

CENTRAL PENNSYLVANIA PASTEL SOCIETY BYLAWS

Article 1

Name of Organization. The name of the organization shall be **Central Pennsylvania Pastel Society**. Hereafter, the organization may be referred to as “the Pastel Society.”

Purposes of the Pastel Society: The Central Pennsylvania Pastel Society was established to:

1. promote, encourage and foster creative painting with pastels in an atmosphere of sensitivity and helpfulness;
2. promote, and enrich member and public understanding of pastels as an artistic medium;
3. promote fellowship among the members and within the larger community of professional and non-professional pastel artists;
4. promote educational activities to benefit the goals and abilities of the members.

The Pastel Society is nondiscriminatory and does not limit membership or participation on the basis of race, color, religion, gender, national origin, age, disability or sexual orientation.

Article 2

Membership. The Pastel Society recognizes three categories of membership:

FULL MEMBER. Anyone who pays the required dues may become a Full Member. Individuals working in any media are invited to become Full Members. A Full Member is eligible to vote, hold any of the Pastel Society’s offices, serve on any of the committees, and may participate in all activities sponsored by the Pastel Society. The Pastel Society’s “member only exhibits” are restricted to works executed in at least 80% soft pastel. New members may participate in the Pastel Society’s sponsored “member only exhibits” following a two month period, beginning with payment of dues. A Full Member shall be in agreement with the purposes of the Pastel Society.

SIGNATURE MEMBER. This status in the Pastel Society is granted to any member in good standing who has three (3) different paintings accepted in three (3) juried exhibitions beginning with the member’s date of initial membership. No more than one (1) painting per year shall count in this tally. Once this requirement is fulfilled, the member shall notify the President who will formally recognize the member’s Signature status. Signature membership shall remain as long as the member is in good standing.

STUDENT MEMBER. The Pastel Society offers membership at reduced fee to individuals attending a fully accredited school on a full time basis. Student Members paying the required dues may participate in the Full Member activities listed above. A Student Member shall be in agreement with the purposes of the Pastel Society.

Members are expected to support the purposes of the Pastel Society by actively participating in meetings and assisting with sponsored activities.

Dues. Dues will be approved and voted on by the membership at the Pastel Society's annual meeting in November. Dues for the year 2004-2005 will be \$30.00 for Full Members and \$20.00 for Student Members. Dues must be paid prior to November 30. Membership will be terminated for nonpayment. Dues for individuals joining after the annual meeting will be prorated on a monthly basis.

Termination. Membership shall be terminated for the following reasons:

- (1) non-payment of dues or assessments;
- (2) public behavior that is detrimental to the Pastel Society's reputation;
- (3) defamation of character.

Article 3

Officers. The Board of the Pastel Society shall consist of the following elected officers: president, vice-president, recording secretary, and treasurer. Appointed officers include the chair of the membership committee, the newsletter editor, the chair of the program committee, and the chairs of additional committees deemed necessary by the Board.

Elections. Officers shall be elected at the annual meeting by a simple majority (more than half) of the votes cast by the members present in addition to absentee ballots appropriately submitted. The president and vice-president must have been Full Members for at least one (1) year prior to nomination. Officers are elected for a two (2) year term. When necessary, the president will appoint a proctor to manage the voting process.

Resignations. Officers who wish to resign must present their resignation in writing to the Board (elected officers).

Vacancies. Should a vacancy occur in mid-term, the president may appoint a member to complete the term. A vacancy in the office of the president shall automatically be filled by the vice-president.

Duties of Officers

PRESIDENT. The president is responsible for directing the ordinary affairs of the Pastel Society, supervise the duties of the elected officers, appoint committee chairpersons, set the agenda, and preside at board and general membership meetings. The president may participate as an ex-officio member in any or all standing committees.

The president shall alert members to matters that may affect the Pastel Society, and promote the Pastel Society and its various activities. The president shall be accountable to the Pastel Society's membership.

VICE-PRESIDENT. In the absence of the president, the vice president shall preside at meetings and assume other duties as necessary while the president is unable to fulfill his/her responsibilities. The vice-president shall assist in coordinating and publicizing

the Pastel Society's activities and exhibits. The vice-president will assist the president in managing publicity and related public relations activities for special events and exhibits.

RECORDING SECRETARY. The recording secretary is responsible for recording and reporting the minutes of all Pastel Society meetings. The recording secretary shall maintain a permanent file of minutes, which shall include all treasurer reports. The recording secretary will assist the president in managing publicity and related public relations responsibilities.

TREASURER. The treasurer shall deposit funds received in the Pastel Society's bank account(s) and keep accurate records of receipts and disbursements. The treasurer shall also reconcile the checking account and maintain a file of bank statements, canceled checks and receipts for purchases and bills paid. The treasurer shall issue checks for all bills submitted to the society, or for special purposes, as directed by the president. Both the treasurer and the president shall be authorized to sign checks.

The treasurer shall present an updated financial report to the membership at each general meeting. The treasurer shall prepare and file appropriate state and federal information forms. The treasurer shall process membership applications and renewals, maintain a current membership roster, and formally notify members by email or by USPS of termination due to non-payment of dues.

NEWSLETTER EDITOR. The newsletter editor is responsible for keeping members informed through a periodic newsletter. Each edition shall contain a list of officers with phone numbers, minutes of meetings, the treasurer's report, details of upcoming meetings, workshops, and other information of interest to the members.

Article 4

Voting and Elections. The president shall appoint a nominating committee and an election proctor at least thirty (30) days prior to the annual election meeting. The proctor shall receive all sealed absentee ballots. All elections shall be by secret ballot. Only absentee ballots received up to one (1) day prior to the meeting will be eligible. Absentee ballots will only count for the first round of voting and cannot be used to break a tie. All ballots will be kept by the proctor for a period of one month after the annual meeting. New officers shall be installed as the last order of business at the annual meeting.

Article 5

Committees. Standing committees filled by volunteers and/or appointees shall be designated as deemed necessary.

Article 6

Irregularities and Misconduct of Office. Upon formal notice to the Board, member/officer infractions and disputes will be resolved on an as needed basis with the approval of the membership. If necessary, a two-thirds (2/3) vote of the membership will

be necessary to remove an officer from office and/or terminate an individual's membership in the society.

Article 7

Amendments. Amendments shall be made according to the following two (2) step procedure. **Step one:** Proposed amendments to these Bylaws shall be submitted in writing to the membership at a regular meeting by any of the following: (1) the officers, (2) the bylaws committee, (3) a petition signed by at least twenty percent (20%) of the membership. **Step two:** Once submitted to, and discussed by the membership, the officers shall consider such proposal and pass their recommendation (to consider, or not to consider) to the membership with a copy of the amendment. This shall occur within thirty (30) days of submission. The recommendation shall be dealt with at the next general meeting. Passage of the proposed amendment shall require approval of two-thirds(2/3) of the ballots cast, including absentee ballots submitted at least one (1) day prior to the meeting. When necessary, the president will appoint a proctor to manage the voting process.

Article 8

Dissolution. A motion to dissolve the Pastel Society shall require a written petition supported by at least twenty (20) percent of the members. Written notice of this motion shall be submitted to all Pastel Society members at least thirty (30) days prior to its consideration. Approval of the motion shall require a three fourths (3/4) majority of the ballots cast, including absentee ballots submitted one (1) day prior to its consideration. When necessary, the president will appoint a proctor to manage the voting process.

Debts and Assets. Upon dissolution, the debts of the Pastel Society shall be paid. Any property or remaining assets shall be liquidated and donated to one or more charitable art organizations, provided that such an organization has established a tax-exempt status under section 501 (c) (3) of the Internal Revenue Code.

Article 9

Ratification. Ratification of the Bylaws shall require approval of three-fourths (3/4) of the votes cast, including absentee ballots submitted one (1) day prior to the ratification meeting. The Bylaws will take effect immediately upon passage. When necessary, the president will appoint a proctor to manage the voting process.

Article 10

Provisions for Regulation of Internal Affairs. The *Central Pennsylvania Pastel Society* name and/or logo shall not be used to promote or sponsor any event without the expressed written permission of the Pastel Society's board of officers. Its name is reserved for the collective benefit of its membership.

Formal communication among members, including written correspondence, e-mail, and meeting minutes, is considered confidential and shall not be released to anyone outside the membership. Further, when deemed appropriate by the president, member USPS

addresses, phone numbers and e-mail addresses may be shared with organizations to further the purposes stated in Article 1 of the Pastel Society's By-laws.

No part of the net earnings of the Pastel Society shall benefit any individual except where reasonable compensation for services rendered has been authorized, and/or where payments are made to further the purposes set forth in Article 1.

Article 11

Exhibits. The Pastel Society welcomes artists, regardless of media preference. However, the Pastel Society exhibits will be restricted to paintings executed in at least eighty percent (80) soft pastel. Paintings initiated and/or completed as part of a class, or workshop will not be accepted for submission to a juried exhibit sponsored by the Pastel Society.

Article 12

Fiscal Year. The Pastel Society's fiscal year shall run from January 1 to December 31. The annual meeting, held in November, shall be considered the last scheduled meeting of each calendar year.

(This document adapted from the By Laws of the Great Lakes Pastel Society. By permission.)