

Frederick County Art Association, Inc. By-Laws

ARTICLE I

The name of the organization shall be the Frederick County Art Association Inc. (hereinafter FCAA). These By-Laws were amended November 9, 2015 by vote of the general membership.

ARTICLE II

The objective of the FCAA shall be to stimulate interest and participation in, and appreciation of, the visual fine arts. It shall further be the purpose of the FCAA to aid and encourage activities dedicated to the promotion of these arts.

ARTICLE III

1. Membership in the association shall be open to any person who has an interest in the visual fine arts, completes a membership application form and pays the membership dues.

2. The FCAA shall operate on a fiscal year basis, commencing on January 1. Dues in the organization shall be established by a schedule issued by the Board of Directors on or before September 1 of the previous year. Dues shall be paid by January 1. Membership records will be reviewed annually to see if dues have been paid. Those members who have not renewed membership by April 1 will be deleted from the membership list.

3. Members in good standing are all persons whose dues are paid. There are three membership types: single, family and student, with the exception that special memberships may be created and granted at the discretion of the Board of Directors of the FCAA.

A. A single membership is for a person over the age of eighteen (18).

1. A single membership entitles the person to participate in all FCAA activities.

2. A single membership entitles the person to one vote on all matters voted on by the general membership.

B. A family membership is for all persons in an immediate family living under one roof.

1. A family membership entitles each person in the family the right to participate in all FCAA activities.

2. A family membership entitles the family to two votes on all matters voted on by the general membership.

C. A student membership is for a person attending school on a full time basis.

1. A student membership entitles the person the right to participate in all FCAA activities.

2. A student membership entitles the person to one vote on all matters voted on by the general membership.

ARTICLE IV

The FCAA shall have a Board of Directors, which shall constitute its governing body. The Board shall consist of the President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and immediate Past-President. The Board of Directors shall have the authority to enlarge itself at its own discretion. Each member of the Board shall have one vote. The Board of Directors shall be vested with the authority for the general direction and control of the affairs of the association. Their authority shall extend to, but not be limited to, such actions as: transacting the association's business; establishing types of memberships and fees for membership; establishing activity fees; establishing and enforcing rules for the elections to fill vacancies on the Board of Directors; appointing standing committee chairpersons, and appointing a nomination committee for the election of new officers. Any business conducted by the Board concerning association policy must be voted on and approved by the general membership at the next meeting of the general membership, after they have been duly notified of the intent of the Board of Directors to gather such a vote.

ARTICLE V

Nomination and election of officers:

1. Officers of the FCAA shall be elected by a majority of the membership present at the November meeting of the general membership and shall consist of a President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary and Treasurer. Officers shall assume their new posts at the December meeting.

2. Nominations for officers will be accepted up to two weeks prior to the November meeting of the general membership, in order to provide the membership with a slate of candidates at least ten (10) days before the election. In the event that a full slate of candidates is not available prior to the election, nominations will continue to be accepted up to and during the November meeting of the general membership.

3. Officers shall serve for a term of one year.

4. Incumbent officers may be nominated and re-elected for any office for as many consecutive terms as he or she is willing to run for such office.
5. No person shall hold more than one office at one time.

Duties of elected officials:

1. The President shall preside at all meetings of the general membership and at all meetings of the Board of Directors; sign all official contracts, agreements, authorizations, and applications pertaining to the association's business; carry out the will of the organization; and sign checks issued by the FCAA. Checks shall require the co-signature of the Treasurer or 1st or 2nd Vice President if they are in the amount of \$500.00 or more. Only one signature shall be required for checks in an amount of less than \$500.00, and the President or Treasurer may sign such checks.
2. The 1st or 2nd Vice Presidents shall have and exercise all the powers, authority, and duties of the President during the absence or disability of the latter, and shall have such powers and perform such duties as may be delegated to the 1st or 2nd Vice President by the President.
3. The Treasurer shall have custody of all funds, securities, documents, and other assets of the association, subject to such limitations and control as may be imposed by the Board of Directors; have the authority to sign checks with the President, 1st Vice President or 2nd Vice President for the disbursement of the association's funds for association purposes; collect the association's dues and assessments; provide and maintain complete records of all fees, assets and liabilities of the general membership; provide a financial statement showing the condition of the association's finances; prepare such financial reports and tax returns as are required by law; prepare a final statement at the end of the elected term of office listing total fees collected, membership dues collected, and complete membership roster.
4. The Recording Secretary shall prepare and maintain full records of all meetings of the general membership and the Board of Directors; send a legible copy of the minutes to the President within a reasonable time before the next meeting; keep accurate attendance records of the general membership meetings and those of the Board of Directors.
5. The Corresponding Secretary shall handle incoming and outgoing correspondence of the association; be responsible for writing and mailing the newsletter to the general membership so as to be received by the membership at a reasonable time before the next general meeting; and give proper notice of all meetings of the general membership.
6. In addition to the specifically enumerated duties of the officers as prescribed here any officer shall perform such other duties as directed by a duly authorized resolution of the Board of Directors, not inconsistent with the By-Laws.

7. When an officer is absent, disqualified, or otherwise unable to perform the duties of his or her office, the Board of Directors may designate another member of the Board of Directors, or appoint a member, at their discretion, to act in a temporary capacity for the unavailable officer.

8. The Past President is to assist the present board as needed for any questions that pertain to past operations/programs or the like. It is also advisable for the Past President to attend board meetings.

ARTICLE VI

Committee chairpersons may be appointed by the Board of Directors for the purpose of assisting the Board in the performance of their duties. These committee chairpersons may be appointed for a full year or for a specific task. Representative committees and responsibilities include:

1. The Program Committee shall be composed of the 2nd Vice president, as chairperson, and an assistant chairperson, who shall work together to insure an instructive and informative program for each general membership meeting. They shall procure special art supplies, audiovisual equipment, etc, as needed, for the proposed program for the upcoming meeting so this information can appear in the newsletter for the coming meeting. Tentative programs shall be prepared by the Program chairperson, three (3) months in advance of the time they are to be presented, and must be submitted to the President for approval. The President prior to the program's scheduled meeting must approve any changes in these tentative programs.

2. The Show Committee shall be composed of a chairperson and an assistant chairperson. They shall be responsible for the membership Show or other membership exhibits, as designated by the Board of Directors.

3. The Hospitality Committee shall be composed of a chairperson, and an assistant chairperson. They shall be responsible for refreshments at the general membership meetings.

4. The Publicity Committee shall be composed of the 1st Vice President and an assistant chairperson. They shall be responsible for the club's website and media placement of information and advertising for all FCAA shows and activities, as designated by the Board of Directors; shall be responsible for any posters, invitations, etc., for the same, or other duties, as designated by the Board of Directors.

5. The Student Award/Scholarship Committee shall be composed of a chairperson, and an assistant chairperson. They shall be responsible for determining the amount and recipient of the annual FCAA student award/donation/scholarship. The award must be used to promote or reward excellence in art or to support art education among Frederick County students.

6. The Membership Committee shall be composed of a chairperson and an assistant chairperson. They shall welcome guests to the general membership meeting; issue and collect name tags of members at shows, exhibits, and general meetings, as designated by the Board of Directors; contact former members of the association and issue personal invitations to the meetings; and actively solicit new members for the organization.

7. The Archives Committee shall consist of a Historian who shall keep an accurate and up to date scrapbook of the newspaper clippings, and other public notices of the association's activities, awards, honors, etc., bestowed on the organization's members.

ARTICLE VII

Five general membership meetings shall be held during the calendar year, including a November meeting for the purpose of electing new officers. The meetings will be held on the second Monday of the meeting month with the months to be determined by the Board of Directors at the end of each calendar year. A summer Picnic will be held in July/August and a Holiday Party will be held in December. In case of inclement weather, within three hours of the gathering time, cancelations will be posted to social media and emails sent out to the members. Board meetings shall be held at the discretion of the President. In addition, special meetings may be called for any time and date, at the discretion of the President or the Board of Directors.

Board meetings shall be held for the purpose of conducting the business transactions of the FCAA. Issues voted upon and carried at these meeting shall be presented to the general membership for approval at the next general membership meeting. Any member of the association may attend the meetings of the Board of Directors, but voting at these meeting will be restricted to members of the Board. Board action shall require the vote of a majority of the members elected to the Board; and a majority of the association members in attendance at a general membership meeting, shall be required for approval of Board actions.

ARTICLE VIII

These By-Laws may be amended at any time at any regular general meeting or any special meeting of the FCAA by a 2/3 majority vote of the membership in attendance, providing at least ten (10) days notice has been given to the general membership prior to the date the voting on the proposed amendments is to take place; and informing the membership that voting on the proposed amendments will be held at time and date indicated.

Approved: _____

Signed: _____