

**PALO VERDE ARTISTS**  
**RULES AND REGULATIONS (2022)**

**Article 1. Name**

The name of the club shall be Palo Verde Artists.

**Article 2. Purpose**

The purpose of the Club shall be to provide a facility for bringing together persons with a wide range of art experience, talent, and desire who wish to develop and enjoy art through fellowship and participation.

The club shall be operated as a nonprofit organization under our parent organization, Recreation Centers of Sun City, a 501 (c) (4) Corporation. The affairs of the Club shall be conducted in compliance with the articles of Incorporation, the By-Laws, the Club Rules and Regulations, and the rules and regulations of the Recreation Centers of Sun City, Inc.

**Article 3. Membership Requirements**

Membership shall be open to all persons in good standing who hold a current recreation card issued by the Recreation Centers of Sun City. Club Membership Cards must include the member's RCSC Identification Number.

**DUES:** Each member shall pay dues annually for the current calendar year. The amount of the annual dues will be \$10.00 until modified by a majority vote of members at a regular membership meeting. Dues are payable on January 1 of each year and will be delinquent two (2) months after the said date when the member is subject to suspension. Annual dues may not be prorated or reduced except for the following: New prospective members wishing to join the club after November 30<sup>th</sup> may pay the annual dues for the following year and will be considered as having paid dues for the balance of the current year (the month of December) as well.

**GUESTS/VISITORS:** Current RCSC cardholders who are not members of the club (visitors) may attend up to three (3) Monthly Gatherings/Meetings of the club before being requested to join. Upon refusal, the Club will have the option of terminating that person's guest privileges. An exception is made for members of Artists by the Lake, an RCSC club with similar and concurrent goals. Upon agreement by both clubs' Executive Boards, arrangements may be made to share classes and events when it is in the best interest of both clubs. Those without a current RCSC card (guest) may attend an occasional Monthly Gathering/Meeting (up to 3), provided such persons are accompanied by a member in good standing. Guests and visitors may not vote on any question or motion.

**Article 4. Conduct** (See RCSC BP12, #17)

If a member violates Club rules for the use of a facility or if a member behaves in a manner that is offensive to other members at a Club meeting or other Club activity, the offending member.

- a) shall be given an oral and written warning describing the infraction or offensive conduct. See BPI2 #17b. This warning shall stay on the record for the life of the membership of the member.
- b) if the infraction or offensive conduct is thereafter repeated, a hearing shall be conducted by the Executive Board to consider a suspension. The Board may impose a suspension of up to 60 days. Upon further infraction or continuation of the offensive conduct, the Executive Board shall hold a second hearing to consider dismissal from the club, the Board may dismiss the member, or it may impose a second suspension of up to six (6) months.
- c) person so dismissed may submit to the Board a written request for reinstatement after six months. The Board may deny the request or approve it, with or without conditions.
- d) Should the member be on the executive board, it will be voted on by the rest of the board, excluding the offending member.

**Article 5. Officers and Elections**

The officers of this Club shall be a President, Vice President, optional 2<sup>nd</sup> Vice President, Secretary, and Treasurer, or at a minimum, a President and a Secretary/Treasurer.

The officers shall make up the Executive Board and shall serve without compensation. Assistants may be appointed as needed by the Executive Board.

**Section 5a. Nominations/Elections/Terms**

By March of each year, at a general meeting, the Club President shall call for three members (including the immediate Past-President) to volunteer for a Nominating Committee with the approval of members present. Nominations for officers shall be made by the Nominating Committee at the October business meeting. At this meeting and at the November business meeting before the election is held, other nominations may be made from the floor by any member in good standing with the approval of the nominee. *Members who are paid for services, such as instructors, may not hold elective office while performing these services per RCSC, BP12, #14.* Members of the Nominating Committee may become nominees for office. Nominations may then be closed. The election of officers shall take place at the November business meeting. *Only members in good standing may vote.* Voting will be by show of hands. A majority of votes cast shall be sufficient to elect. Installation of officers will be at the December meeting. These members shall serve as officers for a one-year term with the option to stand for re-election for a second year. Two consecutive years is the term limit for serving in a particular office, and four consecutive years for service as an officer. After four (4) consecutive years on the Executive Board, the member must wait two (2) years before running for office again. Guests and visitors may not vote on any question or motion.

**VACANCY:** Should a vacancy occur, it shall be filled by election by the Executive Board. A majority vote shall be sufficient to elect. Officers missing more than three (3) meetings in a row (except for extenuating circumstances) will automatically be removed from office. Extenuating circumstances (such as serious illness or injury) will be considered case-by-case by the Executive Board, who will make the final decision.

### **Section 5b. Officers' Duties**

**The President** shall set the agenda and preside at all meetings when present. They shall appoint Chairmen of all committees except the Nominating Committee (See 5a and 7b). If a committee chairperson is to serve as a member of the Executive Board, the President's appointment shall be subject to ratification by a majority of the members voting at the next regular business meeting of the Club. The President shall be the club's liaison in communicating with the RCSC's club office, ensure that the Club's rules are updated and officially recorded, and ensure that the officer's list is officially updated. The President shall approve all Independent Contractor hiring, terms, and conditions and ensure that independent contractor agreements are filed with RCSC's club office in a timely manner.

**The Vice President** shall, in the absence of the President, assume the duties of the President. They shall work in close collaboration with the President. The Vice President shall ensure that any acquisition or disposal of equipment, tools, furniture, or fixtures is correctly reported (CR-7) and prior approval is received. The Vice President shall ensure that proper procedures are followed and that prior approvals are obtained for any club improvements or repairs. The (optional) 2<sup>nd</sup> Vice President shall, in the absence of the 1<sup>st</sup> Vice President, assume the duties of the 1<sup>st</sup> Vice President and may be required to take the responsibilities of the President when both the President and 1<sup>st</sup> Vice President are absent. The 2<sup>nd</sup> Vice President shall collaborate closely with the 1<sup>st</sup> Vice President and the President.

**The Secretary** shall record the proceedings of all Club and the Executive Board meetings. Executive and administrative records shall be preserved for a period of three (3) years before the current year. Primary documents relating to the Club's organization and status shall be kept for as long as the Club exists. The Secretary shall be responsible for preserving records as provided here and in RCSC BP12. The Secretary shall be responsible for club correspondence at the President's request and maintaining copies of club correspondence for three (3) years.

**The Treasurer** shall receive and deposit all Club funds in a Palo Verde Artists checking account. The President and Treasurer are authorized to sign checks. Their signatures will be on file at the Club bank. Only one signature is required on a check. There is no reserve fund. There may be a petty cash fund not to exceed \$100. The Treasurer shall keep records of all money received and disbursed. Club expenses shall be paid by check bearing the signature of the Treasurer or President. The Treasurer shall preserve the financial records of the Club for a period of three (3) years before the current year. At the first membership meeting after January 31, the Treasurer shall give to the membership the annual Treasurer's report and the results of the audit of the prior year's financial records. The Treasurer shall keep a list of all students and payments as they sign up for classes and give a list to instructors before classes begin.

### **Article 6 Executive Board**

The Executive Board of the Club shall consist of the club officers. The Executive Board shall have general supervision of club affairs between club meetings, fix the time and place of each Membership and Board meeting except as provided by the By-Laws, make recommendations for club action at club meetings, and perform other duties specified in these by-laws. The Executive Board may authorize payment of any bill up to \$500.00 without membership approval. A quorum for the transaction of Executive Board business shall consist of at least three standing Executive Board Members, including the President, unless there is a combined Secretary/Treasurer.

### **Article 7 Committees**

Committee Chairs are appointed by and serve at the discretion of the President. All committee members shall serve without compensation.

#### **Section 7a. Standing Committees**

**Audio/Visual Committee** shall set up and maintain the art room and meeting room audio/visual capability.

**Display Case Committee** (Artist of the Month) shall schedule, organize, and direct exhibits of members' paintings in the display case. Exhibitors must have been a Club member for one (1) year and may not have shown in the showcase for the prior two years.

**Donations Committee** shall receive donations of relevant items to Palo Verde Artists. Donations may be priced and sold to members, kept for the use of club members in the art room, or disposed of when deemed appropriate.

**Education Committee** shall recommend to the Executive Board the names of instructors and the schedule of classes, workshops, and seminars and shall serve as a liaison with instructors. Education shall check in all students for new classes unless the instructor is willing. Education shall put together the calendar for the new classes for the club room and the signup sheets.

**Gallery Committee** shall control and supervise all art displays in the Art Room. A person must be a current member in good standing to display in the gallery.

**Historian Committee** shall maintain a scrapbook of the Club's history (news articles, photos, etc.).

**Hospitality Committee** shall set up food and beverages and manage greeters for the General Club Meetings and for other club events at the request of the President. They shall supervise the kitchen and service area clean-up after the event.

**Kitchen Committee** (art room) shall maintain the level of supplies in the kitchen, monitor the use of the art room kitchen, and take remedial action when necessary to maintain cleanliness and organization.

**Library Committee** shall maintain the art room library.

**Membership Committee** shall maintain a current list of Club members with each member's address, telephone number, email address, and current RCSC membership

number. The RCSC Club Membership Roster must contain each member's name, RCSC card number, and expiration date; and be turned in to the RCSC club office by March 1 and October 1. (BP12 #2 Club Membership)

**Newsletter Committee** shall prepare and publish "Reflections," the club newsletter to be published by the 2<sup>nd</sup> Thursday of each month before the General meeting.

**Program Committee** shall arrange for a program to be presented with each regular membership meeting/gathering. Programs are to be relevant to the purposes of the Club.

**Publicity Committee** shall handle all publicity for the Club and activities sponsored by the Club. See BP12, #26.

**Registrars:** on the opening day of any paid class or workshop, they shall check in attendees, collect outstanding fees and submit those funds to the club Treasurer per club policy.

**Zoom Communications** shall coordinate with the Executive Board, other committees, instructors, and members to schedule and facilitate electronic meetings and activities to benefit all members.

### **Section 7b. Special Committees**

**Arts and Crafts Fall Festival Committee** shall plan and conduct the club's participation in this RCSC event.

**Auditing Committee** or **Auditor** shall audit the receipts and expenditures of the Club for the current year before Club's books and other financial records are turned over to club officers for the ensuing year. Additionally, they shall audit the Annual Financial Report before its submittal to the RCSC club office. RCSC requires this report by January 31.

**Nominating Committee** shall consist of the Immediate Past President as Chairman, plus two (2) club members (excluding active officers) volunteering from the floor at a regular membership meeting no later than March. Should the immediate past president be unable to act as chair, the current president shall seek a member to serve as chairperson of this committee.

**Palo Verde Art Show Committee** shall plan and conduct this annual Spring judged show which is for Palo Verde Artists Club members only.

**Rules and Regulations Committee** shall propose changes in these by-laws and ensure that all steps relating to the approval of amendments are followed. See Article 11, Amendments.

### **Article 8. Meetings/Voting**

A minimum of one Membership business meeting shall be held each year per RCSC BP12. The Board shall schedule a business meeting in October and November as required in Article 5a of these By-Laws. Only members in good standing may vote at

any PVA meeting. A quorum for the transaction of Club business shall be twenty-one (21) members or 10% of the total membership, whichever is greater.

A General Meeting of the Club (which may or may not include a business meeting) shall be held each month for eight months from October to May during each calendar year, as scheduled by the Executive Board. There shall be no regular business meeting of the Club in June, July, August, and September.

A minimum of two (2) Executive Board meetings shall be held each year per RCSC BP12. The President may schedule additional Executive Board meetings as needed and may invite or require committee chairpersons to attend. Members in good standing may attend and observe. **Members may comment briefly only if recognized by the Officer conducting the meeting. Members may not vote at Board meetings.**

All meeting dates must be submitted on Form BPI 22 to the RCSC club office no later than April 30 for the following year, preferably by the earliest date allowed by RCSC to secure meeting space and times.)

Special membership meetings shall be called when deemed desirable by the Executive Board or upon submitted petition signed by 10% of the membership. Notice of special meetings must be posted at least seven (7) days before the meeting. (See BP12, 10.)

Robert's Rules of Order shall govern in all cases to which they are applicable and not inconsistent with these by-laws or any other rules that the Club may adopt.

#### **Article 9. Classes and Workshops**

Classes and Workshops shall be available for members' benefit and usually require a fee, as specified on the sign-up information documents. This fee is payable to "Palo Verde Artists" upon signing up for such a class or workshop. In no case shall the fee be paid later than the beginning of the first session of the class or workshop. There may be an additional fee for instructor-supplied materials, which will be specified in the sign-up information and payable to the Instructor at the beginning of the first session.

Guests accompanied by a member in good standing may sign up, pay and attend classes and workshops with permission of the instructor and *only* if they will not be displacing Club members. Guests must pay the amount charged to members for the function plus the required RCSC guest fee per attendance. Guests may attend one workshop or one class series per calendar year.

When deemed beneficial to Palo Verde Artists' members and instructors, and with permission of the Executive Board, a class may be opened to members of Artists by the Lake to fill the class roster. ABTL members must pay the exact amounts charged to PVA members and may not displace a PVA member in the months of June, July, and August.

#### **Article 10. Sales**

A person must be a current member in good standing to offer paintings, or their derivative work, for sale through the club. Seller shall pay ten percent (10%) of all

sales made or initiated through the club or RCSC event to the Club treasury. The seller shall also bear the sales tax of 6.3% to the club treasurer, who shall forward such to the state with appropriate documentation. For a total of 16.3%. The Executive Board shall resolve any complaints regarding sales.

**Article 11. Amendments/Updates/Changes**

Amendments to these by-laws may be proposed by the Executive Board or by a petition signed by at least ten club members. Proposed amendments shall be in writing and presented to the Rules and Regulations Committee. (See Article 7, Rules and Regulations Committee.)

Proposed amendments shall be presented by the Rules Committee at a regular membership meeting when **amendments** shall be read and placed upon the agenda of the next regular membership meeting for action.

Notice of the proposed amendments shall be given by posting the proposed amendments, together with the date, time, and place of the meeting during which they are to be acted on, on the bulletin board in the Art Room. Such notice shall be posted at least fifteen days before that meeting and remain in place until after the membership has acted.

In the case of an act of God, pandemic, or governing body-imposed regulations, temporary changes in some articles herein may be instituted. Electronic voting may be permitted in place of in-person voting. The number of conditions for general or executive meetings may be reduced. Authorization for any such changes must be requested or received from RCSC officials.

*End of Palo Verde Artists' By-Law, Rules, and Regulations consisting of Articles 1 through 11.*

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Date of Membership Approval: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RCSC Club Organization Committee: \_\_\_\_\_ Date: \_\_\_\_\_