

## SCSCAI ART CLUB OPERATING PROCEDURES (BYLAWS)

### I. Board of Directors and Officers:

A. The Board of Directors shall be comprised of the five officers, elected annually, during the November general meeting. The Board shall meet monthly before the club general meetings, which take place on the third Monday of each month (except during the summer months of June, July and August.) Board meetings also may take place when a majority of the Board deem it appropriate to address club issues. Notice of Board meetings, the location and time, will be provided through phone contact, emails or texts between the officers. The Board of Directors shall secure and approve the selection of instructors and set up various committees as the majority deem to be desirable.

B. Elected officers include the President, First Vice President, Second Vice President, Secretary, and Treasurer.

1. The President shall: preside during all meetings of the Members and the Board of Directors; Submit the annual Club Officer Form; Assist the Treasurer with the preparation of the annual budget and tax documents; Appoint the Chairpersons of all committees; Act as principal liaison between the Club and the SCSCAI; Oversee the writing and submission of the monthly Link article and club emails; Assist the treasurer and/ or 2d Vice President in providing membership lists to the Desert Vista and Pinnacle monitors, as well as Office personnel; Shall also arrange for the posting of a Class Schedule in the appropriate locations at the Desert Vista and Pinnacle Community Centers; Arrange for the meeting room for all meetings of the Members and the Board and shall submit the SCSCAI Room Set-up Sheet.

2. The First Vice President shall: Act as the presiding officer during all meetings of the Members and the Board in the absence of the President; Act as the Chairperson of the Program Committee.

3. The Second Vice President shall: Act as the presiding officer during all meetings of the Members and the Board in the absence of the President and the First Vice President; Act as Chairperson for the Membership Committee.

4. The Secretary shall: Prepare and keep written minutes of all meetings of the Members and Board of Directors; Keep and maintain copies of all correspondence; Work with the President in the preparation and submission of the monthly Link article.

5. The Treasurer shall: Receive and safely keep all funds of the Club and make all disbursements of funds for which the Club is obligated in a timely manner (All reimbursements are to be accompanied by a Reimbursement Request Form); Maintain a checking account in the Club's name at a bank designated by the Board of Directors,

of which the President, First Vice President and Treasurer each shall be signatories; Each check shall require two (2) signatures; Any amount over five hundred dollars (\$500.00) must have prior membership approval; Report during the monthly member meetings the balance of all funds and state of the account; Comply with all Association requirements for financial reports; Prepare with the President an estimated annual Art Show and yearly Club budget; Before the end of the year, prepare instructor yearly contracts and supporting documentation, copies of which will be provided to the instructors, the President and the SCSCAI.

## II. Art Club Classes:

A: Art Classes will be held in the Desert Vista Multipurpose Room and in the Pinnacle Art Room; All Club members in good standing may obtain the room keys at the monitor's station and use the art rooms at any time that a scheduled teaching class or workshop is not in session; All Club members and instructors shall observe all posted safety and health rules; Class members may be assigned a locker in the Pinnacle Art Room, as space allows; Assignments are to be made by the room monitor on a first come, first serve basis.

B: A minimum of five (5) students shall mandate a class in the art rooms; Vacations and illnesses will be taken into consideration; However, if class enrollment falls below five (5) students for three (3) consecutive months, class will be terminated. Art class hours shall be scheduled by the instructors with the approval of the Board of Directors; Only paid club members may take scheduled classes; Class size may be restricted at the discretion of the instructor, with the consent of the Board of Directors; A resident guest is allowed two (2) unpaid visits to a class before joining the Art Club; The cost of each weekly class session shall be \$12.00, payable by check; Payment shall be made for one month in advance for each class taken; In the event of a missed session by the student or instructor, credit will be given toward the following month's payment; Instructors are guaranteed payment for a minimum of five (5) students; With the aid of Board members, instructors shall appoint a class member to act as Monitor for each regularly scheduled art class. The Monitor's chief duty is to collect fees, record attendance and payments made, ascertain Art Club membership for each student and complete the Teacher's Income Monthly Report; Said report must be submitted to the Treasurer at the end of each month, generally by placing the report and fee checks in one of the receptacles located in each art room.

## III. Art Show:

A. The Club will sponsor at least one (1) show each year, at a time and place to be determined by the Board of Directors; Any club member in good standing, thirty (30) days prior to the submission date for entries, shall be eligible to enter any club sponsored art show. The number of entries allowed per member will be determined by the Board of Directors; Original work, entirely prepared by the member no more than

two years earlier, and not previously shown at any Sun City Summerlin Art Show, may be submitted; All two-dimensional entries, unless prepared on a surface with finished extra wide sides, shall be framed; All pieces must be fitted with hanging wire and be ready to hang on hooks (no sawtooth hangers); No piece shall exceed forty (40) inches in overall height or width; In the event of a dispute, the Art Show Chairperson and the Club President shall determine eligibility; Ribbons and possible monetary awards shall be determined by the Board of Directors; Judging of the Art Show entries shall be conducted by a non-club member art professional, selected by the Board of Directors; The Show judge shall be accompanied by an Art Club member who is not entered in the current Show competition; The current Art Show format may be changed by a vote of the Board of Directors and the membership.

#### B. Categories:

1. Art Club members, who are professional artists, may exhibit their works at all Art Shows, but may not take part in the competition. For Show purposes a professional is one who has made a living as an artist, received a significant income from the sale of his or her works, or is or has been an art instructor; All other Club members may exhibit and compete.

2. If Ribbons or anything else are to be awarded, awards will issue to first, second, third place, and honorable mention; Additionally, a ribbon will be issued to the best beginner entry in each category, provided that the judge determines the entry to be worthy of a ribbon.

3. Unless otherwise changed by the Board of Directors and the membership, the competitive categories will include oil (includes water mixable oil), acrylic, watercolor, drawing (includes colored pencil, charcoal, pastel, pen & ink), mixed media and deja vu; With the exception of deja vu, all work must be the original composition of the artist (it may not have been touched by another Club member, artist or instructor); Any and all disputes regarding categorization or placement in the Show shall be resolved exclusively by the Art Show Chairperson and Club President.

#### IV. Miscellaneous:

A. Annual dues shall be \$15.00, payable by check, and due at the beginning of the year or when a new member joins. As dues are used to subsidize the annual holiday party and Art Show, both of which take place near the end of the year, dues may not be prorated.

B. The Club will hold an annual holiday party, which will double as the December general meeting; The President will select a party committee chairperson, who will work with the Board, to select a date for the event, prepare a budget and determine the location.

