



BY-LAWS, WILBRAHAM ART LEAGUE, INC.
February 2016

ARTICLE I - Name

The name of this organization shall be the **Wilbraham Art League, Inc.**

ARTICLE II - Objectives

The objectives of the organization are to promote a better understanding and appreciation of art and artists in the community; to support other community activities through our art and artists; and to offer members programs at regular meetings, demonstrations and workshops, and the opportunity to exhibit their work.

ARTICLE III - Membership and Dues

Membership in this organization shall be open to all artists, patrons, businesses and all other persons interested in and supportive of fine arts in the Pioneer Valley area.

Section one: Annual dues shall be:

- \$25.00 for an individual
- \$10.00 for a full-time student over 16

Section two: The annual membership dues shall be assessed and recommended by the Executive Board and approved by vote of the board Members in Good Standing. Dues will remain in effect until changed in accordance with the foregoing procedures.

Section three: Annual dues shall be payable each year at the May meeting. New members who join after November 1st shall pay prorated dues equal to half of the annual dues.

Section four: Members will be excluded from exhibiting when their dues become past due as of June 30.

Section five: A Member in Good Standing has paid dues as specified in the by-laws. This entitles the member to participate in any activity of the league.

ARTICLE IV - Executive Board and Its Election

Section one: The Executive Board of the league shall consist of the president, vice president, secretary and treasurer.

Section two: The board shall appoint a Nominating Committee by March of each year that will present a slate of officer candidates at the April meeting.

Section three: Officers shall be elected by the general membership at the May Meeting. Newly elected officers will serve for a two-year term. Once an officer has completed the two year term, his/her subsequent terms will be one year in length. The newly elected officers shall assume duties at the close of the June annual meeting.

Section four: No member shall hold more than one Executive Board position at a time.

Section five: Officers must be members of the league in good standing.

Section six: Should an officer resign, be removed, leave, or in any manner not be able to fill that officer's full and complete term, the board shall appoint a replacement to fill out the remainder of the absent officer's term.

ARTICLE V – Duties of the Officers

Section one: The **President** shall:

- preside over all meetings and encourage lively participation by all;
- create an agenda for each meeting;
- send the previous month's board meeting minutes out in a timely fashion to the board for review before each meeting;
- establish short term (yearly) and long term goals for the organization working with the Board of Directors and the appropriate committees;
- oversee all league activities and ensure the organization is operated in a credible manner so as to be an asset to its members and the community;
- appoint chairmen of the standing committees with input from the Executive Board;
- appoint special committee chairmen, if needed, for special purposes or projects;
- cast the deciding vote on organization decisions, in case of a tie, at either the general membership or Board of Director's meetings;
- serve as liaison to the community.

Section two: The **Vice-President** shall:

- attend and participate in monthly board meetings;
- assist the president in carrying out the mission of the Wilbraham Art League;
- assume the duties of the president in the president's absence;
- assume the office of president in the event the president is unable to continue the term of office, after which the Board of Directors shall appoint a new vice-president;
- be a go-to person for all committees to resolve issues;
- be a member of all committees to assist when needed;
- help committees stay true to the mission of the Wilbraham Art League with active involvement in demonstrations, fundraisers, art shows and exhibits.

Section three: The **Secretary** shall:

- attend and participate in monthly board meetings;
- be responsible for keeping written records (minutes) of meetings of the Board of Directors, and general membership meetings, type them, send a copy to the board members;
- keep the following information on computer hard drive: an electronic copy of board meeting minutes and a current schedule of exhibits;
- maintain stationery supply, notes and stamps;
- conduct necessary correspondence on behalf of the league;

Section four: The **Treasurer** shall:

- attend and participate in monthly board meetings;
- collect, deposit and disburse the funds of the league as directed by the Executive Board and file all necessary reports;
- keep an account of all receipts and disbursements;
- deposit funds and pay bills in a timely manner;
- make all disbursements of funds by check;
- submit to the Executive Board a written report of the league's financial condition whenever the board requires it;
- prepare a financial statement for the June annual meeting;

ARTICLE VI – Board of Directors

Section one: The Board of Directors shall consist of officers and chairmen of standing committees. Chairmen of special committees shall attend upon request of the president.

Section two: Authority shall be vested in the Board of Directors to make decisions.

ARTICLE VII - Meetings

Section one: Regular meetings will be held on the second Tuesday of each month, excluding July and August, at 6:30 p.m., at the Wilbraham Senior Center at the YMCA on Boston Road, unless otherwise ordered by the board.

Section two: Meetings of the board shall be held on the first Tuesday of each month, excluding July and August, at 7:00 p.m., at the Wilbraham Senior Center at the YMCA on Boston Road, or when called for by the president.

Section three: The regular meeting on the second Tuesday of June shall be known as the Annual Meeting and shall be held for the purpose of introducing new officers, receiving year-end reports from officers and committees, and for other business which might arise.

Section four: Ten percent of the total membership of the league shall constitute a quorum for any business meeting. One-third of the board members shall constitute a quorum for board meetings and should be present for any board meeting.

Section five: All business requires a two-thirds vote of those present for approval.

Section six: The rules contained in Robert's Rules of Order, latest revision, shall be a guideline to the league in all its regular and special meetings.

ARTICLE VIII - Order of Business

1. Introduction by the president.
2. Reading of the minutes of the preceding meeting.
3. Reports of officers.
4. Reports of committees.
5. Old and unfinished business.
6. New business.
7. Demonstrations.
8. Adjournment by the president.

ARTICLE IX – Standing Committees

Program – Organizes and sets up various workshops and demonstrations; **Membership** – Maintains an accurate list of the membership, collects dues to be forwarded to the Treasurer, and checks post office box.

Hospitality – Coordinates set up and clean up of refreshments at social functions associated with meetings, programs, and exhibits.

Plein-air – Organizes outdoor group painting locations.

Historian – Keeps a league scrapbook of events and activities.

Publicity – Executes all publicity relating to league activities and shows.

Exhibits – Organizes exhibits for members to show their work.

Installation – Organizes and hangs the artwork at the exhibits.

Nominating - A Nominating Committee, consisting of several members of the league in good standing, shall be appointed annually by the Board of Directors. The Nominating Committee shall conduct searches for, and review qualifications of, candidates for election as officers and directors. It shall select a slate and prepare a ballot for distribution to the membership at least one month prior to the annual meeting.

Communications/Website maintenance – Maintains and updates the website and distributes email communications.

Donations – To add to league income, will solicit contributions of various desirable art and non-art related items to raffle off at General Meetings. Conducts raffle at monthly general meeting.

Signage – Following the rules of the town, manages league signage needs, makes sure league signage is placed in a timely fashion and in appropriate places to publicize league events.

Road Trip Planner - Sets up and organizes various local trips of artistic interest.

Go-To Person - Assists new members by answering questions about the league and its exhibit policies.

Media - Takes photos and video at events and gives copies to the historian.

ARTICLE X – Conflict of Interest & Removal Policy

The Board of Directors shall comply with this *Conflict of Interest* policy that states:

No director may benefit personally from a decision that he or she may make. Lack of adherence is subject to prompt removal from the board if validated by a majority vote of the board.

ARTICLE XI – Disclaimer

The Wilbraham Art League will not be held responsible for any lost, stolen or damaged artwork at any time.

ARTICLE XII – Dissolution

Upon the dissolution of this league, all its debts and liabilities shall first be paid according to their respective authorities. The board shall use remaining funds to determine scholarships to be distributed to graduating student(s) at Minnechaug Regional High School who are continuing their education in the Arts.

ARTICLE XIII – Amendments

These by-laws will be reviewed by the Board of Directors every five years or sooner as needed, and may be altered, amended or repealed at any regular or special meeting of the board members by the affirmative vote of two-thirds of those present and voting.

ARTICLE XIV - Payment of Expenses

Financial reimbursement shall be made, when properly receipted, for any expense incurred and paid by an officer or member in the conduct of the business of the league. Expenses paid over \$50 shall have prior approval of the board. In the event that funds exceeding \$300 are required, the officer or member shall present a request to the general membership for approval. The officer or member shall provide to the treasurer written receipts for such spending. The board may alter this spending limit in any given year. Such alteration of this limit shall be recorded in the minutes of the meeting of the board.

Amended October 2nd, 2007

Amended March 12th, 2009

Amended March 18th, 2009

Amended June 2011

Amended February 2016