



## Port Clinton Artists' Club -Constitution

### Article I           Name

- This organization shall be known as the Port Clinton Artists' Club (PCAC).

### Article II           Aims and Objectives

- To promote the arts and offer opportunities for study and advancement
- To unite in fellowship artists and interested laypersons
- To provide meeting rooms, an annual show and monthly traveling exhibits

### Article III           Membership

- Any resident of Port Clinton and vicinity may apply for membership in this organization.
- Types of memberships
  - Chapter - over 18 years of age
  - Honorary/Lifetime - 25-year membership
  - Junior - age 17 and under
- Benefits
  - Monthly program
  - Educational workshop opportunities
  - Arts in the Park participation
  - Art display and/or sale opportunities
  - Leadership opportunities
  - Teaching/presentation opportunities
  - Monthly newsletter
  - Other planned programs

### Article IV           Meetings

- The monthly meetings will be held the 4<sup>th</sup> Monday of each month, with the exception of holidays and January.
- Special meetings may be called by the President or Executive Board, as deemed necessary.

- Meetings may be rescheduled due to inclement weather.
- Voting - Each member shall be entitled to one vote on each motion.
- Quorum - Twenty (20) members shall constitute a quorum. The vote of a majority (51%) of attendees is required for adoption of any motion at a meeting.
- Members are asked to arrive at 6:00 p.m. Meetings will begin at 6:15 p.m.
- All members are expected to help set up and tear down before and after meetings, and make sure the meeting room is clean, lights are out and the door is locked before leaving the meeting area.

## **Article V                    Elected Officers and Duties**

Officers of this organization shall be president, vice president, treasurer, and secretary serving a one-year term.

### **President**

- The President shall preside at all meetings.
- The President shall perform all duties that regularly pertain to this office and shall be ex-officio adviser to the next President.
- The President shall request an audit committee in November.
- The nominee for President shall have been a member for two years.
- The President shall break any tie votes.

### **Vice President**

- The Vice President shall have first consideration in nomination for President the following year of their vice-presidency.
- The Vice President shall assume the duties of the President in that officer's absence.
- The Vice President will serve as Membership Chairperson, maintain the membership roster, send out dues invoices, serve as a board representative on the AITP committee, and organize the club's participation in the Art Walk.

### **Secretary**

- The Secretary shall keep the minutes of the meetings and shall perform such other duties as directed.
- The Secretary shall attend to the correspondence of the organization and such other duties as may be directed.

### **Treasurer**

- The Treasurer shall be custodian of the funds of the organization and shall pay all bills incurred by the organization.
- No bill shall be paid without a receipt, and payment must not exceed the amount of the receipt.

- The Treasurer will keep records of all receipts and expenditures, and shall handle all financial matters of the organization.
- The books shall be ready for audit in November.
- The Treasurer shall give or ensure a financial report is given at each meeting.
- The Arts in the Park chairperson will assume the treasurer responsibilities for AITP. The Club Treasurer will have oversight of the Arts in the Park treasury.

#### **Article VI            Elections**

- Election of Officers shall be held in November and their duties will begin in January. Installation will be in December.
- The President shall appoint a Nomination Committee at least 30 days prior to the November meeting. They shall bring a complete slate to the November meeting. Additional nominations may be made from the floor.
- All officers may be eligible for re-election.
- The President shall appoint a member to fill any vacancy until the next election.

#### **Article VII            Executive Board**

- The Executive Board will consist of the elected officers, the immediate past President, and chairs of all standing committees.
- The Executive Board shall manage the affairs of the organization.
- Any purchase not in the current budget shall be presented to the membership at a meeting for approval.
- The Secretary shall not read the motions made, only the decisions.
- The Executive Board may be enlarged, if the need arises, subject to a vote of approval by the members.
- The Executive Board shall prepare an annual budget and submit it to the membership for approval.

#### **Article VIII            Amendments**

- The Constitution may be amended at any regular or special meeting by a majority (51%) vote of the members attending, provided there is a quorum and two weeks written notice has been given expressly stating the amendment(s).

#### **Article IX            Fiscal Year**

- The fiscal year shall begin the fourth Monday of January.

# Port Clinton Artists' Club

## By-Laws

### Article 1 Standing Committees

- Publicity – shall be responsible for all publicity of the organization and serve as Club Historian.
- Program – shall plan all monthly meetings programs.
- Workshop – shall plan all workshops.
- Exhibit – shall be responsible for arranging with members the exhibit of their artwork in pre-determined public places, and be responsible for the high school art award program.
- Arts in the Park (AITP) – shall be responsible for all aspects of the August art festival fundraising event.
- All standing committee chairs or their representatives are required to present a written financial report at every scheduled membership meeting.

### Article 2 Cooperation

- All Officers and members will work together, willingly and pleasurably, in the best interests of the organization.
- Any officer or Committee Chairperson unable to fulfill their duties will be asked to be relieved of their position. There will be no effect to their membership or standing in the organization.
- PCAC is a volunteer organization. Members will not receive monetary compensation for time and/or expertise, with the exception of “teaching” workshops and programs. Instructors must have a defined and documented teaching background in their medium in order to teach and be compensated.

### Article 3 Dues

- Membership Fees
  - \$20 annual fee
  - Honorary/Lifetime (25-year member) - \$0 fee
  - Junior - \$10 annual fee
- Annual dues are to be paid no later than January 31 of each year.
- A delinquent fee will be charged for dues paid after January 31.
- Any member delinquent three (3) months will be dropped from the roster and will not receive membership benefits.

#### **Article 4 Donations**

- Donations to charities and to public projects will be at the discretion of the members and voted on by the members.

#### **Article 5 Exhibiting**

- Each member is responsible for delivering their own art to the specified location and removing it at the end of the exhibit period. This includes indoor and outdoor shows and public displays. NO exhibit or display will be taken down before the deadline.

#### **Article 6 Guests**

- Non-members of the organization are welcomed as guests.

#### **Article 7 Discrepancies**

- Problems within the organization shall be directed to the Executive Board for a satisfactory solution.

#### **Article 8 Audits**

- Financial records of the organization will be audited annually in November, prior to the new Treasurer taking office, or as necessary for the efficient operation of the organization.
- Audits will be performed by an audit committee as requested by the President, or, if necessary, by a professional auditor.

#### **Article 9 Loss or Damage**

- The organization will not be responsible for loss, injury or accidents incurred at Club meeting or events.

- The organization will not be responsible for lost, damaged or stolen items (tools, paintings, equipment, materials, etc.). Expenses of this nature will be incurred by the individual owner.

#### **Article 10 Property Committee**

- Committee will be set up if the organization receives or acquires real estate and/or property. Committee will set governing rules and regulations for operations and management. It will be directly responsible for the use and upkeep of the club's property and the conduct of the members during its use.

#### **Article 11 Programs and Workshops**

- A **monthly program** will be defined as a presentation by a member or non-member at a regular monthly meeting.
  - Presenters will be reimbursed for program supplies.
  - Instructor fees shall be determined by the Workshop committee based on the current year budget.
- A **workshop** will be defined as a one day or more instructional presentation at a time other than the monthly meeting.
  - Instructor fees shall be determined by the Workshop committee based on the current year budget.