

Artists United Club By-Laws

(October 2019)

PURPOSE

The purpose of the Artists United Club, an association of visual artists, is to encourage members' creativity and artistic development and to further community interest in the visual arts.

MEMBERSHIP

Membership is open to any person with an interest in the visual arts for their own pleasure or to share with the public. A member shall pay yearly dues in the amount outlined in the Standing Rules. The benefits of being a member are:

- a. Voting in elections
- b. Eligibility to hold office or appointed positions
- c. Exhibiting in venues and shows
- d. Receiving newsletters
- e. Attending business meetings and programs

A member may bring a guest, or a prospective member may attend one meeting/program prior to applying for membership.

The Board Of Directors has the right to refuse to accept the membership dues of any applicant for membership, or to refuse to accept the renewal dues of any existing member who has demonstrated by his or her statement or behavior that he or she is not supportive of the goals and purpose of Artists United. Upon taking such action, the Board of Directors shall give written notice thereof to such member or applicant and return any money tendered as dues, whereupon that person shall no longer be considered a member. The decision of the board of directors in taking such action shall be final and conclusive.

BOARD OF DIRECTORS

The Board of Directors shall consist of the elected officers of the club and appointed positions on standing committees as outlined in the By-laws and the Standing Rules. A quorum shall consist of five members.

The duties of the board shall be:

- a. To confirm coordinators of standing committees
- b. To approve the official depository for the club's funds and designate persons to sign checks and withdraw funds
- c. To elect (by majority vote) a member of the club to fill an unexpired term of an officer or to appoint a person to coordinate a committee
- d. To manage the affairs of the club
- e. To authorize expenditures in excess of \$100

Board meetings shall be held monthly at a day and time selected by the board. Special meetings may be called as needed by the President. Meetings shall be open unless a personnel issue requires a closed session.

OFFICERS (ELECTED POSITIONS)

A member is eligible to be considered for an officer's position when presented by the nominating committee, or being nominated from the floor, with personal acceptance prior to the voting process. The members of the board shall serve a term of two years unless circumstances require a shorter term. Officers begin their term on September 1 and maintain them through August 31. Official business during July and August is generally light and allows incoming officers to receive the outgoing officers' properties and assistance. This allows new officers the ability to officiate on September 1.

The elected positions shall be President (or co-presidents), Vice President, Secretary, and Treasurer.

- I. The President shall:
 - (a) Preside over meetings

- (b) Appoint coordinators to committees not filled by the nominating committee
- (c) Enforce the by-laws and standing rules
- (d) Serve as liaison (or appoint someone) to Burien Arts
- II. The Vice President shall:
 - (a) Preside over meetings and fulfill other duties in the absence of the President
 - (b) Fulfill other duties for the membership if requested by the President or the board
- III. The secretary shall:
 - (a) record minutes of all meetings
 - (b) Attend to correspondence as required
 - (c) Preside over meetings in the temporary absence of the president and the vice president
- IV. The treasurer shall:
 - (a) Receive all monies and record all receipts and disbursements of the club
 - (b) Maintain an accurate record of the members' payments of dues and fees, event revenues, reimbursements and donations
 - (c) Pay all bills upon receipt of written invoices and receipts
 - (d) Notify the president, membership coordinator and communications coordinator of all new or changed membership dues and fees status
 - (e) Prepare a monthly report with expenditures, monies received, and balance

COMMITTEES (APPOINTED POSITIONS)

- I. The **Nominating Committee** will be appointed by the President in March and consists of three members who will prepare a slate of officers and coordinators to present to the membership at the May meeting. Members present at that meeting may nominate additional candidates with the candidate's acceptance. Election of new officers will take place at the May meeting and newly elected officers will take office the following September. Committee coordinators may begin earlier if necessary, for their duties.

- II. The **Membership Coordinator** will greet visitors and provide them with club information and membership forms. When dues are received, the members' packet (consisting of club roster and by-laws) will be given and a name tag made. Coordinator will maintain accurate records for all members according to the Standing Rules. New or corrected information shall be given to the president, treasurer, and communications coordinator.
- III. The **Show and Venue Coordinator** will appoint members to oversee the Cove Show and other shows, juried shows, community venues, community center gallery, and other opportunities as they arise along with promotional responsibilities. The coordinator will maintain storage and transportation of exhibit materials.
- IV. The **Hospitality Coordinator** will purchase, bring supplies, and coordinate volunteers to bring refreshments to monthly meetings and special events.
- V. The **Program Coordinator** will organize monthly artists' demonstrations/presentations for general meetings and organize workshops and events for members as needed.
- VI. The **Communications Coordinator** will prepare a monthly newsletter to deliver electronically, send announcements as needed to general membership, maintain club website and facilitate additional communication tools as advisable.
- VII. The **Artwork of the Month Coordinator** will set-up, count votes and announce to winner of Artwork of the Month. The coordinator will arrange for a photograph for the newsletter and arrange to get the artwork to the Burien Community Center.

DISSOLUTION

In the event of the dissolution of this club to the extent allowed, all the assets of the club shall be distributed to Burien Arts. If Burien Arts does not exist at that time, the assets will go to Artists Trust.

METHOD OF AMMENDING THE BY-LAWS

By-laws may be amended by submitting notice to the membership in writing at or prior to a regular meeting and can be amended by a two-thirds vote of approval by those in attendance at the following regular meeting. Discussion time can be allowed at both meetings.