

**SR 1: Purpose**

These Standing Rules for the Atascadero Art Association work in conjunction with the Articles of Incorporation and Bylaws to set out the operational details to do the work of the Association. The Board will update these Standing Rules as needed to reflect changes in the Board, activities, and membership.

**SR 2: Term of Office and Duties for Board Members**

The term of office for Directors and Executive staff is one year. Association Board members are encouraged, but not required to be Association members. Duties are as follows:

***Director(s)***

- Define the work for the year in consultation with the Executive staff and in accordance with the Articles of Incorporation and State Non-Profit law
- Interface with other organizations for cooperative efforts such as joint exhibits and giving programs
- Coordinate scholarship and donation programs
- Approve activities and investments
- Maintain one copy of electronic records

***President***

- Set dates and locations for Board and membership meetings
- Chair Board and membership meetings
- Prepare voting schedules for Board approval
- Submit required State and Federal documents to maintain non-profit status
- Maintain one copy of electronic records

***Vice President***

- Complete duties of the President in their absence
- Complete Public Relations activities

***Secretary***

- Maintain records of the Board and membership meetings, and voting
- Provide minutes for Board approval, distributed in advance of the meeting
- Provide year end electronic documents for permanent records
- Update Standing Rules after Board actions and provide updated copies to Board Members

***Treasurer***

- Maintain account records of Association funds
- Maintain record of physical Association assets
- Complete monthly report of fund balances and expenditures
- Complete annual report of fund balances and expenditure summaries, categorized for government reporting purposes
- Pay obligations
- Collect funds from members and donors
- Send acknowledgement letters for donations of \$500 or more, including amount received and the Associations non-profit status
- Issue annual renewal notice including any voting materials for the year
- Maintain membership list
- Recommend investments
- Provide year end electronic documents for permanent records
- Collect mail

### **Miscellaneous Duties**

- Arrange for demonstrations and events, including venues
- Complete website maintenance

### **SR 3: Meetings**

Board meetings will generally be held once a month; however, the President may opt to cancel or reschedule any monthly meeting providing at least three meetings are held per year. Association members may request a Board discussion of an item. Only voting members and guests invited by a Board member may attend Board meetings. Board meetings will be closed when discussing personnel or legal issues. Directors may participate in meetings via conference telephone or video conferencing. Directors may consent to action in writing, with written consent included with the minutes as part of the record.

A temporary assignment of an Executive staff person as a Director due to a State declared emergency will occur in the following order: 1) President 2) Vice President 3) Secretary 4) Treasurer.

General membership meetings will typically be conducted as part of demonstrations or other events. A meeting will be called and noticed for matters requiring a membership vote. Information on activities and work of the Board will generally be provided in the Newsletter and on the website.

### **SR 4: Membership**

Annual dues is for the period of January 1<sup>st</sup> through December 31<sup>st</sup>. Payment of membership dues after September 1<sup>st</sup>, will be good through December 31<sup>st</sup> of the following year. Memberships will have a grace period through the end of January for payment of dues before being removed from the membership list.

Dues are as follows:

- \$12 Youth - Age 16 through 21
- \$24 Individual / Household
- \$75 Sponsor
- \$500<sup>+</sup> Patron of the Arts (one-time payment includes lifetime membership)

All members are eligible to receive a scholarship of up to \$50, limited to one a year per membership for attending an art workshop. The member will be reimbursed for class registration costs upon providing a receipt for payment, a short article for the Association Website and a short presentation at a general meeting summarizing the class and what the member learned.

All members may participate in member art shows; however, the Board may limit submissions where space is limited.

Demonstrations and events are open to the public.

### **SR 5: Member Voting**

Voting will be held each year for Directors and Executive staff. Only primary members (one per membership) are eligible to vote.

Elections and other member votes will generally occur in the last quarter of the calendar year, and will typically include an in-person and mail-in vote option. Any current eligible member, either through

payment of dues or a lifetime membership, and any person submitting a new paid membership prior to the close of the voting period, is eligible to vote. The Board may extend the voting period in the event a quorum is not obtained by the end of the initial voting period.

The Board will appoint a two member sub-committee of Board members to compile the ballot totals and declare the results. New Board members will assume their positions effective the first day of January following the election.

### **SR 6: Spending and Financial Authority**

The Treasurer is authorized to reimburse for receipts presented for Board approved activities, including payment of government fees, scholarships, demonstrators, venue fees, and office, mailing, and digital file retention expenses. If a receipt is questionable to the Treasurer, the Treasurer will bring it for approval or denial at the next Board meeting.

#### ***Demonstrations***

Payment to demonstrators is approved as follows:

- \$125 for an approximately 1 hour or longer demonstration
- Up to \$40 with receipt for approved hands-on demonstration materials
- Up to \$25 for travel of demonstrator from outside the County of San Luis Obispo, with receipt, paid at current mileage reimbursement rate set by the IRS and applicable in California.

#### ***Scholarships***

The Board will determine the amount and number of Scholarships in the last quarter of each calendar year, with that information to be provided to the appropriate contacts at schools or other institutions. The applicants provide their career goals and a small portfolio of their work for consideration. The Board will appoint a sub-committee of Board members to review the applications and make the recommendation for award. Students receiving scholarships will be given a free membership in the Association for the remainder of the year. The Treasurer will issue the scholarship funds upon receipt of documentation of registration in the art program. The Board may adjust the number and amount of the scholarships, depending upon the number and quality of the applications. Funds donated for scholarship purposes may only be spent on scholarships.

#### ***Donations***

The Board may approve donations to local efforts to promote and encourage the arts, local history and beautification, and permanent art displays.

### **SR 7: Records**

The Association will retain records required by State law including Member lists, Meeting Minutes, Financial Reports, Articles of Incorporation, Bylaws, Standing Rules, and physical assets and their location.

Current year records may be kept in either paper or digital form. All prior year records will be stored on two digital storage devices, one copy to be kept by one of the Directors, and the other by the President.

At the end of each year, any Board member responsible for creation of required records will update the two digital storage devices and return them to the record holder.

**SR 8: Dissolution or Merger**

When conditions occur for dissolution or merger, as defined in the Bylaws, current Board members will continue to meet into the new year to vote on implementing the dissolution or merger and notify members of their decision. All Association property will be sold or donated as determined by the Board and any funds received deposited in the Association account. The Association will then relinquish or merge all funds in the accounts to/with another non-profit organization, to be selected by the Board at the time.

Adopted: June 14, 2023  
*Date:*

Certified By: s/ GH  
*Executive Board President*