



By-Laws of Bartlett Art Association

Update voted in at August 5, 2018 BBA Meeting

Article I

The name of this organization shall be Bartlett Art Association (BAA)

Article II Objective

This organization shall encourage and promote the work of artisans in the visual arts in and around the Bartlett area through:

1. Educational events such as workshops, classes, and demonstrations.
2. Sponsorship and management of exhibits.
3. Providing social amenities that enhance Association activities.

Article III Membership

Section 1 Applications

Applications shall be filled out and returned to the Treasure along with the annual fee of \$30 for anyone joining June to May. Dues for those joining December to May will be \$15.00. Fiscal year is from July 1 to June 30 of the following year.

Section 2 Age

A person must be 18 years of age or older to be a member.

Section 3 Good Standing

To be a member in good standing and able to exhibit in all venues, including judged shows, one must:

1. Be current on dues AND attend 5 meetings in a 12-month period and be active on a committee.

2. New members must attend 2 meetings prior to exhibiting.

Section 4 Non-Discrimination Clause

The BAA provides an environment that is free from discrimination based on race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation or age.

Article IV Officers

Section 1

Officers of the BAA shall be President, Vice President, Secretary and Treasurer. These Officers shall be known as the Board of Directors.

Section 2 President

The duties of the President shall be:

1. Preside over Association meetings and Board meetings.
2. Plan, coordinate and supervise all activities of the BAA.

Section 3 Vice President

1. Assist the President as requested.
2. Assume the duties of the President when he/she is absent or unable to assume their duties.
3. Train for the assumption of the Presidency if desired.
4. Assist Committee chairpersons with activities.

Section 4 Secretary

1. Maintain official minutes and records of the BAA
2. Conduct the correspondence of the BAA by sending out notices, dues notices and other correspondence as deemed necessary.
3. Will keep a copy and/or record of all correspondence for the membership.
4. Assist the President and Vice President in planning and conducting the meetings.

Section 5 Treasurer

1. Shall conduct the financial affairs of the BAA.
2. Prepare a report of the financial standing of the BAA for each meeting.
3. Receive the annual dues and maintain a record of active membership. Will start collecting dues at the May meeting for the following fiscal year.
4. Work with the Secretary in notifying members who have not paid their dues by August 1 of each year.
5. Disburse funds and maintain records in order to permit a yearly audit and supply resource information for grant requests.
6. Forms to be dealt with include:
 - a. 990 Form which is turned into the IRS every calendar year before April 15th.
 - b. State of Tennessee Form due by January 1, every calendar year.
 - c. Form 5013C is kept up-to-date every year.
7. Will maintain five (5) years of financial data before it is destroyed, by means of shredding, erasing or otherwise modifying personal information in records to make the personal information unreadable or undecipherable through any reasonable means.

Article V Election of Officers

Section 1 Election Process

1. In April, a Nominating Committee of three (3) members in good standing shall be appointed by the President. The Nominating Committee will accept nominations and establish eligibility of those nominees.
2. In May, the Nominating Committee will present a slate of at least one (1) candidate each for the positions of President, Vice President, Secretary and Treasurer. Nominations may be made from the floor, followed by a vote.
3. The members in good standing will vote on the candidates nominated for office. A simple majority of members present will be sufficient for election.
4. If an office becomes vacant the President shall appoint a member in good standing to fill the vacancy.
5. The period of service of the Officers of the BAA is from July 1 of the year to June 30 of the next year.

Section 2 Conflict of Interest

1. Any member of the Board who has a financial, personal or official interest in or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate their seat and refrain from discussion and voting on said item.
2. No Officers and/or Committee member is paid to hold these positions.

Article VI Meetings

The regular meetings of the BAA shall be every month, June, August, September, October, November, February, March, April, May.

Article VII Board of Directors Duties

1. The Board of Directors consists of seven (7) members; President, Vice President, Secretary, Treasurer, and at least three (3) members in good standing as chosen by the president.
2. The President is the Chairperson of the Board of Directors. The Vice President may act as Chairperson if the President is unable to be present.
3. Board meetings shall convene at the President's discretion or at request of three (3) members of the Board to conduct business for the BAA.
4. Four (4) Board members shall constitute a quorum.
5. If the President is not present, any action or business shall be presented to the President promptly.

Article IIX Dissolved Bartlett Art Association

If the BAA ever dissolves as the Bartlett Art Association, all monies and assets will be given to the Bartlett Arts Council to disburse among the groups they represent.

Article IX

The Roberts Rules of Order shall govern the Association in all cases to which they are applicable, are not inconsistent with the By-Laws or special rules adopted by this Association.

Article X

These By-Laws may be amended at any regular meeting of the BAA by majority of the attending membership.