License will be renewed annually, to include an updated List of Officers.

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### Article XI: Insurance.

- A. Latimer Art Club will maintain a general insurance polic(ies) to offset injuries and potential liabilities associated with club activities.
- B. Insurance policies will be reviewed annually by the Board to determine need for revisions or change of carriers, and to vote accordingly.
- C. LAC members may be required to sign indemnity waiver forms upon admission as members, and for special activities if required.

### Article IX: Dissolution

#### A Upon dissolution, the Board Officers shall:

- 1. Make provisions for the payment of all liabilities of the organization.
  - 2. Arrange for public auction of art pieces and equipment owned by Latimer Art Club with proceeds becoming part of the residual assets.
  - 3. All residual assets shall become part of the Latimer Art Club Scholarship Fund.
- B. The Latimer Art Club Scholarship Fund shall be turned over to an organization, chosen by the board, which also is exempt as an organization described in section 501 (c) (7) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue Code or to the federal, state, or local government for exclusive public purposes.
- C. Assets turned over to another organization shall be specified to be used by them to carry out the provisions of Article VI, part A, B, and C, and shall be known as "The Latimer Art Club Scholarship Fund."

OFFICIAL BYLAWS OF THE LATIMER ART CLUB including all approved revisions as of April 30, 2023:

Carol A. Evans, President

### **Equal Opportunity Statement**

Latimer Art Club is a non-profit organization and is committed to equal membership and volunteer opportunities without regard to age, ancestry, disability, national or ethnic origin, race, religious belief, sex, sexual orientation, gender identity, marital or veteran status.