

INDIANA ART ASSOCIATION
BY LAWS

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I. NAME

The name of the organization is the “Indiana Art Association” (IAA)

II. PURPOSE

The purpose of the organization is to promote interest, appreciation and participation in the arts. We aim to stimulate the artistic growth and development of our members as individual artists through encouragement, education, exhibition of work, and exchange of ideas. It is our desire to motivate public interest in the arts and function as aesthetically wise consumers and citizens ourselves.

The organization may do all things necessary to carry out these purposes, including, but not limited to, the right to acquire by purchase, gift, devise or otherwise, real and personal property, and to own, use, lease and sell the same for the purposes aforesaid.

III. ACTIVITIES

There shall be at least one annual exhibition, plus other group, small-group and solo exhibits as interests dictate.

There will be a minimum of four membership meetings per year, falling on the first Tuesday of the month whenever possible, and taking place between September and June. The nature and number of meetings, programs, and classes shall be planned by the Board of Directors and coordinated by the President, primarily informed by the interests, needs, and concerns of the membership.

IV. MEMBERSHIP AND DUES

Anyone interested in art is eligible for membership, whether he/she is a practicing artist or not. Membership is open to all, regardless of gender, age, race, ethnicity or religious affiliation, simply by making application with the Membership Chair or Treasurer and paying the current dues rate. Members whose dues are not current will no longer receive the benefits of membership.

Dues are paid annually for the period beginning June 1 through May 31, regardless of the time of year a member joins. Membership is by individual or family. The annual dues amount for membership is set by the Board and voted on by the membership for the next fiscal year if changes are made.

**Benefits of Membership:

1. Members whose dues are current are eligible to vote at the annual meeting and other member meetings.
2. Members are considered active and as such receive newsletters announcing meetings, classes and workshops, exhibit opportunities and rules of shows sponsored by the Association. Members who provide their email will be subscribed to receive the IAA newsletter and updates electronically. On request, members may receive the newsletter by mail.
3. Members enjoy discounted fees for classes and workshops.
4. Member dues must be current to exhibit in the organizations' annual exhibition or IAA-sponsored group, small-group or solo shows.

**Members are:

1. Furnished with the current Bylaws so they may be aware of the rules and responsibilities of membership;
2. Expected to support or take an active part in the Association, including serving on committees, attending meetings, and exhibiting artwork;
3. Encouraged to actively promote new memberships.
- 4.

The well-being of any organization depends upon the personnel of the officers and board, and they in turn deserve the loyalty and cooperation of the membership. Members should realize that they have a responsibility to take their turns serving as officers and board members.

V. GOVERNMENT

The governing body shall be the Board of Directors, which shall include the four Officers as listed in OFFICER DUTIES below, plus at least 5 additional Board members. A minimum of 9 and a maximum of 13 members of the Association make up the Board. The balance of Board members are chairs of Standing Committees or Members-at-large as defined within these bylaws.

The IAA fiscal year begins on June 1st.

The slate of Officers shall be announced to the membership at least two weeks prior to the final meeting in the spring of the year. This slate will be drawn up by a Nominating Committee of Board Members as appointed by the President. It is recommended that Officers be replaced when their term ends rather than continuing for another term in the same position. Any member may request an opportunity to be added to the slate.

All members whose dues are current may vote in person at member meetings. Members may vote in person or by ballot at the Annual meeting or at other member meetings where issues merit a ballot vote. Ballots will be distributed prior to the meeting by newsletter or other mailing/emailing. Ballots must be received by the IAA Secretary by the date and time specified on them. The vote will be decided by a simple majority of those present plus ballots properly submitted.

In order to conduct business, a quorum must be present at Board meetings. A quorum is defined as a two-thirds majority of the current full Board, including the President. Therefore, depending on the total number of Board members, the quorum will range from a minimum of six to a maximum of nine.

The Board shall handle all details and business for the Association, keeping the general membership informed of their actions and taking major decisions to a general meeting for final approval.

The Board will hold a restructuring meeting within one month of the beginning of the fiscal year to begin planning the years' activities. A projected budget will be drafted during this initial planning meeting. A budget exception amount for use by the President and Treasurer during the fiscal year will be approved.

Officers and other Board members are expected to attend Board meetings unless excused by the President. A minimum of four Board meetings shall be held per year.

The Board of Directors will fill vacancies in the Board or appoint acting Board members as needed until the next annual meeting.

VI. OFFICER TERMS AND DUTIES

The following four Officers may take on additional duties as needed, desired and agreed upon by the Board for the better functioning of the organization in fulfilling its purpose.

**PRESIDENT—2 YEARS

1. Calls and presides at all Board and member meetings, or appoints the Vice President to substitute if necessary.
2. Calls special meetings if needed.
3. Familiarizes Board members with responsibilities and guidelines.
4. Serves as a member ex-officio on all committees.
5. Communicates with members through newsletters and updates.
6. Along with the Treasurer, approves minor exceptions to the budget within the exception limit approved by the Board.
7. Along with the Treasurer, brings major budget changes to Board for approval.
8. Appoints two Association members to conduct an audit every spring.

**VICE PRESIDENT—2 YEARS

1. Performs the duties of the President in the absence of the President.
2. Is expected to succeed to the President position.
3. Guides and assists with any committees as needed.
4. Serves as Chair of the Exhibits Committee (see Standing Committees-Exhibits) or appoints another member to do so.

**SECRETARY—2 YEARS

1. Takes minutes of Board and member meetings.
2. Distributes copies of Board meeting minutes to appropriate members in a timely manner.
3. Is responsible for storing such records with care and passing them on to their successor and to the Historian.
4. Acts as Corresponding Secretary when needed.

****TREASURER—2 YEARS**

1. Keeps the financial records of the Association in good order.
2. Prepares financial statements for presentation at Board meetings and prepares a yearly financial statement for presentation to the general membership at the Annual meeting.
3. Manages the budget: compiles information, discusses with the Board, and communicates with Committee Chairs as needed.
4. Along with the President, brings major budget changes to the Board for approval.
5. Files or oversees the filing of appropriate tax returns either internally or through a CPA firm.
6. Promptly notifies Membership Chair of dues payments received to update membership records.
7. Maintains receipts and records for all expenses by board or members.
8. When artwork is sold through IAA-sponsored exhibitions, the Treasurer collects the artwork sale price plus sales tax, payable to Indiana Art Association; pays the sales tax, retains a 15% commission for the Association's scholarship account; pays a co-sponsoring organization if necessary; pays the balance to the artist and provides an IAA Statement of Artwork Sale for their records.

****ADDITIONAL MEMBERS OF THE BOARD**

1. Standing Committee Chairs—1 year term (may succeed themselves in these positions)
2. Immediate past President for a 2 year term
3. Immediate past Treasurer for a 2 year term
4. Immediate past Secretary for a 1 year term
5. Members-at-large—these Board members offer valuable wisdom and skills after holding a titled position on the Board

VII. STANDING COMMITTEES

Standing Committee Chairs are recommended by the Officers of the Board and other interested members, and appointed by the President. Standing committees are generally chaired by non-officer Board members, but may be chaired by Officers or by non-board members as indicated below. An individual Board member may chair or serve on multiple committees. All Board members are required to serve on at least one committee.

**Publicity

1. Informs the public of the organizations' exhibitions, meetings, classes, and membership procedures
2. Saves clippings and programs for the Historian to include in the archives, or appoints someone to do so

**Programs and Classes

1. Assists the President in planning classes, workshops, and membership meeting activities (programs)
2. Contacts instructors; schedules programs and classes; determines class fees; gathers and provides program and class information for Newsletter and Publicity chair

**Scholarship

1. Revises scholarship criteria; works with Publicity chair to promote scholarship so as to be a motivational force in the area
2. Notifies schools in January/February of scholarship requirements; coordinates judging of entries; notifies winner, winners school, and other applicants; recognizes scholarship winner at annual exhibition reception; notifies Treasurer to issue scholarship check to the students college Financial Services office on students behalf

**History

1. A non-board member may be asked to act as Historian, collecting clippings, minutes, exhibition programs, etc., and periodically submitting them to the archives

**Newsletter

1. Compiles information for distribution to members, including IAA exhibition opportunities
2. Coordinates design, distribution, copying and mailing of newsletter and updates

**Website and Social Networking

1. A non-board member may keep IAA website and social networking pages current with Association activities and information

**Membership

1. Maintains the membership list and directories of current and past due members
2. Maintains the interests and volunteer lists as completed by members on their application form
3. Prints mailing labels for paper newsletter subscribers
4. Notifies members of dues in arrears. Drops 6-month past-due members from the membership roster

**Exhibits

1. Chaired by the Vice President or appointee
2. Responsible for all exhibition arrangements including: schedule; location; call for entries; obtaining a judge; informing Newsletter and Publicity chairs; receiving art; hanging; awards; tags; program; reception; pick-up
3. Publishes and enforces standing rules and additional criteria for entry and competition categories as the committee sees fit to set up
4. Along with Exhibits Committee, has the authority to reject any artwork that does not comply with the published rules

**Youth and Education

1. Organizes youth classes, workshops, and activities as needed
2. Contacts instructors; schedules programs and classes; determines class fees; compiles and provides information for Newsletter and Publicity chairs

**Nominating Committee

1. Comprised of a Chair and two additional members selected by the President by November of 'even' years
2. Presents a slate of Officers for Board approval by early April of 'odd' years
3. Ensures that the full membership is notified of the slate at least two weeks prior to the final membership meeting in the spring of the year

**Finance Committee

1. Chaired by the Treasurer
2. Other committee members include the President, the immediate past Treasurer and at least one other Board member
3. Prepares a draft of the budget for review by the Board at the first planning meeting of the fiscal year
4. Annually recommends, for Board approval, an accountant to assist with tax filings and other accounting services

VIII. STANDING EXHIBITION RULES

The Exhibits Chair and Committee will notify members by mail or newsletter of exhibition dates, times, place, and entry information at least one month ahead of the entry deadline. Categories of competition should accommodate members' varied interests and mediums. The Standing Rules below will be listed as well as any additional rules the Exhibits Committee sees fit to set for a particular show.

The Exhibits Committee will furnish entry information and rules to each walk-in entrant. Members are responsible for knowing and following the rules. The Committee shall answer any questions at entry time. The Exhibits Committee may reject any artwork that does not comply with the published rules.

1. The Annual Exhibition (typically spring show) will be divided into Professional and Non-professional categories. If possible, the Professional and non-professional categories will be hung in two separate areas, or viewers will be made aware of the category to which each entry belongs. The entrant will select the category in which he/she wishes to participate. In order to assist the entrant in selecting the proper category, the committee recommends the following criteria as guidelines.
 - a. Professional—more than one or two of the following apply; sells art on a regular basis; has formal training (such as college art study); attends professional art workshops; teaches any form of art class or works in the art field; wins awards regularly; maintains membership in other professional art organizations
 - b. Non-professional—all other entrants
2. No entry may have been shown in a previous Indiana Art Association-sponsored prize-awarding show.
3. Entries must have been produced within the past 5 years (to encourage continued artistic production).

4. All work must be original, created entirely by the person who signs it (no copies or paintings based on others photographs, no kits or molds). Since verbal criticism is one of the best ways to learn and improve, artwork done during classes will be accepted as long as the student alone did all the actual work.
5. The Exhibits Committee, along with representatives of the hosting venue, may reject artwork that they reasonably believe is inappropriate for public viewing.
6. All work must be equipped with proper frames, wires (no sawtooth hangers), and hanging devices.
7. No artist may win more than one IAA-sponsored award in the same medium or category. An artist may win both an IAA award and an externally-sponsored and externally-judged award for the same piece.
8. The Indiana Art Association retains a 15% commission on the price of any artwork sold from an exhibition that is IAA-sponsored. This includes group, small-group, and solo exhibitions sponsored by IAA. Proceeds from artwork sales are used to fund the scholarship account. An additional commission may be retained on behalf of a co-sponsoring organization.

IX AMENDMENTS

These bylaws may be amended for the benefit of the organization. When changes are needed, a review committee appointed by the President will submit recommended changes to the Board for approval. Board-approved changes must be sent to all members a minimum of two weeks prior to a business meeting where Bylaw changes will be discussed. Such changes shall become effective by approval of a simple majority of members present at the meeting plus ballots submitted. Only dues-paying members in good standing are counted in the vote.

