



**BY-LAWS, WILBRAHAM ART LEAGUE, INC.
March 2009**

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 Hampden County area.

Section one: Annual dues shall be:

- \$25.00 for an individual
- \$50.00 for a family
- \$10.00 for a full-time student

Section two: Annual dues shall be payable each year on May 1st.

Section three: Members will be dropped from the roster and excluded from exhibiting when their dues become past due as of June 1.

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. Elected officers will serve for a two-year term. The newly elected officers shall assume duties at the close of the June annual meeting.

Section four: No member shall hold more than one office at a time.

Section five: 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 and send it and the previous month's minutes out in a timely fashion to the board for review before each meeting;
- create a viable budget working with appropriate committees;
- work with the Board of Directors to establish an exhibit schedule;
- 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;
- ensure that the league operates within the framework of a non-profit organization and that the appropriate paperwork is processed each year to maintain that status;
- 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;
- issue and sign membership cards to be mailed to current paid members;
- 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;
- 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 and keep them in a binder;
- maintain stationery supply, notes and stamps;
- give monthly reports to the board listing all activities;
- conduct necessary correspondence on behalf of the league;
- collect and compile information (given in written form to ensure correct facts) gathered from the president, the board meetings, committee chairs, and anyone else with pertinent information for the newsletter;
- keep the following information on computer disc: a back-up copy of board meeting minutes; a list of current members containing names, addresses, and other contact information; and a current schedule of exhibits;
- check the post office box.

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 complete financial statement for the June annual meeting;
- be a resident of Massachusetts.

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 govern 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. For the good of the league.
8. Demonstrations.
9. Adjournment by the president.

ARTICLE IX – Standing Committees

Program – Organizes and sets up various workshops and demonstrations; and sets up and organizes various local trips of artistic interest.

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.

Newsletter – Collects information and prepares the quarterly newsletter.

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

Exhibits – Organizes and sets up exhibits for members to show their work.

Hanging – Organizes and hangs the artwork at the exhibits.

Nominating - A Nominating Committee, consisting of seven qualified 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.

Intelligence – Assists with community liaison function and handles telephone communications.

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 – Amendments

These by-laws will be reviewed by the Board of Directors annually, 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.

Amended October 2nd, 2007

Amended March 12th, 2009

Amended March 18th, 2009