

## **RICHARDSON CIVIC ART SOCIETY BYLAWS**

### **ARTICLE I - NAME**

The name of this organization shall be the Richardson Civic Art Society (RCAS).

### **ARTICLE II - OBJECTIVES AND GOALS**

The Richardson Civic Art Society is organized as a nonprofit society and shall be operated for the charitable and educational purposes of establishing, maintaining, exhibiting, promoting, and/or operating programs which will further the development and advancement of original works in the field of creative visual arts.

### **ARTICLE III – MEMBERSHIP or SPONSORSHIP**

#### **Section 1**

Membership in RCAS shall be open to any person 18 years of age or older. Current levels of membership are: Individual - \$35, College - \$25, \*Family - \$50. Sponsorship: Golden Palette - \$1,000, Silver Palette - \$500-\$999, Bronze Palette - \$200-\$499, Classic Palette - \$51-\$199.

\*Two or more persons living in same household.

#### **Section 2**

Annual membership dues shall be an amount set by the Board of Trustees by a two-thirds (2/3) majority vote and shall be payable before the month of June. The fiscal year of RCAS shall run from June 1 through May 31.

#### **Section 3**

Membership in RCAS is automatically terminated upon nonpayment of dues, resignation, or by a three-fourths (3/4) vote of the Board of Trustees for cause.

#### **Section 4**

Honorary membership may be granted by the Board of Trustees to any person who contributes in an outstanding way to RCAS.

#### **Section 5**

Up to three (3) Membership Scholarships may be granted upon application annually.

### **ARTICLE IV - GOVERNMENT**

#### **Section 1**

The Government of RCAS shall be vested in a Board of Trustees consisting of elected officers and appointed committee chairs. The exact number shall be determined by the Board of Trustees three months prior to each election of officers for the coming year, but shall not exceed twenty (20) in number. The quorum of the Board of Trustees to transact business shall be 7.

#### **Section 2**

The elected members of the Board may hold the same office for not more than three (3) successive years. Appointed committee chairs may also be re-appointed to the same office, for not more than 3 successive years. An exception to the 3-year term limit can be made by a favorable three-fourths (3/4) vote of the Board of Trustees.

#### **Section 3**

Vacancies in any office or on the Board of Trustees, other than by expiration of term of office, may be filled at the discretion of the members present by a majority vote at any regular meeting. The persons so appointed by the Board shall fulfill the term vacated and may be elected for a succeeding term in the same office.

#### **Section 4**

The board of Trustees shall have control and management of all property, effects, and assets of RCAS, shall exercise a general superintendence of the affairs of RCAS, shall make all necessary contracts on behalf of RCAS, and shall have full authority for the transaction of all business incidents to the objectives of RCAS.

#### **Section 5 - Officers**

The officers shall consist of a President, Vice-President, Secretary, Treasurer and Parliamentarian. Each of the officers shall hold office beginning with their election by the General Membership in accordance with Article V. The following Chairpersons will also be voting members of the Board of Trustees: Membership and Yearbook Chairperson, Publicity Chairperson, Sketchpad Chairperson and E-Mail Blast Chairperson and all Show Chairpersons.

#### **Section 6 - Duties of Officers**

The PRESIDENT shall preside over all meetings and shall appoint all committee chairpersons as they are needed.

The VICE-PRESIDENT shall preside in the absence of the President. He/she shall be responsible for the programs for the general meetings from September through May, shall work with the Library Staff liaison to schedule the meeting place, arranging for necessary equipment or aid that the speaker may require and shall also be responsible

for and organizing all workshops, taking care of the artist, location, registration and hosting the meeting. The Vice-President shall choose an Assistant who will assist the Vice-President in all the above related tasks, reporting to the Vice-President. A Paint Out committee member may be appointed to plan and execute Paint Outs for RCAS.

The SECRETARY shall keep minutes of the Board of Trustees and the General Membership Meetings. He/she shall be responsible for RCAS correspondence, including cards and flowers to the membership.

The TREASURER shall be responsible for maintaining an accurate record of the RCAS assets; shall pay all authorized expenses of RCAS by check, shall make a Treasurer's Report at each Board of Trustees Meeting and at any other time when directed to do so by the President. If the income of any activity is in excess of its expenses, such income shall go into the general fund of this organization to further its aims and assist in the organization of other activities. He/she shall seek out ways of obtaining funds for special projects, publications or operating expenses.

PARLIAMENTARIAN The immediate Past President shall serve as the Parliamentarian and Chair of the By-Laws Revision Committee. If said person is unable to fill this position, the Board may fill this position with a previous Board Member.

#### Section 7 - Committee Chairpersons

The Committee Chairpersons shall select their own co-chairpersons and committees. They shall be responsible for the effective functioning of their committee. They shall be responsible for the collection of money associated with the activities of their committee and shall present money collected with a written report to the Treasurer. A written report of committee activities shall be made to the Board of Trustees and copies provided to the Treasurer, Secretary and President. They shall be responsible for the care and safekeeping of the meeting places necessary to carry out the committee activities.

#### Section 8 - Duties of Committee Chairpersons

Chairpersons may select a co-chair or committee as deemed necessary.

The MEMBERSHIP CHAIRPERSON shall be responsible for collecting the membership dues and the compiling of a membership list to be distributed to members in good standing by November 1st of each year. The membership list shall be prepared and presented to the Yearbook Chairperson. They shall actively promote RCAS in recruiting new members, provide materials about RCAS to the community at large, and encourage members to recruit new members through networking on the web as well as in person and, update membership forms and materials as needed. May appoint a committee member to be present at general meetings to represent Membership chair.

The YEARBOOK CHAIRPERSON shall prepare the annual yearbook with the help of the Membership Chairperson.

The E-MAIL BLAST CHAIRPERSON shall be responsible for the dissemination of information concerning RCAS activities by organizing a committee to contact the entire membership.

The SKETCHPAD EDITOR shall be responsible for the writing and printing of a monthly newsletter which will contain information of interest to the membership and work closely with the Sketchpad mailing chairperson. The editor shall appoint a committee member to be in charge of Sketchpad mailing to members, as requested and others as deemed desirable for community outreach.

PUBLICITY CHAIRPERSON shall be responsible for the publicity of the organization to the various media regarding meetings, exhibits, juried art shows, demonstrations, and such other publicity pertinent to the organization.

WEBMASTER shall be responsible for archiving information and photographs for the purpose of reflecting RCAS activities for the year. The history of the previous years' activities will be available for perusal by the membership on the official website - [www.richardson-arts.org](http://www.richardson-arts.org).

The HOSPITALITY CHAIRPERSON shall be responsible for seeing that provisions are made for adequate refreshments at the monthly meetings.

GREETER CHAIRPERSON shall be responsible for greeting members and visitors as they enter the general meetings and shall appoint a committee member to maintain and update Name Tags.

The PHOTOGRAPHER shall be responsible for taking pictures of shows, functions, and meetings for use in conjunction with news articles, and the History of RCAS.

The VIDEOGRAPHER is responsible for the projection of the demonstration at meetings and is responsible for the equipment used.

MEMBERSHIP SHOW CHAIRPERSON shall be responsible for prospectus, advertising, juror selection, receiving entries, hanging show and awards, and submitting a written report of the show to the Board of Trustees showing all receipts and expenditures.

YOUNG PEOPLE'S SCHOLARSHIP SHOW CHAIRPERSON shall be responsible for the planning, advertising, mailing, juror selection, receiving entries, hanging show and presenting awards. This show shall include all students in grades 9-12 living in the City of Richardson or enrolled in the Richardson Independent School District.

ROSEMARY CHENEY ELEMENTARY ART SHOW: sponsored in conjunction with the Richardson Independent School District.

SPRING SHOW CHAIRPERSON shall be responsible for planning, prospectus, advertising, juror selection, receiving entries, hanging show, awards and submitting a written report of the show to the Board of Trustees showing all receipts and expenditures.

THE REGIONAL SHOW CHAIRPERSON shall be responsible for planning, prospectus, advertising, juror selection, receiving entries, hanging show, reception, awards and submitting a written report of the show to the Board of Trustees showing all receipts and expenditures.

TECH SUPPORT: volunteers shall provide direct support to the Regional Show chair as well as requested support to other shows listed above. Provide additional support for other functions of RCAS as requested

The REGIONAL SHOW COMMITTEE shall be responsible for planning, prospectus, advertising, juror, receiving entries, hanging show, reception, awards and submitting a written report of the show to the Board of Trustees showing all receipts and expenditures.

Section 9

It shall be the responsibility of each committee chairperson to submit to the President a written report detailing the operation of their committee at the close of its activities.

**ARTICLE V - NOMINATION AND ELECTION OF OFFICERS**

Section 1

A nominating committee, consisting of a chairperson and two or more active members not to exceed 5 in number, shall be selected by the Board of Trustees at the January meeting. The names of the committee's selected candidates shall be presented to the Board at their regular March meeting.

Section 2

Any member of the nominating committee may be a candidate for the Board of Trustees or for any office of RCAS.

Section 3

Members of the nominating committee may serve in that capacity for no more than two consecutive years.

Section 4

The nominating committee shall select candidates for the Officer positions expiring in May of present year. A list of these candidates will be presented to the Board of Trustees at the March meeting and published in the April Newsletter.

Section 5

The proposed slate of officers shall be presented to the general membership, for formal approval and vote, at the April General Membership Meeting. Nominations from the floor may be taken at this time. Installation of officers shall take place at the May meeting.

**ARTICLE VI- REVISION OF THE BYLAWS**

Section 1: Proposed bylaws changes.

The bylaws of the Richardson Civic Art Society will be reviewed by a committee consisting of the President, 3 former Trustees (3 years or less) chaired by the Parliamentarian. Proposed revisions will be presented to the board for review. Approval shall occur by a ¾ vote of the Trustees present at a subsequent meeting.

Section 2: Membership voting and adopting.

Proposed Bylaws changes must be mailed by standard mail or email to each member no less than two weeks before the time to vote on such amendments. The Sketchpad may publish such proposed amendments, if desired, in the issue just prior to the membership meeting at which the vote on such amendments is to take place. Paper copies will also be available at the prior general meeting.

A two-thirds (2/3) majority of those active members present at the next regular general meeting will be required for adoption.

**ARTICLE VII-DISSOLUTION OF THE SOCIETY** Upon dissolution of RCAS, all remaining assets in its possession will be donated to the City of Richardson for the purpose of advancing art, education and appreciation.