

**CAPE CORAL ART LEAGUE, INC**  
**516 Cultural Park Blvd.**  
**Cape Coral, FL**

**By-Laws (Second Proposal accepted by the Board Oct. 25, 2017)**

**Article I**  
**NAME**

The name of the organization shall be Cape Coral Art League, Inc. hereafter referred to as the League. The organization shall have a seal stating:

"Cape Coral Art League, Inc. Florida, non-profit corporation 1966".

**Article II**  
**MISSION**

**"THE LEAGUE SEEKS TO ENRICH THE LIVES OF ITS MEMBERS AND THE COMMUNITY BY PROVIDING EDUCATIONAL OPPORTUNITIES IN VISUAL ARTS, APPRECIATION OF A VARIETY OF ART FORMS AND ENCOURAGING SOCIAL INTERACTION AMONG OUR MEMBERS."**

**Article III**  
**MEMBERSHIP AND DUES**

**SECTION 1**

The ultimate authority in the League shall be the voting membership.

There shall be multiple categories of membership to include, but which are not limited to, Individual, Family, Student, Friend, Patron, Corporate and Honorary.

- A. The categories of membership may be changed from time to time at the discretion of the Board of Directors to reflect the needs of the League and the community.
- B. Each category of membership, except student, shall have one vote at any meeting of the membership.

**SECTION 2**

- A. Annual dues for each category of membership are due and payable at a date determined by the Board of Directors.
- B. The amount of dues set for Individual, Family and Student categories is to be determined by the membership at any regular or special meeting of the League providing a fourteen (14) day written notice of any such change has been given.
- C. Recognition of Patron, Corporate, Honorary members will take place annually.

**Article IV**  
**MEETINGS AND ELECTIONS**

**SECTION 1** The General Meeting is to be held monthly from October through April. Business shall be conducted only when a quorum is present. That quorum shall consist of ten percent (10%) of the voting membership.

**SECTION 2** At the October Board Meeting of each year the outgoing Board Members will become the Nominating Committee to nominate their replacements.

**SECTION 3** This Nominating Committee shall propose and mail/email the slate of prospective Board Members two (2) weeks prior to the November General Meeting. Other nominations may be made from the floor by any other voting member providing the consent of the nominee has been obtained. This slate of Board Members will be voted on at this meeting. The Board will elect the Officers from among themselves.

**SECTION 4** The December General Meeting shall be the annual meeting for the purpose of installing the Board Members and their chosen Officers.

**SECTION 5** The newly elected Board Members and Officers shall assume their duties immediately after the installation. Elected terms are 3 years.

## SECTION 6

## ORGANIZATIONAL MEMBERSHIP

A. The League shall be a member of the Art Council of Southwest Florida. Two regular delegates and one alternate delegate shall be appointed by the Board of Directors to attend all meetings of the Council. All League members are entitled to participate in all council activities.

### Article V BOARD OF DIRECTORS

**SECTION 1** The business of the League shall be administrated by a Board of Directors. Interim vacancies among Board Members or Officers shall be filled by appointments made by the Board of Directors.

**SECTION 2** Board Meetings shall be held monthly, between the General Meetings, or called by the President or requested by three (3) Board Members. All Board Members are to be notified of each meeting and are expected to attend.

**SECTION 3** Officers and standing committee Chairs have the privilege of re-election and/or reappointment to the same office or committee.

**SECTION 4** The Board shall have charge of the affairs of the League, and shall manage and control its property. The Directors shall act as representatives of the membership at Board Meetings.

**SECTION 5** An Executive Committee shall be chosen by the President. The Executive Committee may act for the board between meetings on matters that do not require a vote of the membership, call special meetings and fill vacancies until the next regular Board meeting. Any two (2) members of the Executive Committee shall have the authority to make necessary expenditures to maintain the function of the League.

**SECTION 6** Board Members unable to serve actively due to unforeseen circumstances, may be asked to take a leave of absence until such time as they are able to return. Board Members may be removed by the Board, if their actions prove to be adverse to the League. A replacement for such members will be sought from the membership. Should a Board member request to step down, due to unforeseen hardship or illness, the Board grants that request, and may or may not replace that position, depending on the length of the remaining term.

### Article VI OFFICERS DUTIES

#### President

- 1) To preside at all General and Board of Directors Meetings.
- 2) To assure that the duties/obligations of the Board of Directors are carried out.
- 3) Appoint the Chair of all Committees.
- 4) Delegates to the organizational membership ( see Article IV, Section V) shall be appointed by the President Elect before the installation meeting.
- 5) Responsible for all paid staff, providing direction, evaluation, and replacement of such staff.

#### First Vice-President

- 1) To assist the President in his/her duties.
- 2) To act for the President in his/her absence.
- 3) To work with the Finance Committee to plan funding activities, and review expenditures and budgets.
- 4). To assist in office Management.

#### Public Relations and Communications Director

- 1) Coordinate all public relations and activities.
- 2) Develop a marketing and communications plan, including strategy, goals, budget, and tactics.
- 3) Develop a media relationship strategy, in print, broadcast, and on line media.
- 4) Coordinate with the President to author a report compiling an annual outline and budget for the above marketing and communications plan.

### Recording Secretary

- 1) Maintain a record of all meetings.
- 2) Have custody of all records and all papers of the League.
- 3) Authenticate all acts and orders of the League.

### Treasurer.

- 1) Receive all monies of the League and deposit as directed by the board.
- 2) Keep accurate records of receipts and disbursements.
- 3) Verify all transactions on the Dailey Receipts Sheet, agree to monies received and that they have been logged properly on rosters.
- 4) Present bank balances report at the monthly meeting.
- 5) Pay bills as directed by the board.
- 6) Present financial reports at monthly Board meetings.
- 7) Submit the books monthly for review and annually to an auditor or approved by the board.
- 8) Prepare a budget for the next fiscal year end to the board. The approved budget will be presented at the October General Meeting.
- 9) Oversee and file appropriate state and federal forms.
- 10) Be the Keeper of the Seal.

### Article VII AMENDMENTS

Amendments may be proposed to the Board in writing. Upon such amendment being accepted by the Board the amendment will be presented in writing to the membership thirty (30) days prior to the schedule vote.

### Article VIII PARLIAMENTARY RULES

Robert's Rules of Order, Revised, shall be the authority in all questions of parliamentary law not covered in the By-Laws.

### Article IX DISSOLUTION

In the event of the dissolution of the League, all assets remaining after the payment of all legal obligations of the League shall be established in a scholarship trust fund trust as a memorial to the Cape Coral Art. League.

Interest only, from this trust, shall be awarded in annual scholarships to Cape Coral art students. The trust custodians and/or trustees shall be designated by the League President and the remaining Board Members, who will also decide on a suitable student selection process.