

BY LAWS of THE VILLAGES ARTS AND CRAFTS ASSOCIATION

NAME: The name of this club shall be **THE VILLAGES ARTS AND CRAFTS ASSOCIATION.**

PURPOSE: The purpose of The Villages Arts and Crafts Association shall be to support, encourage and foster the hands-on visual arts in 2 and 3 dimensional work, such as painting in all media, drawing, ceramics, sculpture, stitchery, crafts and others by classes, workshops, programs and free demonstrations for Villagers and to provide events and creative outlets, such as classes, exhibits, special events and free demonstrations for the perpetuation of these Arts and Crafts.

PLACE: The Villages Arts and Crafts Association is an integral part of The Villages Golf and Country Club and shall conform to its rules and regulations.

BY LAWS: The By Laws of The Villages Arts and Crafts Association shall be approved, changed or amended by vote of a quorum (10%) of the current membership in a membership meeting by a simple majority vote of the quorum. One week's notice of such a meeting shall be given to the membership by publishing notice in *The Villager*, on the website or by direct e mail.

BY LAWS

ARTICLE I – OFFICERS: The Villages Arts and Crafts Association officers shall be a president, a vice president, a secretary and a treasurer. These four officers shall constitute the Executive Committee. In the absence of the president, the vice president takes over.

ARTICLE II – TERM OF OFFICE is 2 years.

ARTICLE III – NOMINATIONS: The Vice President and a Past President shall serve as the Nominating Committee for the following year with one other Board member, appointed by the President from the general membership. Nominations from the floor will also be accepted at the November election.

ARTICLE IV – ELECTION of Officers shall take place at the November meeting for the following year. A quorum (10%) of the total membership is necessary to hold the election.

ARTICLE V – ADVISORY BOARD shall be members of the Executive Committee and the Chairpersons of the Standing Committees. The President shall appoint Chairpersons from the active membership who shall form Committees to carry out the functions of The Villages Arts and Crafts Association.

ARTICLE VI – VACANCIES: The President may fill any vacancy by appointment. If the President is unable to serve, the position shall be filled by the Vice President.

ARTICLE VII – MEETINGS: General membership meetings are normally held on the first Mondays of each month except in January, July, August, September and December.

Advisory Board meetings are normally held on the last Monday of each month except in June, July and December. Advisory Board meetings are scheduled at least one week prior to the general membership meetings. **Special meetings** shall be called as necessary.

ARTICLE VIII – MEMBERSHIP

All Villagers are eligible to join The Villages Arts and Crafts Association as members upon completing an application and the payment of annual dues \$10. Thereafter dues are charged to the house number in January billing, unless the member cancels the membership by December 15. The Villages Arts and Crafts Association may also cancel a person’s membership if dues are not paid.

The Villages Arts and Crafts Association makes this statement about the behavior of its members, on or in the property of The Villages Golf and Country Club (VGCC):

1. Abusive behavior will not be tolerated. (Governance Rules of the VGCC)
2. No illegal activity or publication of false or misleading information or any activity that ridicules, defames, slanders, libels, or degrades The Villages, any resident of The Villages, or an organization within The Villages is permitted. (VGCC Rules)

3. Any individual or group, including all non-residents, while on The Villages Club property will abide by normally accepted standards of behavior, e.g. abusive, unruly or disruptive behavior is not permitted. (VGCC Rules)

4. Any Villages Clubs Board-recognized organization which violates the governance rules or tolerates any member's behavior which violates Villages Golf and Country Club rules will be in danger of losing its status as a Villages Clubs Board- recognized organization.

5. In The Villages Arts and Crafts Association, when a violation occurs, a written complaint shall be directed to the President and the Advisory Board. The President (or Vice President, if the president is involved) shall appoint a three-person committee to consider the written complaint. The decision of this Advisory Board Complaint Committee is final. The decision may involve a warning or cancellation of membership in The Villages Arts and Crafts Association. If further disciplinary action is required, the Arts and Crafts Advisory Board shall forward the complaint and their recommendation on to the Club Board of Directors. The full \$10 membership fee shall be refunded to any person whose membership is cancelled.

ARTICLE IX – FISCAL YEAR: The Fiscal Year shall be from January 1 until through December 31.

ARTICLE X – EXPENDITURES: The purchase of any Item over fifty dollars and any non-budgeted expense must be presented to the Advisory Board in writing for their approval. The Villages Arts and Crafts Association WILL NOT be responsible for any expenditure not so approved.

ARTICLE XI – AUDIT: There shall be an Audit on a yearly basis.

ARTICLE XII – TAX REPORTING

A. The Villages Arts and Crafts Association Treasurer shall prepare annual financial reports to be presented at each monthly meeting and a summary report at the last Advisory Board meeting each year:

1. a Profit Loss Statement (monthly tax report) and yearly summary.

2. a record of all non-employee individuals earning being paid more than \$600 annually from The Villages Arts and Crafts Association for the 1099 forms.

Copies will be filed in the official records, the Treasurer's box, and the President's box.

B. The Villages Arts and Crafts Association Treasurer will prepare 1099 forms for all non-employee individuals earning receiving payments of more than \$600 per year. The Treasurer will complete and distribute these forms by January 31 for the previous tax year. Copies will be filed in the official records, the Treasurer's box, and the President's box.

C. The tax documents of The Villages Arts and Crafts Association will be informally audited by an accountant or a CPA each year.

D. The Villages Arts and Crafts Association Treasurer will file

the annual tax reports for a 501c3 (gross receipts of The Villages Arts and Crafts Association) by March 31 of each year, after an audit by a CPA or accountant.

E. Monthly financial reports are posted on the website in the minutes. The annual summary financial report shall be posted to the membership on the website or by direct e mail.

ARTICLE XIII – Upon the Winding-Up and Dissolution of this Association, after paying or adequately providing for the Debts and Obligations of the Association, the remaining assets shall be distributed to a Non-Profit Fund, Foundation, or Corporation, which is organized and operated exclusively for Charitable, Educational, and/or Scientific purposes, and which has established its Tax-Exempt status under Section 501c3 of the Internal Revenue Code.

ARTICLE XIV – No part of the Net earnings of this Association shall ever inure to or for the benefit of or be distributable to its Members, Trustees, Officers, or other private persons, except that The Villages Arts and Crafts Association shall be empowered to pay reasonable compensation for services rendered and to make payment and distributions to furtherance of the exempt purposes for which it was formed.

ARTICLE XV – Notwithstanding any other Provisions of these Articles, The Villages Arts and Crafts Association shall not carry on any other Activities not permitted to be carried on by a Corporation exempt from Federal Income Tax under Section 501c3 of the Internal Revenue Code of 1954.