

**“BY-LAWS”
of
THREE CITIES ART CLUB**

ARTICLE I Name

The name of this organization shall be the Three Cities Art Club (hereinafter referred to as the “Club”).

ARTICLE II Objectives

To promote the mutual acquaintance of those interested in the arts, to stimulate and guide toward practical expression the artistic sense of the Three Cities Art Club members, and to advance the knowledge and appreciation of the fine arts in every possible manner in the community.

ARTICLE III Membership

Section 1 Members

- A. Members shall be artists and/or patrons interested in the aims of this Club.
- B. A patron shall be any member who is interested in the aims of the Club.
- C. Members must have attended at least one meeting during the year to exhibit work in the annual judged show in the spring (Amendment adopted March 1975).
- D. Members must attend three meetings before work may be juried. (Amendment adopted -- March 1975)

Section 2 Privileges of members shall be:

- A. To participate in and vote in the general meetings of the Club.
- B. To receive notices and information distributed by the Club.
- C. To attend the meetings and functions of the Club.
- D. All artistic members may enter work in any Club sale or exhibit.

ARTICLE III Dues

- A. Dues shall be established by the Executive Board, subject to a quorum approval of the membership.
- B. Dues shall be payable in September and in arrears on December 1. (Amendment adopted -- March 1975)

ARTICLE IV Executive Board

Section 1. Titles

- A. The “Officers” of this organization shall be elected by Members and shall include:
 - a. President;
 - b. Vice-President;
 - c. Secretary; and
 - d. Treasurer
- B. The Committee “Chairs” shall be volunteers and shall include:

- a. Program;
- b. Publicity/Newsletter;
- c. Historian;
- d. Membership;
- e. Sunshine; and
- f. Hospitality.

Section 2. Executive Board Duties

A. President

- a. President shall see that all laws and resolutions are enforced;
- b. shall transact all necessary business with Officers of the Club;
- c. shall keep the Club advised at all times as to the financial condition and needs of the Club;
- d. at the end of the fiscal year he/she shall prepare and submit to the Club a report on the finances and administrative activities of the Club during the prior year;
- e. shall recommend to the Club for adoption such measures as he/she may deem necessary;
- f. shall represent the Club at all public and professional activities;
- g. shall appoint committee chairperson as he/she deems necessary; and
- h. shall preside over both the General meetings and any Executive Board Meetings.

B. Vice President

- a. Vice President Shall be the President pro-tempore in the absence of the President and shall exercise the powers associated with that office; and
- b. shall perform other such duties and have other responsibilities as the president deems necessary to the administration of the Club's government.

C. Secretary

- a. Secretary shall keep a record of all laws or resolutions and a permanent journal of the Club's proceedings;
- b. shall be custodian of papers, documents, and records pertaining to the government of this Club;
- c. shall provide copies of the by-laws, membership list, membership cards and discount cards for all members;
- d. shall answer all communications as directed by the Executive Board; and
- e. shall perform other such duties and have other responsibilities as the President or Executive Board deem necessary to the administration of the Club's government.

D. Treasurer

- a. The Treasurer shall have the custody of all moneys of the Club and all evidences of value belonging to the Club;
- b. shall keep and deposit all moneys in such manner and only in such places as may be determined by the Executive Board and shall report the same in detail to the Secretary and members as requested;
- c. may pay all bills approved by the Executive Board;
- d. shall be the general accountant of the Club and shall keep the books of account of the assets, receipts, and expenditures of the Club; and

- e. shall perform other such duties and have other such responsibilities as the President or Executive Board deem necessary.

E. Program Chair

- a. Program Chair shall make arrangements with and negotiate fees for demonstrations, critiques, and other such programs for regular meetings as scheduled by the Executive Board; and
- b. shall perform other such duties and have other such responsibilities as the President or Executive Board deem necessary.

F. Publicity/Newsletter Chair

- a. Publicity/Newsletter Chair shall notify all Club members of regular and special meetings plus Club events;
- b. shall prepare and submit press releases and make every effort to obtain coverage by local media for Club meetings and events; and
- c. shall perform other such duties and have other such responsibilities as the President or Executive Board deem necessary.

G. Historian

- a. Historian shall maintain scrapbooks of Club events including publicity, programs, advertisements, photographs, etc.; and
- b. shall perform other such duties and have other such responsibilities as the President or Executive Board deem necessary.

H. Membership Chair

- b. Membership Chair shall respond to calls and letters of those interested in Club activities, provide a copy of the Club brochure, encourage attendance to regular meetings and make every effort to increase membership;
- b. shall supply contact information of prospective and new members to Publicity/Newsletter Chair so prospects are added to mailing lists for future notification of meetings and events;
- c. shall supply contact information of new members to Secretary so they may be added to membership directory and given/sent a copy of an updated membership list, Club By-Laws, a membership card and any discount card(s);
- d. shall maintain attendance records at general meetings; and
- e. shall perform other such duties and have other such responsibilities as the President or Executive Board deem necessary.

I. Sunshine Chair

- a. Sunshine Chair shall send cards, notes and/or flowers to members on an as needed basis, from the Club;
- b. shall advise members of pertinent events, changes in health, etc. of members; and
- c. shall perform other such duties and have other such responsibilities as the President or Executive Board deem necessary.

J. Hospitality Chair

- a. Hospitality Chair shall bring or effect delivery of the Club coffee maker, coffee, cups, etc. and enlist / coordinate volunteers to provide cookies or snacks for regular meetings;
- a. shall coordinate location of Holiday party, notify them of number attending and plans associated with this event; and
- b. shall perform other such duties and have other such responsibilities as the President or Executive Board deem necessary.

K. The “Executive Board” shall consist of the Officers and Chairs and shall meet when the President deems necessary.

L. The Executive Board shall be empowered to carry out all governmental activities of the Club, which conform to the stated aims of the Club.

Section 3. Term of Office

- a. The term of office shall be one year; and
- b. a person may not be elected for more than two (2) consecutive years to the same office.

Section 4. Qualifications for Officers

No person shall be eligible for any elected office of the Club unless he/she is a duly qualified member of the Club.

ARTICLE V. Meetings

Section 1. Regular meetings

Regular meetings shall be held on the first (1st) Monday of each month at 7 o'clock p.m. unless otherwise ordered by the Executive Board.

Section 2. Annual Election of Officers

The regular monthly meeting in May shall be followed by the annual election of officers and for the annual report of the out-going-President. (Amendment: change of annual meeting from February to May -- March, 1973)

Section 3. Special Meetings

Special meetings may be called by the President, and shall be called upon the request of three (3) members. An attempt to notify all members shall be made at least twenty-four (24) hours prior to said special meeting.

Section 4. Definition of Quorum

A quorum shall consist of one-third (1/3) of the Members.

Section 5. Robert's Rules of Order

Robert’s Rules of Order shall be the authority for the procedure in the transaction of business where not otherwise provide for in the By-Laws.

ARTICLE VI. Exhibits

Section 1. Shows and Sales

The Executive Board shall provide for at least one judged show or sale annually.

Section 2. Qualifications of Who Can Exhibit

At the discretion of the Executive Board non-members may be invited to submit their work to the Executive Board for approval to show in Club functions.

Section 3. Qualification of Entries

A. Members must have at least 2 new works for each exhibit. (Amendment adopted: March, 1973)

B. Members previous judged work may not be re-submitted in future judged shows. Entries in judged shows must be original, not copied work.

Section 4. Limitation of Awards

Judged show awards shall be limited to one award per artist. The President is responsible to make these rules clear to the judge prior to judging.

ARTICLE VII. Amendments

Section 1. Amendments of By-Laws

A. These by-laws may be amended at any General Meeting, provided:

- a. that the proposals are read aloud before a vote is taken and a unanimous vote of all active members present is received; and
- b. that the proposed amendments are submitted in writing at a previous meeting or received in the mail by the membership before the vote, then a two-thirds vote of the membership present is necessary.

Section 2. Ratification of Amendments to By-Laws

A. These By-Laws shall become effective and binding upon their adoption by a Quorum affirmative vote of the Members present at the February, 1964 meeting.

B. These By-Laws shall become effective and binding upon their adoption by a Quorum affirmative vote of the membership present at the March, 1975 meeting.

C. These By-Laws shall become effective and binding upon their adoption by a Quorum affirmative vote of the membership present at the September 4, 2001 meeting.