

# **Iowa Artist By-Laws**

Revised August, 2020

(Hereafter termed IA)

## **I. Activities of the IA**

The activities of the IA shall, when funds are available, be as follows in furthering its educational purposes:

- Production of a biannual newsletter, with regional show information to be included in the winter issue and posted on the IA's website along with distribution to all members.
- Exchange of information among various artists and art groups, including but not limited to the IA website, Facebook, e-mail or other means of digital media.
- Sponsorship of regional and state adult art exhibits.
- Sponsorship of awards at regional and state adult exhibits.
- Conduction of any other activities that the Board of Directors determines are in keeping with the purposes of this organization.

## **II Membership**

Any adult, eighteen (18) or older, an Iowa resident of good report, interested in the purpose of IA shall be eligible for membership. Membership becomes effective with payment of annual dues.

## **III. Rights and Privileges of Members**

Only active members are entitled to conduct the affairs of IA. Any member may submit, in writing to the Board of Directors, any proposition that may promote the success of IA, or present it directly to the annual meeting.

## **IV. Dues**

Membership dues shall be established by the Board of Directors. Dues are for the year January 1 to December 31. Regional Show participation is limited to members who have paid dues for the year the show is being held. New members joining after June 1 shall have dues apply for the next year.

## **V. Non-payment of Dues**

Any member in arrears of dues after the annual meeting at the State Show shall be considered as having resigned.

## **VI. Officers**

The officers of IA shall consist of the President, Vice-President, Secretary, Treasurer, Membership Chair, State Show Chair, Newsletter Editor, Digital Chair, State Workshop Chair, and four Directors.

## **VII. Election of Officers**

Officers shall be elected by the majority of those voting. Specific stipulations and procedures are set forth in another section of these By-laws.

## **VIII. Filling a Vacancy**

In the event of a vacancy in an office, the President shall appoint, with the approval of the Executive Board, a member in good standing to fill the remainder of the unexpired term. Such approval may be had between meetings by e-mail, letter, text or phone call to expedite the matter.

## **IX. Officers Tenure**

The President, Vice-President, Secretary, Treasurer, Membership Chair, State Show Chair, Newsletter Editor, Digital Chair and State Workshop Chair shall be elected for a term of two years. Directors shall be elected for a term of two years, offset annually two per year, providing a rotating cushion of experience for IA. President, Vice-President, Secretary, Treasurer, Membership Chair, State Show Chair, Newsletter Editor, Digital Chair and State Workshop Chair shall be elected coterminous (Common Boundary Line).

## **X. Board Members**

There shall be two Board of Directors meetings. One shall be at the annual Spring General Meeting, held at the State Show. One shall be held in the fall, at a site designated by the President, to which all officers and regional coordinators and committee chairmen shall be invited.

## **XI. Quorum at Annual and Director's Meeting**

In order to conduct the affairs of IA, a quorum of 25 members will be necessary at the annual meeting. At the fall Directors meeting, 7 members shall be constituted a quorum.

## **XII. Amendments to the By-laws**

These By-laws cannot be changed or amended except by a two-thirds majority of the Directors at any regular meeting, or special meeting called for that purpose.

## **XIII. Operating Year**

The fiscal year of IA shall be January 1 to December 31.

## **XIV. Duties of Officers**

### **President – 2-year term**

It shall be the duty of the President to preside at all the meetings of IA in an impartial and fair manner, supervise all the activities of IA either directly or indirectly to the best of their ability, and sign all vouchers drawn on the treasury (see Board of Directors). The President is to preserve materials relating to the history of IA, keeping them available to others in an appropriate manner.

### **Vice President – 2-year term**

It shall be the duty of the Vice-President to assist the President in the discharge of duties, and assume the same during the President's absence. In the event that the Vice President feels there is a need to undertake a special project, it must be approved by the Board first. Special projects could include By-laws revisions, a fall event for the 12 regions in whole or part, or any other activity the Board deems useful and necessary. **There will be automatic succession to the Presidency.**

### **Secretary – 2-year term**

It shall be the duty of the Secretary to keep the minutes of all proceedings for the meetings of IA, and shall be in charge and control of the records of IA, except those records which fall under the duties of other IA officers.

### **Treasurer – 2-year term**

It shall be the duty of the Treasurer to receive all money due IA, pay all bills when authorized by the President, keep an accurate record of all income and expenses, and issue an annual Financial Statement shortly after the close of the fiscal year. The Treasurer shall also handle all legal Government or tax forms, and turn over records for an audit at any time.

### **Membership Chair – 2-year term**

It shall be the duty of the Membership Chair to assemble names of prospective members, distribute literature and forms via mail, in person or electronic transmission, or otherwise encourage membership to IA. The chair shall maintain an electronic file of current membership and dues paid. The Membership Chair shall maintain and provide an electronic mailing list to the Newsletter printer. The Membership Chair shall provide a regional list of members to the Regional Show Chairs prior to Regional Shows.

### **State Show Chair – 2-year term**

It shall be the duty of the State Show Chair to send each regional coordinator a packet with all the forms and ribbons necessary for each regional show; to provide information on both the regional and state show, and to help answer any questions about the regional shows.

### **Newsletter Editor – 2-year term**

It shall be the duty of the Newsletter Editor to gather news, pictures, drawings or other materials of interest to the membership, minutes of meetings, treasurer's reports, legal notices and lists of memberships for inclusion in the newsletter. He/she shall also design the layout and edit the newsletter for distribution via electronic means, such as the IA website or email, or in print.

### **Digital Chair – 2-year term**

It shall be the duty of the Digital Chair to regularly update and maintain the official IA website and Facebook pages with the help of other officers and/or IA members as assigned.

### **State Workshop Chair – 2-year term**

It shall be the duty of the State Workshop Chair to plan Iowa Artists workshops throughout the state, recruit Regional Workshop Chairs, maintain a list of instructors and handle budgeting for the workshops as well as advertising.

### **Board of Directors – 2-year term**

The Board of Directors, consisting of the nine officers and four directors shall conduct the affairs of IA by attending board meetings and expressing ideas that would be of benefit to the organization. They may work on projects as agreed to by the officers, and execute all decisions made by the membership. A 2/3 majority of the Board of Directors may hold the biannual meetings via electronic means or conference call should it be deemed impudent or unsafe to physically meet in order to continue the business of IA. Votes by the Board may be officially cast on an issue by electronic submission to the President and Secretary.

### **Executive Board**

The Executive Board shall consist of the nine officers and four directors, each of whom have one vote, and the Past-President, who acts in an advisory capacity only and has no vote.

## **Volunteer Positions**

The Executive Board, Coordinator and Chair positions will all be served without compensation and be considered strictly voluntary.

## Other IA Positions

### **Regional Show Coordinator – 1-year term**

It shall be the duty of each Regional Show Coordinator to appoint a show chairman, site, and competent judge; oversee setup procedure and supervise overall activities of the show; collect the show's results for submission in the IA Newsletter, promote membership and instruct members about the activities of IA in their region and distribute information about upcoming IA shows to news media throughout the region. The next year's Regional Show Coordinator is elected at the current year's show.

### **Regional Workshop Chair – 1-year term**

It shall be the duty of each Regional Workshop Chair to set up workshops for their region by finding a site and instructor for the workshop, accepting participants for the workshop and informing them of needed supplies, publicizing the event and promoting the workshop and IA membership through news and electronic media.

### **Nominating Committee – 1-year term**

The Nominating Committee shall consist of three members, one of whom is the designated Chair. Members should be well represented geographically, if possible. Appointments are to be made no later than four months before the annual meeting.

- **Duties:** To assemble names of potential candidates and to contact each such person to verify if he/she will be a candidate.
- **Slate:** The committee shall then prepare a slate of candidate names to be presented for election and provide space for write-in candidates.
- **Presentation of the Slate:** The Chair of the committee shall send the slate to the Newsletter Editor and the President.
- **Accounting of the Vote:** The Chair of the committee shall count the votes and send the results to the President, the Digital Chair and the Newsletter editor.

## Voting Procedure

Voting on candidates or any main issue of IA shall be by either written ballot (preferred) or electronic means if necessary for safety and expediency. All IA members will be notified no less than 2 weeks prior to an impending vote via mail or electronic means.

- Each active member may cast one vote for any one candidate or on any one issue.
- The member shall send their ballot to the Nominating Committee Chair.

- Results of the vote shall be posted on the IA website, IA Facebook and in the first newsletter after the vote.
- New officers shall be sent information to familiarize themselves with their duties by the President. They shall be introduced at the State Show, and take over their positions at that time.
- Any issue voted on shall become IA policy/or not after the results are posted on the IA website and IA Facebook and in the next newsletter issued after the vote.

Iowa Artists is a 501(c)(3) organization.