

## By-Laws

# Women Printmakers of Austin

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### I. Purpose:

The Women Printmakers of Austin is an organization dedicated to encouraging artists to actively pursue artistic expression through printmaking and to promote community through annual exhibits, regular workshops, and outreach projects. Our objective is to expand the audience for Fine Art Printmaking by increasing public awareness of historical traditions and contemporary techniques.

### II. Membership Criteria:

Artists actively involved in the process of printmaking that pay dues. To be in good standing each member must be current in dues and participate (includes exhibiting). All members are encouraged to contribute their creative energies and efforts towards our objectives, participate in our events, and to share in our responsibilities.

### III. Dues and Entry Fees:

Dues are based on membership level and are collected yearly.

**Silver Membership:** \$35 per year dues which includes exhibition opportunities, discounted workshops, discounted studio time, special member events, annual Trade Portfolio participation, WPA library privileges, and local discount cards.

**Gold Membership:** \$50 per year dues which includes all benefits of the Silver Membership plus a customizable online portfolio.

**Entry Fees:** WPA entry fees for exhibitions, events, sales, and workshops are accessed based on expenses with a minimum entry fee of \$10.00. Discounts may be applied for volunteering members.

#### **IV. Duties of Officers (working board):**

Our board is a working board responsible for the function of Women Printmakers of Austin. Officers of the Board are Continuity Director, Chair, Co-Chair, Secretary, Treasurer, Exhibition Chair, Trade Portfolio Chair, Retail Chair, and Studio Manager. Terms are one year. Successive terms are allowed with no term limits. Officers are nominated or volunteer with election by the existing board members. Gold Membership dues are waived for each board member. Payment sent to member at the end of the pay period.

**Continuity Director:** *Free WPA membership*

Maintain continuity across the organization through marketing collateral, membership communications, determining duties of board positions, position documentation, and future development of the organization.

**Chair:** *\$500/year + free studio time + free WPA membership*

Preside over all general membership meetings. Coordinate activities of the committees and requests committee reports and actions. Collaborates with the Grants Coordinator to derive a yearly budget. Performs or delegates with follow through any other duties that are required for the operation of our organization. This includes fundraising, exhibitions, presentations, workshops, and professional development. Major decisions need board approval.

**Co-chair:** *Free WPA membership*

Shadows and assists chair. Helps prepare the agenda for meetings, is able to fill-in when Chair is not able to hold a meeting. Responsible for membership communications, notifications and phone calls - can delegate these responsibilities.

**Secretary:** *Free WPA membership*

Record the meetings' notes, minutes, and other related data. Responsible for WPA files. Serves as an assistant to the Chair for writing correspondence and thank you notes as necessary. The secretary can request support staff from the general membership. Assistants serve at the discretion of the secretary.

**Treasurer:** *Free WPA membership*

Collects dues and fees. Responsibility includes using financial software (Quicken) to track all financial transactions necessary for the operation of Women Printmakers of

Austin. The Treasurer will check the WPA mail box, enter new members into the membership website, and produce a brief financial report as requested by the Board. The Treasurer is notified of any amount spent, has the ability to write checks.

**Exhibition Chair/Gallery Director:** *\$50 per event (Membership show Chair gets \$100) + free event entry + free WPA membership.*

Works closely with Chair in pursuit and organization of exhibitions, hangs shows, operates and organizes catering and framing sub-committees. Collects calls for entries and posts them to the website for approval.

**Trade Portfolio Chair:** *\$100/year + free Trade entry + free WPA membership.*

Responsible for the Organization of the trade portfolio. Yearly subject matter of portfolio is determined by membership vote.

**Studio Manager:** *\$200/quarter (to be paid by invoice) + free studio time + free WPA Membership.*

Duties include: Main point of contact for all studio needs

- Maintain the basic studio supplies and appearance on a regular basis (weekly, monthly).
- Meet and introduce studio procedures to new subscribers and facilitate communication among all studio subscribers.
- Opens and sits the studio for Open Studio night. Manager may assign this task to an existing Studio Subscriber.
- Work with the workshop and retail chairs to keep the calendar updated with studio events.
- Report any necessary repairs to property management and WPA director.

**Retail Chair:** *Free retail event entry + keep 80% on sales + free WPA membership.*

Duties include: Main point of contact for all sales

- Works with studio manager in organizing Retail Market events
- Establishes and Maintains retail merchandising guidelines
- Establishes retail sales processes and procedures and teaches other members
- Tracks sales and reports monthly sales data
- Makes deposits

**Workshop Coordinator:** *Free workshop entry + free WPA membership.*

Duties include: Scheduling and managing workshops

- Schedules upcoming workshops
- Contacts Instructors to collect:
  - Workshop description
  - List of supplies WPA needs to provide

- List of supplies the participant needs to provide
- Image(s) showing end result (for website and emails)
- Determines cost of workshop per participant
- Adds workshop to WPA website

## V. Committees and Positions Open to Volunteers:

The Board may appoint standing and ad hoc committees and positions as needed.

**Event Committees:** ad hoc committees created for specific events. Committees may include framing, catering, promotion, intake, and pickup.

**Fundraising Committee:** Researches possible grants and raises funds for WPA.

**Archives Keeper:** Maintains WPA portfolio using best known archival practices.

**Inventory Manager:** Responsible for all library and surplus items used to operate the organization, maintains the storage unit, collects and replaces items as they are needed for events, exhibits, sales, workshops, etc.

**Marketing Coordinator:** Responsible for creating and distributing marketing material including flyers, mail outs, and promotional material. All marketing materials must be approved by the director for continuity.

## VI. Paid Positions Open to Volunteers and Non-Members:

The board may appoint standing and ad hoc paid positions as needed to run the organization. All hired positions report to and can be removed by the Board. All positions are open to both members and non-members and will be paid a fixed stipend as listed below.

**Newsletter Publisher:** \$50/issue (to be paid by invoice) + expenses

*Requirements:* Duties include:

- Using Adobe InDesign as the editing software
- Collecting articles from the membership for each month's newsletter
- Updating the meeting agenda for the next quarter's meeting
- Write a summary about the previous quarter's meeting
- Update the featured artist image and blurb on the back of each quarter's newsletter. Members are required to enter this information onto the website before they can become a featured artist. If this information does not come in a timely fashion, the publisher must contact the featured artist to gather both the Hi-Res featured image and content.
- Upload the final newsletter PDF to the website

**WPA Webmaster:** \$500/quarter (to be paid by invoice)

*Requirements:* WPA member preferred. Duties include design, develop and maintain the womenprintmakrs.com website. The webmaster is responsible for monthly updates to the site including:

- Uses Macromedia Homesite as the editing software
- Supports members who have technical difficulties logging in or navigating the website
- Sends a form letter email to members who expire in the upcoming month
- Sends a form letter email to members who expired in the current month
- Sends a welcome email to new members which includes information about Women Printmakers of Austin and their login information into the website.
- Receives and approves submitted calls for entries and posts relevant news.
- Linking to other websites to increase traffic and promote the educational opportunities for members and website visitors.

**Grants Coordinator:** \$500 for the annual Austin Cultural Contract and \$50 for each approved grant over \$500 (to be paid by invoice from funds collected from membership dues and entry fees).

*Requirements:* Duties include:

- Coordinating with the Treasurer to pull fiscal financial reports using accounting software.
- Organizing financial spending categories to match the City grant requirements.
- Working with the Chair to derive a Budget for the following year.
- Utilize the budget derived to complete and file for City grants.

**Workshop Instructor:** 20% of workshop admissions.

*Requirements:* Duties include:

- Working with Workshop Coordinator to find the best date/time for your workshop.
- Provide a list of supplies that WPA should supply
- Provide a list of supplies that the participants will supply
- Provide image(s) of the final product

## **VI. Meetings:**

Meetings are held once a quarter at the WPA Studio and are open to the public. Exact dates and times will be posted in the newsletter preceding the meeting and on the WPA website. Board and committee meetings are held whenever necessary, at least once a year.

## VII. Voting:

A majority of board members constitutes a quorum. Passage of a motion requires a simple majority (i.e. one more than half the board members). Voting may occur during meetings or via email. All rulings can be overturned by two-thirds of the membership.

## VIII. Conflict of Interest:

Members of the board are extended the same rate of compensation and rewards as offered to the general membership and public for volunteer and paid positions. Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

## IX. Finance:

**Fiscal Period:** The fiscal year shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

**Funding Period:** For use of the COA our funding period shall be October 1<sup>st</sup> through the following September 30<sup>th</sup>.

**Budget:** The Chair will coordinate with the Grants Coordinator to develop an annual budget covering all activities of the organization. Upon review by the Treasurer, the Chair shall present an annual budget to the Board for approval.

**Bank Account:** At least two board members must have signing privileges at all times. Checks, Debit Card purchases, and cash withdrawals in the amount of \$100 or more must have board approval.

**Payment Method:** Each WPA member can update their payment preferences in their online account. WPA's payment method of choice is PayPal. If checks are preferred by the member we will mail the check to the address in their online profile when their balance reaches at least \$25 or they request their funds in writing.

**Reimbursements:** For reimbursements we must have a scanned copy of the receipt (no photos please) sent by email to [treasurer@womenprintmakers.com](mailto:treasurer@womenprintmakers.com) before we can send payment.

**Deposits:** When making a deposit for WPA please send an email to the treasurer that specifies what the deposit is for.

**Tax Exempt:** Notwithstanding any other provisions of these bylaws, the corporation shall not carry on any other activities not permitted to be carried on: (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code

of 1954 (or the corresponding provisions of any future United States Internal Revenue Law); or (b) by a corporations contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the Revenue Law).

Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities and exercise any powers that are not in furtherance of the primary purpose of this corporation. This corporation is organized pursuant to the Texas Non-Profit Corporation Act and does not contemplate pecuniary gain or profit to the members thereof and is organized for nonprofit status.

**Use of Funds and Dissolution:** The organization shall use its funds only to accomplish the objectives and purposes specified in these by-laws and no part of said funds shall be distributed to the members except for paid positions and expenses. If, for any reason, this organization is disbanded, the funds and property of the organization shall be distributed to nonprofit organization(s) with the same tax-exempt status under the current Internal Revenue Code and with the same general aims and purposes as this organization.

## X. Amendments:

These by-laws may be amended by a two-third vote of Board members present at any meeting, provided a quorum is present and provide a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.

## By-Law Adoption

**Last Revised:** October 16, 2015

**Adopted:** April 28, 2015

**Print and sign your name below:**

Continuity Director	Chair

Co-Chair	Secretary
Treasurer	Exhibition Chair
Trade Portfolio Chair	