



The above logo was approved in 2025 as the new logo of the Art Club of McKinney.

Art Club of McKinney Bylaws

Adopted September 10, 2026

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Preamble — Historical Connotations

Section 1. Motto

Go to nature in all things, selecting nothing, rejecting nothing, scorning nothing. -Ruskin

Section 2. First Minutes, November 14, 1914

The object of this Club is to cultivate a sentiment for art and advance its growth in the community.” (Taken from minutes of the November 14, 1914 first meeting of the Current Events Art Club, now known as the Art Club of McKinney.)

Section 3. Club Flower

The Daisy

Section 4. Club Colors

Gold and Green

Section 5. Heard Craig Center for the Arts and Museum and Former Home of Kathryn Heard Craig, one of the Club Founders - The Art Club of McKinney has a unique relationship with the Heard Craig Center for the Arts and Museum per one of the Club’s founders, Kathryn Heard Craig. Kathryn Heard Craig identified the Club as one of the organizations that could use her home (now a Center) after her death.

Article I — Name

Section 1. The name of this organization shall be the “Art Club of McKinney,” hereinafter referred to as “the Club” in these Bylaws.

Article II — Purpose Statement and Mission Statement

Section 1. Purpose Statement

To elevate the art standards of the community by education through the various projects of the club and programs sponsored or presented by the club. (from 1995 IRS non-profit incorporation)

Section 2. Mission Statement

To elevate the community’s artistic standards by providing inclusive, high-quality education and programming. Through workshops, exhibitions, other events, meetings, partnerships, and

collaborations, we foster and expand creative growth, celebrate diverse perspectives, and welcome artists and art enthusiasts of all backgrounds and skill levels. We prioritize accessibility and clear communication—so every member can learn, contribute, thrive, and grow in their knowledge of art. We create community within the organization and the area.

Article III — Organizational Year

Section 1. The fiscal year of the Club is June 1st through May 31st.

Section 2. Member Meetings will be held August-May. There are no Member Meetings in June and July.

Section 3. The Board of Directors meets twelve months a year, once a month.

Section 4. There shall be one Monthly Member Meeting that is strictly social and where no business is conducted.

Section 5. The April Monthly Member Meeting shall be considered the official annual meeting of the Club.

Article IV — Membership

Section 1. Membership shall be open to artists, individuals interested in and supportive of the arts, and supportive of the mission of the Club.

Section 2. Membership categories, dues, and privileges shall be evaluated, determined, and reevaluated as necessary by the Board of Directors.

Section 3. New members may join the Club at a general meeting, via the website, by email, or at Club events. The Membership Chair shall send new members a welcome and informational email.

Section 4. Membership is open to anyone in Collin County or adjacent counties.

Section 5. This club shall not discriminate against any member, prospective member, officer, or volunteer on the basis of race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, marital status, or any other characteristic protected by applicable federal, state, or local laws.

Section 6. No part of the net earnings of the Club shall benefit, or be distributed to the members, officers, or other private persons, with the exception that the Club shall be

authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the purposes set forth by the Purpose Statement.

Section 7. No activities of the Club shall involve activities of a political nature or other activities not permitted by the Internal Revenue Code, present or future, under Section 501(c)(3).

Section 8. Visitors are welcome at meetings. After visiting 2 times, the visitor must join to continue attending.

Section 9. Membership dues shall be \$50 for the first person in a household. Additional members in the same household shall pay \$10 each. As an incentive, dues shall be discounted to \$45 if paid June 1 through midnight of the first August member meeting. A student membership is available for individuals ages 18–25 at a reduced annual rate of \$25. Proof of current student enrollment is required, such as a valid student ID or other documentation deemed appropriate by the Membership Chair or Board of Directors. New members joining March 1 to May 31 have the option to pay \$62, which includes membership for the following year. No additional discounts or prorated rates apply.

Section 10. Privacy Clause - All members' information gathered for the Club directory will remain private and for Club use only. No contact information will be placed on the Club website or social media. In some instances, members' URL links for social media and their websites, or contact information, may be shared with their permission for certain Club functions.

Section 11. Lifetime Membership - A member may be nominated for Lifetime Membership if that member has served at least twenty cumulative – but not consecutive – years of distinguished service to the Club and the nomination shall be presented in writing by at least three members. Lifetime Membership must be approved by unanimous vote of the membership at a Monthly Member Meeting. The Lifetime Member will be recognized in a significant way at a Monthly Member Meeting. A Lifetime Member is not required to pay membership dues.

Section 12. The Club shall not provide floral memorials upon the death of a member. At the discretion of the Board, the Club may provide a modest lasting tribute in memory of a deceased member, such as the donation of a book to a library or another appropriate commemorative item. Members are encouraged to make personal memorial contributions or expressions of sympathy as they deem appropriate. The Corresponding Secretary shall send a card, email, or other expression of concern on behalf of the Club to members who are hospitalized or who have suffered the loss of an immediate family member. Members are encouraged to notify the Corresponding Secretary or President of such circumstances so that the Club may extend its support and condolences in a timely manner.

Article V — Member Code of Conduct

Section 1. Members in good standing may attend meetings, participate in Club activities, serve as an Officer or a Chair, and serve on committees as permitted by these Bylaws.

Section 2. Members are expected to abide by this Code of Conduct. Members shall conduct themselves in a respectful, courteous, and professional manner at all club meetings, events, and activities. Members shall support the mission and purposes of the club, treat fellow members and guests with dignity and respect, comply with club policies and decisions, and refrain from behavior that is disruptive, harassing, discriminatory, or otherwise detrimental to the club and its members. The Club is committed to fostering a welcoming, inclusive, and creative environment for all members, volunteers, artists, and guests.

Section 3. Members of the Club shall abide by the rules and conduct set forth in the Bylaws, and support the Purpose, Mission, and best interests of the Club at all times. Should a member violate these rules or norms, the Executive Committee can recommend expulsion from the club for said member.

Article VI — Board of Directors

Section 1. The Board of Directors of the Art Club of McKinney is composed of all Officers and all Standing Chairs listed in the Bylaws.

Section 2. The Board of Directors shall serve as the governing body of the Club and shall oversee Club operations, finances, programs, policies, and strategic direction.

Section 3. All members of the Board of Directors can make motions, second motions, and vote on all Club business.

Section 4. All members of the Board of Directors can make reports during the Officer Reports or the Standing Committee Reports section of all Monthly Board Meeting agendas. Any Special Chairs who attend a meeting can be placed on the Board Meeting agenda if they let the President know one week prior to the Board Meeting.

Section 5. All members of the Board of Directors should not miss more than two Board Meetings a year and should inform the President or Recording Secretary of any absences.

Section 6. Directors and Officers shall perform their duties in good faith, with the care an ordinarily prudent person would exercise under similar circumstances, and in a manner reasonably believed to be in the best interests of the Club.

Article VII — Board of Directors Meetings

Section 1. The Board of Directors shall meet once a month, twelve months a year, at a time and location publicized in advance to the Board.

Section 2. Board Meetings shall implement these Bylaws, *Roberts Rules of Order Newly Revised, 12th Edition* (2020) or any forthcoming newer editions, and Roberts Rules of Order suggested agenda for Board Meetings.

Section 3. The function of the Board of Directors is to conduct the business of the Art Club of McKinney.

Section 4. Meetings should not be more than two hours in length. If business cannot be completed within two hours, the Board must vote to extend the meeting before continuing.

Section 5. The President can call for a recess during a meeting or rule a member(s) out of order.

Section 6. A Board Member can make a motion to end the meeting prior to the scheduled ending. If seconded and approved, the meeting will end.

Section 7. The Board of Directors meetings are only for the Officers and Standing Chairs, and Special Chairs as needed, but any member of the Club can present at a board meeting by making a request to attend at least one week in advance of the Board Meeting to the President.

Section 8. Minutes of the Board of Directors meetings will not be publicly shared, but are available for any member.

Section 9. The minutes of the Board of Directors meetings will be sent by the Recording Secretary to the President as a draft. Once the President reviews the minutes drafts and the Recording Secretary makes any agreed upon edits, the President will send the final monthly Board Meeting minutes to the Board of the Directors one week prior to the next board meeting, along with the Board meeting agenda, and the previous month's financial report. The minutes will be accepted as is or amended at the next Board meeting.

Section 10. The April Monthly Member Meeting will be considered the annual meeting of the Club.

Section 11. In the event of inclement weather or other circumstances requiring the cancellation, postponement, or modification of a Club event, the President and Second Vice President shall notify members through the Club's website, social media platforms, email, and any other appropriate communication channels.

Section 12. Special meetings of the Board of Directors may be called by the President or by a majority of the Executive Committee.

Article VIII — Executive Committee

Section 1. The Executive Committee shall consist of the President, 1st Vice President, 2nd Vice President, Recording Secretary, and Treasurer.

Section 2. They shall act and make decisions on behalf of the Club between regular meetings when timely action is required.

Section 3. The President or any member of the Executive Committee can call an Executive Committee Meeting. The meetings can be in person, online, or via email.

Section 4. The Executive Committee only meets on an as needed basis.

Section 5. The Executive Committee is authorized to review and discuss matters of a sensitive or confidential nature, including personnel, legal, financial, or other issues requiring discretion.

Section 6. The Executive Committee shall conduct preliminary interviews of any prospective paid employees of the Club and shall make recommendations to the Board of Directors for whom to hire. They shall conduct evaluations for any paid employee or contracted staff position and shall make recommendations to the Board.

Section 7. Any actions taken by the Executive Committee shall be reported to the Board or membership at the next regular meeting, except for matters that must remain confidential.

Section 8. The Executive Committee may not amend these Bylaws, incur major financial obligations beyond approved budgets, or take actions specifically reserved for the membership.

Article IX — Officers

Section 1. The Officers of the Club shall consist of:

- President
- 1st Vice President
- 2nd Vice President
- Treasurer
- Recording Secretary
- Corresponding Secretary
- Membership
- Directory Editor
- Newsletter Editor
- Member at Large
- Parliamentarian
- Historian

- Photographer
- Immediate Past President

Section 2. All officers are voting members of the Club Board of Directors.

Section 3. In order to be an officer of the Club, the member must have been a member of the Club for at least six months, have attended meetings regularly, have unique qualifications for the office, have participated in or volunteered at two Club events, and be a member in good standing (abides by club rules and is current in membership dues).

Section 4. Officers shall be slated by the nominating committee and the slate shall be presented at the March member meeting. Officers shall be elected annually by the membership at the April member meeting. All officer positions for the upcoming year should be filled by the April member meeting if at all possible. An installation ceremony shall occur for new officers at the May member meeting. New officers' positions shall start at noon on the day of the May member meeting.

Section 5. If an officer steps down between elections or is no longer able to serve in their position, the President will appoint a pro tem officer with the approval of the Board of Directors until a permanent officer can be elected. The replacement officer can be slated by the President with the approval of the Board of Directors, and must be voted on at an Club Monthly Member Meeting and receive a majority vote by those members present and voting.

Section 6. Officers shall perform duties customary to their office and any additional duties assigned by the President or Board of Directors.

Section 7. All officers shall serve as ambassadors for the Club within McKinney and surrounding communities and encourage attendance at Club programs and events, encourage member participation and help develop future Club leaders through committee service and event involvement, and perform such duties as may be assigned by the President or Board of Directors.

Section 8. All officers shall maintain the Club notebook for their office, add notes and important information to the notebook, and turn the notebook in to the President at the April or May Board meeting.

Article X — Standing Committee Chairs

Section 1. The Standing Committee Chairs of the Club shall consist of:

- Artist of the Month
- Artist Salon

- Community Impact
- Donations
- Exhibition (various Chairs)
- Field Trips
- Fundraising
- Grants
- Hospitality
- Special Events
- Workshops

Section 2. The President appoints all Standing Committee Chairs and they are announced and installed at the May member meeting. They are not elected, but appointed. All Standing Committee Chair positions should be filled for the upcoming year by the May member meeting. These Chairs shall be installed at the May member meeting. In some cases, the President may decide to have co-chairs for a position.

Section 3. Standing Committee Chairs attend Monthly Board Meetings and are voting members of the Board of Directors.

Section 4. Standing Committee Chairs shall perform the duties of their position outlined in the Bylaws, as well as duties assigned by the President or the Board of Directors.

Section 5. Standing Committee Chairs shall oversee the work of their committees and make regular reports to the Board of Directors.

Section 6. If a chair steps down after being appointed or is no longer able to serve in their position, the President will appoint a new Chair whose term will begin immediately. The replacement Chair does not have to be voted on by the Board of Directors or the membership at large.

Section 7. All chairs shall maintain the Club notebook for their position, add notes and important information to the notebook, and turn the notebook in to the President at the April or May Board meeting.

Section 8. The Club President is an ex-officio member of each Standing and Special Committee.

Article XI — Special Committee Chairs

Section 1. Special Committees can be created by the President or Board of Directors as needed. These committees can explore policy, work on Bylaws revisions, plan special events, and be created for other important reasons.

Section 2. The President appoints Chairs of all Special Committees. In some cases, the President may decide to have co-chairs for a position.

Section 3. Special Committee Chairs can attend Board of Directors meetings but it is not required. They should attend a Board of Directors meeting(s) close to events or activities that they chair and can make a report. They do not vote at Board of Directors meetings.

Section 4. The Club President is an ex-officio member of each Special Committee.

Article XII — Nominating Committee

Section 1. At the January meeting, the President shall appoint the Nominating Committee and designate the Chair of the Nominating Committee.

Section 2. The Nominating Committee shall consist of three Club members. All three members must be involved in the decision to slate each officer position. One member of the Nominating Committee cannot make decisions.

Section 3. The Nominating Committee discusses and agrees upon members to be slated as officers for the following year and who the club membership will vote on at the April Monthly Member Meeting. They do not select Chairs, only Officers. The President appoints Chairs.

Section 4. The Nominating Committee serves from after January's Monthly Member Meeting until the end of May's Monthly Member Meeting.

Section 5. The Nominating Committee Chair will read the slate of officers at the March Monthly Member Meeting and give the list to the President and Recording Secretary.

Section 6. At the April Monthly Member Meeting, the President will present the slate and lead the election of officers.

Section 7. The members of the Nominating Committee will ensure that each person slated has been a member of the Club for at least six months, has attended meetings regularly, has unique qualifications for the office, has volunteered and participated in at least two Club events, and is a member in good standing who abides by Club rules and is current in membership dues.

Section 8. The Club President is an ex-officio member of the Nominating Committee.

Article XIII — Voting

Section 1. At Board of Directors meetings, voting on motions and Club business shall take place during Old Business or New Business section of the meeting agenda. Voting on approving or disapproving the monthly Board of Directors minutes will happen immediately after reading of the minutes.

Section 2. At Board of Directors meetings, all Officers and all Standing Committee Chairs shall have voting privileges. Special Committee Chairs will not vote.

Section 3. At Board of Directors meetings, each eligible Board of Directors member shall have one vote.

Section 4: At Board of Directors meetings, the President shall vote only to break a tie.

Section 5. At Board of Directors meetings, motions shall pass by a majority vote of those present and voting.

Section 6. At Monthly Member Meetings, the only actions that are required to be voted on are the election of officers (majority present), Lifetime Membership (all present), bylaws revisions (two-thirds of those present).

Section 7. The Club may conduct votes on Club business by electronic means, including email and approved online voting platforms, when in-person meetings are impractical, between meetings if necessary, or during periods of summer recess. All electronic voting procedures shall ensure that eligible members are provided adequate notice, an opportunity to vote, and a method for verifying the results. Approval of business shall require a majority vote of those who respond.

Article XIV — Monthly Member Meetings

Section 1. The Club shall hold Monthly Member Meetings from August through May and as determined by the Board of Directors.

Section 2. One meeting a year – in April – shall be deemed the Annual Meeting and shall include election of officers, reports from all officers and Standing Chairs, a detailed Treasurer's Report, and any other business deemed appropriate. This meeting shall be when Bylaws revisions are voted on (after 2026-2027), unless there is a reason to conduct Bylaws revisions earlier in the year.

Section 3. For voting at Monthly Member Meetings, officers shall be elected by a majority of those present and voting, and any other business brought before the membership. To approve bylaws revisions or amendments, $\frac{2}{3}$ of those members present and voting must vote to pass. The President can vote to break a tie.

Article XV — Finances

Section 1. The fiscal year of the Club shall be from June 1st through the following May 31st when it ends.

Section 2. All Club funds shall be deposited in financial institutions approved by the Board of Directors. The President and the Treasurer shall both be registered on the bank account(s).

Section 3. All peer-to-peer financial apps used by the Club must be approved by the Board of Directors. The Club shall use no officers, chairs, or members personal peer-to-peer financial apps.

Section 4. The Treasurer shall maintain accurate financial records and provide regular financial reports to the Board of Directors.

Section 5. The Treasurer shall file all IRS, Federal, and State required documents.

Section 6. The Board of Directors will approve the annual budget in August or September of each year and finalize the budget when and if the Club receives any local grants.

Section 7. The President has the authority to approve any non-budgetary-approved individual or specific expenses of up to \$350. Any non-budgetary-approved specific expense over \$350 must be approved by the Board of Directors or can be approved by the Executive Committee between Board meetings.

Section 8. Financial reviews or audits may be conducted as directed by the Board of Directors.

Section 9. Officers and Chairs will not enter into agreements with non-Club persons and/or organizations or incur expenses on behalf of the Club without written approval (letter or email) of the President and/or Board of Directors.

Section 10. All Officers and Chairs must get any expenditure approved prior to purchase by the President or Treasurer, including those in the approved annual budget.

Section 11. Our Treasurer is a non-paid volunteer and has a very time consuming position for the Club. For this reason, the Club and the Club Treasurer gives no refunds for any Club events, activities, or online mistakes when joining as a member. Cancellations are allowed, but the paying member must seek out someone to take their place and make arrangements for payment to be made directly to them. The Club asks all members to be very careful when making online registrations. Duplicate registrations will not be refunded. No refunds will be given for any events, activities, or memberships.

Article XVI — Parliamentary Authority

Section 1. These Bylaws supersede *Roberts Rules of Order Newly Revised, 12th Edition* (2020), or other forthcoming and newer editions, for Club governance. In all matters not addressed within these Bylaws, the Club will be governed by the current edition of Robert's Rules of Order in all cases where they are applicable and not inconsistent with these Bylaws. Roberts Rules of Order clearly states in numerous places that small clubs and boards do not have to use the highest degree of Roberts Rules in all matters that must be used by government entities, large institutions, large corporations, and so on.

Article XVII — Bylaws Amendments

Section 1. The President can appoint a Bylaws Special Committee of 2-3 Board members to work on needed updates or amendments to the Bylaws. The President can serve on this committee. Their recommendations will be shared with the Board of Directors who will provide feedback and any decided upon adaptations will be made. The amended Bylaws will then be voted on by the membership at large at a Monthly Member Meeting.

Section 2. These Bylaws may be amended by a two-thirds vote of the members present at any regular Monthly Member Meeting, provided 30 days notice of the proposed amendment has been given in advance.

Section 3. Effort should be made for Bylaws revisions to happen at the official Annual Meeting in April, but they can be voted on earlier in the year if needed.

Section 4. Amendments to the Bylaws (revisions) shall become effective immediately unless otherwise stated in the motion.

Section 5. The Club may conduct votes on proposed Bylaw amendments by electronic means, including email and approved online voting platforms, when in-person meetings are impractical or during periods of summer recess. All electronic voting procedures shall ensure that eligible members are provided adequate notice, an opportunity to vote, and a method for verifying the results. Approval of Bylaws amendments shall require a two-thirds vote of those who respond.

Article XVIII — Officers' Responsibilities

Section 1. President

The President shall:

Leadership and Governance

- Preside at all Board of Directors, Executive Committee, and Monthly Member Meetings of the Club.
- Conduct all Board and Member Meetings in accordance with the Club Bylaws and Robert's Rules of Order Newly Revised, current edition.
- Perform such duties as may be necessary to carry out the purposes of the Club.
- Actively and continually assess Club planning and programming to ensure the Club provides a wide and diverse range of educational opportunities and events.
- Work closely with all Officers and Chairs, providing ideas, suggestions, guidance, and direction as needed, and regularly seeking updates on their activities.
- Delegate Club responsibilities whenever practical to encourage member participation and develop future leaders.
- Guide the Executive Committee and Board of Directors through any sensitive issues.
- Encourage networking within the Club and among Club members.
- Perform other duties not mentioned in the Bylaws that may be required of or needed from leadership.

Officers, Chairs, Committees, and Volunteers

- Appoint Standing Committee Chairs, Special Committee Chairs, and committee members in a timely manner.
- Serve as an ex-officio member of all committees.
- Assume the Chair position of any committee that does not have a Chair.
- Assist Officers and Chairs in recruiting committee members and encouraging broader member involvement.
- Ensure that members who wish to volunteer have opportunities to do so.
- Encourage leadership development by mentoring members and, when practical, co-chairing events with emerging leaders to strengthen organizational continuity and sustainability.

Meetings and Communications

- Plan agendas for Board of Directors and Monthly Member Meetings.
- Introduce and welcome guests and first-time visitors at Monthly Member Meetings.
- At meetings, recognize Officers and Committee Chairs to present reports, make announcements, and conduct Club business.
- Seek reports and agenda items from Officers and Chairs and distribute Board meeting agendas to Board members at least one week prior to Board meetings.
- Work with the Recording Secretary to review drafts of Board Meeting Minutes prior to distribution and distribute approved minutes to Board members before Board Meetings.
- Distribute the previous month's Treasurer's Report to Board members at least one week prior to Board meetings, if the monthly bank statement publication date allows for this.
- Send Club-wide communications on behalf of the Club, Officers, and Chairs.

- Ensure the Corresponding Secretary has information necessary to prepare official Club correspondence and thank-you notes.

Elections and Appointments

- Appoint a Nominating Committee and Chair in January to prepare a slate of Officers to be presented at the March Monthly Member Meeting and which is for the Officers for the following Club year.
- Conduct Officer elections at the April Monthly Member Meeting.
- Install incoming Officers with a significant ceremony at the May Monthly Member Meeting.

Membership, Outreach, and Public Relations

- Focus on growing Club membership and establish annual membership goals.
- Represent the Club with the City of McKinney, area art organizations, businesses, nonprofit organizations, and other community entities, and collaborate with such organizations when appropriate.
- Participate in and support marketing and publicity efforts to maintain a professional and active public presence.
- Design and update the Club website homepage or ensure that another qualified Officer or member performs those duties.
- Work closely with the Newsletter Chair by providing articles, announcements, and editorial assistance.
- Work closely with Membership Chair and Directory Chair to ensure memberships are always up to date and new members are communicated with.

Financial Oversight and Grants

- Participate in developing the annual budget and in revising the budget following the receipt of any local grant funding.
- Work closely with the Treasurer in overseeing Club finances.
- Know at all times, the financial condition of the Club.
- Along with the Treasurer, oversee payment of invoices and accounts payable.
- Actively seek, prepare, submit, and administer grants on behalf of the Club, including presentations and required reports.
- Maintain copies of receipts, invoices, and supporting documentation required for grant reporting (and all Club finances), with duplicate records also maintained by the Treasurer.

Records and Organizational Administration

- Collect and maintain attendance, demographic, marketing, and survey data from Club events and activities whenever practical.

- Maintain comprehensive digital and paper records for the organization.
- Ensure that application usernames, passwords, and other critical organizational information are securely maintained and updated when Officers change.
- Work closely with the Directory Chair to ensure the efficient production of the Club Directory.
- Provide artwork for the cover of the Club Directory during the President's term of office.
- Seek out and secure venues for all Club events and activities.

Section 2. 1st Vice President

The First Vice President shall:

Leadership and Governance

- Preside at Board of Directors Meetings, Executive Committee Meetings, and Monthly Member Meetings in the absence of, or at the request of, the President.
- Assist the President with Club leadership and decision-making between Board meetings as needed.

Programs and Educational Activities

- Serve as Chair of the Program Committee.
- Appoint up to two assistants to the Program Committee as needed.
- Plan, coordinate, and schedule programs, demonstrations, workshops, and guest speakers for Monthly Member Meetings. Seek out ideas from other Officers, Chairs, and Club Members.
- Coordinate arrangements with speakers, demonstrators, and program presenters.
- Ensure that speaker honoraria, reimbursements, or other approved payments are submitted in a timely manner.
- Arrange appropriate expressions of appreciation for speakers and presenters.
- Provide the Corresponding Secretary with information needed to prepare official thank-you correspondence when appropriate.
- Strive to provide a diverse range of educational programs representing various artistic media, techniques, professional practices, and art-related topics.
- Provide the annual program schedule to the President and Newsletter Chair prior to the August Board of Directors Meeting.
- Coordinate any participatory art activities or hands-on demonstrations presented as part of Club programming.
- Plan and coordinate the Club's holiday luncheon and spring tea, secure a caterer, and other special member events as assigned by the Board.
- Work with committees, volunteers, and vendors as needed to coordinate event logistics, decorations, catering, setup, and cleanup.
- Collaborate with the President to help ensure the August kickoff meeting and other major Club events are successful.

Section 3. 2nd Vice President

The 2nd Vice President shall:

Leadership and Governance

- Preside at Board of Directors meetings, Executive Committee meetings, and Monthly Member Meetings in the absence of both the President and First Vice President.
- Perform such other duties as may be assigned by the President or Board of Directors.

Website Administration

- Assist the President in maintaining and updating the Club website.
- Maintain an accurate and current website calendar of Club meetings, programs, exhibitions, events, and activities, working closely with the President to do so.
- Promote the Artist of the Month and other Club recognition programs on website.
- Assist the President with the development and maintenance of online registration forms, payment links, and event information on the Club website.
- Help ensure that the website remains informative, organized, user-friendly, and reflective of the Club's mission and activities.

Marketing and Communications

- Assist the President in developing and distributing press releases, announcements, and other public communications.
- Assist President in publicizing Club programs, exhibitions, events, and activities through appropriate communication channels.
- Assist in communicating cancellations, postponements, and other important Club updates to members and the public.

Social Media and Public Relations

- Assist the President in managing and monitoring the Club's social media platforms.
- Promote the Artist of the Month and other Club recognition programs on social media and the website.
- Support efforts to maintain a professional and engaging online presence for the Club.

Community Outreach

- Promote the Club's mission, programs, and activities within the local arts community.
- Assist in strengthening relationships with community organizations, businesses, media outlets, and other partners that support the visual arts.

Section 4. Treasurer

The Treasurer shall:

Financial Custody and Banking

- Have custody of all funds of the Club.
- Deposit Club funds in a financial institution approved by the Board of Directors in the name of the Art Club of McKinney.
- Pay all authorized bills and expenses.
- Monitor all Club income and expenditures and ensure that spending remains within the approved annual budget.
- Work closely with the President on all financial matters affecting the Club.
- Ensure that all purchases and reimbursements comply with Club financial policies and budgetary requirements.
- Ensure that the Club's tax-exempt status is properly utilized.

Accounting and Financial Reporting

- Maintain accurate records of all receipts, disbursements, deposits, and account balances.
- Present a Treasurer's Report at each Board of Directors meeting.
- Provide the previous month's Treasurer's Report to the President at least one week prior to each Board meeting.
- Provide a year-to-date financial summary at Board meetings.
- Prepare a Profit and Loss Statement at the close of each fiscal year.
- Prepare event-specific profit and loss reports, or obtain such reports from Event Chairs, following Club events and activities.

Membership Dues and Revenue Collection

- Collect membership dues and other fees.
- Coordinate with the Membership Chair and Directory Chair to maintain an accurate list of paid members.
- Maintain systems for collecting payments by cash, check, credit card, and approved electronic payment platforms.
- Monitor all electronic payment platforms used by the Club and ensure that all transactions are accurately recorded in Club financial records.
- Support membership growth efforts by helping ensure prospective members have opportunities to join the Club.

Budgeting and Grants

- Assist in preparing and monitoring the annual Club budget.
- Work closely with the President in preparing grant budgets, grant financial reports, and other financial documentation required by grantors.

- Maintain financial records and supporting documentation required for grant compliance and reporting.

Records and Internal Controls

- Maintain complete paper and digital files of receipts, invoices, bank statements, financial reports, tax filings, and other financial records.
- Exchange financial records with the President as necessary to ensure that required documentation is maintained in Club files and grant records.
- Ensure that the President has appropriate access to financial records and account information for oversight purposes.
- Work to establish and maintain sound financial controls and accounting practices.
- Facilitate an annual financial review, audit, or examination of the Club's financial records when directed by the Board.

Government Filings and Compliance

- File IRS Form 990-N (e-Postcard), or other required federal tax filings, as applicable.
- File all reports and forms required by the State of Texas and other governmental entities.
- Ensure that the Club remains in good standing with all applicable governmental and regulatory agencies.

Administrative Duties

- Check the Club post office box regularly, and at least once each week.
- Maintain accurate records.
- Assist the annual audit by a CPA.

Section 5. Recording Secretary

The Recording Secretary shall:

Minutes and Official Records

- Keep accurate minutes of all Board of Directors Meetings, Executive Committee Meetings, and Monthly Member Meetings.
- Record attendance, motions, seconds, votes, and other official actions taken by the Board and membership.
- Prepare draft minutes promptly following each meeting and provide them to the President for review.
- Complete the final document of Board of Directors Meeting minutes and send to President for distribution to Board Members one week prior to Board Meeting.
- Maintain the official record of approved minutes in the Recording Secretary's notebook. At the end of the term as Recording Secretary this notebook should be given to the

President to be placed in the Club's archives at the Heard Craig Center and in other permanent records of the Club.

- Read the minutes at the next month's Board meeting. Make any additions or corrections to the minutes and redistribute.
- Make approved minutes available to members upon request.

Member Meeting Support

- Record minutes of Monthly Member Meetings, including attendance, officer reports, motions, votes, and program information.
- Maintain a concise record of Club business conducted at Monthly Member Meetings.
- Place a copy of Monthly Member Meetings minutes in Recording Secretary notebook and email a copy to the President to be placed in the Club's digital files.

Records Management and Archives

- Maintain organized digital and/or printed files of all Club minutes and official records.
- Keep records readily available for reference at meetings when needed.
- At the conclusion of each Club year, transfer official records and minutes to the Historian or other designated Club archive for permanent preservation.
- Cooperate with the President and Historian to ensure that official records are properly stored in Club files and archives.

Absence and Continuity

- Arrange for an alternate individual to record minutes when unable to attend a meeting and ensure that all records are transferred promptly to the Recording Secretary.

Administrative Duties

- Perform such other duties as may be assigned by the President or Board of Directors.

Section 6. Corresponding Secretary

The Corresponding Secretary shall:

Official Correspondence

- Conduct official correspondence of the Club as requested by the President or Board of Directors.
- Prepare and send letters, emails, cards, and other communications on behalf of the Club as needed.
- Maintain records of significant Club correspondence when appropriate.

Member Care and Support

- Send cards, emails, or other expressions of concern and support to members who are hospitalized, experiencing serious illness, or who have suffered the loss of an immediate family member. Send expressions of concern and support to the family of a member who has passed.
- Coordinate with the President and membership to ensure that significant member events are acknowledged in a timely manner.

Recognition and Appreciation

- Send letters, cards, or emails expressing the Club's appreciation to venues, organizations, sponsors, grantors, speakers, volunteers, Officers, Committee Chairs, and others who contribute to the Club's success.
- Send thank-you correspondence to organizations and agencies that provide grants, funding, sponsorships, or other support to the Club.
- Assist the President with year-end recognition and appreciation of Officers, Committee Chairs, volunteers, and other supporters of the Club.
- Prepare special correspondence recognizing significant contributions to Club events, programs, and community partnerships.

Community and Organizational Relations

- Correspond with community partners, civic organizations, governmental agencies, and other organizations as requested by the President.
- Assist in maintaining positive relationships with venues, grantors, sponsors, and community partners through timely communication and expressions of appreciation.

Correspondence Resources

- Maintain an inventory of stationery, greeting cards, and other materials used for Club correspondence.
- Encourage and collect donated greeting cards featuring members' artwork for use in official Club correspondence whenever practical.

Administrative Duties

- Perform such other duties as may be assigned by the President or Board of Directors.

Section 7. Membership

The Membership Chair shall:

Membership Records

- Maintain accurate records of all Club members and paid memberships.
- Coordinate with the Treasurer, President, Directory Chair, and other appropriate Officers and Chairs to maintain an up-to-date list of paid members.

- Maintain and update the Club's member email distribution list.
- Provide membership information to Officers and Chairs as needed for Club operations.
- Keep the President and Board of Directors informed regarding membership numbers and membership trends.

New Member Recruitment and Orientation

- Serve as the primary point of contact for prospective and new members.
- Maintain and distribute information packets via email for prospective and new members.
- Send a welcome letter or email to each new member.
- Maintain established procedures for receiving membership inquiries and processing new member registrations.

Member Meetings and Engagement

- Maintain attendance records for members and guests at Monthly Member Meetings.
- Maintain sign in sheets at Monthly Member Meetings and secure that information for the President for data collection.
- Provide and maintain member name tags.
- Provide guest nametags.
- Make membership information available at Club meetings and events.
- Foster a welcoming environment for members, guests, and prospective members attending Club activities.

Directory Coordination

- Provide all paid member registration information to the Directory Chair or manage the system in place to do so.
- Assist the Directory Chair in maintaining accurate membership information for the Club Directory.
- Ensure that new members receive access to the current Club Directory, whether electronically or in another approved format.

Administrative Duties

- Perform such other duties as may be assigned by the President or Board of Directors.

Section 8. Directory Editor

The Directory Editor shall:

Directory Preparation and Production

- Prepare and publish the annual Art Club of McKinney Membership Directory.

- Ensure that the Directory includes current member information, Club Officers and Chairs, the Club Bylaws, and other information deemed appropriate by the Board of Directors.
- Coordinate with the Membership Chair, Treasurer, President, other Officers, and members to obtain accurate and current information for inclusion in the Directory.
- Include in the Directory all members whose dues have been paid by the September Monthly Member Meeting, unless otherwise directed by the Board.
- Coordinate with the incoming President to obtain cover artwork for the Directory prior to publication.
- Strive to distribute the annual Directory by the October or November Monthly Member Meeting.

Membership Records and Updates

- Maintain and update the Directory throughout the Club year to reflect membership additions, contact information changes, and other revisions.
- Distribute updated versions of the Directory to members periodically or as needed.

Distribution and Access

- Provide a digital copy of the Directory to all current Club members.
- Email new members that join throughout the year an existing digital version of the Directory.
- Make a limited number of printed copies available to members at a price approved by the Board.
- Provide the President with a printed copy of the Directory.

Privacy and Confidentiality

- Protect the privacy of Club members by ensuring that Directory information is used solely for personal and Club-related purposes.
- Ensure that the Directory is not posted on public websites, social media platforms, or otherwise distributed outside the membership without authorization from the Board of Directors.

Archives and Historical Records

- Provide a printed copy and a digital copy of each annual Directory to the Historian for archival purposes.
- Ensure that the Club's annual Directory is preserved as part of the permanent historical records of the organization.
- Provide archival copies of the Directory to the Heard-Craig Center for the Arts and Museum, or other designated archival repository, as appropriate.

Bylaws and Organizational Information

- Include the current approved version of the Club Bylaws in the annual Directory.
- Any amendments to the Bylaws shall become effective immediately upon adoption; however, updates to the printed Directory may be incorporated in the next annual edition unless the Board determines that an interim revision is necessary.

Administrative Duties

- Perform such other duties as may be assigned by the President or Board of Directors.

Section 9. Newsletter Editor

The Newsletter Publisher shall:

- Generate the Club's monthly digital newsletter on approximately the 1st of each month, August through May.
- Curate and collect the President's letter, articles, photographs, advertisements, announcements, etc. for the newsletter.
- Lay out, edits, publishes a graphically pleasing and professional Club newsletter.
- Publicize all due dates for the newsletter to the membership at large and to specific officers, chairs, and members who may write for the newsletter or provide photos.
- Email the finished newsletter to the President for editing, collaboration, and review. The President will let the Newsletter Editor know of any edits by the Editors deadline. The Editor will make the mentioned edits and resend back to the President who will look it over one more time, and then send on to members and also to 2nd VP to put on the website.
- Ensure the Club has the software or app membership the Club needs to produce the newsletter.

Section 10. Member at Large

The Member at Large shall:

Member Representation

- Serve as a liaison between the membership and the Board of Directors.
- Gather feedback, suggestions, concerns, and ideas from members through surveys sent out by the President after events and at the end of the year, conversations, electronic communications, and other appropriate methods.
- Communicate member interests and concerns to the Board of Directors and Officers.
- Encourage member participation and help ensure that a variety of member perspectives are considered in Board discussions and decisions.

Board Service and Governance

- Attend Board of Directors meetings and actively participate in discussions and decision-making.

- Provide independent perspectives and recommendations for the benefit of the Club and its membership.
- Assist in evaluating Club policies, programs, and initiatives to ensure they support the mission and long-term goals of the organization.
- Help ensure that Board decisions are thoughtfully considered and aligned with the interests of the Club and the community it serves.

Strategic Planning and Committees

- Assist the Board in identifying opportunities for organizational growth, improvement, and member engagement.
- Serve on committees, task forces, or special projects as requested by the President or Board of Directors.
- Provide support for strategic planning, long-range goals, and special initiatives of the Club.

Community Engagement

- Promote awareness of visual arts, cultural opportunities, and community events that may be of interest to Club members.
- Represent the Club at community events, exhibitions, programs, and other activities when appropriate.
- Assist in strengthening relationships between the Club and the broader arts community.

Administrative Duties

- Perform such other duties as may be assigned by the President or Board of Directors.

Section 11. Parliamentarian

The Parliamentarian shall:

Parliamentary Procedure

- Be knowledgeable about the Club's Bylaws and governing documents.
- Be familiar with the current edition of *Robert's Rules of Order Newly Revised, 12th Edition* (2020), and any new editions that may be forthcoming.
- Advise the President, Board of Directors, Officers, and members on matters of parliamentary procedure when requested.
- Assist the presiding officer in ensuring that meetings and elections are conducted in accordance with the Club's Bylaws and *Robert's Rules of Order Newly Revised, 12th Edition*.
- Call attention to procedural errors or conflicts with the Bylaws when necessary and appropriate.

Bylaws and Governance

- Assist the Board and any Bylaws Committee in reviewing, interpreting, and revising the Club's governing documents.
- Research parliamentary and governance questions as requested by the President, Board, or Bylaws Committee.
- Provide guidance regarding the proper application of the Club's Bylaws and parliamentary authority.

Education and Training

- Promote understanding of parliamentary procedure among Officers, Directors, and members.
- Share information, resources, or brief educational presentations concerning parliamentary procedure and effective meeting practices when appropriate.

Administrative Duties

- Perform such other duties as may be assigned by the President or Board of Directors.

Section 12. Historian

The Historian shall:

Historical Records

- Document and preserve the history of the Club through photographs, newsletters, newspaper articles, meeting records, publications, and other materials of historical significance.
- Maintain a written summary of each Club year, including major activities, special events, membership changes, and memorials.

Archives and Preservation

- Maintain an organized inventory of all archived materials and historical assets belonging to the Club, which are housed in the Heard Craig Center for the Arts & Museum.
- Collect and preserve annual records, including Presidents' binders, Secretary's minutes and notebook, Club directories, and other materials documenting Club activities and accomplishments.
- Ensure that historical records are properly organized, cataloged, and preserved for future generations.
- Ensure that a copy of each annual Club Directory is added to the Club archives.
- Meet with each incoming President, as practical, to review the Club's historical archives and assist with the organization and preservation of records.

Digital Archives

- Maintain a digital archive of scanned photographs, documents, newsletters, and other historical materials in the Club's shared digital storage system.
- Promote the long-term preservation and accessibility of Club records through digital archiving.

Historical Education and Outreach

- Provide historical information, photographs, and archival materials to Officers, Chairs, and committees for use in publications, presentations, exhibits, the Club website, social media, and other communication platforms.
- Work with the Second Vice President, President, or other designated volunteers to maintain and update historical content on the Club website.
- Submit historical articles, facts, photographs, or other content for publication in the Club newsletter on a regular basis.
- Present historical reports, stories, or highlights at Monthly Member Meetings to promote awareness of the Club's history and traditions.
- Share notable items from historical records, including significant events, decisions, and milestones from prior years, through Club publications, meetings, and digital platforms.
- Promote awareness and appreciation of the Club's history through educational programs, displays, exhibits, social media posts, and other outreach efforts.
- Assist the President and Board in recognizing significant Club anniversaries and historical milestones.

Administrative Duties

- Perform such other duties as may be assigned by the President or Board of Directors.

Section 13. Photographer

The Photographer shall:

Event Photography

- Photograph Club meetings, exhibitions, programs, workshops, receptions, special events, and other activities as practical.
- Capture images that accurately reflect the diversity of the Club's membership, programs, and community engagement.
- Photograph award recipients, featured artists, special guests, and other individuals or activities of significance to the Club.

Photo Management and Archives

- Maintain organized digital files of Club photographs.
- Upload and share photographs with the President, Historian, 2nd Vice President, Newsletter Chair, other Officers or Chairs as appropriate, and members.

- Ensure that photographs are preserved in the Club's designated digital storage system for historical and promotional purposes.
- Assist in maintaining a visual record of the Club's activities and accomplishments.

Communications and Promotion

- Provide photographs for use in the Club newsletter, website, social media platforms, directory, marketing materials, grant reports, and other Club publications.
- Provide photographs of award recipients, featured artists, and significant Club activities for publication and archival purposes.
- Assist the President and 2nd Vice President in obtaining quality photographs that support the Club's public relations, promotional, and historical efforts.
- Coordinate with professional photographers when requested for major events or special projects.

Continuity and Coverage

- Arrange for a substitute photographer when unable to attend a meeting or event.
- Ensure that photographs from Club activities are delivered in a timely manner to those responsible for publications, archives, and communications.

Administrative Duties

- Perform such other duties as may be assigned by the President or Board of Directors.

Section 14. Immediate Past President

The Immediate Past President shall:

Leadership Continuity and Advisory Role

- Serve in an advisory capacity to the President, Officers, and Board of Directors, sharing institutional knowledge and historical perspective as needed.
- Assist in promoting continuity of leadership, programs, policies, and long-range planning.
- Provide guidance and mentorship to current and incoming Officers when requested.

Board Service

- The main role of the Past President is to serve in an advisory capacity for the current President, as needed for continuity of leadership.
- Attend and participate in Board of Directors meetings as able.
- If the immediate Past President cannot serve as an officer, the Board may decide to invite a previous Past President to serve in that office.

Special Projects and Committees

- Chair or serve on committees, task forces, or special projects as requested by the President or Board of Directors.
- Assist with organizational initiatives that would benefit from the experience and historical knowledge gained during prior service as President.

Administrative Duties

- Perform such other duties as may be assigned by the President or Board of Directors.

Article XIX — Chairs' Responsibilities

Section 1. Artist of the Month Chair

The Artist of the Month Chair shall:

- Organize and conduct the Artist of the Month art share and voting at each member meeting. Ensure a member may win Artist of the Month only once per Club calendar year.
- Announce the winner at each Monthly Member Meeting where Artist of the Month is held. Give the winning artists a gift certificate prize. Take winning artist's photo with artwork.
- Provide the names of winners, photos, bios, and artwork information to the 2nd Vice President and Newsletter Chair.
- Oversee the 2nd Vice President getting the Artists of the Month on the Club website in a timely manner following each awarding.
- Conduct Artist of the Month in September, October, November, January, February, March, and April. There will be no Artist of the Month in August, December, and May.
- Perform such other duties as may be assigned by the President or Board of Directors.

Section 2. Artists' Salon Chair

The Artists' Salon Chair shall:

- Plan two evening and two afternoon Artists' Salons.
- Work with the President to secure a venue for each Salon.
- Attend and facilitate the Salons.
- Lead the artist discussion at the Salons and have preplanned questions to ask to ensure dialogue.
- Encourage community at the event.

Section 3. Community Impact Chair

The Community Impact Chair shall:

- Inform members of any non–profits seeking donations for their silent auctions, fundraisers, and so on.
- Plan specific community impact projects in conjunction with the President and Board of Directors.
- Plan any and all aspects of the particular events or actions they are the Chair of.
- Communicate with the President and 2nd Vice President to place any necessary information on the website.
- Make Facebook posts about these events and activities.
- Communicate with the President for emails to members.

Section 4. Donation Chair

The Donation Chair shall:

- Plan and organize four raffles and two auctions during the Club’s operating year, and adapt the number of raffles and auctions to always meet the IRS Code for Non-Profit Organizations.
- Sell tickets for raffle drawing(s) for donations at the member meeting and announce the winners.
- Organize a good method for members to donate items for auctions and raffles.
- Clearly define what should be brought for raffles and donations.
- Submit raffle ticket sales proceeds to Treasurer at each Monthly Member Meeting where a raffle is held.
- Work with the Treasurer to collect all auction payments at each auction.
- Perform such other duties as may be assigned by the President or Board of Directors.
- Communicate with the President for emails to be sent to members.

Section 5. Exhibition Chairs

The Exhibition Chairs shall:

- Plan and conduct the exhibition they chair. The Art Club conducts multiple exhibitions during the year. Each art exhibition should have two co-chairs or a chair and an assistant chair, with equal and knowledgeable responsibilities. Although the various art exhibitions focus on different registrants, including but not limited to members, non-members, adults, teenagers, children, or collaborations with other organizations, the steps to produce each art show are very similar.

Planning and Organization

- Reserve a venue for the art show as far in advance of the exhibition as is possible and prior to any local grant submissions if at all possible. Have a good logistics plan for art intake, the art exhibition, and art pick up for the specific venue used. Consider parking and security in choosing a venue.

- Announce the theme, if applicable, for the exhibition as many months in advance as is possible, giving members and other entrants time to produce their artwork.
- Meet with the President and identify specific and unique planning aspects of each particular exhibition, including how many entries an artist can enter, registration fees, the size limitations of the entries as determined by venue space, and if the exhibition is for members and/or non members, and other important details. Any decisions that seem pertinent can be taken to the Board for feedback.

Budget, Grants, and Sponsorships

- Work with the President and Grant Chair in April and May prior to the operating year to develop a budget and meet any grant requirements and participate in grant requests.
- Work with the President and Treasurer on the budget for the art exhibition.
- Secure sponsors for the art exhibition. Maintain a list of sponsors and addresses for thank you notes. Write the thank you notes and mail them or email them. Make sure the President has an accurate list of sponsors.

Exhibition Administration

- Create a prospectus for the art exhibition containing requirements for entry categories for judging, dates, times, etc., and work with the President and 2nd Vice President to publish it on the Art Club website. Ensure the exhibition prospectus is distributed several months in advance of the exhibition to Club members and, when applicable, to the public, providing adequate time for artists to plan, create, and enter their artwork.
- Secure a juror for the art show as needed and with the approval of the Board of Directors. In some rare cases, the Board of Directors or President may secure the juror or appoint a Special Chair to select the juror.
- Provide jurors a spreadsheet of all artwork in the exhibition.
- Supervise judging.
- Make a paper program for the exhibition, if possible, with artists' names and artwork titles, the awards that will be given, the juror's name and a brief description of the juror, the exhibition chair(s), Club logo and contact information, and make copies of the program available at the exhibition.

Awards

- Plan the exhibition awards, including award categories, titles, and prizes, as applicable. Purchase award ribbons and certificates as needed. Determine cash awards with the assistance of the President and Treasurer.
- Implement this award system: Within each entry category, an artist may receive only one award. If an artist's work qualifies for multiple awards in the same category, only the highest-ranking award will be presented. An artist receiving Best of Show will not also receive a category award (such as First Place) for the same artwork. Best of Show is the

highest honor of the exhibition and that artist will receive no other award for that exhibition.

Marketing and Public Relations

- Work with the President and 2nd Vice President to develop social media marketing.
- Maintain a list of VIPs to invite to the art show reception. Send invitations to the people on this list. Be sure to invite city dignitaries, cultural art staff for the city, local gallery owners, art business owners, and others.

Volunteers and Exhibition Operations

- Put together a committee of member volunteers to create artwork labels, programs if they are used, plan the reception food and beverage, welcome visitors, count attendees, manage intake and outtake of art work, set up and take down grids and screens, hang art, and take down art. It is important to have a committee so that future years of club exhibitions will have a knowledgeable working committee.
- Have at least one volunteer at the venue the entire time the show is on display to the public.
- Hang artwork labels after judging and prior to the exhibition.
- Make sure all artwork is labeled if it is for sale or not and how to contact the artist to purchase.
- Not have an auction or raffle without the permission of the President and Donation Chair, thereby ensuring that we meet the IRS Non-Profit Code allowed number of raffles and auctions.

Evaluation and Records

- Produce art show final summary report including income, expenses, number of art work entries, number of participating artists, number of visitors, etc., as documentation for future planning and to assist with next year's grant writing.
- Send a survey to all entrants in the exhibition to seek their input on how to improve the show. Take these comments into consideration, but the Chair(s), President, and Board of Directors make decisions about which comments to act upon.

General Responsibilities

- Perform such other duties as may be assigned by the President or Board of Directors.

Section 6. Field Trips

The Field Trip Chair shall:

- Determine what field trips the Club will take, along with the President and Board of Directors. Attempt to have a variety of field trips - including local, DFW, regional, and/or field trips in other states.
- Plan all details associated with the field trip(s).
- Communicate with the President and 2nd Vice President to place any necessary information on the website.
- Make Facebook posts about these events and activities.
- Communicate with the President for emails to be sent to members.

Section 7. Fundraising Chair(s)

The Fundraising Chair shall:

- Assist with any Club fundraising events or activities.
- Attempt to plan 1-3 fundraising activities.
- Work with the President and other Chairs to find and secure sponsors for events and activities.
- Ensure that the President knows of all donors and sponsors. The President will thank them with social media posts, emails to members, in our Club newsletter, and place their logo on our partners and sponsors webpage. .
- Ensure that the Treasurer knows of all donors and sponsors in order to collect funds and send them a donation letter.
- Help promote North Texas Giving Day and North Texas Gives to the Arts Day.
- Ensure that all donors and sponsors are thanked by the Corresponding Secretary.
- Assist the President with any special fundraising campaigns.
- Make reports as needed at Board of Director meetings regarding fundraising from the previous month.
- Perform such other duties as may be assigned by the President or Board of Directors. There may be more than one Fundraising Chair. Multiple Chairs may work on differing events.

Section 8. Grant Chair

The Grant Chair shall:

- Seek out and apply for operational, marketing, and special event grants for the Art Club of McKinney.
- Maintain and update a list of potential grant opportunities.
- Ensure all rules and guidelines of grantors are followed, attend any online or in-person mandatory meetings and trainings, and make any online and in-person presentations as required by grantors.
- Write and submit reports as needed for grantors.
- Work closely with the President on grant submissions and all details associated with submitted and received grants.
- Collaborate with the President and Treasurer on grant applications and reports.
- Ensure that the Treasurer is fully informed on any grant payment dates.

- Perform such other duties as may be assigned by the President or Board of Directors.

Section 9. Hospitality Chair(s)

The Hospitality Chair(s) shall:

- Coordinate refreshments at all Monthly Member Meetings. Hospitality chair(s) are only responsible for refreshments at Monthly Member Meetings and not other Art Club events. The chairs of other events, if refreshments are needed, are responsible for planning refreshments for their event.
- Conduct organized sign-ups for members to sign up to bring food and drinks to Monthly Member Meetings for the months of September, October, November, January, February, March, and April. Maintain accurate records. Send reminders two weeks in advance and again one week in advance.
- Seek 1-2 hosts for each Monthly Member Meeting who can help determine a theme, decorate the food tables to coordinate with the other Monthly Member Meeting decorations.
- Work with the 1st Vice President on centerpieces for member's tables at each Monthly Member Meeting. Work with caterer and 1st Vice President for centerpieces for December Holiday Luncheon and May Spring Tea.
- Determine what, if anything, that Hospitality Chairs need to bring for each Monthly Member Meeting.
- Stay within the allotted budget for hospitality for the year.
- Submit receipts to the Treasurer for reimbursement and recordkeeping within one week of each Monthly Member Meeting. Make sure all receipts are turned into Treasurer the day of the last Monthly Member Meeting, and no later than May 15th.
- Coordinate the Board of Directors providing brunch or refreshments at the first member meeting in August.
- Set up a hospitality station at each member meeting.
- Help coordinate the caterer for the December Luncheon and May Spring Tea. Work out the financial plans for the caterer with the President and Treasurer.
- Work with a co-chair in this position. Ideally, there will be two Hospitality Chairs.
- Perform such other duties as may be assigned by the President or Board of Directors.

Section 10. Special Events Chair

The Special Events Chair shall:

- Assist the Chairs of all Club special events as assistance is needed.
- Be a liaison between the event chairs and the President.
- Volunteer at as many of our special events as is possible and ensure that all volunteer time slots are filled. Monitor the digital volunteer form. Assist the President in filling any unfilled volunteer slots.
- Plan and hold special events with the approval of the Board of Directors for each event.
- Perform such other duties as may be assigned by the President or Board of Directors.

Section 11. Workshop Chair and Workshops

The Club hosts a variety of workshops and in most cases they are open to members and non-members. The Club hosts Club sponsored workshops, member-led workshops, and travel workshops.

- Some of the Monthly Member Meeting speakers may lead a workshop in the afternoon following morning Member Meetings. The 1st Vice President will plan these workshops. The Club handles registration, payments, and publicity.
- The Club fills some allotted slots at the Heard Craig Center with member-led workshops. The President secures member instructors for these workshops. The Workshop Chair can help with these. The member instructor plans the workshops, publicity, and collects payments, sets up and cleans up the Heard Craig Center's Carriage House, following all Heard Craig Center policies.
- The Workshop Chair plans and hosts 2-3 Club sponsored workshops throughout the year. The Club publicizes, collects registrations, and payments. The Workshop Chair sends all needed information to the registrants and follows guidelines below.
- The Club may plan some field trips that may have workshops. The President plans these with the assistance of the Field Trip Chair, and the Club collects registrations and payments, and does publicity.
- Occasionally throughout the year, a member may like to host a workshop and if the Club can accommodate this request, the member can plan these workshops, collect registrations and payments, and do needed publicity.

For Club sponsored workshops, the Workshop Chair shall:

Planning and Scheduling

- Plan 2-3 club sponsored workshops of a high level and variety of media techniques. The Workshop Chair can plan more than 2-3 if they would like, but should get this approved by the President so that they fit on our year calendar and we have appropriate and affordable venues.
- Seek instructors for these workshops and make all arrangements with them.
- Determine the minimum and maximum number of participants with the instructor and venue.
- Determine the venue, date, and times with the assistance of the President.
- Have these workshop themes, venues, and instructors planned by July 15th for the upcoming year.
- Work to secure various venues for workshops. Only some workshops can be held at the Heard Craig Center for the Arts and Museum. The Workshop Chair must discuss this with the President, who will contact the Heard Craig Center for the Arts and Museum to schedule the workshop if it is possible to have it at the Center. ALL Heard Craig Center for the Arts and Museum policies must be adhered to. The Heard Craig Center General Rules & Regulations for clubs are provided at the end of these Bylaws.

Registration, Fees, and Attendance

- Set the registration fee with small fundraising amount added to the fee.
- Plan necessary reservations and prepayment for these workshops. Reservations are taken on a first-come, first-served basis. Reservations should be made as early as possible. Non-members may register.
- Cancel the workshop if minimum attendance cannot be attained, unless the instructor agrees to hold a workshop for a smaller number of people, and in only this case those registered will receive a refund.
- Ensure workshop fees are paid prior to the registration deadline.
- Understand that no refunds will be given. The treasurer will give no refunds, except if a Club sponsored workshop is cancelled. Cancellations by people who sign up to attend a Club sponsored workshop are permitted, but the registrant must secure a replacement participant to take their place and collect the registration fee directly from them. The person cancelling their reservation must let the Workshop Chair know who they sold their ticket to and their contact information.

Communication and Publicity

- Work with the President and 2nd Vice President to publicize the workshops on the website, social media, newsletter, and via emails to members.
- Make a report at Monthly Member Meetings about upcoming workshops.
- Conduct necessary communication with registrants.
- Communicate early on with all those who have signed up, confirming that we received their registration.
- Notify attendees via email approximately two weeks in advance of specific supplies the workshop instructor would like them to bring. Some workshops will have no supply list and the instructor will provide all supplies.

Workshop Operations

- Schedule any volunteers needed to assist with the workshop.
- Work with the instructor and venue location to set up the room appropriately for the workshop.
- Host and oversee the workshops.
- Ensure that the venue is cleaned up appropriately and that all venue policies are followed. All supplies must be removed from the venue at the end of the workshop and the venue must be left clean and all venue policies followed.

Instructor Relations

- Ensure all details have been communicated to the instructor.
- Ensure that the Workshop Chair has gathered all information from the instructor.
- Send a thank you to the instructor.

Other Duties

- Perform such other duties as may be assigned by the President or Board of Directors.

Article XX — Dissolution

Section 1. The Club may be dissolved upon 1) the Board of Directors adopting a resolution of dissolution, and 2) the Club adopting that resolution of dissolution at any Monthly Member Meeting by unanimous vote by the members in attendance.

Section 2. Upon adoption of a resolution to dissolve the Club, all assets of the Club shall first be applied to the payment of any outstanding debts, liabilities, and obligations of the Club. After satisfaction of all obligations, any remaining assets shall be distributed to the Heard-Craig Women's Club Trust, a tax-exempt organization recognized under Section 501(c)(3) of the Internal Revenue Code, to further the purposes set forth in Article III of these Bylaws, including the preservation and display of the Club's permanent art collection and the advancement of education in the visual arts. If the Heard-Craig Women's Club Trust, or its successor, the Heard-Craig Center Foundation, is no longer in existence or is not qualified to receive such assets, the remaining assets shall be distributed to another organization exempt under Section 501(c)(3) of the Internal Revenue Code whose purposes are consistent with those of the Club. Any assets not otherwise disposed of shall be distributed by a court of competent jurisdiction in Collin County, Texas, exclusively for charitable, educational, or artistic purposes consistent with the purposes of the Club and the requirements of the Internal Revenue Code, as amended.
