

# 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. MEMBERSHIP

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

##### **Section 1. 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 need not pay annual dues, but they shall pay for any workshops and art show entry fees. They shall meet all other eligibility requirements including the Apple Blossom Show.

**Section 2. Annual dues** for the upcoming year are payable in November and are 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.

##### **Section 3. Active members in good standing must:**

**a.** Attend six meetings each calendar 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 a total of 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 three times a year and record that at the refreshment table and on the attendance roster.

##### **Section 4. New members**

**a.** New members will pay dues on the following schedule, according to when they join: January-March \$40; April-June \$30; July-September \$20; October – December \$10.

**b.** Within the first two months of joining, new members shall show some of their recent artwork.

## **ARTICLE IV. BOARD**

Administration of this organization shall be entrusted to the board composed of the elected officers and standing committee chairs. 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. Elected 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, be 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. Will be the program chair, 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.

**c. Recording Secretary:** Shall keep written records of all AWS monthly board meetings and general membership meeting agendas and maintain the organization's official records. Shall give copies of all minutes to the president and board within 5 days of the meetings.

**d. Corresponding Secretary:** Shall maintain all correspondence for the organization.

**e. 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 2: Standing Committee Chairs**

**a.** The following committee chairs are appointed by the president: Apple Blossom Show, Publicity, Venues, Historian, Membership, Nominating, Hospitality, Newsletter and Website.

**b.** 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 V. 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 January 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 general membership 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, which includes commission payments paid to artists for art sold at AWS events.

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

**Section 3. Donations:** All monies from Apple Blossom Show donations shall be used to support art activities in the community.

## **STANDING RULES**

### **ARTICLE I. REFRESHMENTS**

Refreshments at general meetings are provided by the members who signed up at the prior meeting. Sandwiches, finger foods, fruit/dessert, etc. to feed 10-12 people should be delivered promptly so the potluck can begin at noon. If a designated member cannot bring food, they must find a substitute.

### **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 between Jan. 1 and Dec. 31 of the year preceding the show:

**a.** Active members participating must have complied with Article III, Sections 2 and 3 of the Constitution; attended six meetings, brought four works of art to any meeting for critique or display, and brought refreshments to three meetings the previous year.

**b.** New members who joined October-December of the preceding year or January of the current year must have complied with Article III, Section 4 of the Constitution by January of the current year. In addition, they must have joined and paid their dues no later than the January meeting of the current year, attended three meetings prior to the show, shown two pieces of art, and brought refreshments to two meetings.

**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 the June paint-out/picnic and the December holiday party.

**Section 1. Critiques:** There will be at least one program each year devoted to critiques.

**Section 2. Demonstrations:** There shall be a minimum of two demonstrations a year.

**Section 3. Activities:** Activities for the other meetings will be up to the discretion of the board with suggestions from the membership.

#### **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 president, 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 trustees for 2019 of the association are as follows:

President: Carol Mills, 6109 Anderson Pl. Forestville, CA 95436

Vice President: James Reynolds, 514 Parquet St., Sebastopol, CA 95472

Recording Secretary: Merrie Krisl, 646 Fairmont Ct., Santa Rosa, CA 95409

Treasurer: Patty Bird, P.O. Box 23, Rio Nido, CA 95471

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

AWS: 8214 Covert Lane, Sebastopol, CA 95472