

# Warren Tri-County Fine Arts, Inc. By-Laws

## Article I

### Name:

This organization shall be known as the Warren Tri-County Fine Arts, Inc. (called WTCFA in this document) and as Warren Fine Arts Center (WFAC in this document).

## Article II

### Purpose:

The purpose of this organization shall be to promote cultural interest and activities in the City of Warren and tri-county area communities, and to provide its members with an opportunity for expression in the field of original fine art.

For exhibiting purposes, all categories of fine art are acceptable, subject to approval by WTCFA and the management at establishments where exhibits are held.

## Article III

### Membership:

#### Section 1: Eligibility

Any person who is in agreement with WTCFA's purpose and is at least sixteen years of age is eligible for membership. All members must adhere to the rules and regulations set forth in the By-Laws and supplemented by the Exhibit Rules. The Board shall update these By-Laws and Exhibit Rules as necessary.

#### Section 2: Admission of Members

- A. All new regular members must complete a signed membership application and submit it together with a check for dues as established by the Board to the Membership Officer. New members ages 16 or 17 must have a parent or guardian sign their membership application.
- B. Regular members are defined as those who pay for a full membership. Membership is defined at six levels:

**Individual/Regular Membership** – welcomes adults interested in art and/or community cultural activities.

**Senior Honors Membership** – must be 80 years or older and a member for ten years.

**Senior Membership** – must be 65 years or older and a paid-up member for at least three years.

**Student Membership** – must be 16 years or older and have proof of full time student status (12 credit hours or more per semester). A signed parental permission is required for ages 16 and 17.

**Family Membership** – all family members must reside at the same address.

**Patron Membership** – Patrons are defined at four levels:

**Romantics Atelier**

**Le Baroque Ecole**

**Renaissance Palazzo**

**Impressionists Salon**

- C. Only members listed in the six categories (Item B) who have currently paid their dues for the fiscal year may exhibit in WTCFA shows.
- D. All members in good standing, (six categories in Item B) have the right to vote on all decisions requiring action as presented by the Board. With the exception of exhibiting, newsletter and class discount privileges, family may enjoy all activities and privileges of WTCFA unless otherwise stipulated.

### Section 3: Rejection of Membership

Members shall be dropped or may forfeit the privilege of belonging to WTCFA:

- A. If dues are in arrears.
- B. If members disobey the rules and regulations as set forth in this document and/or the Exhibit Rules, which is an Appendage. The offense or offenses can be accumulated and when serious enough, will warrant expulsion by the Board. Membership dues would then be returned to the offender at the discretion of the Board.
- C. If any member does not pay their taxes and commission to the WTCFA Treasurer at the end of an exhibit.

D.

## Article IV

### Dues:

Annual membership dues shall be established at the new Board's first meeting in August.

- A. Membership dues expire on June 30 of each year. At the discretion of the Board a discount period for dues payment may be determined and will be published in the newsletter. Membership dues must be paid to enter any exhibit sponsored by WTCFA.
- B. The Membership Officer will accept dues.

- C. Members of WTCFA who have attained the age of 65 or older on or before the first meeting in September and have been a member in good standing for three years immediately prior, shall upon notice to the Membership Officer, be considered Senior Members. Senior Members are eligible for a reduced rate for membership dues.
- D. Members over age 80 who have remained members for ten years may be considered Senior Honors Members and do not pay dues. To achieve this status the Membership Officer must be notified.
- E. Full time (12 credit hours) Student Members between ages 16 to 24 are eligible for reduced membership dues.

#### **Article V**

**The Board** consists of the Executive Board and the Officers.

Section 1: The Executive Board shall consist of seven or eight members as indicated in Article VI, Section 2.

Section 2: The Officers shall consist of ten members, more or less, as indicated in Article VI, Section 3. New positions may be created or old positions eliminated at the discretion of the Board.

Section 3: All members of the Board are expected to attend all Board and General Membership meetings, with the exception of the Event Coordinators who will attend as outlined in Article VI, Section 3, Item H. Attendance may be excused upon prior notification with good reason.

Section 4: The duties of the Board shall be:

- A. Organize WTCFA business in advance of the regular monthly meetings.
- B. Authorize expenditures that are necessary for normal and routine operation of WTCFA business. These expenditures do not require membership approval. Any expenditures exceeding normal amount for the year for WTCFA purposes must have approval of the majority of the Board. All members of the Board shall be reimbursed by the Treasurer for expenditures in the performance of their duties.
- C. Be responsible for any funds allocated to them for functions and present receipts for expenditures to the Treasurer.
- D. Give progress reports at general membership meetings as required by the President.
- E. Notify the Newsletter Editor of notices to be placed in the monthly newsletter.
- F. Establish fees.
- G. Maintain, revise job descriptions and furnish two copies to the President as changes occur or when requested.

Section 5: Any Board member not performing their duties adequately shall be removed from office by a majority vote of the Board.

#### **Article VI**

**The Board** consists of an elected Executive Board and Officers, with responsibilities detailed as follows.

Section 1: Election of the Board

- A. Any paid-up member in good standing shall be eligible to hold office and should notify the Newsletter Editor to be placed on the ballot for publication.
- B. The list of nominees shall appear in the newsletter preceding the election. Additional nominees may be nominated from the floor prior to the voting or be added to the voting roster at the meeting.
- C. All members of the Board shall be elected by a majority vote at the meeting in May, however, those elected shall not assume the duties of their office until the Board meeting in August, at which time the retiring Board shall transfer all articles pertaining to their office to the new Board and explain the function of the position to the new Board member.
- D. The retiring board must dispose of any old business occurring during the summer prior to transferring duties to the new Board or a special meeting must be called for this purpose.
- E. Terms of office shall be for one year.
- F. Should a Board member resign during the WTCFA year, the President shall, upon recommendation of the majority of the Board, appoint a member to assume the office and notification shall be in the next newsletter. Should a Board member assume the duties created by a vacancy, they may serve the remainder of the term and be elected for the same position.

Section 2: The Executive Board

The Executive Board of this organization shall include a President, Vice-President, Treasurer, Recording Secretary, Newsletter Editor, Corresponding Secretary, Past President (who may serve at the Board's discretion) and Director of Warren Fine Arts Center.

- A. The President shall:
  1. Preside at all General Membership and Board meetings.
  2. Call special meetings of the organization and of the Board when necessary.
  3. Perform all other duties pertaining to the office as defined in other Articles of the By-Laws.
  4. Have the power to appoint committee officers and special delegates as required with the approval of the Board and assign additional duties to any member of the Board.

5. Obtain necessary insurance for all exhibits.
6. Renew with the State of Michigan, our application for exclusive right to use the name of Warren Tri-County Fine Arts, Inc. This must be done every five years.

B. The Vice-President shall:

1. Perform all the duties of the President in his/her absence or disability.
2. Automatically become President if the President leaves the office for any reason.
3. Assist the President in any way to carry out his/her office. Keep and record a count of all ribbon winners at WTCFA shows, including all Honorable Mention ribbons. This record shall be used to determine the "Artist of the Year" award.

C. The Treasurer shall:

1. Receive and account for all organizational funds and issue checks for all transactions.
2. At the end of each exhibit, collect from each selling artist their commission slips and payment of commission. The amount to be paid will be established by the Board.
3. Present a written monthly financial report at each General meeting and give a copy to the Recording Secretary and others as required.
4. Arrange an audit of the year by two appointed Board members or yearly by a qualified accountant.
5. Be responsible for all financial records, monthly financial reports, bank statements, past exhibit records including Sales Books and storing said material for nine years.

D. Recording Secretary shall:

1. Record the minutes of General Membership and Board meetings.
2. Present an oral report at Board meetings.
3. Maintain a permanent file of all minutes and designated reports.
4. Count votes when necessary..

E. Corresponding Secretary shall:

1. Perform all duties normally associated with correspondence

F. Newsletter Editor shall:

1. Produce a monthly newsletter as required
2. Maintain copies of all newsletters and membership lists in a permanent file.
3. Mail monthly membership newsletters and/or membership lists and other information to the members.
4. Produce any exhibit catalogs or listings.

G. Past President, if appointed, shall be an advisor to the President and the Board and assist in any way possible.

H. Director of Warren Fine Arts Center shall oversee the function of the Center:

1. Coordinate classes and workshops, open hours schedule, janitorial duties, key and alarm code access.
2. Insure outreach to the community; plan the scope and future direction of the Center.
3. Maintain a journal of finances and report expenses to the Treasurer.
4. Report to the WTCFA Board on the progress of the Center.
5. Appoint Warren Fine Arts Center Committee members from the membership or Board to fulfill the function and direction of the Center as required.

Section 3: The Officers

The officers of this organization shall include Programs, Membership, Publicity, Registrar of Classes, Hospitality, Assistant Hospitality, Event Coordinators, Librarian, and Historian.

Duties of these officers are as follows:

A. Programs Officer shall be responsible for the monthly meeting programs and will obtain judges for all of WTCFA's activities as required. Programs officer shall notify, in writing, all judges and/or demonstrators reminding them of the dates of said judging or demonstrating. Also, this Officer shall supply judge and/or demonstrator with WTCFA directions, instructions and regulations needed to perform their judging or demonstrating.

B. Membership Officer shall:

1. Receive annual dues from old and new members, and maintain records thereof.
2. Issue annual membership cards, By-law and Exhibit Rules.
3. Be present at General Membership meetings when a vote is required to ascertain that a quorum is present and that all voting are members.

C. Publicity Officer shall be responsible for publicizing, by means of newspaper articles, radio announcements, television, etc., all the organization's events.

D. Hospitality Officer shall be responsible for obtaining refreshments, preparing and serving at the regular General Membership meetings and other events as required, and also will provide a Guest Register at any meeting or event.

E. Assistant Hospitality Officer shall assist and assume responsibility in the absence of the Hospitality Officer.

- F. Librarian shall be responsible for WTCFA’s collection of books and other materials, maintain records of loan rentals and administer the Library Fund, a petty cash fund in an amount determined by the Board.
- G. Registrar of Classes shall record and report the status of classes, tuition, fees, enrollment, costs and any changes in class schedules.
- H. Historian will maintain a permanent history of WTCFA including photo albums, publicity scrapbooks and files of events and other information concerning WTCFA.
- I. Exhibit/Event Coordinators will have full authority at their event within the guidelines approved by the Board and as defined in the Exhibit Rules, including display panel changes requested by site management and removing artwork if a situation warrants. Event Coordinator is the ONLY WTCFA member authorized to contact site management and shall be responsible for booking their event, including any follow-up and confirmation on dates, etc.
  - Event Coordinators shall schedule their event with the site management, advise the membership of any requirements of their display facility and conversely advising the display facilities of any of the requirements of WTCFA.
  - Event Coordinators shall inform the membership of set up and take down dates and other information via the newsletter, purchase supplies as requested, pick up supplies held in storage, deliver same as needed, coordinate the set up of displays and any on-site changes required to set up site areas.
  - Event Coordinators shall collect fees, sign up artists for exhibits and prepare hours chart, assign display panel spaces in shows and map exhibit areas as needed. Event Coordinator should be present at time of set-up of exhibits if possible.
  - While Event Coordinators are welcome to attend all Board meetings, they should attend only those meetings prior to and following their event date(s), plus the August and May meetings.

#### **Article VII**

##### **Meetings:**

Section 1: The General Membership meetings shall conduct any business at hand, followed by refreshments and a program. The meeting shall be held at a mutually agreed upon site on the first Tuesday evening of each month, from September through June, excluding the month of December and legal holidays and/or other conflicts. Then, the meetings shall be changed to a mutually agreeable time and/or place.

Section 2: The annual meeting, including the election of the Board and presentation of the annual reports shall be held on the first Tuesday in May or June.

Section 3: Open nominations for all offices shall start in April or May with a nomination ballot mailed with the newsletter to members. Nominations from the floor, for all offices will be accepted at the May or June meeting, followed by the election. An election ballot will be mailed with the newsletter. If a member is unable to attend the election meeting, the signed election ballot may be mailed to the WTCFA President or designated Board member. This ballot must be received before the election meeting.

Section 4: A special meeting may be called by the President or at the request of the Executive Board.

Section 5: Board meeting shall be held on the second or third Monday of each month or other agreed upon date from August through May, except the month of December, legal holidays or other conflicting circumstances when they may be held at a mutually agreeable time and place.

Section 6: Ideally, all meetings shall be conducted according to the rules of parliamentary procedure as established in “Robert’s Rules of Order” or a similarly accepted form, otherwise the following guidelines apply.

1. Meeting starts promptly at a time determined by the Board, currently 6:30 pm (if WTCFA President is not present a board member will start it). If possible, the business meeting is to end in a half hour.
2. Each board member gives a brief report or may advise no report without extra conversation.
3. Any questions that the membership has should be deferred until after the meeting, during coffee time before demonstration, or they should be instructed to call or e-mail the board member involved. A lot of the information can be found in the Newsletter.
4. Exhibit details are not to be reviewed/completed during the business meeting. All location exhibit coordinators should see to it that the artists involved in an exhibit have clear, understandable instructions they can read and follow, including any entry forms and price cards for the exhibits that they want to show their work in.

#### **Article VIII**

##### **Quorums**

Section 1: A quorum for all General Membership meetings shall be 25% of the membership plus five Executive Board members and two Officers of the Board.

Section 2: For Board meetings, a quorum shall consist of five of the Executive Board members plus two Officers for a total of seven.

Section 3: If unable to appear at the General Membership meeting, an absentee signed ballot or vote may be submitted to the President and would be counted as part of a quorum.

Section 4: If so stated in the monthly newsletter that only negative votes need be submitted then no reply would be necessary to ratify any proposed amendment provided that subject and amendment has properly been submitted to the general membership in the monthly newsletter.

#### Article IX

Section 1: Exhibit Rules, which are revised as necessary, will be considered a part of this document and the Board will make any changes in the Exhibit Rules as deemed necessary. The general membership does not have to ratify the Exhibit Rules.

Section 2: Amendments. These By-Laws may be amended by a majority vote of the membership present and voting at any meeting other than Board meetings, provided that notice of the proposed amendment has been published in the monthly newsletter and provided a quorum is present.

Section 3: Any involvement by WTCFA or Warren Fine Arts Center with outside companies not related to art endeavors is not permitted.

Section 4: ***WTCFA, WFAC, its Board members and general membership are not responsible for personal injury, loss or damage to persons (members or non-members) displaying articles, or to articles put on display by members or non-members of the Warren Tri-County Fine Arts, Inc.***

#### Article X

##### Ratification

These By-Laws shall be presented to the membership at the next General Membership meeting, where, after due consideration and discussion, a majority vote, as indicated in Article IX, of those present and eligible to vote, shall be sufficient to ratify this document and put it into immediate usage.

Submitted for Ratification: January, 2014

## Warren Tri-County Fine Arts, Inc. Exhibit Rules

**No artist is to call the exhibit site management. The Exhibit Coordinator is the only contact person.**

Warren Tri-County Fine Arts, Inc. (WTCFA) and the event sites are not responsible for theft, loss or damage to any artwork or display. This includes displays not picked up at the end of an exhibit.

##### Exhibits

1. Only artists with a current membership may exhibit.
2. An application is submitted to the Exhibit Coordinator who determines space, number of hosting hours if required and set up arrangement.
3. Exhibit Coordinator will provide specific dimensions.
4. Minimum price on all artwork is \$10.00 and must be in even dollars only. Include Michigan Sales Tax and Commission when determining price. These must be paid at the end of the show.
5. WTCFA cards must be used on the front of paintings only – not on the back. Artist's name and phone number, price and size must also be on the back. If the front and back prices are not the same, the painting will be sold for the lower price.
6. Only original works of art are to be exhibited. Challengers must submit proof to two Board members before alleged "copy" can be removed. A "copy" is a reproduction of an artwork or part of an artwork or photograph of any other artist, living or dead. Many photographs are copyrighted. For exhibit and/or sale in WTCFA shows, the Board reserves the right to determine if challenged art work is a "copy". In this matter decisions of the Board are final. WTCFA will not be responsible for plagiarism.
7. Nudes are not permitted.
8. All paintings on display panels are to be framed and properly wired. "Museum-wrapped" canvas is permitted. Matted artwork (watercolor, pen & ink, charcoals, etc.) must be under glass or Plexiglas. Oils, acrylics must be dry.
9. Prints are permitted if marked as such. Photography, digitally-enhanced photography or totally digital work, and three-dimensional work will be included.
10. A deposit of \$10.00 will hold a painting for 48 hours or until the end of an exhibit, whichever is less time.

##### Unframed Paintings in a Bin (If available at the exhibit site.)

1. Three unframed paintings per artist are permitted; the Exhibit Coordinator, depending on size of show, may allow more.
2. Unframed paintings are priced from \$10.00.
3. If no display panels are entered, there is a charge of \$1.00 per artist and four hosting hours, if required.

Ex 1

4. All paintings, except oil and acrylics, must be covered with clear plastic. All paintings must be dry. Hardware, such as wire, hooks, glass, etc. is not allowed in the bins.
5. Bin paintings may be replaced when sold.
6. All bin sales are final sales.
7. The artist will be notified and has one month to claim bin paintings forgotten at the end of an exhibit they will be disposed of after that date.

#### **Set up**

1. Exhibit Coordinator and newsletter will advise when to bring artwork to the display into the site..
2. To comply with site management instructions, Exhibit Coordinator can move artist's work if necessary WTCFA will not be responsible for any damage that may occur to artwork.
3. Artwork must be set up on date and time designated only. If a different set up or take down is needed, contact the Coordinator *before* the exhibit.

#### **Hosting (if required)**

1. Please extend courtesy and patience to persons in charge, other artists and customers during set up, hosting and take down.
2. If required, each exhibiting artist must host a share of hours, and/or must obtain a substitute who must be a WTCFA member or family member. If a substitute cannot be obtained, contact the exhibit Coordinator.
3. Be on time to host. If late, the time must be made up as needed.
4. No artist is to promote or show preference for his or her own work.
5. Please be discreet in attire.
6. Do not replace paintings, go shopping, read, etc., during hosting. Please, no lengthy conversations with friends or fellow artists, as this discourages customers and may endanger the artwork.
7. Please do not bring children while hosting.
8. Paintings can be sold on 24-hour approval. The money cannot be picked up until that time has elapsed. However, if any customer is dissatisfied during a show, the money will still be returned to comply with site management's policy.
9. The artist will be called if a customer requests a frame or mat change.
10. Sold items should be replaced quickly. "Sold" stickers are used when an article is sold. Please remove the sticker when the painting is replaced.
11. Artist must be contacted for approval on any check over \$300.00. However, if the artist cannot be contacted, desk personnel have authority to accept checks up to \$600.00 for one artist. Bad checks are the artist's responsibility. Desk personnel must obtain adequate identification; Driver's License or State Photo I.D. and two major credit cards. (Note: Credit card numbers are not to be recorded. Credit cards are only used for verifications of identity and signature.)
12. On multiple sales, where the check must be made to WTCFA and the check does not clear, the artists must replace the money received from WTCFA.

Ex 2

13. Any questions should be referred to the Exhibit Coordinator.

#### **Take down**

1. Save all receipts from sold items and obtain a commission slip from WTCFA Treasurer. Complete commission slip. Pay sales tax and commission by check, made out to Warren Tri-County Fine Arts, Inc. before close of exhibit. If the amount due is less than \$5.00, correct cash will be accepted.
2. If a last day 24-hour approval sale has been cancelled, five days from closing of show are allowed to notify the treasurer for reimbursement of your commission.
3. Credit card sales only: artists will receive a check from WTCFA, with commission and sales tax deducted when final settlement is received from the credit card company.

#### **Warren Community Center and/or any other WTCFA-sponsored exhibits or activities**

1. Rules will be announced in the newsletter. Only one print/reproduction of piece of artwork is allowed. Sales commission is 20%. With the exception of the exhibit at Warren's Civic Center Atrium display, which is 10%. The contributor is required to sign a "hold harmless" agreement and comply with a printed instruction sheet.
2. Prestige Show rules will be announced in the newsletter.

#### **Paintings exhibited at private establishments sponsored by WTCFA**

1. Date of exhibit change will be reported in the newsletter.
2. The artist handles sales and replacements.
3. All sales must be reported to the person in charge and the sales tax and club commission paid to the Treasurer.
4. The person in charge must know the title, size and price of painting hung and of replacements.
5. WTCFA cards are to be used, but on the front only.

#### **To all members:**

Members violating any of the rules established by WTCFA shall be reprimanded by one of the following: a letter of warning, disqualification of exhibiting privileges for the following exhibit, or expulsion from the club at the Board's discretion. The Board may determine other penalties.

Note: These exhibit rules can be revised and changed by the Board of Warren Tri-County Fine Arts, Inc. at any time.

*Revised January, 2014*

Ex 3