

CONSTITUTION
(Revised 2009)

NAME: The name of this organization shall be the **ART LEAGUE OF BAYTOWN.**

OBJECT: The object of this organization is to create fellowship among artists and to promote art appreciation in the community.

MEMBERSHIP: Members shall be paid members 16 years of age or older and Lifetime members.

OFFICERS: Officers shall be: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Membership Chair, Publicity Chair, Historian, Parliamentarian and four Directors.

AMENDMENTS: The constitution as a whole or part may be amended by two-thirds vote of all members, provided written notice has been given (via newsletter) of the proposed changes and the proposed changes have been presented and discussed at the preceding regular meeting. Voting can be made, if necessary, by Absentee Ballot signed by the member and mailed to the Art League of Baytown, PO Box 43, Baytown, TX 77522, or 110 W. Texas Ave., Baytown, TX 77520 or by proxy vote in writing and signed by the absentee voter and delivered by another member to the Executive Board. As a final resort, the President may appoint a committee to poll the membership by telephone to obtain the vote of the absent member(s).

BYLAWS: Bylaws may be amended by a majority of the members present at a regular meeting, provided written notice of the proposed changes have been made (via newsletter) and proposed changes have been presented and discussed at the preceding regular meeting.

STANDING RULES: Standing rules may be made, deleted or changed by a majority of the members present at a regular meeting.

BYLAWS
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DUTIES OF OFFICERS:

President: The president shall preside at all meetings of the League and shall have the power, along with the Treasurer and Immediate Past President, to sign checks. The President can also approve expenditure: for which he/she has not signed the check. The President shall also sign, along with the Recording Secretary, the minutes of the previous meeting after said minutes have been read and approved. The President shall appoint special or standing committees and shall be an ex-officio member or such committees.

First Vice President: The First Vice President shall serve as Program Chairperson and, in the absence of the President, shall perform the duties of the President including ~~ee~~-signing checks along with the Treasurer for payment of bills that have been presented to the Executive Board and approved for payment.

Second Vice President: The Second Vice President shall serve as Exhibit Chairperson and, in the absence of the President and First Vice President, shall perform the duties of the President except for signing checks.

Recording Secretary: The Recording Secretary shall keep ~~in present form~~ the minutes of the general meeting and minutes of the Executive Board meeting. After the reading and approval of the minutes, the Secretary shall sign, along with the President, the minutes that have been approved and retain them as part of the permanent record.

Corresponding Secretary: The Corresponding Secretary shall issue notices of all meetings and shall send notice the dues are due and payable. Notice may be via newsletter and a self-addressed envelope may be included in the newsletter for the convenience of a member paying dues. The Corresponding Secretary is also responsible for issuing the newsletter.

Treasurer: The Treasurer shall be custodian of the funds and shall pay them out only on bills approved by the Executive Board. Claims for reimbursement of expenditures shall be submitted on the Claim Reimbursement form with the required approval signatures and copies of the receipts attached. The Treasurer will collect all dues and forward this information to the Membership Chairman who will send the member a current membership card. Written receipts for all cash received must be issued. The Treasurer will keep an accurate account of all receipts and disbursements and make a monthly report to the Executive Board. Such report will be in writing and shall be attached to the minutes of the Secretary for the Permanent file. The President and the Treasurer shall sign the treasurer's report after it has been approved by the Executive Board. A summary of the treasurer's report will be read by the Treasurer at the next regular meeting. The Treasurer will only issue checks when the rules in the Bylaws, Standing Orders and Internal Control Procedures, as approved by the Executive Board, have been followed.

Publicity Chair: The Publicity Chair shall have charge of publicity for the League.

Historian: The Historian shall assemble and preserve photographs, newspaper clippings and literature pertaining to the Art League of Baytown.

Parliamentarian: The Parliamentarian shall instruct the League in parliamentary law based on Roberts Rules of Order or Parliamentary Law and decide all questions of parliamentary procedure.

Membership Chair: The Membership Chair will maintain a current roster of paid members and a roster of past members. The Membership Chair will maintain the official address list of members.

Executive Board: The Executive Board shall be four Directors, the Officers of the League and the Immediate Past President. The Executive Board will transact all business of the Art League of Baytown, and the President shall present to the general membership the actions that the Executive Board has taken.

Quorum: A majority of the members present at a regular business meeting shall constitute a quorum for the transaction of business and for the election of officers and directors. One-third of the Executive Board shall constitute a quorum for the transaction of business at a Board meeting.

Elections: A Nominating Committee shall be two members (other than Board members) elected from the membership at large, and two members from the Executive Board, elected by the Board. One month prior to the election of officers, a Nominating Committee shall be elected who will present names of suitable candidates for Directors of the Board and for Officers of the Art League of Baytown. Names of the candidates who have been nominated by the committee will be presented on the date specified for election and will be elected by a majority vote of the members present.

Memorials: In the event of the death of a member, money shall be appropriated for the purchase of an art book to be placed Art Center of Baytown library as a memorial to the deceased member. The amount of money appropriated for the memorial will be set forth in the Standing Rules.

Fees & Commissions: If the Art League of Baytown aids in obtaining a sale of a member's artwork, a percentage of the sale price shall be donated to the Art League of Baytown. All fees and commissions are set in the Standing Rules.

Scholarships: The Art League of Baytown will award a scholarship to one graduating senior from each public high school in the Goose Creek Consolidated Independent School District, Baytown, Texas. Scholarships will be awarded after the student has made application for the scholarship as the rules of the high school dictate. Scholarships may be used at the college or university of the student's choice and may be used for tuition, fees, books and materials pertaining to the student's classwork. It will be understood, upon making application for the scholarship, that the student is expected to pursue a degree in the arts or an art related field.

STANDING RULES
(Revised 2009)

1. One month following the installation of officers, the past Executive Board and Committee chairmen must meet with the newly elected Officers and Committee chairmen to turn over ALL records, exchange information, instruct new officers and chairmen and, *together*, audit the past year's records. At this time a budget will be prepared for the coming year.
2. Meetings of the Art League of Baytown will be held at the Art Center of Baytown at 2:00 p.m. on the third Sunday of each month, except June, July and August. The Executive Board will meet at 2:00 p.m. on the second Sunday of each month. Special meetings may be called by the President.
3. The amount of the Scholarship to be awarded to the recipient from each high school will be decided each year.
4. The Art League of Baytown agrees to sponsor at least one judged art show each year.
5. **Sales Tax:** The Art League will collect sales tax, as required by the State of Texas, on art work and other items sold through the Art League and turn in such monies to the State Controller as required by law.
6. **Dues:** Dues shall be \$25.00 for an Individual Membership, \$40.00 for a Family Membership (two adults residing at the same address) and \$10 for a Student Membership (ages 14 through 18) payable for one year in advance and due the month of January. Dues become delinquent by April 1 of the same year and \$5.00 penalty is assessed for late payment of a renewed membership.
7. **Life Membership:** Life Membership shall be automatically obtained, at the request of the member, upon having reached the age of 70 years, provided said member has been a continuous

member for the previous 10 years. Life Membership may also be obtained by a member for \$250..

8. Fees and Commissions:

- Sales of work exhibited by the Art League outside the Art Center – 10% donation;
- Sales of work during the Spring Show – 10% donation;
- Sales of work during the Holiday (Christmas) Gift Gallery – 15% donation for volunteers; 25% donation for non-volunteers
- Hanging Space - donation of \$25/month for 4' of hanging space paid 3 months in advance;
- Shelf Space – donation of \$10/month for one 4' to 6' shelf paid 3 months in advance;
- Other fees to be added to this category, with member approval, as the need arises.