

HIGH COUNTRY ARTISTS STANDING RULES 2006 UPDATE

ARTICLE ONE Membership

- A. TYPES OF MEMBERSHIP: The three types of membership are:
1. GALLERY: Gallery members shall:
 - a. Vote at monthly general meetings
 - b. Display and sell approved art in the gallery commissioned at 25%
 - c. Utilize art workshop space
 - d. Attend classes at a discount
 - e. Host the gallery during open hours on an equal rotating basis
 - f. Join the Historical Society
 - g. Pay \$20 per month dues on the second Sunday of the month at the general meeting or mail the dues to the Treasurer in a timely manner
 - h. Have the option of becoming a lifetime member by paying a one time fee of \$2,500. All of the above privileges and responsibility are the same except item g. Monthly dues are no longer collected.
 2. ASSOCIATE: Associate members may:
 - a. Attend monthly general meetings as a non-voting member
 - b. Display and sell approved art in the gallery during July, November, December commissioned at 30%
 - c. Join open workshop days as a guest of a gallery member
 - d. Attend classes
 - e. Assist a gallery member in hosting on open gallery days
 - f. Pay annual dues of \$50 per year
 3. PATRON
 - a. Attend monthly general meetings as a non-voting member
 - b. Join open workshop days as a guest of a gallery member
 - c. Attend classes
 - d. Give a minimum of \$30 per year as a donation to further the arts in this community
- B. EXPECTATIONS AND BENEFITS OF GALLERY MEMBERSHIP: All gallery members are expected to volunteer, cooperate, and be an asset to the gallery. In return, the activities of the members will provide them with encouragement, opportunities for exposure and sale of their artwork, efficient financial arrangements, and resources for information.
1. Members are provided with a membership directory and copies of the bylaws and standing rules.
 2. Other benefits include access to the gallery's mailing list, discounted art supplies, and studio workroom privileges.

- C. APPLICATION FOR GALLERY MEMBERSHIP:
1. APPLICATION PROCESS: Applicants shall complete an application form and be given a copy of the duties, responsibilities, and privileges of members
 2. ARTWORK EXAMPLES: Applicants must submit for evaluation 5 examples of each media of their artwork priced and ready for sale, plus the completed and signed application with a biography.
 3. VOTING REQUIREMENTS: A simple majority vote of the members of the screening committee, consisting of all the Board members, is required for the acceptance of a new member
 4. DECISION NOTIFICATION: Applicants will receive the written and/or oral decision of the Board
 5. RESTRICTIONS: The gallery does not accept vulgarity, inappropriate, or offensive art
- D. DUES
1. DUE DATE: Membership dues for associates and patrons are due when joining and annually thereafter. Gallery members dues are due at the monthly meetings.
 2. PRIVILEGES: Dues must be paid up to date to exhibit in gallery sponsored shows
 3. DELINQUENT: Gallery members whose dues are not paid within 90 days shall lose voting and exhibiting privileges
- E. STATUS CHANGE: Changes in status or type of membership involve the following:
1. NOTIFICATION: Members wishing to change the type of their membership or to terminate their membership must notify the Board in writing at least 30 days prior to the date on which they wish to have the appropriate action taken so that it may be recorded in the gallery minutes.
 2. GALLERY TO ASSOCIATE: Members finding themselves unable to perform or to arrange for their replacement to perform gallery duties for a prolonged period may apply for an associate membership.
 3. ASSOCIATE TO GALLERY: Reapplication for active membership within 2 years requires no screening and entitles the member to full reinstatement of all benefits. Otherwise, full reapplication is required. If an associate member has not ever been a gallery member, then full application is required.
 4. RESIGNATIONS: Members who have resigned and later wish to return to active gallery membership must reapply and receive Board approval. Re-screening of artwork is at Board discretion.
- F. RESPONSIBILITIES OF GALLERY MEMBERSHIP:
1. RULES AND PROCEDURES: Gallery rules and procedures must be read, referred to as needed, and practiced with integrity by each member

2. **ORIENTATION AND TRAINING:** New members are required to attend a brief orientation meeting. New members must have at least 4 hours of working with a training member before working as an attendant alone or with someone that is new in the gallery.
3. **HOST/HOSTESS:** Gallery attendants are responsible for their scheduled days or arranging for their own substitutes.
4. **INSURANCE:** Members shall bring their artwork to the gallery, to outshows, and to other gallery sponsored shows at their own risk. The Northern Kittitas County Historical Society has liability insurance in place on the Carpenter House for anyone who may be injured on the premises, but not on the artwork.
5. **ERRORS:** When a financial loss occurs on a sale due to the failure of an attendant to follow gallery business procedures, ½ of the loss on that item less sales tax shall be the responsibility of the attendant. The other ½ will be absorbed by the gallery unless the item sold belonged to the attendant committing the error. In that case the gallery shall not absorb any amount.
6. **COMMITTEES:** Members are required to attend a minimum of 6 general meetings per year.

ARTICLE TWO Exhibits

- A. **TYPES OF GALLERY SPONSORED EXHIBITS:** All gallery sponsored exhibits are open to the display of artwork from any qualified gallery member.
 1. **SHOWS IN THE GALLERY:**
 - a. **DESCRIPTION:** These are continuous displays of members' artwork in a showroom supplied with gallery funds
 - b. **STAFFING:** These shows are staffed by gallery members or their authorized substitutes
 - c. **OTHER EVENTS:** The gallery premises may also be used for meetings, special events, tours, etc., arranged to publicize the gallery and its artists
 - d. **FURTHER DETAILS:** Detailed procedures are listed in the Job Description Notebook kept in the gallery
 2. **OUTSHOWS AND SPECIAL SHOWS:**
 - a. **DESCRIPTION:** These are temporary exhibits of members' artwork held outside the gallery premises
 - b. **STAFFING:** Shows are staffed, if necessary, by gallery members
 - c. **FURTHER DETAILS:** Detailed procedures are listed in the Job Description Notebook kept in the gallery.
- B. **GALLERY SHOWS:** When a gallery member is the featured artist, he/she shall follow these guidelines:

1. **PRESENTATION REQUIREMENTS:** All artwork submitted must be display ready, permanently identified, priced, and otherwise presented so that no additional work need be done to hang, exhibit, or sell it.
2. **CRITERIA:** The artwork displayed is limited only by quality, size, good taste, and quantity.
3. **IDENTIFICATION:** All artwork must carry identification which includes the artist's name, medium, the title, and the price of the work on the back. Gallery tags must identify the artwork with the above information for the customers.
4. **RIGHT OF REFUSAL:** The display committee retains the right of refusal to hang or display artwork they deem below gallery standards. Gallery policy is as follows:
 - a. **IMPROPER PRESENTATION:** Paintings having unclean mats, poorly constructed frames, or artwork otherwise below gallery standards may be refused.
 - b. **RESTRICTIONS:** Obscene, pornographic, or any artwork deemed inappropriate to represent the gallery to the community shall not be displayed in any exhibit.
5. **ORIGINALITY:** No copies of artwork recognizable as being taken from the original artwork of another artist or byline photographer shall be displayed in our gallery or any gallery sponsored show. Work by members shall be original. No class work or artwork done from a commercial or public mold or pattern is acceptable. Student work must be identified as "class work."
6. **PRINTS:** Prints will be limited editions, such as etchings, monoprints, aquafints, etc. made by the artist, and shall be framed for the walls or wrapped and matted for the browse racks. Photographic reproductions of paintings or photographs must be identified and a statement as to the quality regarding archival inks must be stated.
7. **CARDS:** Commercially reproduced artwork of gallery members, i.e., note paper cards, postcards, etc., are displayed in the gallery card rack.
8. **PROPS:** All props must be approved by the display committee
9. **ARTWORK DELIVERY:** Deliveries of artwork are each artist's responsibility
10. **SCHEDULE:** The deliveries are the last week of the month preceding the show or as deemed by the display committee. Any "Not for Sale" items are displayed at the discretion of the Board.
11. **ARTWORK INVENTORY:** Members shall record in the "Sign-in Book" the date, artist's name, and the title, size, media, and price of each item exhibited in any gallery sponsored show or exhibit.
12. **EXHIBITS:** The overall arrangement of artwork hung or displayed is the responsibility of the artist and/or display committee
 - a. **FEATURED ARTIST:** Only the featured artist's work will be displayed in the member's selected area(s).
 - b. **CRITERIA:** Shows will be hung for best overall appearance, relationship, color, size, and suitability to the location displayed

- c. REARRANGING: Members may not rearrange the show once it is hung nor disarrange it by late entries except by special permission of the appropriate person in charge
 - d. DURATION: All artwork will be consigned for the duration of a show unless it is sold
 - e. FILLING SPACES: Empty space left by the removal of purchased artwork should be refilled as soon as possible in any show. This is handled by the attendant on duty who notifies the artist to replace the sold artwork.
13. PICKING UP ARTWORK:
- a. ARRANGEMENTS: Because the gallery has no storage space for artwork, the exhibiting artists must arrange for someone to pick up their work if they can't do so themselves. Any artwork left at the gallery longer than 60 days will become property of the gallery.
 - b. UNPROTECTED ARTWORK: Artwork left behind after a show may be unprotected. The gallery assumes no responsibility for its safety.

ARTICLE THREE Committees

- A. STANDING COMMITTEES: These are committees whose duties continue throughout the gallery year.
1. CURRENT STANDING COMMITTEES: The current standing committees are Advertising/PR, Cleaning, Computer/Flyers, Display, Docent Schedule, Gofer/Maintenance, Gallery/HCA Events, Membership and Special Events.
 2. MEMBERSHIP: All gallery members must be on one or more of the standing committees.
 3. DUTIES:
 - a. MEMBER SELECTION: All chairs may select a co-chair or committee to assist, alternate, or substitute in carrying on the committee business
 - b. RECORDS: Adequate records must be kept to allow continued functioning of the committee in the chair's absence, i.e., job descriptions, schedules, contracts, special events, procedures, etc.
 - c. COMMITTEE FOLDERS: Sufficient information for an emergency substitute to continue with regular committee functioning is placed in the gallery committee folder in the gallery studio
 - d. REPORTING: All chairs will be on the monthly meeting agenda so that they can report any activity to the membership attending each meeting. If there has been no activity that month, their report is suspended.

- e. DELIVERY: Outgoing chairs must deliver committee reports and an updated job description to the newly appointed chairs when their term begins.
 - f. CONTINUITY: For committee continuity outgoing chairs may volunteer to remain as committee members.
- B. AD HOC COMMITTEES: Ad hoc committees can be appointed at the discretion of the president any time they are needed and disbanded when their task is completed.

ARTICLE FOUR
Amending the Standing Rules

- A. VOTE: The standing rules may be amended by a majority vote of the gallery members attending any general membership meeting.
- B. PUBLISHING AMENDMENTS: Such amendments will be published in the next gallery minutes and reviewed annually in the bylaws and standing rules distributed to the membership.

Revision presented to the membership by the Bylaw Committee September 10, 2006
Accepted by the membership October 8, 2006

HIGH COUNTRY ARTISTS

Bylaws 2006 Update

ARTICLE ONE

- A. ORGANIZATIONAL NAME: The name of the organization shall be High Country Artists (a nonprofit organization).
- B. BUSINESS ADDRESS: The current business address of the Gallery is 302 West Third Street, Cle Elum, WA 98922. The telephone number is (509) 674-9766. The email address is hca@cleelum.com.
- C. OBJECTIVES: The objectives of the organization shall be to promote the enjoyment and appreciation of cultural and allied arts, to strive for high standards in those fields, to benefit the members by showing and distributing their artwork, to promote tourism, and to educate and serve the community.

ARTICLE TWO

MEMBERSHIP: Members shall be persons who are in support of the objectives of the organization, who pay their required dues, fees, and commissions, and who perform their share of duties and obligations.

ARTICLE THREE

Executive Board

- A. NUMBER: The Executive Board shall be 5 in number
- B. MEMBERS: The Executive Board shall consist of the elected positions of President, Vice President, Recording Secretary, Treasurer, and Member at Large.
- C. TERMS: The term of office for members of the Executive Board shall be one year from January 1 to December 31. The fiscal year shall be the same.

ARTICLE FOUR

Meetings

- A. EXECUTIVE BOARD: The Board of Directors shall meet as needed at any time or place they desire to carry out the business of the organization according to *Robert's Rules of Order*.
- B. GENERAL MEMBERSHIP: The gallery members shall meet once a month to:
 - 1. Hear any report from the Board of Directors and/or committee heads
 - 2. Vote on amendments, elections, etc.

3. Take part in activities to promote the finances, education, and fellowship of the members.
- C. PRESIDING OFFICER: The President of the gallery members shall preside at all board and general meetings.
- D. ATTENDEES: All board and general meetings shall be open to all gallery and associate members.

ARTICLE FIVE
Duties of the Officers

- A. PRESIDENT: The president shall:
1. Preside at all board and general meetings
 2. Cast the deciding vote when needed in board and general meetings
 3. Be an ex-officio member on all committees except the nominating committee
 4. Act without Board decision only in extreme emergencies
 5. In emergencies, or in the temporary incapacity of the Treasurer, assume the responsibility for the disbursement of gallery funds and make the Treasurer's report to the Board
 6. Have the authority to call for an audit of all financial records of the organization at any time
 7. Cosign all checks for the Treasurer when needed
- B. VICE-PRESIDENT: The Vice-President shall:
1. Assume the duties of the President in the President's absence
 2. Assume all the duties of the President until the end of the term in the event that the President resigns or is unable to perform the duties of the position
 3. Cosign all checks for the Treasurer when needed.
- C. RECORDING SECRETARY: The Recording Secretary shall:
1. Keep a neat and accurate record of the business conducted at all board and general meetings according to *Robert's Rules of Order*
 2. Keep a record in the minutes of all members attending each board and general meeting
 3. Maintain a roster of the names, addresses, phone numbers, and email addresses of all members
 4. Call a meeting to order in the absence of the President and Vice President and preside until the election of a chairman pro tem is accomplished immediately
 5. Cosign all checks for the Treasurer when needed
- D. TREASURER: The Treasurer shall:
1. Be the custodian of all the organization's funds

2. Pay and disburse, upon proper authority, all approved bills. (Bills generated by gallery members, above and beyond standard gallery supplies, must be submitted to and approved by the Executive Board prior to purchase.)
 3. Make monthly financial statements with copies to the President, Recording Secretary, and have one available to all members in the gallery filing cabinet.
- E. MEMBER AT LARGE: The Member at Large shall:
1. Attend all Board meetings
 2. Vote in all Board meetings
- F. EXECUTIVE BOARD: As members of the governing body of the organization, the Board members shall:
1. Attend board and general meetings or find an alternate to attend for them
 2. Attend to all the business needs and activities of the organization in accordance with the gallery's policies, plans, and procedures
 3. Be the representatives of the organization and shall be vested with managing the affairs of the nonprofit corporation in compliance with RCW 24.03 Washington State Law regarding nonprofit corporations
 4. Suggest and initiate clear directives to enhance and/or improve the operation procedures of the gallery, and to correct any activities that could impair the same
 5. Vote in the best interest of the entire membership
- G. REVOCATION: An Executive Board member may be revoked by a majority vote at any board meeting in the event the Executive Board member should:
1. Fail to carry out his/her duties
 2. Fail to attend meetings more than two months in succession without an excused absence
 3. Exhibit conduct involving the gallery, which in the judgment of the Board, reflects discredit on the gallery.

ARTICLE SIX Committees

- A. STANDING COMMITTEES: The standing committees are named under the standing rules.
- B. AD HOC COMMITTEES: The President may appoint other committees as needed.

ARTICLE SEVEN

QORUM: A quorum shall be the number of qualified voting members whose presence validates a meeting as follows:

- A. EXECUTIVE BOARD: A majority of the elected and appointed members
- B. GENERAL MEETING: A simple majority of the gallery members

ARTICLE EIGHT
Elections

- A. NOMINATING COMMITTEE: This committee shall consist of 3 members selected by the President prior to the September meeting.
- B. PRESENTATION OF NOMINEES: The nominating committee shall present a slate of nominees for the Executive Board offices at the October meeting. Nominations from the floor may be received at that time.
- C. ELECTION DATE: The general election shall be held in November.
- D. INSTALLATION: The installation of the new Executive Board shall be held in December
- E. TERM OF OFFICE: The term of office for members of the Executive Board shall be one year from January 1st to December 31st.

ARTICLE NINE

AMENDMENTS: The bylaws may be amended at any regular general meeting by the affirmative vote of 2/3s of those present, provided prior notice of the proposed changes have been sent to each member at least 30 days before the scheduled meeting date.