

# **BY LAWS OF THE GILBERT VISUAL ART LEAGUE**

**Revision number; R8, December 2018**

## **Article I – Name, Purpose**

1. The name of the organization shall be known as the GILBERT VISUAL ART LEAGUE, – GVAL.
2. Purpose: The Corporation is organized to train individuals for the purpose of improving or developing his or her capabilities in art. The Corporation includes instruction of the public on subjects useful to the individual and benefit to the community.

## **Article II – Membership and Dues**

- A. The membership year for GVAL runs from September through August. A person may become a member at any time during the year by submitting the membership form and paying the full amount of annual dues.
  1. Dues are to be submitted each year for a renewal of membership and are payable in September.
- B. GVAL members may be asked to pay other fees for exhibiting art works in GVAL sponsored shows or participating in other GVAL functions that require funding.
- C. A member in good standing is one who is current on the annual dues payment.
- D. Members shall avoid any conflict of interest with the operation of GVAL. Any actual or possible conflicts must be disclosed to the Board, who will make a judgment as to the severity of the conflict. Applicable members will be notified by the Board.
- E. The GVAL organization does not discriminate against individuals who are eligible to participate in any GVAL programs or activities based on any non-merit factors including; race, national origin, color, religion, sex, sexual orientation, gender identity, disability (physical or mental), age, status as a parent or genetic information.

## **Article III – Board Members**

- A. Each GVAL Board Member shall be a member of GVAL in good standing. A member must have served previously on the GVAL board to become President.
- B. All Board Members shall serve without pay.

Article IV – Election of Board Members

Board Members shall be elected by ballot at a monthly members meeting in May or June as decided by the Board. Ballots shall be emailed to current members a minimum of three weeks in advance of the election meeting. Ballots may be returned by email, or brought to the election meeting. Votes for each board position shall be counted at the election meeting. The person having the most votes for each position shall be elected.

- A. In the event of a tie vote there will be a run-off vote with all current members at the election meeting.
- B. Elected Board members shall serve for a period of one year beginning the first day of July and ending the last day of June the following year.
  - a. Board members may serve, and are encouraged to serve, multiple terms. For each successive term the Board member must be reelected.
- C. Nominations for Board members shall be called for in April by notice to all current members. The notice shall name all positions of the Board with a brief description of duties. The currently serving Board member will be automatically nominated for another term unless he/she declines. Nominations may be submitted to any member of the Board by telephone, email, letter, or verbally at the April monthly meeting. Nominations shall be added to the ballot if they are approved by the nominee.
- D. Board members are encouraged to act in their respective offices until such time as they are replaced by the annual election process described above.
  - 1. In the event a Board member is unable to act in his/her office, he/she may be replaced by a temporary Board member, who shall be appointed by the President and sustained by 2/3 vote of the Board. Such temporary Board members may be nominated to permanently fill the position and voted upon during the next annual election described above.

ARTICLE V – DUTIES OF THE BOARD OFFICERS

- A. President:

1. Schedule and conduct all regular meetings of the Board. Itemize an agenda and forward it to the Secretary before the meeting.
  2. Create agenda items for regular meetings including announcements, order of activities etc. Preside over monthly meetings and activities of the GVAL organization.
  3. Guide and motivate the members of GVAL to accomplish the mission of GVAL in the community.
  4. Act as liaison and promoter for GVAL with local organizations and town leaders.
  5. Co-sign checks with the Treasurer.
  6. Ensure that information is forwarded to newsletter and website when appropriate.
  7. If a Co-President exists:
    - a. Share the duties as listed above between two people working as a team.
    - b. When necessary, step in when the other co-president should become unable to serve.
- B. Vice-President:
1. Support the president(s) in regard to all duties listed above. Step-in when or if the president(s) are unavailable to conduct meetings and take over all duties deemed necessary.
  2. Shall preside over the monthly meeting art critiques.
  3. Execute any other duties as assigned by the president(s).
  4. Assist Board Coordinators as necessary in filling the sub-committee positions.
- C. Secretary:
1. Create the agenda for the Board meetings per Board members requests.
    - a. Agenda items shall be submitted to the Secretary no later than 24 hours prior to the scheduled meeting.
    - b. Whenever possible, an agenda will be emailed to Board members prior to a scheduled meeting.
  2. Record minutes from the Board meetings.
  3. Email the minutes to Board members within 72 hours following meeting.
  4. Pick up mail each week from the Post Office.
- D. Treasurer:

1. Maintain an accounting of GVAL funds.
  - a. Reconcile bank statements monthly.
  - b. Work with Board to set and maintain budget.
  - c. Keep sufficient checks available for monthly expenses.
2. Present a monthly treasurer report at the Board meeting. A verbal report will suffice if there is question as to availability of monies to fund a project or event.
3. Pay all bills in a timely manner, *including but not limited to*:
  - a. Monthly speaker's fee.
  - b. Any rental equipment.
  - c. Meeting venue rental.
  - d. Liability insurance.
  - e. Send payment to Corporation Commission, (including the report) in May.
4. Prepare and present an annual financial report.
5. Collect, verify, and deposit annual art show entries.
6. Deposit all new and renewed membership checks; send email addresses to membership coordinator.
7. Conduct 50/50 drawing at the monthly meetings.
8. Prepare a Financial Accounting Report as required with any grant application or other such entity. Insure timely submission of any IRS forms.
  - a. Distribute copies of the report as required including the Board.
9. Manage the lease or arrangements for monthly meeting venue.
10. Manage member reimbursements to be paid within 15 days of receipt of approved expenditures.

#### ARTICLE VI – DUTIES OF THE BOARD COORDINATORS:

All Coordinators need to have sub-committees as necessary to assist in the defined duties. Openings in the sub-committees will be filled by the newly elected Coordinators with help from the Vice President as needed.

##### **A. Art Show Coordinator:**

1. Select and oversee a committee to organize GVAL art show(s).
2. Work with local government, businesses and private organizations to promote and plan show(s).

3. Work with committee to determine a budget. Propose fund raising activities if necessary. Monitor and control expenses to stay within budget.
4. Coordinate all parts of the show(s), including but not limited to: location, judges, prospectus, jury, ribbons, prizes, reception, set up, take down, clean up.

**B. Fundraising and Grants Coordinator**

1. Arrange and obtain funds and awards for Artist of the Month and Artist of the Year.
2. Purchase and secure awards for any juried art shows as required.
3. Write and submit grant applications to obtain funding for GVAL.

**C. Hospitality and Social Coordinator:**

1. Greet members and guests at monthly meetings.
2. Work with the Board to organize winter and summer socials, holiday social, White elephant and silent auction.
3. Send Evites to members for the socials.
4. Meeting Refreshments:
  - a. Set up and arrange for refreshments, bottled water, and coffee for monthly meetings.
  - b. See that the space is left clean.
  - c. Coordinate refreshments for special events, i.e. Juried art show opening reception and closing reception.

**D. Meeting Coordinator:**

1. Work with the Board to develop plans for all monthly GVAL meetings.
  - a. Meeting activities and/or speakers should be planned several months in advance when possible.
2. Be the primary contact for presenters and speakers.
3. Confirm and remind presenters a couple days before the meeting and oversee that all their necessary support items are supplied, such as easels, tables, etc.

**E. Membership Coordinator:**

1. Make membership forms available at all GVAL meetings and other GVAL events, including name tags and sign in lists.

2. Retain the data from membership forms and maintain these records.
3. Provide new members with welcome letters and information about GVAL.
4. Notify members in advance of expiration and provide dues renewal information.
5. Maintain and update Board, Membership and Friends lists.
6. Handle all emails sent to the members and friends lists. These emails are used for GVAL news, announcements and sponsored events.

**F. Newsletter Coordinator:**

1. Create and publish monthly newsletter to be sent out to Members and Friends via email, approximately 10 days after the regular meeting.
  - a. This should include the previous month's speaker, next month's speaker, and artist of the month, socials, art shows, any announcements, location information, images, and other relevant news.
2. Take photos when necessary at meetings and events.
3. Collect information from board and regular members within one week after meetings, to make sure the newsletter gets out in a timely fashion.
4. Create and cultivate a positive image of GVAL with images and descriptions.
5. Update Facebook and other social media as necessary.

**G. Public Relations and Marketing Coordinator:**

1. Write and send out news releases about GVAL events, Call for Artists, Art Show reception and judge's results.
2. Post GVAL happenings to various online calendars, Facebook pages, and other social media sites.

**H. Special Events and Venue Coordinator:**

1. Arrange extracurricular activities for members, i.e. art tours, etc.
2. Coordinate plein aire sessions.
3. Coordinate one day art sale events.
4. Seek opportunities to display the work of GVAL members in the community.

5. Schedule and coordinate displays and any receptions, if allowed.
6. Work with the location manager to determine dates and duration of displays.
7. Collect and maintain information regarding GVAL artists who are seeking opportunities to display work. Use the GVAL Art Release and Liability Forms.
8. Periodically (duration and location will be determined by venue coordinator) make arrangements with members to change out artwork whether it is add or remove their pieces, from various display locations.

**I. Website Coordinator:**

1. Maintain webpage, updating it monthly or when appropriate.
2. Maintain the technical aspects of the email list for the Board, Members and Friends, updating frequently as required.
3. Use a website editor as necessary to obtain results.

Article VII: Dissolution of GVAL

In the event of the dissolution of GVAL, all remaining assets, if any, will be transferred or designated to HD South and must be used exclusively for tax exempt purposes.

Article VIII: Revision Process

1. These By-Laws may be changed, revised or amended when a proposal by the board is approved by a 2/3 majority vote of the voting membership. Voting time frames will be similar to the board voting process shown above in Article IV. A vote to approve the By Law revisions may be conducted at any time within these time durations.
2. Once changes are approved the revision summary shown below will be completed. And the latest revised by-laws will be posted on the GVAL website.

Article IX: List of Revisions to these By-Laws

Summary of Revisions:

R1, Board reviewed existing By Laws and set a goal of revising and updating. R2a, Added: revision process, redefined Board duties, non-compete clause, mission statement, page numbers and file name. Plus various revisions and edits from the Board members consolidated into R2a and issued to the committee for approval/discussion. R2a edited by the Board on July 29, 2014.

R3, Approved by the board with some small edits on Aug. 8, 2014 became revision #R4.

R4, To be submitted to the membership for ratification vote in Oct 2014. R5, Added 2 paragraphs to meet 501-3-c requirements; Art VII, Dissolution of GVAL and Art II paragraph 5, Non-Discrimination clause.

R6, Added Treasurers duty to submit IRS forms in a timely manner (Art V, paragraph D, item 11).

R7, Withdrew R6 and added an IRS form requirement to Art. V, paragraph D, item 8.

R8, Add IRS Purpose, cleaned up outline, combined Hospitality and Social, combined Events and Venue, deleted AAA coordinator, language corrections.

Rev No.	Date	File name	Approved date	Approved by
1	June 2014	R1-master by laws	6/13/14	Committee input
2	July 2014	R2a-master by laws	7/29/14	Board edits
3	August 2014	R3-master by laws	8/8/14	Approved by Board with edits became R4
4	August 2014	R4-master by laws	10/4/14	Ratified by members at October meeting
5	February 2015	R5- master by laws	1/6/15	Approved by Board ratified by members at Feb. 2015 meeting
6	February 2015	R6-master by laws	withdrawn	Withdrawn by Board
7	February 2015	R7-master by laws		Approved by Board ratified by members at Feb. 2015 meeting



8	December 2018			Approved by Board ratified by members at Dec. 2018 meeting
---	------------------	--	--	--

