



## **McMurray Art League Bylaws**

9/14/201713/2018 REVISION

### **Article 1. NAME**

1. The name of this organization shall be the McMurray Art League (referred to herein as “the League”).

### **Article 2. OBJECTIVES**

1. The objectives of the League are to promote the interest, education and appreciation of art in the community.

### **Article 3. MEMBERSHIP**

1. Membership in the League is open to any adult or full-time high school or college student in the area who is interested in the above objectives.

### **Article 4. MEETINGS**

1. The Meeting Dates of the League will be determined by the Board. Meeting dates will be announced at the September meeting ~~(presently second Thursday of specified months).~~
2. Eight (8) members shall constitute a quorum at a meeting.
3. A quorum at a Board meeting shall be five (5).
4. A quorum at an Executive Board meeting shall be three (3).

### **Article 5. GOVERNING BODIES**

1. The governing bodies of MAL shall be its elected officers and Board of Directors.
2. The officers are President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. The current officers comprise the Executive Board.
3. The Board of Directors (referred to as the Board) is composed of the officers and chairpersons of the committees described in Article 7. A MAL member who has been a member for six months is eligible to serve on the Board as a committee chairperson. A member may fill an officer’s position after one year of membership.
  - a. The Executive Board shall be elected at the last meeting of the fiscal year. The Nominating Committee shall prepare a slate. The candidates’ names shall be submitted for election by the membership at the last meeting of the fiscal year. Additional candidates may be nominated from the floor for election at the meeting.
  - b. Vacancies in elected offices shall be filled by a vote of a majority of a quorum of the Board members.

## Article 6. ELECTED OFFICERS AND THEIR DUTIES

1. The elected officials of this organization shall consist of President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer who shall serve for one fiscal year. These positions may be held by more than one person. The officers comprise the Executive Board.
  - a. The President shall preside at all meetings and appoint committee chairpersons. In case of an emergency or in the absence of the Treasurer, ~~he/she~~ the President shall be authorized to sign checks for the Treasurer. If more than one president is elected to serve, each co-president may accept duties and serve as a chairperson in a designated area (such as general administration, exhibits/shows).
  - b. The Vice-President shall preside at any meetings of the League in the absence of the President and succeed the President if need be and may act as a Committee Chairperson. The Vice-President may supervise and advise the Spring and Fall Show Chairs.
  - c. The Recording Secretary will record all the minutes at the General and Board Meetings.
  - d. The Corresponding Secretary will handle all correspondence of the League, including annual patron gift, get well cards and gifts, condolence cards, and requests for award donations.
  - e. The Treasurer shall keep accurate records of receipts and disbursements and shall receive all moneys of the organization. The Treasurer and the President shall prepare an Estimated Yearly Budget to be submitted and approved at the August board meeting and September general meeting. Records must be submitted for audit financial review within 90 days following the end of the fiscal year. The Treasurer shall retain an outside party to conduct the audit financial review.

## Article 7. COMMITTEE CHAIRS AND THEIR DUTIES

1. Committee Chairpersons shall be appointed by the President as required and approved by the general membership.
  - a. The Bylaws Committee shall consist of three past Presidents, if possible, and the current President. The Committee shall review the Bylaws annually and recommend changes when needed.
  - b. The Fall Show Chair shall arrange for a non-juried exhibit and sale in the fall of the year.
  - c. The Spring Show Chair shall arrange for a juried exhibit and sale in the spring of the year.
  - d. The Hospitality Chair shall provide for all refreshments at the meetings and events of the League and replenish studio supplies.
  - e. The Historian shall maintain all printed press clippings, newsletters, monthly website pages and photographs to date in a scrapbook.

- f. The Newsletter Chair shall compile, edit, and provide monthly newsletters to be emailed to members and print and distribute ~~all newsletters of the organization~~ copies to members who do not have email.
- g. The Nominating Committee shall consist of one board member and one League member who shall work with the MAL officers to present the proposed slate of officers and Board members at the March meeting and include the proposed slate of officers and Board members in the March newsletter. Nominations will also be accepted from the floor (with the consent of the nominee) at the April (or May) meeting, at which time the League members will vote for the officers.
- h. The Membership Chair will collect the dues of all new and current members, turning dues over to the Treasurer for deposit; and keep accurate records of address changes and the status of all members.
- i. The Publicity Chair will advertise all events and concentrate on maintaining good public relations.
- j. The Immediate Past President shall serve in an advisory capacity as a non-voting member of the Board.
- k. The Program Chair shall arrange for speakers for general meetings and shall introduce the speakers at the meetings.
- l. The Class Registrar maintains the master studio class schedule, collects payment for classes, forwards the payments to the treasurer, recruits class monitors from the class attendees.
- m. The Standards Committee shall consist of four members. One member is designated each year as the alternate, then serve three years as a full member, the third year as chairperson. All members of the Standards Committee are voting members of the Board.
- n. The Directory Chair shall compile, edit and distribute annual directory of current members and current bylaws and policies.
- o. The Class Coordinator shall be responsible for organizing classes, contacting instructors and sending out contracts, working closely with the class registrar to set schedule, working with instructors to set fees and class size and providing class details to the Newsletter Chair and Webmaster. Any new classes suggested by members may be presented to the Board for consideration.
- p. The Library Exhibit Chair shall organize on-going shows at the Peters Township Library.
- q. The Studio Exhibit Chair shall be responsible for ~~contacting members to exhibit~~ arranging a show of members' work in the studio space.

- r. The Studio Window Display Chair shall be responsible for scheduling monthly displays of members' or instructors' work.
  - s. The Art League Liaison shall contact other art organizations and report their activities to the Newsletter Chair and the League's activities to the other organizations.
  - t. The Webmaster shall maintain the League website.
  - u. The Scholarship Chair shall be responsible for selecting the Bunky Mosites Memorial Scholarship winner and arranging for framing their art work, if necessary.
2. The current President and the Board may add or delete committees as needed.
  3. Board positions will commence on the first of June with term of position being one year. An individual may hold one of these positions for a maximum of three consecutive terms ~~at the discretion of,~~ although the Board ~~which~~ may allow for a longer term.

#### Article 8. ELECTION AND TERM OF OFFICE

1. Elections of the League shall be held during the second week of April (or May) depending on the number of general meetings scheduled for the year.
2. Officers' terms will commence on the first of June, with term of office being one year. An individual may hold one of these offices for a maximum of three consecutive terms ~~at the discretion of,~~ although the Board ~~which~~ may allow for a longer term.

#### Article 9. FEES AND DUES

1. The Full Membership dues shall be thirty-five dollars (\$35.00) per person per year.
2. Student Membership (full-time high school or college student) dues shall be one-half of the Full Membership dues.
3. If a *new* member joins after December 31, dues shall be reduced by half.
4. To be eligible to enter the Spring Show, *former* members shall pay the Full Membership for the fiscal year that includes the Spring Show date.
5. Members who have not paid their dues by July 31 will be dropped from the roster and directory.
6. Exhibit entry fees and a commission of sales of at least 15% will be taken to cover general expenses of the two major MAL shows. All sales made in the studio are subject to 15% percent commission. The commission for all Peters Township Library sales will be 15% (10% to the library and 5% to the League). The minimum commission for all other exhibits shall be 15%. State sales tax will be collected on all sales.
7. The fiscal year of the League shall be June 1st of each year through the last day of May of the succeeding year.
8. Use or loan of League property or space will be at the discretion of the Board.

#### Article 10. DISPOSITION OF FUNDS AND PROPERTY UPON DISSOLUTION

1. Upon dissolution of the organization, the Board of Directors or governing staff shall, after paying or making provision for all the payment of all the liabilities of the organization, dispose of all the assets of the organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational or visual arts purposes ~~as shall at the time qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law),~~ as the Board of Directors or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.

#### Article 11. AMENDMENTS AND REVISIONS

1. The Bylaws of the League may be amended or revised by a majority vote of the membership present at a meeting. Written notice of the proposed amendment must be sent to all members via the newsletter or email one month prior to the membership vote at the next meeting. The thirty-day period may be waived by two thirds vote of the Board for the annual update of the bylaws provided all proposed changes are posted in the newsletter or sent by email prior to the first general meeting in September.

#### Article 12. PARLIAMENTARY AUTHORITY

1. The rules in *Roberts Rules of Order, Revised* shall govern MAL meeting procedures in which the rules are applicable unless the rules are inconsistent with MAL bylaws.