

# The Jefferson City Art Club Bylaws

## Amended May 2026

### **Article I Dues:**

**Section 1.** The annual dues of members shall be thirty dollars (\$30) per year and five dollars (\$5) for each additional household member effective July 1, 2026.

**Section 2.** The Club's fiscal year shall start on July 1 and end on June 30. Dues of existing members shall be paid to the Treasurer by July 1.

**Section 3.** If a member has not paid the dues for the new year by July 1, this name may not be included in the yearbook.

**Section 4.** Any member who has maintained membership for 50 years may become a lifetime member. A lifetime member is exempt from paying the annual dues if they choose.

### **Article II Membership:**

**Section 1.** Membership shall be composed of residents of Jefferson City and its surrounding area who are interested in the study of art, its appreciation and development and are willing to contribute their efforts thereto, pay the annual dues and abide by the Bylaws.

**Section 2.** Participation in membership activities is encouraged. Activities include attendance to monthly member meetings, sharing ideas on advancing the club's goals, serving on event committees, assisting with art activities and exhibiting art at any club-sanctioned event.

**Section 3.** The Jefferson City Art Club will not discriminate based on gender, gender expression, national origin, marital status, sexual orientation, age, race, color or religion.

### **Article III Duties of Officers:**

**President:** The president of the club shall perform all the duties customary to the office, including:

**Section 1.** calling all project or business meetings of the club and the Executive Board Committee.

**Section 2.** appointing all special committees and members of any standing committee not otherwise provided for in these Bylaws.

**Section 3.** sending out an agenda to the Executive Board Committee prior to Executive Board Committee meetings.

**Section 4.** sending out to the general membership, a reminder of the club meetings and an agenda of the meetings.

**First Vice-President:** The First Vice-President shall act in the absence of the President and be chairperson of the Yearbook Committee.

**Section 1.** As chairperson of the Yearbook Committee, the First Vice-President shall oversee the gathering of information for the Yearbook as outlined in Article IV, Section 3 of these Bylaws and if necessary, shall appoint or secure a member to create and/or design the Yearbook.

**Section 2.** Shall be the custodian of the printed copies of the Articles of Corporation and Bylaws and shall present each new member a copy of each, at the new member's first attendance after acceptance of membership. In lieu of distributing paper copies of the Yearbook, the First Vice-President may arrange a link to the Yearbook and Bylaws on the Club's web site.

**Second Vice-President:** The Second Vice-President shall act in the absence of the President and First Vice-President and shall be chairperson of the Programs Committee as described in Article IV, Section 4 of these Bylaws.

**Treasurer:** The Treasurer shall see that the club's financial functions are carefully executed, as specified below.

**Section 1.** Shall, with the assistance of the Executive Board Committee, prepare an annual budget at the beginning of each fiscal year.

**Section 2.** Shall manage and track receipts and disbursements of the club's financial holdings, and shall promptly report any irregular activities to the Executive Board Committee.

**Section 3.** Shall make a monthly report of all financial assets, including receipts and disbursements since the last regular meeting, and shall at the last meeting of the year make an annual report of all financial holdings. A copy of the annual report shall be filed with the Secretary for the official files and provided to the President by July 31 following each fiscal year.

**Section 4.** Shall notify any member whose dues are not paid by July 31 of each new fiscal year.

**Section 5.** Shall send an Annual (or Biennial) Registration Report to the Secretary of State. In order to remain in "Good Standing" and in compliance with Missouri law this registration report must be filed by August 31 of each year (or every other year if the Biennial report was filed previously).

**Section 6.** Shall report to the Internal Revenue Service at the end of the Jefferson City Art Club's fiscal year those forms needed to continue the non-profit 501 (c) (3) status, which shall include filing a Form 990N (e-postcard) between July 1 and November 15 of each year.

**Section 7.** Shall manage the Jefferson City Art Club's Missouri sales tax-exempt status as required by Missouri Department of Revenue.

**Section 8.** Shall ensure the club has registered a "Principal Officer" as required with the Secretary of State, Internal Revenue Service and the Department of Revenue.

**Section 9.** The treasurer shall keep a record of all paid members and membership attendance at the regular meetings.

**Section 10.** Shall retain the club's financial records for at least seven (7) years from their date of generation.

**Secretary:** The Secretary shall keep the minutes of the club for all regular or called meetings and shall record the decisions of all called meetings of the Executive Board Committee.

**Section 1.** The Secretary shall keep the minutes of the club for all regular or called meetings. The Secretary shall record the decisions of all called meetings of the Executive Board Committee and shall email a copy of the minutes to the Executive Board Committee. The Secretary shall email to all members, a copy of the minutes after each general meeting.

## **Article IV Chairpersons and Committees:**

**Section 1.** The EXECUTIVE BOARD COMMITTEE shall consist of the duly elected officers of the Club. It shall be the duty of this committee to create policies and plans for the furtherance of the Club, including the appointment of chairpersons to lead membership participation in club events.

**Subsection A.** The Executive Board Committee may spend up to and including \$100.00 at their discretion without approval of the general membership.

**Section 2.** The FINANCE COMMITTEE shall consist of the EXECUTIVE BOARD COMMITTEE who will assist the Treasurer in developing the yearly budget.

**Section 3.** The YEARBOOK COMMITTEE shall be led by the First Vice-President who may appoint a committee to assist with the Yearbook preparation.

**Subsection A.** The Yearbook shall contain the following information:

**Item 1.** The front and back covers shall feature the artwork of participating members of the preceding year.

**Item 2.** Statement from the President.

**Item 3.** List of committee members and active terms.

**Item 4.** List of committees, chairpersons and participating members.

**Item 5.** Summary of events sponsored, organized or sanctioned by the Jefferson City Art Club during the last fiscal year (July 1 – June 30).

**Item 6.** List of events to be sponsored, organized or sanctioned by the Jefferson City Art Club during the next fiscal year (July 1 – June 30). This list shall include the name of the show, indication of whether juried or not, awards to be offered, start date, end date, drop-off date for items to be in the event, pick-up date and artist reception date, if applicable.

**Subsection B.** The Yearbook shall be made available via link to the Club's web site by the September meeting of each fiscal year. Paper copies of the Yearbook may be made available by request to the First Vice-President.

**Subsection C.** The First Vice-President will present one copy of the current Yearbook to any new member coming in during the year along with a copy of the Articles of Corporation and the Bylaws.

**Section 4.** The PROGRAM COMMITTEE shall consist of the duly elected Second Vice-President as chairperson and two members selected by the chairperson and the President. It shall be the duty of this committee to plan programs to carry out the mission of the club and to cooperate with other committees for effective presentation of these programs.

**Section 5.** The AUDITING CHAIRPERSON shall be appointed by the President and will audit the books of the Treasurer at following the end of each fiscal year. Each audit shall consist of a review of the general accounting of fiscal activities performed by the Treasurer with respect to its conformance to the club's by-laws. The audit shall be presented to the FINANCE COMMITTEE before the August member meeting.

**Section 6.** The PUBLICITY/PROMOTIONS COMMITTEE shall consist of a chairperson and other members as needed, selected by the chairperson and the President. This committee shall be responsible for customary

publicity of regular meetings, special events, and any other related events deemed advantageous to the promotion and appreciation of the arts, by whatever means would most effectively notify members, artists and the public.

Subsection A. The Committee Chairperson will oversee committee action and assist the committee where needed. The Chairperson will maintain a file on all current and prospective avenues for the purposes of publicity and promotions. These files of information shall be passed onto any new incoming Chairperson.

Item 1. Duties and responsibilities of this committee may include and are not limited to: newspaper, magazine, print flyers as needed, scheduling of radio and television interviews, posting events to radio and television community bulletin boards and calendars, billboards, digital or on-line calendars, Facebook, website or other means as approved by the Executive Board Committee as well as any other communication of events and happenings of interest to artists and the public.

**Section 7.** An historian shall be appointed by the President to add to the history and maintain the Historical Records of the Jefferson City Art Club.

**Section 8.** Projects Committee Chairperson may volunteer or be appointed by the President to convene a committee to review new projects, art exhibits and shows. The chairperson shall present the project to the general membership for discussion and approval.

**Section 9.** Special Committees may be appointed by the President when deemed necessary for the best interest of the club.

#### **Article V Elections:**

**Section 1.** At the March meeting a Nominating Committee Chairperson shall be appointed by the President.

**Section 2.** At the April meeting, a slate of nominations for executive officers will be submitted and read by the Nominating Committee Chairperson. Nominations can be called for from the floor. Following discussion of the nominations, a motion to accept the nominations will be asked for and seconded.

**Section 3.** Election of officers will be conducted by ballot or verbal vote, whichever is deemed most expedient. The President will call for a vote of each position. Elected officers will serve a two-year term.

**Section 4:** Installation of officers will be done at the May meeting following a reading of oaths.

**Section 5.** In the event of a resignation of an officer or committee chairperson, the Executive Board Committee shall be empowered to fill the vacancy by holding a special election.

#### **Article VI Quorum:**

**Section 1.** A majority of the general membership in attendance shall constitute a quorum and authorize business of the club. Voting or decisions are decided by simple majority.

**Section 2.** A majority of any committee of the club in attendance during any committee meeting shall constitute a quorum and is authorized to transact any business of that committee or club business.

#### **Article VII Club Property and Records:**

**Section 1.** The President shall be responsible for managing and keeping a reasonable account of Club records and property.

**Section 2.** A list of property owned by the Club shall be a part of the President's file.

**Section 3.** The Chairperson of any Club project, show, exhibit, special promotion or other Club-sanctioned activity shall remit to the next incoming chairperson of the project, the exhibit file and Club properties resulting from the project, within 30 days of the effective date of the new chairperson. The outgoing chairperson shall also remit to the President, the Secretary and Treasurer, a summary and financial statement of each art exhibit they chaired.

**Article VIII Parliamentary Authority:**

**Section 1.** The parliamentary procedure used in the organization of the Jefferson City Art Club shall be laid down in "Roberts Rules of Order". A copy of "Roberts Rules of Order" shall be kept by the President and passed on to subsequent presidents.