

**ART WORKSHOP OF WESTERN SONOMA COUNTY (AWS)
CONSTITUTION, BYLAWS and STANDING RULES**

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. 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, or scientific purposes and which has established its tax exempt status under Section 501(c)(3) and 501(c)(4) of the Internal Revenue Code.

ARTICLE IV. MEMBERSHIP

Membership is open to those interested in the practice of creative fine art.

Section 1: Cap on membership is 130. A Waiting List will be kept once the cap has been reached.

Section 2.

- a. **Annual dues** for the upcoming year are payable in November and delinquent after December 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.
- b. **New members** will pay dues on a prorated schedule, according to when they join.
- c. **Guests** may attend meetings for a fee, applicable to their membership on that day, subject to availability.

Section 3. Types of membership

Honorary/Life Membership. Shall be named by the Board from active members to honor them for outstanding service to AWS. They need not pay annual dues, but they shall pay for any workshops and art show entry fees. They shall meet all other eligibility requirements to participate in the Apple Blossom Show.

General Membership. Members pay annual dues. As part of our art community, all members are encouraged to bring art they have created to the meetings, and to sign up and bring refreshments for the potluck.

Exhibiting Membership. To exhibit in AWS Venues or participate in special exhibitions, members must attend four or more meetings each calendar year and record their attendance on the roster.

- a. There are additional attendance, refreshment, and art sharing requirements for those desiring to enter the Apple Blossom Show – see *Standing Rules, Article II*.

ARTICLE V. BOARD

Administration of this organization shall be entrusted to the Board composed of the elected officers and standing committee chairs. All are voting members. All must have been AWS members for at least one year. Attendance at Board meetings is required by elected officers and other key standing committee chairs. No action shall be taken by the Board or any Board member which could damage the financial wellbeing of AWS, or which could result in the dissolution of the organization.

Section 1. Board Officers

- a. **President:** Shall be the chief executive officer, preside over all monthly meetings of the organization, serve as Chair of the Board, appoint all Standing Committee Chairs as needed subject to the approval of the elected officers, and be an ex-officio member of all committees except the Nominating committee.
- b. **Vice President:** Shall preside at the general monthly meetings in the absence of the President and assist the President as needed.
- c. **Recording Secretary:** Shall keep written records of all AWS monthly Board meetings and general membership meeting decisions/actions. Shall give copies of all minutes to the President and Board within 5 days of the meetings.
- d. **Treasurer:** Shall receive and deposit all dues and money in the designated official bank. The treasurer is charged with creating a yearly budget, custody of all funds, paying all authorized accounts payable, obtaining liability insurance used at AWS events, and rendering a financial report for each monthly meeting.
- e. If an elected Board member is unable to complete their term, the President may appoint a replacement, with Board guidance and approval.

Section 2: Other Board members and Standing Committee Chairs

- a. **Ex-Officio Member:** Past presidents may serve on the Board as voting members, and do not require reelection.
- b. **Members-at-Large:** One or two members-at-large attend board meetings, with the

intention of stepping into a leadership role in the future.

- c. **Corresponding Secretary:** Shall maintain correspondence for the organization as needed, including personal notes to members in need of support or well-wishes.
- d. The following Standing Committees and Chairs are appointed by the President with the approval of the Board: Apple Blossom Show, Nominating, Publicity, Venues, Membership, ABS Requirements, Welcome Team, Hospitality Committee, Program Team, Newsletter, Website, Peacetown, Gravenstein Fair, Finley Show, and others as necessary and approved.
- e. 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.

Section 3: Indemnity: AWS is a volunteer organization. Revenue is generated through membership fees, art show fees, art sale commissions, donations, etc. It is assumed the Board Members will act in good faith as stewards of its resources and when representing the organization publicly. Beyond theft and similar illegal acts, members of the Board will be held harmless by the membership in relation to the management of the organization.

ARTICLE VI. AMENDMENTS

Section 1. Proposed amendments to the Constitution must be submitted in writing to the Board at least 21 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 majority vote of the AWS members present. Revisions and amendments to the Bylaws and Standing Rules shall be made by a majority vote of the Board.

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 be formed in September and will 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 and will be closed at that time. The vote will take place at the November meeting and officers will be installed at the January meeting.

ARTICLE III. FISCAL POLICY

Section 1. Proposals for AWS activities involving expenditures of more than \$300.00 shall be authorized upon the majority vote at a Board meeting, in-person or virtual.

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. Member Dues and Guest Fees Amounts

- a. **Annual membership dues** are \$50.
- b. **New members** will pay dues on the following schedule, according to when they join:
January-March \$50; April-June \$40; July-September \$30; October-December \$20.
- a. **Guests** may attend meetings for a \$10 fee, applicable to their membership dues if there are openings and they decide to join on that day.

Section 2. General Fund: Monies are to be used for the operating expenses of AWS, which includes commission payments paid to artists for art sold at AWS events.

Section 3: Jacque Mielke Awards Fund – Used for awards and cash prizes at the Apple Blossom Show. A Board-determined portion of the monies-raised from the sale of Small Donated Works at the ABS shall be deposited in the Jacque Mielke Awards Fund.

Section 4. Other: All monies from Apple Blossom Show raffle sales shall be used to support art activities in the community. Any monies received from other activities or other donations shall go into the General Fund.

STANDING RULES

ARTICLE I. REFRESHMENTS

All members provide food for the potluck at general meetings (whether to fulfill ABS requirements or not). Members sign up at the potluck table to bring food the following month, and note it on the sign-in table when delivered. (In addition, members may bring food contributions any time, even if they had not previously signed up.) Sandwiches, finger foods, fruit/dessert, etc. to feed 12 people should be delivered promptly, so the potluck can begin at 11:50. If a designated member cannot bring food, it is their responsibility to find a substitute.

ARTICLE II. PARTICIPATION IN APPLE BLOSSOM SHOW

Section 1. To be eligible to enter the Apple Blossom Show, members must meet the following criteria indicated on the chart below during the twelve months from April through March of the year preceding the ABS. These criteria include attendance at meetings, bringing a work of their art to a meeting to share or display, and bringing refreshments to the potluck.

NEW:

REQUIREMENTS FOR THE APPLE BLOSSOM SHOW
Remember to sign in at the door!

	Attendance*	Art Work	Food	Dues (due Dec. 31)
FULL YEAR MEMBER	6	4	4	\$50
MONTH JOINED	Attendance*	Art Work	Food	Dues
April <small>(for next year's ABS)</small>	6	4	4	\$40
May				
June				
July	4	3	4	\$30
August				
September	3	2	3	\$20
October				
November				
December				

* The June picnic and December party DO count for attendance, but not for art work or food.

Section 2. Each exhibiting artist must sign up for work assignments of two or more hours. Exhibitors are required to serve on one or more of a range of committees leading to the production of the ABS, and bring food to the reception. Additionally, participating artists are required to publicize the ABS. 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.

Section 3. All entry fees, deadlines, space limitations and space availability shall be decided by the Board, with recommendations from the Apple Blossom Chair.

ARTICLE III. GENERAL MEETING ACTIVITIES

Each meeting will consist of a business meeting, Art Share, and a program, except for the June picnic and the December holiday party.

Section 1. Members are asked to bring no more than one piece of art to any one meeting. Participation in Art Share is optional.

Section 2. The Program Team will schedule the programs for the monthly meetings (with approval of the Board), assist with the production of each program, and be in charge of the room set-up and layout for each monthly meeting. Programs will include:

- a. Critiques:** There will be at least one program each year devoted to critiques.
- b. Demonstrations:** There shall be a minimum of two demonstrations a year.
- c. Activities:** Activities for the other meetings will be up to the discretion of the Board with suggestions from the membership.

ARTICLE IV. SPECIAL ACTIVITIES

Special activities such as trips to museums or exhibits, extended workshops, retreats, and participation in venues or other shows may be offered to members who have attended four AWS meetings in a calendar year. These activities may be opened and/or extended to guests by a decision by the Board.

ARTICLE V. 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 email address. He/she shall notify the President, Treasurer, ~~and the~~ Newsletter Editor and Corresponding Secretary of any changes. Current members are responsible to report these changes to the Membership Chair. The Membership Chair will send out the membership roster to all members at the beginning of the year and at other times when needed.

ARTICLE VI. CODE OF CONDUCT

AWS meetings are meant to be gatherings for a free sharing of art and speech. However, interactions that are rude, intimidating, demeaning, argumentative, or disruptive will not be tolerated. If a complaint of this nature is brought to the Board about a member, and it is decided as serious enough to be actionable, that member will be given one Warning, and if that behavior continues, their membership will be immediately suspended and they will not be welcome at AWS functions or monthly meetings.

The names and addresses of the persons of the association who are the trustees for 2026 are as follows:

President: Linda Loveland Reid, 1730 E Cotati Ave, Penngrove CA 94951
Vice President: Judy McFarland, PO Box 2524, Santa Rosa CA 95405
Recording Secretary: Judy Boles, 5057 King Place, Rohnert Park, CA 94928
Treasurer: Merrie Krisl, 646 Fairmont Court, Santa Rosa, CA 95409

AWS mailing address: 8214 Covert Lane, Sebastopol, CA 95472