

**CONSTITUTION
AND
BYLAWS
OF THE
CREATIVE ARTS SOCIETY
Revised February 2, 2017**

CONSTITUTION

Article I --- Name of the Organization

The name of the organization shall be CREATIVE ARTS SOCIETY of Austin, Travis County, Texas (CAS).

Article II --- Purpose

The Creative Arts Society (CAS) is incorporated as a Non-Profit, Tax-Exempt operation under Texas law and Internal Revenue Service Code 501(c)(3). CAS is organized and operated for educational and charitable purposes. The specific focus is to stimulate interest in the arts in the Austin commuting area, Travis County, and the contiguous counties of Texas in order to:

1. Promote an interest in; enhance community awareness of and participation in the arts.
2. Promote networking of art, ideas, and resources to benefit the community and the members.
3. Promote marketing of art related work of association and community members.
4. Promote and intensify the artistic abilities and achievements of individual members through workshops, demonstrations and other educational means.

Article III --- The Executive Committee

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The Executive Committee is responsible for the operation of the Creative Arts Society. The officers to be elected by the members of this organization shall be a President, Vice President, Public Relations Officer, Membership Officer, Secretary and Treasurer. These elected officers and Immediate Past President shall constitute the Executive Committee. Executive Committee/association officers must be voting members, 21 years or older to serve in their offices.

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Article IV --- Board of Directors

The Board of Directors is responsible for maintaining membership; setting the budget; maintaining funds; setting policy; developing the vision, goals and procedures of the Creative Arts Society. Additionally, the Board plans and develops the agenda for all meetings of the general membership and brings recommendations to/from the membership to the Executive Committee for consideration and voting. The Board of Directors shall consist of the Executive Committee and all Committee Chairs. Members of the Board of Directors shall have one vote each per motion commensurate with their Creative Arts Society membership.

Article V --- Dissolution of the Organization

In the event of the dissolution of CAS, all unencumbered assets of the CAS shall be donated to organizations organized and operated exclusively for charitable or educational purposes by decision of the Executive Board. These organizations must qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Service code of 1954.

Article VI --- Bylaws of the Organization

The organization shall be governed by the provisions in a code of Bylaws to be simultaneously adopted with this Constitution.

Article VII --- Amendments to this Constitution and Bylaws

This Constitution and Bylaws may be amended at any general and/or special meeting called and attended by a minimum of three voting Executive Committee members. There must be a two-thirds (2/3) affirmative vote of the eligible voting membership to effect the changes. The proposed amendment(s) shall be read at the previous general membership meeting and sent to each member at least ten (10) days prior to the membership vote. New Bylaws will be in effect immediately after amended by vote of the members.

Bylaws Of The Creative Arts Society (CAS)

Article I --- Membership

Section 1. Composition of CAS

The membership of the CAS will consist of artists and artisan engaged in production and/or performance of original art forms and fine crafts and any persons or organizations interested in the arts whose annual dues are currently paid. Membership is open to both residents and nonresidents of Austin on a nondiscriminatory basis.

Section 2. Membership Classification

Definition of each membership classification can be found in the Standing Rules

- A. Individual
- B. Family
- C. Business
- D. Student
- E. Sponsor
- F. Patron
- G. Honorary
- H. Scholarship

Section 3. Dues

The membership dues are established by the Board of Directors. See the Standing Rules for amounts of annual dues according to membership classification. Annual membership dues are not refundable at any time for any reason.

Section 4. Voting Rights

A member (one person) has one vote for each motion in membership categories A through C. Non-voting memberships shall include categories D through H.

Article II --- Officers

Section 1. Responsibilities of Individual Officers

The elected officers of Creative Arts Society are President, Vice President, Public Relations Officer, Membership Officer, Secretary and Treasurer. These officers shall perform the duties prescribed by these Bylaws and the parliamentary authority adopted by the organization. These officers and the Immediate Past President shall constitute the organization's Executive Committee. The Executive Committee along with appointed Chairs, shall constitute the Board of Directors. Their duties are as follows:

A. President

- (1) The President convenes and sets the agenda for scheduled CAS meetings and shall preside or arrange for other members of the Executive Committee to preside at each meeting.
- (2) The President shall be an ex-officio member of all committees of the organization except the Nominating Committee.
- (3) Authority not otherwise vested in the Constitution will be exercised by the President.
- (4) The President appoints ad hoc Committee Chairs to promote Creative Arts Society.
- (5) The President chairs the annual Planning meeting.

B. Vice President

- (1) The Vice President presides at meetings in the absence of the President.
- (2) The Vice President is an automatic member of the Budget and Membership Offices.
- (3) The Vice President should attend as many functions as possible with the President in order to prepare for the presidency.
- (4) The Vice President initiates correspondence as directed by the Board of Directors.
- (5) The Vice President shall serve as the Parliamentarian, along with the Past President and Historian to enforce Robert's Rules of Order at meetings of the Executive Committee, Board of Directors and general membership.

C. Public Relations Officer

- (1) The Public Relations Officer presides at meetings in the absence of the President and Vice President.
- (2) The Public Relations Officer is active in the community to promote good will for CAS in the Austin community. The Public Relations Officer(s) acts as the liaison for community projects

with which CAS is involved and reports community needs to CAS's Board of Directors.

- (3) The Public Relations Officer works with community leaders to garner financial and other support from the community to CAS. This may include grant-writing, soliciting donations, and fund-raising as directed by the Board of Directors.

D. Membership Officer

- (1) The Membership Officer presides at meetings in the absence of the President, Vice President and Public Relations Officer.
- (2) The Membership Officer can have a Co-Chair to assist with the duties of Membership Officer as approved by the Board of Directors.
- (3) The Membership Officer keeps up-to-date records on all members. This list is expected to be current with the full name, address, phone number, and e-mail address of each new member.
- (4) Membership roster is a confidential document and is shared only with the CAS Board of Directors and Venue Coordinators.
- (5) The Membership Officer forwards any annual dues collected promptly to the Treasurer.
- (6) The Membership Officer coordinates with the Treasurer and the Communication chair to send out annual dues notices in November and delinquent notices in February.

E. Secretary

- (1) The Secretary is responsible for taking minutes of all Executive Committee and Board of Director meetings.
- (2) The Secretary coordinates with the President, Executive Committee or Board of Directors to initiate any necessary correspondence as deemed necessary.
- (3) The Secretary is responsible for keeping a record of minutes of all meetings of the Creative Arts Society and the Board of Directors, including overseeing the taking of minutes at all Board meetings, distributing the minutes to each Board member.

F. Treasurer

- (1) The Treasurer is the Chief Financial Officer of CAS.
- (2) The Treasurer is responsible for keeping a current and accurate record of all receipts and expenditures and a written report of the same, as well as a total of all moneys on hand at each meeting of the general membership.
- (3) The Treasurer shall prepare an annual budget for review, approval and adoption by the Board of Directors.

- (4) The Treasurer makes written financial information available to Board members at each Board meetings and shall present a verbal report at each general meeting.
- (5) The Treasurer assures that expenditures do not exceed income. Any increases or over budgeted changes must be approved by the Board of Directors.
- (6) The Treasurer receives all dues and contributions and has charge of the money belonging to the organization, depositing same in a bank designated by the Board of Directors.
- (7) The Treasurer makes payments authorized by the Executive Committee.
- (8) The Treasurer shall make all financial records available for an annual audit to be performed by either an independent auditor or a committee of CAS members appointed by the Executive Committee. This audit will take place in January or when a new Treasurer completes the term of the former Treasurer or anytime deemed necessary by the Executive Committee.
- (9) The Executive Committee may authorize a CAS member, or an independent bookkeeper, to assist the Treasurer with bookkeeping duties. Said bookkeeper will perform duties under the direction of the Treasurer, with oversight by the Executive Committee.

G. Immediate Past President

- (1) The Immediate Past President is a voting member of the Executive Committee and attends all Executive Committee and Board of Directors meeting.
- (2) The Immediate Past President is the Nominating officer and may select two additional members as needed.
- (3) The Immediate Past President along with the Vice President and Historian acts as Parliamentarian to enforce Robert's Rules of Order at meetings of the Executive Committee, Board of Directors and general membership.

H. Program Chair

- (1) The Program Chair makes all site and set up arrangements for all regular and impromptu meetings of the CAS including arrangements for the guest speaker or program.
- (2) The Program Chair arranges for workshops, paint-outs or other artistic-related activities as desired by the organization.
- (3) The Program Chair reports to the Board of Directors and implements Board decisions
- (4) The Program Chair is in charge of hospitality and will be reimbursed for expenses incurred on behalf of hospitality up to \$20 per month.

I. Exhibit Chair

- (1) The definition of the Exhibit Chair is a person or persons that will be in charge of all exhibits that are non-juried and are on recurring bases.
- (2) The Exhibit Chair promotes and coordinates regular, ongoing exhibits of members' works, and recommends dates, hours, places, locations, and entry fees for shows sponsored by CAS
- (3) The Exhibit Chair appoints individual venue exhibit coordinators and oversees the execution of each non-juried exhibit.
- (4) The Exhibit Chair coordinates with other CAS chairs as needed, for the successful planning and execution of each non-juried exhibit that CAS might undertake.
- (5) The Exhibit Chair maintains an exhibit schedule and coordinates this schedule with other CAS activities. This schedule is forwarded to the Board of Directors.
- (6) The Exhibit Chair finds and develops new sites for exhibits with approval of the Board.
- (7) The Exhibit Chair is the custodian of any equipment used in CAS exhibits and is responsible for its coordination.
- (8) The Exhibit Chair oversees entrance requirements for each exhibit and assures the development of exhibit prospectuses (also known as the Call for Art) as needed.
- (9) The Exhibit Chair reports to the Board of Directors and implements Board decisions.

J. Special Events Chair

- (1) The definition of the Special Events is all juried shows and/or shows that incur entry fees.
- (2) The Special Events Chair promotes the professional growth of CAS members by scheduling at least 2 juried shows per year.
- (3) The Special Events Chair appoints individuals to assist in planning and coordinating the special shows as approved by the Board of Directors.
- (4) The Special Events Chair coordinates with other CAS chairs as needed for the successful planning and execution of each juried show that CAS might undertake.
- (5) The Special Events Chair maintains a show schedule and coordinates this schedule with other CAS activities. The schedule is forwarded to the CAS Board of Directors.
- (6) The Special Events Chair finds and develops new sites for special activities with the approval of the Board of Directors.
- (7) The Special Events Chair is the custodian of any equipment used in CAS juried shows and is responsible for its coordination.

- (8) The Special Events Chair oversees entrance requirements for each juried show and assures the development of the prospectuses (also known as the Call for Art) as needed.
- (9) The Special Events Chair reports to the Board of Directors and implements Board decisions.

K. Newsletter/Website Liaison

- (1) The Newsletter/Website Liaison Chair shall serve as editor and publisher of the newsletter. The newsletter should be published monthly or as otherwise determined by the Executive Committee. The deadline for news included in each newsletter will be determined by the Newsletter Chair and printed in each newsletter.
- (2) The Newsletter/Website Liaison Chair coordinates with the Board of Directors to assure that all available information is included in the newsletter.
- (3) Newsletter/Website Liaison is responsible for monthly updates to the CAS website and changes as needed.
- (4) The Newsletter/Website Liaison Chair reports to the Board of Directors and implements Board decisions.

L. Publicity Chair

- (1) The Publicity Chair publicizes CAS activities in the community at large, including meeting notices, exhibits, CAS-sponsored shows, and other special activities sponsored by CAS.
- (2) The Publicity Chair reports to the Board of Directors where CAS is promoted on a monthly bases and implements Board decisions with regards to public relations of CAS activities to the community.

M. Communications Chair

- (1) The Communications Chair disseminates to the membership important CAS and arts-related announcements and information. This dissemination may be made using electronic or social networking form.
- (2) The Communications Chair coordinates with the Newsletter/Website Liaison Chair to assure accuracy and timeliness of information being disseminated.
- (3) The Communications Chair coordinates with the Membership Officer to maintain an accurate, up-to-date listing of membership information including e-mail addresses.
- (4) The Communications Chair reports to the Board of Directors and implements Board decisions.

N. Historian

- (1) The Historian provides a permanent storage place for important documents, passwords, account numbers, and information vital

to the operation of the organization. The Historian also keeps an archive of historical documents.

- (2) All records accumulated by the Historian shall be kept in a secure location and shall not be destroyed except by order of the Board of Directors and shall be reviewed in the January planning meeting.
- (3) The Historian will act as Parliamentarian along with the Vice President and the Immediate Past President to enforce Robert's Rules of Order at meetings of the Executive Committee, Board of Directors and general membership.
- (4) The Historian reports to the Board of Directors and implements Board decisions.

Section 2. Responsibilities of the Executive Committee and Board of Directors

- A The Board of Directors is responsible for overall policy and direction of the organization, and delegates special responsibility for operations to committees. The Board receives no compensation.
- B. The Executive Committee's primary responsibility is to promote CAS objectives in the surrounding community as stated in Article II of the Constitution.
 - (1) Three members of the Executive Committee shall constitute a quorum for the execution of business by the Executive Committee.
 - (2) The Executive Committee shall establish a policy for check authorization; establish the audit policy and other duties as specified by the Board of Directors.
 - (3) The Executive Committee has the power to expend funds on behalf of CAS on an emergency basis with approval of the Board of Directors.

Article III --- Order of Succession to the Presidency

In the absence of the President, the order of succession is: Vice President, Public Relations Officer, Membership Officer, and Secretary.

Article IV --- Committees

Committees may be appointed as needed by the President, Board of Directors or Chairs to work on special projects or assist with specified CAS functions.

The Immediate Past President is the chair of the Nominating Committee and shall follow the procedures outlined in Article VII, Election of Officers.

Article V --- Dues

Section 1. Amount

Dues shall be assessed according to the schedule set out in the Standing Rules.

Section 2. Date Due

Dues are payable in January of each calendar year. Members who fail to pay dues by March 1 will be dropped from Creative Arts Society membership.

Article VI --- Meetings

Section 1. General Membership Meetings.

A. General membership meetings of Creative Arts Society shall be held monthly unless otherwise ordered by the Board of Directors. The eligible voting members present shall constitute a quorum with at least three voting Executive Committee members in attendance for the enactment of business. Any member may request a meeting through written request to the Executive Committee.

- B. The election of officers is the main order of business for the November meeting and the new officers will be installed at the December meeting.
- C. General meetings of Creative Arts Society shall be for programs and necessary business.
- D. The Board of Directors selects the time and place for meetings.
- E. Notice of meetings will be given to each voting member prior to the meeting.

Section 2. Special Membership Meetings

Special meetings may be called by the President or by the Board of Directors whenever necessary. The voting members present shall constitute a quorum for the enactment of business at all special meetings providing that at least three Executive Committee members are present and voting.

Section 3. Executive Committee and Board of Directors

- A. The Executive Committee and Board of Directors of CAS should meet monthly.
- B. Three voting members of the Executive Committee/Board of Directors constitute a quorum for the enactment of business at all meetings of the Executive Committee and Board of Directors.
- C. As soon as possible after the election in November, each outgoing officer will assure their replacement receives an explanation of job duties and all files and records are passed to incoming officers.
- D. Executive Committee meetings and Board of Directors meetings may be attended by general members of CAS.

Article VII --- Election of Officers

Section 1. Nominating Chair

- A. At the Board meeting in October the Immediate Past President, will organize the list of potential new officers. The Immediate Past President may select two other members to serve on the Nominating Committee.
- B. This Chair prepares a slate of officers as defined in Article III of the Constitution, to be presented at a meeting of the general membership in November.

Section 2. Additional Nominations

At the November meeting, before any vote is taken, additional nominations may be made from the floor.

Section 3. Balloting and Voting

- A. Election of new Board members or of current Board members to a second term will occur as the first item of new business at the annual membership meeting in November. Board members will be elected by a majority vote of the current voting membership present at the November meeting.
- B. Election is by secret ballot if there is more than one nominee for an office. This ballot shall be provided by the Nominating Chair.
- C. If there is only one candidate nominated for an office, the election for that office is by motion, to elect by acclamation, followed by a voice vote. Negative votes shall be called. Any individual voicing a negative vote may express his or her reason(s).
- D. A majority vote of members present constitutes the needed votes for election.

Section 4. Vacancies

Vacancies in office may be filled by the President with the approval of the Board of Directors.

Section 5. Terms

All Executive Committee members serve one-year terms, and are eligible for reelection. No member shall hold the same office longer than two consecutive terms. After a second consecutive term a hiatus of one year is then required before being reelected to the same office. The Board of Directors may extend the term of any Board member, except President, if it is determined by the Board that such extension is in the best interest of the operating efficiency of CAS.

Section 6. Resignation, Termination and Absences

Resignation from the Board of Directors must be in writing and received by the President. Board members may be removed for other reasons by a three-fourths vote of the remaining directors, and may remain a member of CAS in good standing. A Board member may be dropped for three unexcused absences from Board meetings with temporary replacement designated by the President.

Article VIII --- Rules of Order

The deliberation, debate, and discussion of all questions in meetings of CAS and the Executive Board will be governed by parliamentary usages as contained in Robert's Rules of Order in all cases in which they are applicable and in which they are not inconsistent with the Bylaws.

The Constitution and these Bylaws were approved at a meeting of the members of the Creative Arts Society on October 6, 1999.

A revision of the Constitution and these Bylaws was approved by the members of the Creative Arts Society on July 15, 2014.

A revision of the Constitution and these Bylaws was approved by the members of the Creative Arts Society on November 4, 2015.

STANDING RULES OF THE CREATIVE ARTS SOCIETY

These Standing Rules expand the Constitution and Bylaws and are to be used as a guideline in the daily operation of the Creative Arts Society. They may be changed by motion and approval by two-thirds of the current Board of Directors.

Article I --- Officers

Responsibilities of Individual Officers

The same individual may occupy or be elected to multiple offices. The offices of President, Secretary and Treasurer must be filled and there shall never be less than four (4) officers to constitute the Board of Directors. Chair positions are optional depending upon the needs of the organization.

Article II --- Members

Section 1. Membership, Classification

A. Individual

A person, 16 years or older, may purchase an individual membership by paying annual dues.

B. Family

A family may purchase a family membership by paying annual dues. This membership includes up to two adults and any dependent children 16-21 years of age all which are living at the same residence.

C. Business

A business that is engaged in the production and/or selling of arts, paying annual dues with one voting privilege. Employees of the business may join CAS at the individual membership rate, each having individual voting privileges. (Associations, non-profit and not-for-profit organizations are prohibited from this category.)

D. Student

An individual may purchase a student membership by paying annual dues if they are a full time student enrolled in an accredited educational institution.

E. Sponsor

Sponsor membership is available to individuals or groups wishing to promote the efforts of the CAS through a specified annual donation. A Sponsor is supportive in nature and shall not be provided any other privileges, rights, responsibilities, or obligations. Sponsors will be listed on all printed materials promoted by CAS.

F. Patron

Patron membership is available to individuals or groups wishing to promote the efforts of CAS through a specified, large annual donation. A Patron is supportive in nature and shall not be provided any other privileges, rights, responsibilities, or obligations. Patrons will be listed on all printed materials produced by CAS.

G. Honorary

Honorary membership is granted in perpetuity to individuals who have provided outstanding contributions and/or services to CAS, including past presidents. Honorary membership recipients are determined by the Board of Directors. A one-year honorary membership may be granted by the Board to individuals who have supported specific CAS programs.

H. Scholarship

A one-year membership may be granted to an individual as determined by the Board.

Amendment to Standing Rules of the Creative Arts Society

Article II, --- Members, Section 2. Annual Dues; and Section 3, Annual Hanging Fee

Section 2. Annual Dues

Annual dues shall be payable on or before January 1, the beginning of the fiscal year of the organization.

Summary of Membership Categories and annual dues:

A. Individual: Full year	\$30
After July 1	\$20
B. Family: Full year	\$40
After July 1	\$30
C. Business:	\$50
Renewal of dues will be 12 months from when dues were received.	
D. Student:	\$15
E. Sponsor:	\$100 - \$249 annually
Renewal of dues will be 12 months from when dues were received.	
F. Patron:	\$250 or more annually
Renewal of dues will be 12 months from when dues were received.	
G. Honorary:	Free
H. Scholarship:	Free/Reduced Rate

Section 3. Annual Hanging Fee

A. \$25 annual hanging fee is payable by each member who participates in CAS-sponsored shows and exhibits regardless of when the member joins. This amount may be changed with Board approval.

B. Each member of a business membership who hangs must pay the annual hanging fee. Each member of a family membership who hangs must pay the annual hanging fee.

Article III --- Chair Responsibilities

Section 1. Exhibit Chair and Special Events Chair

- A. The Exhibit Chair and Special Events Chair carry out duties deemed necessary as described in the Bylaws. Committees may be appointed to assist the Chairs in the performance of these duties.
- B. The Exhibit Chair and the Special Events Chair will oversee the storage and rental of equipment.
- C. The Exhibit Chair and Special Events Chair are responsible for the set up and close-down, including removal of equipment, at events specified by the Board.
- D. Arranges for and establishes procedures for sales, show layouts and displays, decorations, publications, hospitality, etc. Calls on the Publicity Chair to assist as needed.

- E. The Chair will forward the events schedule to the Newsletter, Communications, and Publicity Chairs.
- F. The Exhibit Chair and Special Events Chair establishes the exhibit/special events guidelines for each exhibit or show. These guidelines are stated in each Call for Art and will include, but not limited to:

Location of venue.

Strike and hang dates, and period of the exhibit or special event.

Venue coordinator/s.

Label deadline.

Number and size of pieces to be accepted.

When you hang with CAS you agree to:

1. Pay CAS 15% of your sale and notify the CAS Exhibit or Special Events Coordinator.
2. Collect art work on strike/closing date on time
3. If you cannot collect art work at the end of the show, make arrangements with someone to pick up your work.
4. CAS will charge \$10.00 per day for storage/penalty fee.
5. All art work must hang for the entire show.
6. Art work may not be removed or replaced prior to the strike date for the exhibit or special event, unless sold or prior approval has been received from the Board of Directors.

CAS will refuse any art work:

1. The Call for Artists shall state the guidelines for each CAS exhibit or special events. This shall be determined by the Exhibit or Special Events Chair with the guidance of the Board of Directors.
2. CAS exhibits and special events are family-friendly and exclude showing nudes, offensive, violent subject matter or political statements. Art work must be appropriate for the general public, including children.
3. The CAS Board and the Exhibit Chair or Special Events Chair has the final say on the content of venue.
4. Not arriving at scheduled time.
5. Not ready to hang (frames must be in good condition and all art must be properly wired on the back).

CAS assumes no responsibility for lost or damaged art work.

If artists do not receive a confirmation e-mail from the Coordinator that submission of label information was received, artist must follow-up with the Coordinator.

Label Information:

Title

Medium

Price

Artist Name

Phone/Cell Number

Website (if available) or e-mail address

Size: Height first – width second: i.e., 16H c 20W

Instructions for submitting jpeg images as attachments for inclusion in advertising for the associated exhibit or special event.

CAS annual dues and hanging fee must be paid prior to participating in CAS exhibits.

Waiver and Release forms must be signed annually before artist may exhibit with any exhibit or special event.

- G. This committee has the right to deny a member hanging privileges for infractions of the exhibit or special event rules. If a member continues to disregard exhibit or special event rules, CAS membership may be terminated by the Board of Directors.

Section 2. Membership Chair(s) Responsibilities

- A. The Membership Chair is responsible for all duties described in the Bylaws.
- B. Solicits and obtains written application forms for membership and collects annual dues, including the waiver and release forms.
- C. Keeps current the names, addresses, and phone numbers of all members. Periodically provides an up-dated membership list to Board members.
- D. Lists the benefits of membership, programs equipment rental, show and exhibition opportunities, etc. on the application for membership form.

Section 3. Newsletter/Website Liaison Chair

- A. The Chair of this committee is editor and publisher of the newsletter that is to be sent no less than one week prior to each general membership meeting.
- B. Each newsletter should include the following information:

- The President's message.
 - The Program for the next general membership meeting
 - Executive Committee and Board news.
 - Member art exhibit listings.
 - Thank-you notes to members working on CAS special committees.
 - Information on workshops, etc., of interest to the membership.
 - Information on how to submit items for the newsletter.
 - Other information that would be of interest to the membership.
 - Annual dues notice in November-January issues.
- C. The Board of Directors will assist the Chair with editing, and proofreading the newsletter.
- D. The Newsletter/Website Liaison Chair will provide updates for the website on a monthly bases.

Section 4. Program Chair

- A. The Program Chair will plan, organize, set up and be responsible for all regular monthly activities including guest speakers/programs.
- B. Opens, prepares and closes the facility for each activity.
- C. The Program Chair arranges for hospitality in CAS general meetings.
- D. The cost of hospitality will be reimbursed to the Program Chair up to \$20.00 per meeting.
- E. By February of the current year, arranges for the ACC Pinnacle Campus, 10th floor meeting room, for the up-coming year, by contacting the ACC Campus Manager's office and submitting ACC Facilities Use Request form, CAMA.006.1007.

Section 5. Publicity Chair

- A. Coordinates with the Board of Directors to publicize CAS shows, exhibits, receptions and special events to all applicable news media, using internet, Facebook and social media.
- B. Reports monthly to the Board of Directors what activity has been published.

Article IV --- Meetings

Section 1. Meeting Dates.

- A. General membership meetings are held quarterly in February, May, September, and November.
- B. The annual Board Planning Meeting is held in January to which all CAS members are invited to attend and give input.

Section 2. Special Activities.

If paint-outs, workshops or other art-related endeavors are scheduled, they may take the place of no more than two (2) general meetings per year.

Article V --- Expenditures

Any proposed expenditures for CAS activities of \$500 or more must be submitted to the Board for approval. Any check written for \$200 or more requires two authorized signatures.

CAS will reimburse travel costs incurred on behalf of CAS Special Events travel at the current rate listed in the Revenue Procedure 2010-51. Currently the rate is 57.5 cents per mile.

All proposed donations to individuals of arts organization shall be approved by the CAS Board.

Article VI --- Sale of Artwork

CAS requires a commission of 15% of the sale price of any artwork sold at the result of any CAS show, exhibit or event. This commission may be paid to the Treasurer, Exhibit/Show Chair or CAS Board member, within 30 days of the sale. An artist making the sale shall inform the Exhibit/Show Chair immediately of the sale and arrange for replacement of the sold piece if necessary. If a commission is not paid in the specified time period, said artist will lose hanging privileges. If a venue charges a commission, the CAS commission can be modified. The Board may waive commissions on sales of venue coordinators.

Article VII. --- Election of Officers

Section 1. Resignation, Termination and Absences

Termination from the Board must be in writing and received by the President. If still in good standing, the terminated Board member shall remain on the rolls of the Creative Arts Society and shall receive the same membership rights.

Section 2. Vacancies

When a Board vacancy exists the nominee of the President may serve for the remainder of the term.

Section 3. Balloting and Voting

- A. Voting members are any/all members in good standing from membership categories A through C.
- B. Voting members have one (1) vote per motion.

Article VIII. --- Authorized Use of Creative Arts Society Name

Creative Arts Society is a registered legal name and is to be used only by its members and representatives for CAS-sponsored activities sanctioned by the Board of Directors.

Section 1. CAS Events, Shows, and Exhibits

- A. All CAS members may participate in Board-approved events, shows and exhibits.
- B. Participants may advertise such events, shows, and exhibits using the name of Creative Arts Society.

Section 2. Non-CAS Events, Shows, and Exhibits

- A. CAS members participating in non-CAS events, shows and exhibits may not advertise using the name of Creative Arts Society.
- B. Misrepresentation of the Creative Arts Society name could lead to termination of membership privileges.

Article IX – Procedures for Termination of CAS Member

- A. Infractions of CAS rules must be documented by the Board of Directors.
- B. Infractions of CAS rules consist of, but not limited to:
 - Not following exhibit or special events guidelines.
 - Trying to enter work in an exhibit or special event that has not been accepted by the Exhibit Chair or Special Events Chair.
 - Acting in a disrespectful, rude, non-professional, combative manner.
 - Disregarding Board of Directors direction and decisions.
 - Engaging in verbal, written or physical abuse.
 - Conducting themselves in a manner that is harmful to CAS.

- C. A warning letter must be sent to the member by the President or a designated member of the Executive Committee.
- D. If infractions continue, a termination letter will be sent to the member by the President or designated member of the Executive Committee.

These Standing Rules, clarifications and procedures were adopted by resolution at a meeting of the members of the CREATIVE ARTS SOCIETY on October 6, 1999, and amended by unanimous vote of the Board of Directors on February 2, 2017.