

Art Workshop of Western Sonoma County CONSTITUTION

ARTICLE I. NAME

Section 1. The name of this association shall be "**Art Workshop of Western Sonoma County**" (**AWS**).

Section 2. The place in this state where the principal office of the association is to be located is the City of Sebastopol, Sonoma County, CA.

Section 3. This association is organized exclusively for charitable purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code.

ARTICLE II. PURPOSES

Section 1. To foster a spirit of cooperation, exchange of ideas and mutual helpfulness among members.

Section 2. To provide an atmosphere in which the individual members can further develop their art.

Section 3. To arrange for stimulating programs, work sessions, instruction, demonstrations, critiques, art exhibits and special events.

ARTICLE III. MEMBERSHIP

Membership is open to those interested in the practice of creative fine art and shall be limited to 125 active members.

Section 1. Annual dues are payable in November and are delinquent after January 31. Members who are delinquent are not eligible to participate in club activities until their dues are paid. Special requests for waiver of dues will be reviewed by the board and if accepted will require volunteer tasks in lieu of dues payment.

Section 2. Active members in good standing must:

a. Attend six meetings each year and record their attendance on the roster. Exceptions can be made for illness, or very special circumstances. Requests for exceptions must be approved by the board. The membership chair will enter excused absences on the attendance roster.

b. Bring four works of art a year to any meeting for critique or display and record them on the attendance roster.

c. Bring refreshments to the meeting a minimum of twice a year.

Section 3. New members upon payment of dues:

a. Shall present to the membership, three recent works of art.

b. New members who join after July 31 need only pay one-half the dues for that year.

Section 4. Types of membership

a. Active. All qualifications listed in Article III of the Constitution.

b. Honorary/Life. Shall be named by the board from active members to honor them for outstanding service to AWS. They shall be eligible to participate in all club activities and need not pay annual dues but shall pay for any work session and art show entry fees.

ARTICLE IV. ELECTED OFFICERS

Section 1. President: Shall be the chief executive officer, presides over all monthly meetings of the organization and serve as chair of the board, appoint all standing committee chairs as needed subject to the approval of the elected officers, be ex-officio member of all

committees, except the nominating committee.

Section 2. Vice President: Shall preside at the general monthly meetings in the absence of the president and assist the president as needed. Will also be the program chair, who, with approval of the board, schedules the programs for the monthly meetings, assists with the production of each program and is in charge of the room set-up/ layout for each monthly meeting.

Section 3. Recording Secretary: Shall keep written records of all AWS meetings, including both the monthly general and board meetings. Give copies of all minutes to the president and board within 5 days of the meetings.

Section 4. Corresponding Secretary: Shall maintain all correspondence for the organization.

Section 5. Treasurer: Shall receive and deposit all dues and money in the designated official bank. The treasurer is charged with custody of all funds, pays all authorized accounts payable and renders a financial report for each monthly meeting.

Section 6. Publicity Director: Shall handle all publicity for AWS and may choose members to assist. All publicity must be approved by the president or vice president and submitted to media or public only by the Publicity Director. In an emergency, the members of the board may issue news releases or designate another member to do so.

Section 7. Board: The administration and guidance of this organization shall be entrusted to the board composed of the elected officers and standing committee chairs. The board shall appoint an auditor for the yearly audit due by March 1 of each year and for audit if the treasurer resigns or is disabled.

ARTICLE V. STANDING COMMITTEE CHAIRS

Section 1. The following committee chairs are appointed by the president: art display, attendance, budget, historian, membership, nominating, parliamentarian, refreshments, hospitality and newsletter, and for each exhibit the organization decides to hold.

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Section 2. The chair of any committee may request the help of the president or board to appoint members to assist as needed. The president may appoint special committee chairs without approval of the board.

ARTICLE VI. AMENDMENTS

Section 1. Proposed amendments to the Constitution must be submitted in writing to the board at least thirty days prior to the date of any regular meeting.

Section 2. Revisions and amendments must be submitted to the membership in the newsletter or by separate mailing prior to the meeting when the issue is to be considered.

Section 3. Revisions and amendments to the Constitution shall be made by a two-thirds vote of the members present, and by a majority for the Bylaws and Standing Rules.

CONSTITUTIONAL BYLAWS

ARTICLE I. PROCEDURES

Section 1. The board shall meet at a place and time agreed upon at the previous meeting or at the call of the president or vice president.

Section 2. The fiscal year is January 1 - December 31.

Section 3. The simplified edition of Robert's Rules of Order shall be used by the organization.

ARTICLE II. ELECTION OF OFFICERS

Section 1. The nominating committee shall announce the slate of officers in the October newsletter and at the October meeting. At that meeting, further nominations may be made from the floor. The vote will take place at the November meeting and officers will be installed at the December meeting.

ARTICLE III. FISCAL POLICY

Section 1. Proposals for AWS activities involving expenditures of more than \$300.00 shall be authorized only upon the majority vote at a regular business meeting.

Section 2. All bills are to be paid by check or the club's debit card and shall be signed by the treasurer.

ARTICLE IV. CLUB FUNDS

Section 1. General Fund: Monies are to be used for the operating expenses of AWS.

Section 2. Activities Fund: Any monies received from any activities shall go into the general fund.

Section 3. Donations: All monies from Apple Blossom Show donations (silent auction) shall be used to support art activities in local schools.

STANDING RULES

ARTICLE I. REFRESHMENTS

Coffee (regular and decaffeinated), tea, sandwiches and dessert shall be served at each general meeting. The food shall be provided by the membership. If a designated member cannot bring food they must find a substitute and notify the chair.

ARTICLE II. PANELS

Panels shall not be lent or rented to any other organizations.

ARTICLE III. PARTICIPATION IN APPLE BLOSSOM SHOW

Section 1. All members must meet the following criteria:

a. Active members participating must have complied with Article III, Sections 1 and 2 of the Constitution; attended six meetings, brought works of art to any meeting for critique or display, brought refreshments to two meetings the previous year.

b. New members must have complied with Article III, Section 3 of the Constitution; joined and paid their dues no later than the January meeting of that year and attended three meetings prior to the show.

Section 2. All members must meet the following deadlines:

a. Participants in the Apple Blossom Show must sign up for work assignments no later than the March meeting. Each exhibiting artist shall be required to work at least four hours toward the production of the show. Failure to meet the work requirements may disqualify the member from exhibiting in the next year's show at the

discretion of the Apple Blossom chair.

b. All entry fees, deadlines, space limitations and space availability shall be decided by the board, with recommendations from the Apple Blossom Show Committee

ARTICLE IV. GENERAL MEETING ACTIVITIES

Each meeting will consist of a business meeting and an activity except for June and December.

Section 1. Critiques: At each general meeting critiques will be made available upon request. There will be a minimum of two programs each year devoted to critiques.

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Section 2. Workshops: There shall be a minimum of two hands-on workshops a year.

Section 3. Demonstrations: There shall be a minimum of two demonstrations a year.

Activities for the other five meetings will be up to the discretion of the board.

ARTICLE V. SPECIAL ACTIVITIES

Special activities such as trips to museums or exhibits, extended workshops, retreats, salons and new shows may be offered to all members in good standing. These activities may be opened to guests by a decision by the board.

ARTICLE VI. MEMBERSHIP FILE

The membership chair shall maintain a file and update it as needed for payment of dues, change of membership status, change of address, phone number, or e-mail address. He/she shall notify the treasurer and the newsletter chair of any changes. Current members are responsible to report these changes to the membership chair.

ARTICLE VII. PROPERTY AND OWNERSHIP

The property of the AWS is irrevocably dedicated to charitable purposes, and no part of the net income or assets of this organization shall ever inure to the benefit of any officer, director or member thereof or to any private individual. Upon winding up and dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and scientific purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code. The names and addresses of the persons who are the initial trustees for 2011 of the association are as follows:

President: Katrina Small, PO Box 1283, Windsor, CA 95490

Vice President: Linda Sims, 5460 Linda Lane, Santa Rosa, CA 95404

Recording Secretary: Dolores Delgado, 645 Furlong Rd., Sebastopol, CA 95472

Treasurer: Susan Moore, P.O. Box 406, Geyserville, CA 95441

Corresponding Secretary: Fran Nielsen, 8214 Covert Lane,
Sebastopol, CA 95472

Publicity: Margot Comstock, 169 Barbara Dr., Santa Rosa CA 95407

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