

**GEM OF THE VALLEY ART ASSOCIATION  
CONSTITUTION AND BYLAWS**

**CONSTITUTION**

The Gem of the Valley Art Association (Gem) has been organized and formed for the purpose of creating an organization in the form of a non-profit corporation which will endeavor to contribute to the encouragement and development of art through education in the area of Murrieta, which is located in the County of Riverside. As an integral part of its activities, Gem will offer as a community service, a nucleus for interest and information about the arts, plan and conduct workshops, art exhibitions, festivals and similar functions and carry out an education program for the benefit of its members at regular or special meetings whenever possible.

**BYLAWS**

**ARTICLE 1**

**OFFICES**

Section 1. Principal Office – The principal office for the transaction of the business of Gem is hereby fixed and located in the County of Riverside, State of California. The Board of Directors is hereby granted full power and authority to change said principal office from one location to another within the State of California.

**Article II**

**MEMBERSHIP**

Section 1. Membership – Annual dues will be established by the Board of Directors prior to June 30 of each year. The annual period of membership shall commence on September 1 of each year and continue until June 30 of the following year. Membership shall be automatically renewed each year upon payment of the specified dues but shall lapse if such dues are not paid by October 1.

Section 2. Delinquent Dues – Members who are delinquent in payment of dues will lose their voting privileges and will not be allowed to show their work at the monthly meetings for judging.

Section 3. Application of Bylaws – Each Member shall receive a copy of the bylaws and agree that he/she will be bound by and abide by the provisions of these bylaws as they now exist, or as they may hereafter be amended.

Section 4. Voting Privileges – Each member in good standing shall be entitled to one vote.

**ARTICLE III**

**DIRECTORS**

Section 1. The Board of Directors shall consist of the President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Treasurer, Membership Chairman, Newsletter Director, Hospitality, Audio Technician, Visual Technician and

Photographer. Function of Board of Directors: The Board of Directors shall transact all necessary business of Gem and establish policies. The action of the Board is subject to the approval of the membership at monthly meetings.

Section 2. Election, Nomination and Term of Office

- a) Members of the Board of Directors shall be elected for a term of one (1) year.
- b) The President will appoint three (3) nominating committee members two months prior to the election, as needed. The Nominating Committee will present the names of nominees for the office. On the day of voting, nominations from the floor are in order, providing the nominees are present or have given consent in writing.  
\*Except for extenuating circumstances.
- c) Election of members of the Board of Directors shall be a majority (51%) vote of members present and voting. This shall be done by ballot in the event of more than one nominee for each office. \*Except for extenuating circumstances.

Section 3. Resignations – Should the President be unable to complete his or her term, the Vice-President shall finish the term. Should any officer other than the President be unable to complete his or her term, the Board of Directors shall appoint an interim officer to serve the remainder of the year.

## **ARTICLE IV**

### **DUTIES OF THE OFFICERS**

Section 1. Duties of the Officers – The duties of the Officers of Gem shall be as follows:

- (a) President: The president shall be the Chief Executive Officer of Gem and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the business and Officers of Gem. He/She shall preside over all meetings of the Members. He/She shall be an ex-officio member of all the standing committees and shall have general power and duties of management usually vested in the office of President of a corporation and shall have such other powers as may be prescribed by the Board of Directors or by these bylaws. The President is an authorized check signer.
- (b) Vice President: The Vice-President shall act as an aide to the President and in the absence of the President shall perform the duties of the President. The Vice-President shall be responsible for securing speakers or demonstrators who would be of interest to the general membership at the regular meetings. He/she shall also keep records of the demonstrator's fees, telephone numbers and addresses and possible workshops for future contact. The Vice-President can be an authorized check signer.
- (c) 2<sup>nd</sup> Vice-President: The 2<sup>nd</sup> Vice President shall be responsible for the demonstrator's judging, ribbons distribution, sending ribbon winner's names to the Newsletter Director and ordering of all necessary ribbons.
- (d) Secretary: The Secretary shall keep a book of minutes of all meetings of Directors and Members, with the time and place of holding, whether regular or special and, if special, how the notice is given, the names of those present at Director's meetings, the number of Members present or represented at Members' meetings and the proceedings thereof. The Secretary shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or by these Bylaws. The Secretary shall also

handle all correspondence, whether by internet or U.S. Mail as directed by the President. The Secretary can be an authorized check signer.

- (e) Treasurer: The Treasurer shall keep and maintain adequate and correct books and records of the accounts of the business transactions of Gem. The books of account shall at all times be open to inspection by any Director. The Treasurer shall deposit all monies in the name and credit of Gem with such depositaries as may be designated by the Board of Directors. The Treasurer shall disburse the funds of Gem in payment of the obligations of Gem incurred in the ordinary course of conducting its activities or as may be ordered by the Board or the President, shall render to the President and Directors, whenever they request it, an account of all transactions as Treasurer and of the financial condition of Gem and shall have such other duties as may be prescribed by the Board or by these Bylaws. All disbursements shall be made by check and signed by the Treasurer and one of the following: President, Vice-President, or Secretary. The Treasurer shall make photocopies of all checks and cash receipts presented by membership and shall handle all matters pertaining to taxes, insurance and financial reports.
- (f) Membership Chairperson: The Membership Chairperson shall keep a record of all memberships. Payment of dues by check does not require a written receipt as the cancelled check will constitute proof of payment. Any member paying dues in cash will receive a written receipt. One copy of the receipt will go to the Treasurer, and one will remain in the membership receipt book. This officer shall be at all monthly meetings with guest and members' records. Membership shall also provide new members with a Gem of the Valley handbook outlining its constitution and by-laws guidelines.
- (g) Newsletter Director: This person shall gather information from upcoming art events/competitions, demonstrators' biographies, President's Message, etc., and take photos (monthly ribbon winners, etc.) to create the monthly newsletter, "Paint Strokes", to be sent to all Gem members by the internet approximately one week prior to the next meeting.
- (h) Hospitality: This person is responsible for recruiting volunteers to provide snacks at the monthly meetings. Supplies, such as paper plates, napkins, tableware, etc., must be purchased by this person and will be reimbursed by the Board. This person also provides a nice table setting for the snacks and makes sure the area we have our meetings in is left in a clean and orderly fashion.
- (i) Audio Technician: This position requires commitment to understanding the operation, care and storage of the art association's audio equipment, as well as handling the set-up and take-down before and after all Gem general meetings. The equipment currently consists of one amplifier and one wireless microphone, both of which are owned by Gem of the Valley Art Association. The Technician will replace batteries as needed for the wireless microphone, and he/she will be reimbursed upon submission of receipt(s) to the Board. The technician is not to use any part of this equipment for personal use at any time. This position may be performed in conjunction with the position of Visual Technician.
- (j) Visual Technician: This position requires commitment to understanding the operation, the care and storage of the visual equipment, as well as handling the set-up and take down before and after all Gem general meetings. The equipment consists of one projector, one camera, one tripod, and three (3) rechargeable batteries, all of which are owned by Gem of the Valley Art Association. Should replacement parts/components be needed, the Visual Technician will submit the need to the Board for approval. Purchases would be made by the Visual Technician, who will be reimbursed upon submission of receipt(s). The Technician is not to use any part of the equipment for personal use at any time. This position may be performed in conjunction with the position of Audio Technician.
- (k) Photographer: This position requires the photographer to own his/her own equipment (iPhone, Smart Phone or Camera) to take photos during all Gem of the Valley events, including general meetings (ribbon

winners with paintings, demonstrators in action, etc.) as well as outside events such as art exhibits/shows. All photos shall be submitted promptly to two sources: Newsletter Director and the Administrator for the “Murrieta Artists” Facebook page. All photos taken of and for our organization shall remain the property of Gem of the Valley Art Association.

- (l) Webmaster: The webmaster is responsible for maintaining GEM’s website presence and making needed adjustments or enhancements as determined by the GEM Board of Directors. Responsibilities include handling all communications with the web hosting company, performing updates to the website including Wordpress, Wordpress themes, plug-ins, etc., updating content (monthly newsletters, etc.) as needed, performing backups, addressing website issues as they may arise, and keeping the GEM Board informed regarding the status of the website. The webmaster should have extensive experience working and deep familiarity with Wordpress and associated themes.

## **ARTICLE V**

### **COMMITTEES**

Section 1. Duties of Committees – Committees may be created as needed to carry out the work of Gem and shall terminate at the end of the year. Chairpersons of the committees shall be appointed by the Board of Directors if necessary. This could include Publicity Liaison, Ways & Means, Entertainment, etc.

## **ARTICLE VI**

### **AMENDMENTS**

New Bylaws may be adopted, or these bylaws may be amended or repealed, either in whole or in part, by a two-thirds (2/3) of Members present, providing that written notice has been given at least seven (7) days prior to the meeting.

## **Article VII**

### **COMMITMENTS AND OBLIGATIONS**

Section 1. Gem shall not be obligated or committed to any major matter by any Officer or Member unless such obligations or commitments are duly authorized by the Board of Directors.

Section 2. Rules, terms of conditions of sales or matters pertaining to the handling of the work of the artists in any exhibition sponsored and/or promoted by Gem shall be subject to the approval of the Board of Directors.