

By-Laws of AZ Women for the Arts

February 2019

Az Women for the Arts (AZWA) is an Arizona nonprofit corporation.

The group of persons overseeing the operations of AZWA is its Board of Directors. The following by-laws constitute the governing instrument of the AZWA Board effective February 27, 2019.

ARTICLE I — NAME

The name of this organization is AZ Women for the Arts.

ARTICLE II — PURPOSE

The purpose of AZ Women for the Arts, hereafter referred to as AZWA, shall exist to support organizations and individuals devoted to the growth of the arts in Arizona. Focus would be on friendships, education, promotion of the arts and fundraising.

ARTICLE III — MEMBERSHIP

Section 1. Qualifications for Membership

Any person interested in the purpose and focus of AZWA shall become a member by payment of annual dues.

Section 2. Dues

Annual dues in the amount determined by the voting Board of AZWA and shall be payable on or before July 1. Such dues shall represent the different levels of membership as determined by the Board of Directors.

ARTICLE IV — BOARD OF DIRECTORS

Section 1. Members

The affairs of AZWA will be conducted by a Board of Directors of not less than eleven (11) and not more than twenty-five (25) members. The board may increase or decrease the number of members within the above limits and fill any vacancies that may occur pending the next annual meeting of the members. All Board members must be members in good standing of AZWA.

Section 2. Officers

The officers of AZWA shall be President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

Section 3. Executive Committee

The officers plus the immediate past president shall constitute the Executive Committee.

Section 4. Duties of Officers

A. President

The President shall preside at all meetings of AZWA and shall appoint the Chairmen of the Standing Committees needed to conduct the business of AZWA.

B. First Vice President

The First Vice President shall be the President Elect, perform the duties of the President in their absence, and assume the office of the President in the event of a vacancy in that office.

C. Second Vice President

The Second Vice President shall perform such other duties as the President may propose and succeed to the office of First Vice President in the event of a vacancy in that office.

D. Recording Secretary

The Recording Secretary shall keep the minutes of the meetings of AZWA and provide copies to Board Members. She shall keep attendance records of the Board.

E. Corresponding Secretary

The Corresponding Secretary shall conduct the general correspondence of AZWA.

F. Treasurer

The Treasurer shall be the custodian of all the funds of AZWA. They shall prepare an annual budget to be presented to the Board at the first meeting following the beginning of the July 1 fiscal year and shall provide a written financial statement at the end of the fiscal year. They shall serve as or appoint a Treasurer for each AZWA fundraising event.

ARTICLE V — TERM OF OFFICE

The officers may serve one- or two-year consecutive terms except for the Treasurer who may serve unlimited years as approved by the Board.

ARTICLE VI — FINANCIAL

Section 1. Accounts and Audit

The books and accounts of AZWA shall be kept in accordance with sound accounting practices and shall be presented monthly to the Board.

Section 2. Dues

Annual AZWA dues support the operation and implementation of AZWA programs.

Section 3. Transfer of Funds

The net profits from fundraising events of AZWA shall be presented to the Board and members of AZWA by the conclusion of the fiscal year

Section 4. Budget Approval

Committee budgets shall be approved by the AZWA Board. Once approved, budgets may not be exceeded without prior approval of the Executive Committee of AZWA.

Section 5. Fiscal Year

The fiscal year of AZWA shall be July 1 through June 30.

ARTICLE VII — NOMINATING

Section 1. Committee Members

The Past President shall serve as Chairman of the Nominating Committee. The President, with the approval of the Board, shall appoint four members to serve with the Past President.

Section 2. Duties

The Nominating Committee will solicit names of proposed officers from the membership of AZWA and the Board. They will prepare a slate, with the consent of the nominees, to be presented at the AZWA annual meeting. Additional nominations may be made by attendees at the meeting, providing the consent of the nominee has been obtained.

ARTICLE VIII — MEETINGS

Section 1. Board Meetings

The AZWA Board shall meet each month that the President calls a meeting.

Section 2. Membership Meetings

There shall be an Annual Meeting to which all members in good standing are invited. Each member may cast one vote for a nominee for each office. Other membership meetings, programs and activities shall be scheduled as the Board directs.

ARTICLE IX — QUORUM

More than 50% of the members present at a regular or special Board meeting constitute a quorum. Any action approved by a majority of the quorum present at such meeting will constitute the action of the Board, except for amendment to these by-laws.

A quorum of any general membership meeting will consist of those members present plus a quorum of the Board.

ARTICLE X — AMENDMENTS

These by-laws may be amended by a majority vote of the entire Board.