



By-Laws of Bartlett Art Association

UPDATED - April 2, 2023 to be effective July 1, 2023

Article I

The name of this organization shall be Bartlett Art Association (BAA)

Article II Objective

This organization shall encourage and promote the work of artisans in the visual arts in and around the Bartlett area by:

1. Providing educational events such as workshops, classes, and demonstrations.
2. Sponsoring and managing exhibits.
3. Providing social amenities that enhance Association activities.

Article III Membership

Section 1 Applications

Applications shall be completed and returned to the Treasurer. Annual dues are \$30. Since the BAA fiscal year is from July 1 through June 30th the following year, those joining after January 1st but before June 30th, will pay \$15.

Section 2 Age

A person must be 18 years of age or older to be a member.

Section 3 Good Standing

To be a member in good standing and able to exhibit in all venues, including judged shows, one must:

1. Be current on dues AND be active on a committee.

Section 4 Non-Discrimination Clause

The BAA provides an environment that is free from discrimination based on race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, or age.

Article IV Officers

Section 1 Officers of the BAA shall be President, Vice President, Secretary and Treasurer. These Officers shall be known as the Board of Directors. Officers may serve in one particular office for a term limit of two years. In order to serve as an officer, an individual must meet the following:

1. Have been a member of BAA for at least one year.
2. Have attended at least five meetings per year.
3. Have actively participated on a committee.

Section 2 President

The duties of the President shall be to:

1. Preside over Association meetings and Board meetings.
2. Plan, coordinate and supervise all activities of the BAA.
3. Work with the treasurer to prepare the BAC grant proposal.

Section 3 Vice President

1. Assist the President as requested.
2. Assume the duties of the President when he/she is absent or unable to assume their duties.
3. Train for the assumption of the Presidency if desired.
4. Assist Committee chairpersons with activities.
5. Manage requests for consideration in the annual officer election.

Section 4 Secretary

1. Maintain official minutes and records of the BAA.
2. Conduct the correspondence of the BAA by sending out notices, dues notices and other correspondence as deemed necessary.
3. Keep a copy and/or record of all correspondence for the membership.

Section 5 Treasurer

Shall conduct the financial affairs of the BAA as follows:

1. Prepare a report of the financial standing of the BAA for each meeting.
2. Receive the annual dues and maintain a record of active membership. Will start collecting dues at the May meeting for the following fiscal year.
3. Disburse funds and maintain records in order to permit a yearly audit and supply resource information for grant proposals.
4. Deal with the following forms:
 - a. 990 Form that is turned into the IRS every calendar year before April 15th.
 - b. State of Tennessee Form due by January 1, every calendar year.
 - c. Form 5013C is kept up to date every year.
 - d. BAC grant applications
5. Maintain five (5) years of BAA financial data. Financial data and related BAA member information older than five (5) years, shall be destroyed by shredding, erasing or any reasonable means that renders it unusable and/or indecipherable.

Article V Election of Officers

Section 1 Election Process

1. In May the Vice President shall present a slate of at least one (1) each for the office of President, Vice President, Secretary and Treasurer. Nominations may be made from the floor followed by a vote.
2. The members in good standing will vote on the candidates nominated for office. A simple majority will be sufficient for election.
3. If an office becomes vacant the President shall appoint a member in good standing to fill the vacancy.

4. The period of service of the Officers of the BAA is from July 1 of the year to June 30 of the next year.
5. No officers and/or committee member is paid to hold these positions.

Section 2 Conflict of Interest

1. Any member of the board who has a financial, personal or official interest in or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.
2. No Officers and/or Committee member is paid to hold these positions.

Article VI Meetings

BAA regular meetings will be held during the ten months when there are no other major events, such as judged shows.

Article VII Board of Directors Duties

1. The Board of Directors consists of seven (7) members; President, Vice President, Secretary, Treasurer, and at least three (3) members in good standing as chosen by the President.
2. The President is the Chairperson of the Board of Directors. The Vice President may act as Chairperson if the President is unable to be present.
3. Board meetings shall convene at the President's discretion or at request of three (3) member of the Board to conduct business for the BAA.
4. Four (4) Board members shall constitute a quorum.
5. If the President is not present, any action or business shall be presented to the President promptly.

Article VIII Dissolved Bartlett Art Association

If the BAA ever dissolves as the Bartlett Art Association, all monies and assets will be given to the Bartlett Arts Council to disburse among the groups they represent.

Article IX

The Roberts Rules of Order shall govern the Association in all cases to which they are applicable, are not inconsistent with the By-Laws or special rules adopted by this Association.

Article X

These By-Laws may be amended at any regular meeting of the BAA by majority of the attending membership.



**Bartlett Art
Association**

Duties of Committees

UPDATED - May 24, 2022

A. Publicity – shall consist of chairperson, photographer, webmaster (including Facebook) and anyone the Chairperson chooses.

1. Update the BAA website with current photos of BAA exhibitions the membership applications and upcoming events.
2. Contact local media of upcoming events, workshops and exhibits involving the BAA. List is maintained by the Board.
3. Produce reception invitations/announcements for the annual WKNO exhibit and Memphis Botanical Garden shows.
4. Update the BAA brochure as needed and maintain a supply of brochures in appropriate places.

B. Exhibition – shall consist of chairperson, co-chairperson, and supporting members as needed.

1. Organize and conduct BAA sponsored exhibitions and shows. The Chairperson or designated other shall see that equipment for hanging artwork etcetera is available at these events, shall purchase ribbons and awards and work with the Treasurer to ascertain eligibility of artist's submissions for these events.
2. Schedule judges for judged shows and record the critique.
3. Obtain other venues to display BAA member's artwork.
4. Maintain a schedule for exhibit installations.

C. Membership – shall consist of chairperson as well as supporting members as needed.

1. Greet members and guests, provide sign-in sheet, hand out and collect name tags at meetings as well as make the name tags. Hand out name tags at exhibitions and events as called for.
2. Maintain the sign in sheet at meetings and provide a head count for the secretary's minutes. Distribute handouts/agenda at meeting
3. Follow up with new and nonactive members to encourage their attendance at meetings and exhibits.
4. Prepare folders containing membership applications, By-Laws, Exhibition Guidelines, etcetera for new members.
5. Mail monthly minutes and other information to members who do not have email.
6. Send a welcoming email to new members before their first meeting.
7. Update the member roster.

D. Refreshments - shall consist of the chairperson as well as supporting members as needed.

1. Supply paper products for meetings as purchased by the BAA, designate members who will provide snacks at meetings and remind those persons of their assignment a week preceding the meeting
2. Organize receptions and refreshments at extracurricular activities as designated by the Board.

E. Education – shall consist of Chairperson as well as supporting members as needed.

1. Maintain and update a list of potential speakers and workshop leaders. Include name, medium, contact information and date of presentations.
2. Plan programs, demonstrations, or speakers for 1 (1) hour programs/demonstrations at monthly meetings eight (8) times a year.
3. Arrange and schedule workshops at least three (3) times a year.
4. Plan get togethers plein air events and other educational field trips.

