

Bylaws: Driftless Area Artists As Sponsored by the Monroe Arts Center

ARTICLE I Group's Name: Driftless Area Artists (DAA)

ARTICLE II Mission Statement

The Driftless Area Artists is an association committed to nurturing the artistic growth and development of artists. We strive to increase awareness of local art in the driftless region of southern Wisconsin and northern Illinois. This includes networking, educational, and exhibition opportunities.

ARTICLE III DAA Membership

Section 1. Membership shall be open to anyone subscribing to the purposes of the organization and who pays dues fixed by the Board of Directors in conjunction with the Monroe Arts Center (MAC).

Section 2. All DAA members will be required to attend a minimum of five DAA-sponsored activities or monthly meetings per year in order to remain an active member. DAA art gatherings will be held at 6:30 p.m. on the second Thursday of each month March through November.

Section 3. Members are encouraged to be on at least one committee.

ARTICLE IV Meetings

Section 1. Quarterly meetings of the board of directors shall be held on the second Thursday of February, May, August, and November at 6:30 p.m., unless cancelled due to weather or a consensus of a majority of the board.

Section 2. Any meeting is open to all members.

Section 3. A quorum at any meeting of the Board of Directors shall consist of a majority vote of board members present, except where otherwise prescribed in the by-laws.

Section 4. Special meetings of the Board or the organization may be called by the president or at the request of two board members. Notice for any special meeting of the Board must be provided to all DAA members at least three days prior to the meeting, via email, U.S. mail, or phone.

Section 5. **[The board shall]** set the date and location of the annual meeting and give notice to members.

Section 6. One annual meeting shall be held to vote on the Board of Directors and officers, survey membership interest, and review and update by-laws as necessary.

ARTICLE V Board of Directors and Officers

Section 1. The Board of Directors shall be composed of up to 7 voting members, and will be chosen by a majority vote of all DAA members at the annual meeting.

Section 2. Officers consisting of the president, vice president, secretary and treasurer will be selected a one-year term by a vote of all members present at the annual meeting. There is no limit to how many terms an individual may serve in any capacity.

Section 3. Duties of the Board of Directors

A. Have general supervision of the affairs of the organization.

B. Make recommendations for action on such items as expenditures, projects, and exhibits.

C. Fill the vacancy for the unexpired term of any board member or officer, in the event of a vacancy.

D. Name a replacement in any circumstance where an officer or committee chairperson has failed to provide timely reports as deemed necessary by the Board of Directors.

E. Establish the purposes of all committees.

F. Direct the audit of the treasurer's records at least once annually.

G. Perform such other duties as may be prescribed by the bylaws or by law.

#### Section 4. Duties of Officers

A. . The President shall:

1. Preside at all meetings of the organization and the Board of Directors.
2. Exercise general supervision over the interests and welfare of the organization.
3. Call all meetings of the organization and the Board of Directors.
4. Perform such duties as are required by the Board of Directors.

B. The vice president shall:

1. Act in the absence of or during the incapacity of the president.
2. Perform such duties as are required by the Board of Directors.

C. The secretary shall:

1. Provide minutes of Board meetings within a week to the Board of Directors and all members by posting minutes on the website and emailing or mailing to those who have provided SAS envelopes.
2. Appoint a substitute secretary when the secretary cannot perform these duties.
3. Perform other such duties as may normally be a part of the office of the secretary as assigned by the president of the Board of Directors.
4. Help prepare and send annual statements encouraging members to renew their membership.
5. Keep attendance records.

D. The Treasurer shall:

- 1 Receive, account for and deposit in a bank all funds of the organization as directed by the board of directors giving a verbal report at monthly board meetings.
2. Make authorized disbursement by issuance of checks, which shall be counter signed by one other designated person.
3. Keep an accurate record of the names and addresses of all members and dues paid.
4. Financial records may be subject to inspection and audit as directed by the Board of Directors.

5. Prepare and submit such financial statements or reports as may be required by laws or regulations.

6. Perform such other duties as may be assigned by the president or the Board of Directors.

#### Section 5. Removal from DAA Board of Directors

Any board member may be removed by a 2/3 vote of the Board of Directors. Any board member who is absent from three consecutive meetings of the Board without excuse may be replaced by a majority vote of the Board of Directors.

#### ARTICLE VI Dues

The annual dues of the members shall be determined from year to year in November with the amount fixed by the Board of Directors.

Section 1. Annual membership dues of \$25 must be paid to the Monroe Arts Center by January 1 of each year with a completed DAA membership form.

Section 2. Ten dollars of the yearly membership dues goes directly to the Monroe Arts Center as our sponsoring organization.

Section 3. Fifteen dollars goes to the DAA.

#### ARTICLE VII Fiscal Year

The fiscal year of this organization shall be from January 1 to December 31.

#### ARTICLE VIII Fiscal Policy

Section 1. The Board of Directors must approve all expenses of the organization. There shall be no cash disbursements except those that are authorized by a majority vote of the board members present. All purchases must be supported by valid receipts to verify any expenditures made from the funds. Exceptions may be made by a majority vote of the board.

Section 2. The Monroe Arts Center will serve as the collection point for DAA membership dues and transfer the group's portion of dues in the form of a check payable to Driftless Area Artists, when requested by the DAA treasurer.

#### ARTICLE IX Dissolution

Upon the dissolution of the Driftless Area Artists, assets shall be donated to the Monroe Arts Center.

#### ARTICLE X Amendments

These bylaws may be amended by a majority vote of the membership provided the proposed amendments have been submitted in writing to each member at least fourteen (14) days before the annual meeting.

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