

Tracy Art League – By Laws

ARTICLE III

MEETINGS

Section 1 GENERAL MEMBERSHIP MEETINGS

General meetings will ordinarily be held on the second Thursday of each month, except in February, June, July and August. Unless called by the President as a special meeting, no meetings will be held in those months.

Section 2 SPECIAL MEETINGS

The President may call special meetings. In addition, any member may request that a special meeting be held. Such requests shall be made in writing to the Board for their approval.

Section 3 BOARD MEETINGS

The Board shall meet at least once each month in which a normally scheduled general membership meeting occurs. Board meetings shall be conducted immediately prior to each regularly scheduled General Meeting.

Section 4 QUORUM AT BOARD MEETINGS

At all meetings of the Board, one half of the elected members of the Board serving at the time of the meeting shall constitute a quorum. If a quorum is not present, no business shall be conducted.

Section 5 VOTING

At meetings of the Board, each member, including the President, shall have one vote. While the President may call for a motion, they shall not make or second motions at either Board or General meetings to ensure impartiality and prevent any potential bias or undue influence over the decision-making process.

ARTICLE IV

BOARD OF DIRECTORS

Section 1 ADMINISTRATION

The Board of Directors shall be elected by the general membership at the regular monthly meeting in May. To that end, the agenda for the April general membership meeting shall include an item during which members may express an interest in being elected to board positions. A complete list of positions and those interested in filling them should be completed prior to ending the April general membership meeting.

A. Elected Officers shall be:

1. President - Presides at all Board meetings, serves as Ex-Officio member on all committees. Shall arrange a suitable location for General Meetings.
2. Vice President - In the absence of the president, presides at all meetings and fulfills the duties of the President.

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3. Secretary - Shall Record the minutes of Board meetings and retain them in a permanent file, provide the minutes at General meetings and be responsible for League correspondence.
 4. Treasurer - Shall be responsible for maintaining a record of receipts and disbursements and present a written financial report at each Board meeting. Shall maintain orderly records. Responsible for all tax filings.
- B. Vacancies among the Board members shall be filled by appointment of the President, subject to the approval of the Board.
- D. In addition, the board may create additional committees and assign members to duties or committees that or generally short-term, with designated tasks, and that are aligned with the purposes of those committees.

ARTICLE V APPOINTED POSITIONS & COMMITTEES

Section 1 Appointed Positions

Chairpersons of Standing Committees must attend Board meetings as necessary to fulfill their duties and make periodic reports to the Board or the membership when requested. They are not voting members of the Board of Directors unless elected as a currently serving officer. The following appointed positions shall recur each year.

- A. EXPRESSIONS Co-Chairs: Responsible for developing the steering committee to produce the annual regional juried exhibit. The committee may consist as the Board sitting as a whole. They shall contract for, and purchase needed supplies, secure a venue, and juror. They shall assist in coordinating the student tours and, in general, be responsible for overseeing the project and maintain receipts and records of donations and expenses. They shall make regular reports to the Board of their progress and maintain receipts and records of donations & expenses. At the conclusion of the event, they shall review all facets of the project, present reconciled accounts to the Treasurer, and make a final report to the Board and the membership at their respective meetings.
- B. Scholarship Chairperson: Shall select members in good standing to serve on the Scholarship Committee. Oversee distribution of applications to all high schools, update requirements and deadlines as needed. Shall conduct interviews, notify applicants and the Board of the selection, arrange for presentation of awards, press releases and maintain scholarship records.
- C. Any other chairpersons deemed necessary to complete the business of the League. The Board must approve appointments.

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ARTICLE VI FISCAL YEAR AND ORGANIZATION

The fiscal year shall be the calendar year.

The Tracy Art League is a 501(c)3 organization of the State of California. The League shall use due diligence in maintaining reports, payments, and to maintain this status. The Treasurer shall be entrusted with the necessary authority to maintain local, state and federal requirements.

ARTICLE VII CHECKS AND DEPOSITS

Section 1 Checks

The Treasurer, at the direction of the Board, shall handle checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness.

Two signatures are required as authorized signers on the bank account: the Treasurer and another TAL Board Member.

Section 2 Deposits

All funds of the League shall be deposited in a timely manner to the credit of TAL in such banks, trust companies, or other depositories as the Board directs.

ARTICLE VIII BOOKS AND RECORDS

The organization shall maintain accurate and complete books and records of accounts.

Minutes of the meetings shall be maintained in the Secretary's book. There shall at all times be a current listing of membership maintained of the members entitled to vote.

These books and records may be inspected by any member with a Board member present.

ARTICLE IX CHANGING THE BY-LAWS

Section 1 PROCEDURES

To change any portion, or make any addition to the by-laws, the procedure shall be as follows:

1. The President shall appoint a sub-committee to review proposed changes to the by-laws.
2. The committee shall report their findings to the Board at their next meeting. If an amendment is recommended, a draft of the language of the proposed change shall be submitted to the Board for discussion and approval. A majority vote is required.
3. The Board shall submit the proposed amendment to the membership for discussion at the next General Meeting. The Board's report and recommendations to the membership shall be posted in writing. It shall include the affected clause(s) in their current form as well as the language of the proposed change(s).

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4. Members shall vote on the proposed amendment at the second General meeting subsequent to its proposal by the Board. A vote of 2/3 of the eligible members present shall be required for acceptance. If agreement is not reached, TAL shall revert to the most recent set of bylaws to govern procedures.

Section 2 STATEMENT OF STANDING RULES

The Board may adopt or amend a statement of standing rules. Standing rules are guidelines, more specific than these bylaws, for the administration and operation of TAL that are established by the governing board. If adopted, they shall describe procedures and details that need not be included in the bylaws themselves. Standing rules are more easily amended than bylaws and are intended to provide flexibility for day-to-day operations.

ARTICLE X DISSOLUTION

In the event the Board of Directors deems it impossible to continue the activities of the League, the Board may institute dissolution proceedings.

The assets of TAL remaining in the General and Savings accounts after the payment, or provision for payment of all debts and liabilities, shall be distributed to another (or others) non-profit organization in the community which is operated solely for charitable and educational purposes and which is tax exempt under Section 501(c) (3) of the Internal Revenue Code.