

# TRILOGY AT VISTANCIA ARTS AND CRAFTS LEAGUE

## BYLAWS (Rev Nov 2020)

### ARTICLE I – Name and Objectives

**Section A—Name:** The name of this organization shall be the Trilogy Arts and Crafts League

**Section B—Objectives:**

1. To promote the development of original art forms among the membership.
2. To encourage and support artistic expression.
3. To promote ethical principles and practices pertaining to the production of art.
4. To provide art exhibits by the members, open to the public.
5. To promote art educational programs in Trilogy at Vistancia.
6. To provide a studio to members on a routine basis.
7. Support and promote inclusion for the beginner or novice artist, or artists who have started over again.

### ARTICLE II—Meetings

**Section A—General Meetings:** General membership meetings will be held quarterly. Minutes will be available on the website <http://www.trilogyartleague.weebly.com>.

**Section B—Board of Directors Meetings:** The Board will hold quarterly meetings, prior to each General Membership Meeting. Board meeting minutes will be made available on the website. Special meetings may be called by the President or other Board member. A quorum must be present to conduct business. A quorum shall consist of a majority of Board members.

### ARTICLE III—Membership

**Section A—Eligibility:** Membership is open to all Trilogy at Vistancia residents in good standing with the Trilogy at Vistancia Home Owners Association, without discrimination as to race, religion, color, ethnic culture, sexual orientation, gender expression, age, disability, marital status, national heritage or any other protected class.

**Section B—Bylaws:** Bylaws are available on our website and available publicly.

**Section C—Club Year:** Membership year runs from September through August.

**Section D—Guest Privileges:** A guest is defined as a person who attends a club meeting or other function but is not a club member. Attendance is open to all residents of Trilogy at Vistancia. Anyone taking a class or workshop with the Trilogy Art League is automatically a member of the Trilogy Art League.

**Section E—Dues:**

- 1.) The Board may set dues subject to approval by a majority vote of members. The dues may not be changed without written notice at least ten days prior to the date the vote will be conducted.
- 2.) Accounting guidelines shall be documented and communicated to the membership.
- 3.) Fees for individual shows, classes, workshops, and other events shall be set and announced prior to the event. Payment terms will be set forth at that time.

**ARTICLE IV—BOARD AND COMMITTEES**

**Section A—Board of Directors**

The Board of Directors shall be comprised of the Officers and Committee Chairs

**Section B—Officers** - The League shall have five elected officers and the Past President:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Webmaster

**Section C—Duties**

1. The President shall:
  - a. Preside at all Board and General Membership meetings.
  - b. Assist in appointing all Committee Chairpersons
  - c. Act as Executive Officer of the Trilogy Art and Crafts League.
  - d. Assist the Exhibitions Committee in setting up at least two exhibitions, known as Arts & Crafts Shows.
  - e. Assist the Programming Committee in arranging and scheduling programming.
2. The Vice President shall:
  - a. Perform the duties of the President in his/her absence.
  - b. Assist the Exhibitions Committee in setting up at least two exhibitions, known as Arts & Crafts Shows.
  - c. Assist the Programming Committee in arranging and scheduling programming.

- d. Follow into the Presidency after two-year terms.
3. The Secretary shall:
    - a. Record the minutes of all general and board meetings.
    - b. Handle correspondence for the organization, along with the President and Vice President.
    - c. Send minutes to the webmaster for posting on our website.
  4. The Treasurer shall:
    - a. Be responsible for deposit and disbursement of the League's funds and provide financial reports for Board and General Membership meetings. (This excludes payments made by residents attending classes, a mechanism for which will be handled by our webmaster on our website.)
    - b. Assist with the planning and execution of all shows or exhibits.
  5. The Webmaster shall be responsible for maintaining the League's website in a timely and accurate manner.
  6. The Exhibitions Committee Chair(s) shall organize and implement the Spring and Winter Arts & Crafts Exhibitions, with the assistance and guidance of the Board and member volunteers.
  7. The Programming Committee Chair(s) shall procure and schedule all workshops and classes given by outside art instructors, with the assistance and guidance of the Board.

#### **Section D—Elections**

1. In February, the President shall announce the appointment of a nomination committee consisting of three active members.
2. In March, the nominations committee shall submit to the membership a slate of officers. At the Spring membership meeting, members will be invited to make further nominations. Any member in good standing may nominate another member for an officer position or may offer to have his/her name placed in nomination for any office.
3. Elections will be held electronically annually after the Spring Arts and Crafts Show.
4. Elections will be staggered, so that the board will consist of new and existing Board members. In even years, President and Vice President will be elected. In odd years, Secretary and Treasurer will be elected.
5. In May, officers will be installed. The term shall be 2 years, from September to August.

#### **Section E—Committees**

The Board of Directors may create additional standing or ad hoc committees.

### **Section F—Vacancies**

In the event any officer or committee chair is unable to serve a full term, a replacement will be appointed by the Board of Directors.

### **Section G— Responsibilities**

The Board shall direct and supervise the administration and management of the League. Board members are expected to attend all Board, General Meetings, and any special meetings.

### **Section H— Authority**

The Board of Directors shall have the authority to create standing rules and procedures not in conflict with the Trilogy Homeowners Association Rules or these Bylaws. The Board shall have the authority to make decisions regarding all club activities that operate within the standing rules and procedures of the club and do not conflict with the Trilogy Homeowners Association rules or bylaws.

### **Section H—Decisions of the Board**

All decisions requiring a vote of the are made simply my majority. In the event of a tie, the President shall have the tie breaking vote.

## **ARTICLE V: Bylaw Governance, Approval and Amendment**

**Section A—Governance:** These bylaws shall serve as the governing rules for the Trilogy Arts and Crafts League.

**Section B—Compliance:** These bylaws intend to willfully comply with all federal and state laws and the Trilogy at Vistancia Homeowner’s Association governing documents. In the event of a conflict between these bylaws and the HOA’s documents or rules, the latter shall prevail.

**Section C—Approval:** The Bylaws shall be approved by a majority vote of the membership of the Trilogy Arts and Crafts League electronically, as certified by the Secretary.

**Section D—Amendments:** Amendments to these Bylaws shall be submitted to the members electronically. A two-week period will be allowed for review after which a vote will be taken electronically. Approval requires a simple majority of all votes received.