

HAMILTON COUNTY ARTISTS' ASSOCIATION (HCAA)
STANDING RULES
(revised 2018)

A. Board of Directors:

1. The governing body of the HCAA shall be the Board of Directors. The Board may include, but not be limited to the President, Vice President of Exhibitions, Vice President of Programming, Vice President of Partnerships, Exhibits Operations Chair, Recording Secretary, Corresponding Secretary, Treasurer, Membership and Participation Chair, Gallery Manager, Education Chair, Public Relations Chair, Communications Chair, and Development Chair. Optional Board positions may be up to three At-Large positions, to be determined by the sitting Board. Co-Chairs for any Board position may be created as determined by the sitting Board.
2. The sitting Membership and Participation Chair and Committee may act as Nominating Committee, with input from the current Board, and seek nominees for the following year's Board. The prospective slate will be voted upon by the sitting Board by November's Board meeting, and then will be voted on by the membership in the December Membership meeting, of the current year.
3. Incoming Board members will assume duties by January.
4. The Board shall meet at least once per month; the day of the week and time shall be determined by the sitting President.

B. Board Member Duties:

1. The duties of the President shall be to preside at all meetings, to call meetings of the Board as occasion warrants, to coordinate all of the Association's activities, and to represent the Association as its spokesperson.
2. The Vice President of Exhibitions determines the exhibitions calendar and oversees in-house and outside exhibitions in which HCAA participates.
3. The Vice President of Programming acts as a liaison with Nickel Plate Arts (NPA) and coordinates HCAA's calendar, publications, and other activities to those of NPA.
4. The Vice President of Partnerships sits on the Noblesville Cultural Arts Council (NCAC), and attends meetings hosted by NCAC (committees and subcommittees), Nickel Plate Arts, Noblesville Main Street, Hamilton County Tourism, and other arts-related organizations and entities.
5. The duties of the Exhibits Operations Chair shall be to set up tents, screens, tables, etc., at all HCAA exhibits and off-campus activities, and to partner with the Gallery Manager on all events.
6. The duties of the Gallery Manager shall be to supervise the operations and maintenance of the HCAA's *The Birdie Gallery* and any other HCAA galleries. The Gallery Manager shall seek and compile estimates for any and all renovations and repairs required to maintain the building known as *The Birdie Gallery*.
7. The duties of the Secretary shall be to take minutes at Board of Directors meetings.

8. The duties of the Treasurer shall be to attend to the fiduciary and financial matters of the organization including: propose and monitor the annual budget; serve as the responsible party on the HCAA bank accounts; perform all financial reporting and cash management activities, and provide financial statements monthly to the HCAA Board of Directors; reimburse artist sales and maintain tax records for each artist; partner with the accountant for tax reporting purposes; prepare and send tax deductible receipts to Patron and Corporate donations and sponsorships; and collect all dues before February 1.
9. The duties of the Membership and Participation Chair shall be to oversee the annual jurying process; conduct annual new Juried Artist member orientation; to review and implement Juried Artist members' annual participation; and to prepare the annual *HCAA Active Juried Artists Information and Directory* booklet.
10. The duties of the Education Chair are to oversee workshops, classes, children's programs, and demonstrations.
11. The duties of the Public Relations Chair are to develop brand guidelines for how the HCAA presents to the public, and review the HCAA website, social media, e-communication, graphics for exhibits, and promotional materials for brand consistency.
12. The duties of the Communications Chair are to oversee all public and internal (*ie.*, Juried Artists only) communications *via* all platforms, including but not limited to the organization's website (all pages), Facebook pages (public and Closed Group Active Juried Artists Only pages), all social media (*ie.*, Twitter, Instagram) and Mail Chimp email campaigns (*ie.*, to the public and to Juried Artists only). Press Releases shall be sent to the PR Chair before being sent to press outlets. PR standards shall be maintained by individual HCAA Juried Artists when press interviews occur.
13. The duties of the Development Chair are creation of continuing fundraising activities, including but not limited to: Facebook fundraisers, event-specific fundraisers, and annual fundraising campaigns; grant writing and applications submissions (may include filing follow-up Final Reports), and other activities supporting the financial well-being of the HCAA.

C. Board, Standing, and *ad hoc* Chairs and Committees:

1. Active Juried Artists in good standing may serve on: Board positions (after one year of Active Juried Artist status); Standing Chairs; and Standing Committee positions. Standing Chairs and Committees positions will be filled *via* online sign-up or by communicating directly with the Membership and Participation Chair, who shall oversee the sign-up process.
2. The Standing Committees include but are not limited to: Membership and Participation, Exhibitions, Partnerships, Hospitality (Membership meetings), Gallery Management, Receptions, Public Relations, Education, Communications, Programming, Development, and Exhibits Operations.
3. Each HCAA exhibit and event may have its own *ad hoc* Chair and Committee.
4. All Chairs and Committees positions become effective by January.

D. General Membership Meetings:

Each meeting shall be held each month on the second Wednesday, or at the discretion of the Board.

E. Membership Jurying Process:

Juried Artist members are accepted once *per* year in December, or at the discretion of the Membership and Participation Chair, with the approval of the Board of Directors.

- a. Artists applying for Juried Artist membership must submit the required number of pieces in each medium to the jury process and may only exhibit the medium(s) which obtain(s) the required votes. Categories of jurying are: 2D, 3D, and Photography. All mediums in any category shall be considered as one medium (for example, 2D includes oil, watercolor, pastel, colored pencil, etc.).
- b. Three examples of each applicant's original work executed within the last two years shall be presented anonymously by the Membership and Participation Committee to the Juried Artists membership at the designated Membership meeting. The Membership and Participation Committee shall be responsible for checking that the applying applicants' work meets the application requirements. Applicants for Juried Artist membership shall not be present during the voting process at the designated meeting. The applicant shall become a Juried Artist member upon a two-thirds (2/3) affirmative vote by ballot of the Juried Artist members voting. Voting shall take place in silence, without any discussion amongst the voting members. Votes shall be collected and counted by the Membership and Participation Chair and his/her Committee. The Membership and Participation Chair shall contact all Juried Artist applicants with the voting results within one week after voting takes place. The Membership and Participation Committee shall be responsible for introducing new members to the duties and privileges of Active Juried Artist membership, including but not limited to the responsibility to serve on at least one committee during each calendar year; the responsibility to commit to Active Juried Artist membership for five years; and the responsibility to support and encourage the mission of the HCAA membership. Newly elected Juried Artist members may begin exhibiting once they have met all Juried Artist membership requirements.

F. Membership and Sponsorship Categories:

1. Juried Artist Membership:

Juried Artist members are required to pay annual dues, serve on at least one Committee each year, host the gallery at least three times a year, and exhibit in at least one HCAA exhibit *per* year. New Juried Artist members are *de facto* Active Juried Artist members and shall meet all of the requirements of Active Juried Artist membership for five years.

- b. Any Active Juried Artist member who has not satisfactorily met the requirements for Association participation may be dropped from membership by decision of the HCAA Board of Directors. A member who is dropped from membership may appeal such decision to the HCAA Board of Directors.
- c. If significant issues impact participation, including but not limited to Active Juried Artist member health or health of family member, Active Juried Artist members may contact the Membership and Participation Chair requesting a modification in Membership Participation. The Membership and Participation Chair will bring the request to the Board for determination of specific modifications. The following are *possible* modifications:
 - i. waiver of any HCAA exhibit fees;

ii. the Juried Artist member may be listed as participating in the Volunteer-At-Large Committee, and may serve on any other Committee(s) on an "as able to" basis.

2. Honorary Juried Artist Membership:

Honorary Juried Artist membership is reserved solely for Juried Artist Members who have exhibited exceptional service to the HCAA that is truly above and beyond normal service (*ie.*, normal service includes but is not limited to: participation on committees, service as Chair of committees, and/or regular volunteering and help general to the HCAA).

- a. Active Juried Artist members may become Honorary Juried Artist members through exceptional service rendered on behalf of the Association and by nomination letters from at least three fellow Juried Artist members to the HCAA Board of Directors, which shall then determine if the nominated Juried Artist member meets the *exceptional service* requirement.
- b. Upon approval by the Board of Directors, Honorary Juried Artist member nominees may be elected at any regular meeting by a 2/3 majority vote of the Juried Artist members present.
- c. Honorary Juried Artist members have all of the rights of Juried Artist Membership, but no obligations or dues.

3. Sustaining Juried Artist Membership:

Any Active Juried Artist who has meet all Active Juried Artist requirements for at least five years may request to be moved to Sustaining Juried Artist membership by notifying the Membership and Participation Chair.

- a. Sustaining Juried Artist members may continue to be recognized publicly as an HCAA Juried Artist member, with voting rights, whilst in Sustaining Juried Artist status.
- b. Sustaining Juried Artist members are not required to host the gallery or serve on committees.
- c. Sustaining Juried Artist members must exhibit in at least one HCAA exhibit *per* year. Some HCAA exhibits will require additional fees beyond Sustaining Juried Artist membership annual dues (*ie*, Art Fair on the Square, HCAA Annual Exhibit).
- d. Sustaining Juried Artist membership requires annual dues payment. Failure to pay annual dues results in removal from HCAA Juried Artist membership.
- e. Any Sustaining Juried Artist member may be reinstated to Active Juried Artist status within five years by notifying the Membership and Participation Committee, and must then fulfill all Active Juried Artist membership requirements. Credit will be given for Sustaining Juried Artist membership dues paid in the current year.

4. Reserve Juried Artist Membership:

After five years of Active Juried Artist membership, any Active Juried Artist wanting to support the HCAA but not wanting to meet Active Juried Artist membership requirements may, by written request to the Membership and Participation Committee Chairman, be moved to Reserve Juried Artist membership.

- a. Reserve Juried Artists may continue to be recognized publicly as an HCAA Juried Artist member whilst in Reserve Juried Artist status, but cannot vote on HCAA

matters, nor exhibit in any HCAA exhibits or events, nor serve on committees, nor host the gallery.

- b. Reserve Juried Artist membership requires annual dues payment. Failure to pay annual dues results in removal from HCAA Juried Artist membership.
- c. Reserve Juried Artist membership is limited to five years. After five years, Reserve Juried Artist members will be contacted by the Membership and Participation Committee about becoming active again. If any Reserve Juried Artist member chooses not to become active again, his or her name will be removed from the HCAA Membership list. Any previously-removed Reserve Juried Artist wishing to become active again (*ie.*, after five years), must reapply *via* standard jurying application and process.
- d. Any Reserve Juried Artist member may be reinstated to Active Juried Artist membership before his or her five-year time-limit ends by notifying the Membership and Participation Committee, and will then need to fulfill all Active Juried Artist membership requirements. Credit will be given for Reserve Juried Artist membership dues paid in the current year.

5. Patron Memberships and Corporate Sponsorships:

- a. Patron Memberships are available to any and all persons interested in supporting the purposes of the HCAA. Patron Members do not have voting or exhibiting rights.
- b. Annual Corporate Sponsorships include levels for non-profit and for-profit businesses to support the HCAA in its mission. Corporate Sponsors do not have voting or exhibiting rights.

G. Annual Membership Dues and Corporate Sponsorships:

All Juried Artist memberships dues are payable in January with a due date of February 1. Tax-deductible Annual Patron Memberships and Annual Corporate Sponsorships may be paid at any time within the calendar year, with annual renewal notices sent out by the Development Chair/Committee in the month preceding the month that the original sponsorship was made (*ie.*, if a Patron or Corporate Sponsorship was originally paid in June, annual renewal notices are sent out in May the following years). Tax deductible receipts for any Patron or Corporate Sponsor will be prepared and sent by the Treasurer.

Fee Schedule:

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|---------------------------|---------------|-----------------------------|----------|
| 1. Active Juried Artist | \$40.00 | 3. Sustaining Juried Artist | \$100.00 |
| 2. Honorary Juried Artist | <i>No fee</i> | 4. Reserve Juried Artist | \$200.00 |
| 5. Patron Membership | | | |
| - Individual | \$75.00 | | |
| - Family | \$100.00 | | |
| 6. Corporate Sponsorship | | | |
| - Non-Profit 1 | \$100.00 | - Business 1 | \$100.00 |
| - Non-Profit 2 | \$200.00 | - Business 2 | \$200.00 |
| - Non-Profit 3 | \$300.00 | - Business 3 | \$300.00 |

- 7. Other Donations: Other donations in any amount may be made by HCAA Juried Artists members, by other individuals, and by corporations at any time in the calendar year.

H. Juried Artist Member Resignation and Removal from Juried Membership:

1. Juried Artist Member Resignation:

- a.** Any Juried Artist member who wishes to resign his or her membership in the Association may be dropped from membership at his/her request. Requests to resign membership from the Association shall be made to the Membership and Participation Chair, who shall then remove said Juried Artist's contact information from all Membership data.
- b.** Informal resignation of a Juried Artist member occurs *de facto* when annual dues are not paid by 01 February, at which time the Juried Artist contact information will be removed from all Membership data by the Membership and Participation Chair.

2. Removal from Juried Artist Membership:

A Juried Artist member in any membership category may be removed from Membership by the Board Officers, due to reasons that may include but are not limited to:

- a.** failure to meet any Juried Artist membership requirements;
- b.** conduct or behavior that is disruptive or disrespectful to other Juried Artist members and/or their standing in the Community, or that disrespects or negatively impacts the mission, spirit, goals, public perception, and endeavors of the Hamilton County Artists' Association.

I. Appeals Regarding Membership Status:

A Juried Artist member removed from membership by the HCAA Board may appeal this decision to the HCAA Board. The HCAA Board will review such decisions, and may overturn such decision based on individual circumstances. The HCAA Board's findings will be final.

J. Revisions to the Standing Rules:

Revisions to the Standing Rules shall be written, presented, discussed, revised, and voted upon by the HCAA Board at any Board meeting, and then presented by the Board to the Membership at any General Membership meeting in the calendar year. Membership may vote at the next General Membership meeting. Revisions to Standing Rules shall be approved by simple majority vote of HCAA Juried Artist members present at the General Membership meeting wherein voting takes place. Revised Standing Rules take effect immediately upon passing.

Standing Rules Revised: 2018