

VAP BYLAWS EDITED/APPROVED BY BOARD V.1.5 7/30/20

VAP – BYLAWS 7.27.20 V.1.4 Visual Arts of Prosper - Bylaws July 22, 2019 v.1.3

ARTICLE I – Name The name of this Association shall be: VISUAL ARTS OF PROSPER

ARTICLE II – Purpose

The Visual Arts of Prosper is dedicated to the charitable and educational purposes of developing, promoting, exhibiting and operating programs which will advance the creative arts in the community. Our vision is to motivate, inspire and nurture the artistic abilities in each of us and to further the development of art in the community.

ARTICLE III – Membership

1.0 Membership in the association shall be open to all individuals in the community, provided each supports the purpose and vision of the association.

2.0 Membership of the association shall be composed as follows:

2.1 Adult members 18 years of age or older and in good standing who may hold office or vote on club business and participate in the election of officers.

2.2 Youth members age of 15 years up to the age of 18 years and in good standing are not eligible to hold office or vote on club business.

2.3 Guests who are welcome to attend any of the General membership meetings, programs or social functions however they may not participate in the voting on club business,

3.0 Membership term shall be for one (1) year commencing the beginning of the fiscal year and ending on the end of the fiscal year.

ARTICLE IV – Membership Meetings

1.0 General Membership Meetings - The entire membership meets monthly from September through May. The meetings are conducted by the President or designated alternate. Meetings shall consist of programs of general interest to the membership, announcements, art shows and club business.

1.1 A simple majority of the members present shall be necessary to vote on club business

1.2 Only members in good standing may vote on club business

1.3 A member is in “good standing” when: – the member pays his/her annual membership dues when required. A member is no longer in “good standing” when: – the member fails to pay his/her annual membership dues when required, or in the judgment of the majority of the members, the member no longer supports the best interests of the Association

2.0 Executive Board Meetings

The Executive board shall meet at the frequency designated in the Constitution or be called by the President as needed or as designated for purposes indicated at the General Membership Meeting by a majority vote of the membership present.

2.1 A minimum of 2/3 board members must be present to conduct Executive board business.

3.0 Annual Meeting

One annual meeting of the membership shall be held in May of each year. This meeting shall be conducted by the President or designated alternative.

3.1 The meeting shall consist of election of Officers, presenting financial reports, accomplishments, and plans for the following fiscal year.

3.2 A simple majority of the members present shall be necessary to conduct officer elections or to vote on club business

3.3 Only members in good standing may vote on club business or the election of officers.

4.0 Special Meetings

Special meetings may be called by the Executive Board or by 2/3 majority vote of the members in good standing.

ARTICLE V – Membership Dues

Membership Dues for the next fiscal year shall be established by the Executive board two (2) months prior to the end of the next fiscal year.

1.0 Notification – the amount of the membership dues for the next fiscal year will be announced at the membership meeting two (2) month prior of the end of the current fiscal year.

2.0 Annual membership dues are payable on the 1st day of the new fiscal year.

3.0 Allowance or discount may be given for early payment of dues prior to the start of the new fiscal year.

4.0 If a member has not paid their dues by the 1st day of the new fiscal year, that member will be identified as not in good standing for voting purposes and unable to participate in any association activities.

5.0 Allowance for proration of dues may be given to new members joining after January 1 of the fiscal year.

ARTICLE VI – Officers

1.0 **PRESIDENT** – The office of President is the primary person responsible for the business operation of the Association.

1.1 Presides at the regular membership meetings, Executive Board meetings, Annual Meeting and any called Special meetings

1.2 Establish any special committee deemed necessary and appoint a chairperson

1.3 Be an ex-officio member without a vote on all committees except the nominating committee.

1.4 Represent the Visual Arts of Prosper association to all local or national organizations.

1.5 In conjunction with the Treasurer, approve all expenditures.

1.6 Review the status of all committees and against plans and goals.

1.7 Take the lead position in any fund raising activities.

2.0 **VICE PRESIDENT** – There shall be one Vice President.

2.1 The Vice President is responsible for the performance of the President's duties in the absence of the President.

2.2 Actively participate in the activity of the Executive board, membership meetings and the annual meeting.

2.3 Serve as parliamentarian and check quorum for each membership meeting including the annual meeting.

2.4 Serve as a member of the Bylaws standing committee.

2.5 Act as chairperson for the nominating committee

2.6 Collect committee status reports and organize for Executive board review.

3.0 SECRETARY – The Secretary is responsible for maintaining the non-financial records of the Association's operations.

3.1 Maintain all official documents of the association including the Constitution, Bylaws and Standing rules.

3.2 Maintain the official minutes of all Executive board meetings, membership meetings, annual meeting and any special meetings.

3.3 Oversee committee chairpersons' maintenance of minutes, attendance lists and other records of committee meetings.

3.4 Distribute previous meeting minutes and committee reports to the Executive board members one (1) week in advance of the Executive board meetings.

3.5 Maintain an accurate list of Officers, Standing committee chairpersons and Special appointed committees.

3.6 Oversee the maintenance of the policies and procedures approved for use by the Executive board.

3.7 Conduct all official correspondence of the Visual Arts of Prosper association.

3.8 The Secretary shall act as the treasurer's primary alternate and perform the duties of treasurer as necessary.

4.0 TREASURER -- The Treasurer is responsible for all the funds of the association.

4.1 Keep accurate and current accounting of all receipts and expenditures of the association.

4.2 Deposit all monies collected into the Visual Arts of Prosper Bank account(s).

4.3 Verify the approval and write checks for Executive board approved expenditures.

4.4 Maintain current elected officers' details and approved signatures for the Visual Arts of Prosper bank account(s).

4.5 Prepare and present financial reports for the Executive board meetings

4.6 Submit the Fiscal year's budget to the Executive board for approval.

4.7 Oversee an annual audit of the associations accounting books and records.

4.8 Organize and present the results of the associations audit at the next membership meeting.

4.9 Maintain a detailed listing of the clubs membership and dues records.

5.0 MEMBER AT LARGE -There shall be one member at large who is appointed by the President and whose duties shall be deemed by the President.

6.0 ELECTION OF OFFICERS Each officer shall serve for a term of one year from the date of his or her installation and until his/ her successor is duly elected and qualified. An elected officer shall not serve more than three (3) consecutive terms in the same office.

ARTICLE VII – Funds Management The Treasurer is responsible for the disbursement of the funds of the association upon approval from the Executive board.

1.0 The Executive Board in simple majority may obligate the Association for up to \$100 on non-recurring expenses.

2.0 The President with the approval of the treasurer may obligate the association for up to \$50 on recurring expenses.

3.0 The Membership in simple majority must approve non-recurring expenditures in excess of \$100.

4.0 New recurring expenses in excess of \$50 must be approved by simple majority of the membership.

5.0 Increases in existing recurring expenses do not require approval of the membership.

6.0 The President and Treasurer shall monitor all increases in recurring expenses.

ARTICLE VIII Standing Committees

The following Standing committees may be established for use with the association. Each Committee shall have a chairperson and a number of committee members deemed necessary for operation.

1.0 The Nominating Committee shall prepare and present a slate of nominees for the officers of the association at the annual meeting. There can, however, be nominations from the floor at election time.

2.0 The Bylaws committee shall research and prepare any amendments, additions or deletions to the Bylaws of the association.

3.0 Historical Committee shall archive information, documents and photographs for the purpose of preserving the Visual Arts of Prosper. This archive of information, documents, and photographs shall be available for perusal by the membership.

4.0 Program Committee shall select, plan, organize and conduct program activities of the association.

5.0 Webmaster shall manage and maintain the official website of the Visual Arts of Prosper association.

6.0 Hospitality Committee shall act as official host in creating a welcoming atmosphere at meetings and events.

7.0 Art of the Month Committee shall select, arrange, setup and conduct the voting for the “Art of the Month” award at the membership meetings.

8.0 Workshop Committee shall select, arrange, organize, and assist in conducting workshops presented by the association.

9.0 Newsletter Committee shall publish current news to membership and work with Webmaster to publish current activities on the website.

10.0 Membership Committee shall create and implement materials to recruit and retain members and work with Webmaster to ensure the website reflects the current campaigns for new membership.

11. Publicity Committee shall promote VAP events to the various media outlets and work with the webmaster, Facebook team, and President to inform them of upcoming events and issues.

ARTICLE IX – Ad-Hoc Committees

Ad-Hoc committees may be established at the direction of the President and dissolved when their purpose has been served.

ARTICLE X Amendments to the Bylaws

The Bylaws of the association may be amended, added to or repealed as necessary after submitting to the Executive board a petition which sets forth the proposed change and which is signed by at least 2/3) of the members in good standing.

Any proposed change must be published one (1) month prior to the meeting in which the change(s) will come up for a vote. Approval of any amendment to, addition to, or repeal of, any provision of, or all of, these Bylaws requires a vote of the simple majority of the members in good standing.