

FINE ARTS LEAGUE OF CUPERTINO

BY-LAWS

REVISION C

JUNE 24, 2016

These By-Laws are general guidelines for conducting business of the organization and should be followed more to the spirit of the law rather than to the letter of the law.

ARTICLE I – DEFINITION

Sec. 1: The name of this organization, originally founded by A. Peter Emig in November 1963, shall be known as the Fine Arts League of Cupertino and may be referred to as FALC.

Sec. 2: FALC is established as a non-profit organization for the purpose of promoting an environment conducive to the creative visual arts within Cupertino and the surrounding area.

Sec. 3: Functions of FALC shall include the sponsorship of and participation in art oriented community activities, including but not limited to art scholarship funding, annual art exhibits and monthly cultural programs.

ARTICLE II – MEMBERSHIP

Sec. 1: Memberships in FALC shall be classified as:

- a. Exhibiting Membership
- b. Associate Membership
- c. Honorary Membership
- d. Patron Membership

Sec. 2: Exhibiting Membership

- a. Any person applying for an Exhibiting Membership must submit a minimum of three original works for approval and acceptance by FALC in one or any of the following categories: oils, acrylics, watercolors, graphics, sculpture, photography, mixed media, pastel, drawing, pen & ink. A new member needs at least 3/4 (75%) of the general membership vote in attendance to be juried in as an Exhibiting member.
- b. Other media will be evaluated and approved by the Executive Committee.
- c. An Exhibiting Member must be of a minimum age of 16, and must be a minimum age of 18 to hold office. An Exhibiting Member is a duly accepted,

currently paid-up member taking an active part in the FALC meetings and activities and entitled to all rights and privileges of the league (e.g., exhibiting in all FALC sponsored shows and Patron facilities, participation in all FALC activities, voting and holding office) and shall share in all FALC responsibilities (e.g., Patron Member, exhibits, committee activities).

Sec. 3: Associate Membership. An Associate Member is one who is interested in the purposes of the Fine Arts League of Cupertino who wishes to support FALC activities. An Associate Member—must be of a minimum age of 16. An Associate Member ~~are~~ is eligible to participate in discussions and hold office and vote. The Associate member must be a minimum age of 18 to hold office.- An Associate Member does not have FALC Exhibiting privileges

Sec. 4: Honorary Membership. An Honorary Membership may be conferred upon any person by a two-thirds vote of the total Exhibiting Membership. Such membership shall be restricted to persons who have distinguished themselves by meritorious service and whose activities and public utterances are consistent with the purposes of the Fine Arts League of Cupertino. An Honorary Member may also be an Exhibiting Member upon fulfillment of all qualifications for such membership, including the payment of standard dues and fees. An Honorary Member who has left the area will be removed from all membership lists after a period of five years or a period determined by the Executive Committee.

Sec. 5: Patron Membership. A Patron Membership may be conferred on an organization or individual by a majority vote of the Executive Committee. A Patron Member is one who is interested in furthering the field of fine arts.

ARTICLE III – MEMBERSHIP DUES AND FEES

Sec. 1 Exhibiting Membership dues are ~~\$30.00~~ \$45.00 per year. New members joining after July 1 will pay ~~\$15.00~~ \$25.00 for a half years membership

Sec. 2: Associate Membership dues shall be \$15.00 per year per individual and shall be due and payable on the first of January each year, or upon joining FALC. A person becoming an Associate Member after the first of July shall pay half dues (\$7.50) for the balance of the year.

Sec 3: Upon acceptance as an Exhibiting Member, an upgrade fee will be required to match current membership fee, payable before the member can exhibit his or her work.

Sec. 4: A Patron Member will be established by a majority vote of the Executive Committee.

Sec. 5: Membership fee must be paid in full in order for Exhibiting member to participate in FALC sponsored shows and events. FALC officers must have their membership paid in full.

Sec. 6: Exhibiting members can renew their Exhibiting membership for full year without jurying process 3 years after their membership expired. They cannot be juried in as new members during these 3 years.

ARTICLE IV – MEETINGS

Sec. 1: Regular monthly meetings of the Fine Arts League of Cupertino shall be held at such hour and place as designated by the Executive Committee. All regular meetings shall be open to the membership and the general public.

Sec. 2: Each Exhibiting, Associate and Honorary Member shall be notified one week in advance as to time and place of meeting.

Sec. 3: Special meetings may be called by the President or by a majority vote at a regular meeting.

Sec. 4: The Executive Committee of this organization shall meet at least once a month. Any Member may attend any Executive Committee meeting.

ARTICLE V – OFFICERS AND DUTIES

Sec. 1: The President or Vice President shall preside at all regular meetings and over all Executive Committee meetings. He/she shall hold an executive meeting once a month and any other time he/she may find necessary. He/she shall sign all contracts or other instruments in writing which first have to be approved by the Executive Committee. He/she shall appoint the chair of all standing committees as appropriate and any special committees that he finds necessary to carry on the activities of FALC. The President shall be responsible for keeping the agenda for both the Executive Committee meetings and the general meetings.

Sec. 2: The 1st Vice President can assume the duties of the President whenever that officer is unable to preside.

Sec. 3: The 2nd Vice President shall preside at FALC meetings in the absence or request of the President or 1st Vice President.

Sec. 4: The Secretary shall keep an accurate record of all regular meetings of the membership and the Executive Committee.. The Secretary will be responsible for keeping the agenda for both the Executive Committee meeting and the general meeting. The Secretary shall make the minutes of the regular meetings and the minutes of the Executive meetings available the editor of the newsletter. The editor of the newsletter will provide a link in the newsletter to the minutes such that the minutes are accessible to the general membership.

Sec. 5: The Treasurer shall receive and distribute all monies for FALC with the approval of the Executive Committee. The Treasurer is authorized to issue checks up to \$200.00 on one invoice, without reference to the Executive Committee. Other amounts require either the President's or Secretary's co-signature on one invoice without reference to the Executive Committee. The signature limit does not apply on checks issued not in conjunction with FALC expenses, such as transferring sales funds to artists. He/she shall keep receipts and keep an accurate record of all

deposits and disbursements and shall give a treasury balance update at each executive meeting, and quarterly if requested by the President at the regular meeting. Copies of the financial report are to be given to the Secretary and President and one retained by the Treasurer at the end of each year.

ARTICLE VI – ELECTION OF OFFICERS

Sec. 1: The officers of FALC shall consist of President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.

Sec. 2: A Nominating Committee appointed by the President prior to the election shall make nominations for FALC officers. This committee shall consist of three Members who shall notify the membership of their slate of candidates prior to the election and shall present this slate of candidates at the regularly scheduled meeting in November. Exhibiting and Associate Members who have consented to serve if elected may be candidates for office. Any Member may make further nominations from the floor at the time of the election.

- a. Where there is only one nominee for an office, ballot may be by verbal consent of a show of hands.
- b. Where there are two or more nominees for an office, ballot shall be written.
- c. A nominee must receive a majority of the ballots cast to become elected.

Sec. 3: Election of officers shall be held annually at the regular November meeting. New officers shall take office at the regular January meeting and shall serve for a term of one year, subject to removal, and until the successors are elected and take office.

Sec. 4: Any elected officer who is absent from more than three successive meetings without a valid reason shall be considered retired by a majority vote of the membership at the next meeting. However, in the case of vacancy of the President, the 1st Vice President shall automatically become President.

ARTICLE VII – STANDING COMMITTEES

Sec. 1: The committees of FALC shall be: Executive Committee and others as required.

Sec. 2: The Executive Committee shall consist of the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Publicity and Show Chairs. This committee, of which

the President is Chair, shall have charge of all business affairs of FALC and shall consider all matters concerning the welfare of the organization in conjunction with the by-laws.

Sec. 3: The Program Committee, with the 1st Vice President as Chair, shall have responsibility for directing the program activities and for stimulating and maintaining interest in the FALC program. This Committee shall arrange for the demonstrations and critiques at the regular meetings.

Sec. 4: The 2nd Vice President – Membership, shall represent the members within and to the Executive Committee and shall be responsible for stimulating and maintaining open communication between the Executive Committee and the membership. He/she shall ensure that:

- a. The receipt and processing of all applications from members is accurately maintained.
- b. Each new applicant is informed of his membership status.
- c. The membership roster is maintained and distributed.
- d. The monthly news bulletin is distributed to the members.
- e. Membership cards are distributed.
- f. The FALC guest book is maintained.
- g. Greeters are present at the general meetings.

Sec. 5: The Publicity Committee Chair shall represent FALC and its members to the community and have charge of all publicity and public relations. They shall be responsible for all interview arrangements for FALC members with the mass media and direct contact. They shall communicate FALC activities to the general public and keep a calendar of events subject to Executive Committee and membership approval. The Publicity Committee shall:

- a. Represent FALC and its members to the community.
- b. Have charge of all publicity and public relations.
- c. Be responsible for all interview arrangements for FALC members with the mass media and direct contact.
- d. Communicate FALC activities to the general public.
- e. Keep a calendar of events subject to the Executive Committee.

Sec. 6: The Exhibiting Committee Chair shall be responsible for securing, arranging and recording all contractual and verbal agreements with the Patron Membership. They shall organize and coordinate an exhibiting schedule for FALC members with the Patron Members and keep the membership informed of the schedule status. In specified, special cases, where necessary, they shall be responsible for arranging the delivery, hanging and return of all member paintings included in such Patron Member exhibit. They shall be available for guidance and advice on FALC exhibiting policy and procedure to any member currently acting as chair of a FALC exhibit. The Exhibiting Chair shall ensure that:

- a. Contractual and verbal agreements with Patron Members are secured, arranged and recorded.

- b. FALC Members' exhibiting schedules are organized and coordinated with Patron Members and the membership is kept informed of the schedule status.
- c. Member paintings included in a Patron Member exhibit are delivered, hung and returned.
- d. Members exhibiting in FALC exhibits are guided and advised about FALC exhibiting policies and procedures.

Sec. 7: The Hospitality Committee Chair shall be a reception committee at all regular meetings, greeting and introducing guests and visitors to the members as they arrive and during the refreshment break whenever possible. They shall arrange for and handle refreshments for all regular meetings and assist the Program Committee with refreshment arrangements for all FALC socials.

Sec. 8: The Historian shall be responsible for securing, organizing and keeping all FALC news and publicity items from the various sources for the FALC scrapbook, plus other items of historical or special interest or importance to FALC for the purpose of providing and maintaining a chronological record of the history of the FALC for future reference, interest and enjoyment.

ARTICLE VIII – GENERAL POLICIES AND PROCEDURES

Sec. 1: Sales

Any member who sells a painting by means of any FALC-sponsored exhibit, or any art exhibit in which he/she is participating as a FALC member, shall remit to the Treasurer a commission of 10% of the purchase price, unless alternative advance arrangements have been made for a specific situation. (e.g. when the 10% commission is waived in lieu of an entry fee or venue collects commission.)

Sec. 2: Exhibiting Member Jury Process

- a. The jury process for Exhibiting Membership status occurs at the regular monthly meetings except December.
- b. Acceptance must be by 3/4 (75%) majority vote of members, attending the meeting. All members present at the monthly meeting may vote to accept or reject the applicant as long as at least three Exhibiting Members are present and voting. Voting shall be by ballot. The membership chair will ensure that the ballots are distributed and tallied. The Membership Chair will notify the applicants ~~in writing~~ of their acceptance or rejection.

Sec. 3: Special allocation of monies

Any allocation of monies from the FALC treasury in excess of \$300.00 for purposes other than the usual operating expenditures and commitments of FALC must be approved in advance by a majority vote of the members present at the regular meeting.

Sec. 4: Disputes and Grievances

Any disputes or grievances of FALC members over FALC issues of matters not covered in these by-laws shall be brought to the attention of the Executive Committee through the Membership Chair for a resolution that is mutually agreeable to the parties concerned and meets with the approval of the Executive Committee. Should a mutually acceptable agreement not be reached with the Executive Committee, the issue shall be brought before the FALC membership at the next regular meeting where a majority vote shall decide the resolution.

Sec 5: Attendance at FALC activities/events

Everyone who interested in the creative visual arts is welcome to attend FALC sponsored activities/events. Anyone under the age of 18 (minors) must be accompanied by a supervising adult.

ARTICLE IX – AMENDMENTS TO THE BY-LAWS

Amendments to these By-Laws may be made at any regular or special meeting of the membership by a majority vote of the members provided:

- a. Such amendments have been approved by the Executive Committee.
- b. Such amendments have been submitted to all members in writing before the meeting.
- c. A majority of votes at the meeting is accepted.

REVISION C Change Description

Incorporates the new membership fee structure approved at the January 2016 general meeting. The new fee structure will be effective July 1, 2016