

Northern Indiana Artists, Inc.
Constitution and By-Laws

CONSTITUTION

ARTICLE I. NAME:

This organization shall be known and designated as the NORTHERN INDIANA ARTISTS, INC.

ARTICLE II. PURPOSES:

The purposes of this organization are: to promote creative art; to raise the quality of work produced and the standards of our community; to promote the arts through art education and scholarships; to sponsor exhibits of members' work; and to hold meetings of members for the mutual benefit gained through discussion, lectures, workshops, inspirational seminars and social contacts.

ARTICLE III. MEMBERSHIP:

Membership in this organization shall be open to any artist who shall meet the requirements as outlined in the BY-LAWS, ARTICLE III.

ARTICLE IV. OFFICERS:

The officers of this organization shall consist of a President, Vice President/Program, Secretary, Treasurer, Membership Chair, Exhibit Chair, Publicity Chair, Historian, Hospitality Chair, Publications Chair, Scholarship Chair, and Representative member to the South Bend Museum of Art (SBMA). These officers together with the immediate past president (Past President) shall constitute the Board of Directors.

ARTICLE V. MEETINGS, QUORUM AND DISSOLUTION:

Section 1. The fiscal year shall extend from March 1st to February 28th.

Section 2. A general membership meeting shall be held at least four times a year and shall be planned and developed by the Vice President.

Section 3. Special meetings may be called by the President at the President's discretion; by the President at the request of five members in good standing; by the Vice President in the event that the President does not call two successive meetings.

Section 4. Regular meetings of the Board of Directors shall be held prior to each of the regular membership meetings and at such times other than this as the President shall deem necessary.

Section 5. Twelve members in good standing shall constitute a quorum for transaction of business at any general or special meeting.

Section 6. This organization may not be dissolved as long as there are twelve interested members.

ARTICLE VI AMENDMENTS:

Any proposed amendments to the constitution shall be presented to the general membership at least a week prior to the general membership meeting and voted on by a hand vote. If it is approved by a two-thirds vote of those present, at least 12 persons, it shall become a part of this constitution.

BY-LAWS

ARTICLE I. DUTIES OF OFFICERS AND BOARD

Section 1. President. The President shall preside at all meetings and perform all duties usually pertaining to the office. The President shall appoint all committees, subject to the approval of the Board of Directors, and shall be a member of all committees. It shall be the responsibility of the President, together with the Treasurer, to prepare and mail all yearly forms and costs to the Indiana Secretary of State, the Indiana Revenue Department and the Internal Revenue Service. Specific duties shall be as follows:

- A. Notify board members of board meetings
- B. Notify officers of elections
- C. Deliver to the Historian all records and material to be preserved
- D. Disseminate information in monthly letters to the general membership

Section 2. Vice President/Program. The Vice President shall perform all duties usually pertaining to the office. In the absence of the President, the Vice President shall act for the President. The Vice President shall be in charge of planning and presenting all programs for general membership meetings.

Section 3. Secretary. The Secretary shall perform all duties usually pertaining to the office of a Secretary and shall serve as an active member of the Board of Directors. Specific duties shall be as follows:

- A. Record, keep and report the minutes of all board meetings and general meetings.
- B. Furnish a copy of all minutes to the President after each recording.

Section 4. Treasurer. The Treasurer shall perform all duties usually pertaining to the office of Treasurer and shall serve as an active member of the Board of Directors. The Treasurer's specific duties are as follows.

- A. Receive and safely keep all funds or money of the corporation and pay out the same only upon order or approval of the Board of Directors. All checks shall be signed by the Treasurer.
- B. The Treasurer shall present to the President, not later than the end of the fiscal year, an annual report of receipts and disbursements and money on hand as of the end of the previous fiscal year. The Treasurer shall on the request of any officer give a report to the Board of Directors of receipts and disbursements as of date of such request. The annual report shall be audited by the Audit and Budget Committee of three members of good standing or by a licensed public accountant.
- C. The Treasurer shall send each paying member a current membership card.
- D. It shall be the responsibility of the Treasurer, together with the President, to prepare and mail all yearly forms and costs to the Indiana Secretary of State, the Indiana Revenue Department, and the Internal Revenue Service. The Treasurer shall present all forms and costs paid to these agencies at the General Meeting each March.
- E. The President, Vice President, and Treasurer signatures shall appear jointly, on all bank accounts and all investments held by the organization.

Section 5. Board of Directors. This board shall consist of all the elected officers and standing committee Chairs, namely President, Vice President, Secretary, Treasurer, Membership Chair, Exhibit Chair, Publicity Chair, Historian, Hospitality Chair, Publications Chair, Scholarship Chair, Representative member to the SBMA and Past President. The officers and other members shall be elected as provided in Article II, Section 2 of these BY-LAWS. It shall approve all bills in excess of \$250 before they are paid by the Treasurer. All officers shall be responsible for the strict adherence to the Constitution and By-Laws unless otherwise approved by the Board of Directors and the general membership.

ARTICLE II. ELECTION OF OFFICERS AND BOARD

Section 1. The President shall appoint a nomination committee in January of each year composed of three members in good standing who shall report a list of candidates at the March meeting of each year. Nominations from the floor will be accepted. At that time, voting for these candidates shall take place and installation of the new officers shall take place.

Section 2. On each odd year a President, Vice President, Membership Chair, Exhibit Chair, Publicity Chair, and Publications Chair shall be elected to serve for a two year term. On each even year a Secretary, Treasurer, Historian, Hospitality Chair, Scholarship Chair, and Representative to the SBMA will be elected to serve a two year term. Thus the twelve above mentioned officers and the immediate Past President will constitute the Board of Directors.

A. No member shall serve in the same official capacity for more than two consecutive terms (without the unanimous approval of the board).

B. No member shall be eligible for office who has not been an Active Member in good standing for at least six months.

C. An Active Member shall be considered in good standing if dues are paid for the current year (before April 1).

Section 3. Failure on the part of any officer to attend to the duties of that office for two meetings without a valid excuse shall be considered equivalent to a resignation and the office shall be declared vacant by the board. A special election shall be held at the next general meeting to fill the vacancy.

Section 4. All matters not covered by the above shall be decided by the board.

ARTICLE III. MEMBERSHIP

Section 1. The Northern Indiana Artists, Inc. may have Active, Associate, Patron, Honorary, and Life Members.

Section 2. Jury. At least one, not more than three, members of the Jury of Admissions shall be appointed from outstanding professional individuals/artists outside the NIA.

Section 3. Any artist may apply for active membership by submitting his application together with the payment of \$10.00 for evaluation by the Chair of the Membership Committee and shall submit at least three original works in any media. Works may be submitted to the Jury electronically or in person. This Jury shall advise the Chair of the Membership Committee as to the acceptance or rejection of said artist's application and work. The Jury's decision shall be final. If accepted in the first half of the year the applicant will be

asked to pay the current membership dues. If accepted in the latter half of the year the applicant will be asked to pay half the current dues for that year.

Section 4. Members who place a work in a non-juried NIA exhibition, may again enter that same work in a juried NIA show in order to compete for awards. A work that has been shown in an NIA juried competition may not be submitted a 2nd time for a juried competition, but may be shown once more in a nonjuried exhibition.

Section 5. Honorary Membership and Patron Members shall be by invitation only. Honorary and Patron Members may not vote or hold office.

Section 6. An Associate Member shall be an artist or student of art whose present competency in art work does not warrant election to Active membership. An Associate Member shall not participate in member exhibits nor shall the Associate Member vote or hold office.

Section 7. A life Membership shall be attained after 25 years of consecutive active dues paying membership. Life Members are exempt from paying dues and are entitled to participate in all exhibits.

Section 8. Reactivation of membership:

Previous members whose membership has become inactive for nonpayment of dues, pursuant to Article 4, Section 6, must apply to the board for reinstatement.

Section 9. Jury of Admissions. This as set up in the BY-LAWS, ARTICLE III. Section 2 and 3, shall have at least one, not more than three, members; these to be professional individuals/artists from outside the NIA membership. It shall set its own standards for judging the work submitted, and it shall notify the Membership Chair who will inform by letter those not accepted, giving the basis or reasons for not accepting the work. Copies of such letters will be kept by the Chair of the Membership Committee for his information and files. It shall also notify the Chair of the Membership Committee of names of those applicants whose work have been accepted and the Membership Chair is to inform that they are to be accepted to Active Membership at the next general meeting in accordance with Section 3 of ARTICLE III. of these BY-LAWS.

ARTICLE IV. DUES

Section 1. The fiscal year shall be from March 1st through February 28th. All dues are due and payable March 1st and are delinquent after March 31st, at which time a late fee of \$5.00 will be added.

Section 2. Dues for new Active, Patron, and Associate Members shall be paid in advance.

Section 3. The amounts to be charged for any and all dues may be changed at the March meeting of any year, by a majority vote, providing all members have been notified by letter from the President, at the board's request, at least 30 days before the March meeting and provided it has been discussed at the January meeting.

Section 4. Honorary and Life Members shall pay no dues.

Section 5. Active Members whose dues are delinquent may not exhibit in any all-member exhibits and their names will be dropped from the membership roster.

Section 6. Members whose dues are delinquent for one year shall be dropped from membership.

ARTICLE V. COMMITTEES AND SPECIAL OFFICES

Section 1. Membership. This committee, whose chair is an elected member of the board, shall be in charge of arrangements for new memberships; its purpose shall be to secure excellent talent for NIA, Inc. It shall be the duty of the chair of this committee to contact all applicants for Active Membership who have been rejected by the Jury of Admissions and to notify them as diplomatically as possible concerning Associate Membership. It is the responsibility of the chair to keep an accurate roster of all memberships and to periodically notify the President, Secretary, and Treasurer of new members so that their rolls can be kept current.

Section 2. Hospitality. This committee whose chair is an elected member of the board shall be in charge of the hospitality at our general meetings. It shall see that all members are welcomed, and shall have the responsibility of working with the President to make arrangements for the annual banquet and for refreshments at openings of exhibits.

Section 3. Program. The Vice President shall plan a program for all general and outing meetings during the year.

Section 4. Publicity. This committee whose chair is an elected member of the board shall have charge of any advertising. This committee will also have charge of preparing and placing it. The committee will consist of the chair and two members appointed by the chair. The usual duties of a publicity committee will be performed; notices and write-ups about meetings and special events will be prepared and submitted to the various news media in the area such as newspapers, radio stations, TV stations, etc. Plans for various promotional and publicity campaigns will be submitted to the Board and when approved will be prepared and executed.

Section 5. Exhibit Committee. This committee whose chair is an elected member of the board shall be responsible for the arrangements, hanging, and organization of the all-member annual exhibit and such other exhibits throughout the year as may seem valuable for the membership. The latter exhibits shall have the approval of the Board of Directors. The Board of Directors shall have final approval of judges for all exhibits. Notification of extra exhibit possibilities shall be the responsibility of the President, but the Exhibit Committee chair will be responsible for entries and liaison with the exhibit.

Section 6. Publications Committee. This committee whose chair shall be an elected member of the board shall include the Treasurer, Membership Chair, and the Vice President. It shall be responsible for gathering data, compiling the information and publishing the annual year book so that it will be ready for distribution after the receipt of dues. This committee is also responsible for the newsletter, website, and any print or electronic communications.

Section 7. Historian. This elected officer shall keep a book, provided by the NIA Inc., containing all club activities and press notices. The Historian shall keep all records and papers that are deemed of value for reference or to enrich the history and add to the prestige of the NIA, after said papers are not of active value.

Section 8. Representative Member of the SBMA. This elected officer shall act as liaison between the NIA, Inc. and the SBMA. This officer shall be a member of the Board of Directors of the SBMA.

Section 9. Audit and Budget. This committee, consisting of three members appointed by the President, shall audit the books and reports of the Treasurer and prepare an estimated yearly budget. The results of the Treasurer's books and reports plus the estimated budget will be presented at the March meeting for approval by the membership.

Section 10. Scholarship Chair. The Scholarship Chair shall submit to the Board applicants of deserving and emerging artists (ages 5 through 18). In accordance with the Articles of Amendment, Article of Incorporation, Schedule H, no applicant shall be related to an NIA member and all scholarships shall be given through the class selections at the South Bend Museum of Art or other centers of art instruction approved by the board. Scholarships shall be funded from the designated NIA bequests. The Chair shall record all awarded scholarship recipients and submit those records to the Historian.

Section 11. Past President. The Past President shall serve as an active member on the Board of Directors in an advisory capacity.

ARTICLE VI. AMENDMENTS

A proposed amendment of the BY-LAWS shall be presented by the Board of Directors to the membership at least one week by mail before the general meeting. It shall then be considered at the general meeting and voted on at that time. If approved by two-thirds vote, at least 12 persons which represent a quorum being present, it shall be declared a part of the By-Laws.

ARTICLE VII. PARLIAMENTARY AUTHORITY

On matters not covered by the By-Laws, Roberts Rules of Order shall be considered the official standard.

ARTICLE VIII. SUSPENSION OF BY-LAWS

These By-Laws may be suspended in the case of emergency by unanimous consent, if a quorum, at least 12 persons, is present at any general meeting.

ARTICLE IX. ORDER OF BUSINESS

1. Call to order
2. Attendance
3. Reading of the minutes of the last general meeting
4. Report of the treasurer
5. Committee reports
6. Unfinished business
7. New business
8. Announcements
9. Adjournment