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P.O. Box 1791 Wausau, WI 54402-1791 [www.wvaa-wausau.org](http://www.wvaa-wausau.org)

*ARTICLE - I - NAME:*

The name of this association shall be the WVAA – “Wisconsin Valley Art Association”

*ARTICLE II OBJECTIVE:*

The WVAA was formed with the purpose of promoting the arts by bringing lectures and exhibits to the area. The association encourages the understanding, enjoyment, and practice of the visual arts and promoting opportunities for education.

*ARTICLE III QUALIFICATION OF MEMBERSHIP:*

A. The WVAA is a nonprofit organization open to all interested area professional and non-professional art and crafts persons, students, and patrons of the arts, as well as art enthusiasts, who are in agreement with the stated objectives.

1. Fiscal year shall be from January 1<sup>st</sup> through December 31<sup>st</sup>. Membership shall be the same.
2. Annual dues are currently set and are subject to yearly amendment. Membership may be either student (through high school), single or family. Membership shall be paid by February meeting to be included with the distribution of membership listing.
3. All membership must be current prior to participation in any WVAA show and/or event.
4. Each member artist/craftsperson is responsible for his or her own sales tax, which is paid to the State Department of Revenue.
5. Those persons attaining 25, 30, 40 or 50 years of continued membership will be honored and recognized at the spring awards banquet. Lifetime membership, beginning in 2000, (meaning no dues to be paid) will be given at 25 years of continued membership.

*ARTICLE IV DUTIES OF OFFICERS:*

- A. *PRESIDENT* – Presides at all monthly meetings, appoints regular and special committees (at the request of the membership). Will serve as ex-officio member of any committee upon request.
  
- B. *VICE PRESIDENT* – Assumes the duties of the President in the event of absence or vacancy in the office and fulfills other responsibilities delegated by the President. The Vice President is also responsible for arranging the programs for the monthly meetings. Works with the Educational Coordinator to provide for publicity. Advisor for the scholarship funds.
  
- C. *RECORDING SECRETARY* – Takes the minutes at all meetings and provides a copy of such minutes to the membership at regular monthly meetings. Keeps a permanent copy of all minutes for the continual history with other WVAA records, stored at a location predetermined by the WVAA. A copy of all meeting minutes will be provided to the President and Treasurer.
  
- D. *CORRESPONDING SECRETARY* – Prepares monthly newsletter. Mails a monthly newsletter to all members with the exception of June and July. Maintains membership list and mails a yearly update with the March newsletter. Handles all mailings for the WVAA.
  
- E. *TREASURER* – Receives and disperses all funds, maintains accurate financial records, presents a financial report at the monthly meetings. Provides a written report to the President and recording Secretary. Keeps a permanent copy of financial records for continual history with other WVAA records, stored at a location predetermined by the WVAA.
  - 1. A yearly financial statement will be provided to officers at the yearly budget meeting. Financial statement and reports will be kept confidential among WVAA members in compliance to Wisconsin privacy laws.
  - 2. Yearly budget will be established at officers/budget meeting in January and submitted for approval at the next membership meeting.
  
- F. *EDUCATIONAL COORDINATOR* – Works with the Vice President to coordinate workshops, field trips, and programs. Works with the Vice President to provide for publicity. Advisor for the scholarship funds.
  
- G. *HISTORIAN* – Keeps a narrative/photographic account of the WVAA's activities. If unable to attend an activity, historian must arrange for a replacement photographer. This account, including all photographs and negatives shall become a permanent part of the WVAA history. Prior years history must be maintained with other WVAA records, stored at a location predetermined by the WVAA.

## H. *GENERAL*

1. These officers are elected for a term of one year with the exception of treasurer which will a two (2) year term.
2. Elected officers are expected to attend all meetings or provide a substituted officer to take their place.
3. Officers are required to submit all records pertaining to their office to the succeeding officer to facilitate a smooth transition of office.
4. Officers shall meet at the request of the President for any special concerns.
5. If there is a vacancy in the office of President, the Vice-President will become the President. At the next regularly scheduled meeting, there will be an election for President.
6. Any office/committee chair vacated during the term year shall be appointed by the President and approved by the "Executive Board" (See article VII #1)

## ARTICLE V NOMINATIONS AND ELECTIONS

- A. A nominating/election committee will be formed at the September meeting.
- B. Nominations for officers will take place at the October meeting.
1. Absentee ballots will be accepted for both nominations and the elections.
  - C. Only past committee chairmen or past officers may be eligible to run for the office of President. Anyone wishing to run for an office other than the President must be a WVAA member for at least 1 year.
  - D. The membership will be notified of the nominations and the election in the newsletter prior to each of the above-said meetings.
  - E. Ballots must be mailed to the membership no later than two weeks before the election with the November newsletter.
  - F. Return ballots must be mailed to the post office box or given to an officer in a sealed envelope prior to the above election meeting. A return address must be on all return ballot envelopes.
  - G. Elections will take place at the November meeting.
  - H. Family memberships are allowed two (2) votes and single membership is allowed one (1) vote. Members must be 18 years of age or older to be eligible to vote.

#### ARTICLE VI MEETINGS:

- A. Meetings are held monthly on the third Thursday of each month, except June, July and August. The May meeting consists of the "Spring Awards Banquet" and the December meeting consists of the "Christmas Party".
- B. A quorum of members must be present at meetings in order for President to entertain or consider votes on any motions. A quorum consists of twelve (12) members including a minimum of four (4) officers.
- C. The President or any Chairman of a committee may call additional meetings.
- D. Board members may be in attendance at committee meetings at the request of the committee Chairman.
- E. Treasurer may be in attendance at all Art-in-the-Park meetings at the request of the Chairman.

#### ARTICLE VII BOARDS:

- A. **EXECUTIVE BOARD** – Is responsible for trouble shooting and dealing with concerns of the membership. Any officers may call an "Executive Board" meeting, to address concerns of any member. "Executive Board" shall consist of current officers, and a minimum of two (2) elected past presidents not currently holding an office.
- B. **"ART IN THE PARK" BOARD** – Is responsible for troubleshooting and dealing with concerns regarding "Art in the Park". This Board consists of current "Art in the Park" Chairman, co-chairmen, and past Art in the Park Chairman. Current officers may be in attendance at the request of the Art in the Park Chairman. The current Chairman is responsible for calling such meetings.
  - 1. The current Art in the Park Chairman shall select her/his own co-chairmen, not to be more than five (5).
  - 2. The Art in the Park Board appoints "Art in the Park" Chairman for an unlimited term.

#### ARTICLE VIII BYLAWS:

- A. The Bylaws may be amended as follows:
  - 1. President shall appoint a Bylaws Chairman and committee if there are no volunteers.
  - 2. The Bylaw committee must meet to review proposed changes to the bylaws.
  - 3. Copies of the changes will be sent to members for review prior to next regular meeting.
  - 4. Discussion and approval by a majority vote of those in attendance at the above said meeting.
  - 5. If any changes occur, a final copy will be sent in the next newsletter.

#### ARTICLE IX CHAIRMEN AND COMMITTEES:

- A. All committee chairmen and officers must provide a budget to the "Executive Board" for approval by January. The projected budgets will be presented to the members at the following meeting.
- B. Committee chairmen are required to submit all records to succeeding committee Chairman to facilitate a smooth transition of said committee.
- C. Ideas and/or suggestions from WVAA members may be submitted to committee Chairman for considerations. Committee Chairmen make final decisions regarding show and/or event.
- D. All Chairmen will be required to present a written and oral report of WVAA event within 2 months of said event or show. A written report will become a permanent part of the WVAA history.

#### ARTICLE X DISSOLUTION CLAUSE:

In the event the WVAA would ever be disbanded or dissolved for any reason, all funds remaining in the treasury would be evenly distributed among the current year recipients of the student scholarships.

- A. The dissolution committee must meet to review proposed dissolution of the WVAA.
- B. Copies of "Cause for Dissolution" will be sent to members for review prior to next regular meeting.
- C. Discussion and approval by a majority vote of those in attendance at the above said meeting.
- D. The WVAA must adhere to all state laws regarding dissolution of corporation.
- E. Treasurer must preserve financial records for 7 years after dissolution.
- F. Historian must preserve WVAA history records for at least 7 years (or whatever period of time to be determined by the WVAA)

#### AMENDMENTS

- 1. No committee member or officer will be allowed to have expenditures over \$200.00 outside his or her budget, without prior approval of officers.
- 2. Dual signature checks will be required for all WVAA expenditures.
- 3. A payment voucher provided by the current Treasurer must accompany all expenditures.
- 4. The rules contained in *Robert's Rules of Order* shall govern meetings where they are not in conflict with the bylaws, rules of order, or other rules of the WVAA.
- 5. The WVAA expects ethical and honorable conduct from all its members at WVAA meetings or whenever representing the WVAA in any capacity. Conduct in conflict with the Bylaws and a reasonable "code of conduct" shall be subject for review by the Executive Board and/or the members of the WVAA. Misconduct shall have penalties of censure, or suspension, or removal of membership in the WVAA.