

# Mineola League of the Arts

## By-Laws

*Adopted Annual General Meeting  
May 22, 2007*

### *Article I. NAME*

#### Section 1.01

The Name of the organization shall be the Mineola League of the Arts, Inc. also referred to herein as the LEAGUE and/or MLOTA.

### Article II. PURPOSE

#### Section 2.01

To stimulate and improve members' creative endeavors and art skills; to provide opportunity for communication and exchange of ideas between League members and interested community participants; and, to expand community interest and education in the arts.

### Article III. MEMBERSHIP

#### Section 3.01

Any person interested in the purpose for which the League is organized may become a member by completing a membership form and paying the annual dues.

#### Section 3.02

The League will be comprised of independent guilds which are special interest groups pursuing and/or promoting a common area of artistic interest. All members have access to all League interest groups, guilds, activities and events.

#### Section 3.

Types of Membership:

Individual Membership – one person applying for membership (one vote); Family Membership – 2 or more in a family unit (two votes); and Corporate Membership – business or organizational entity (one vote). Lifetime Honorary membership - awarded to individual at the discretion of the Executive Board. (one vote).

## Article IV. DUES

### Section 4:01

Levels of membership are Individual, Family, Contributor, Supporting, Patron, and Benefactor. Dues amounts for each level have been established and may be changed by the recommendation of the Executive Board and a majority vote of the membership at any General Meeting.

### Section 4.02

Membership dues are payable annually at the start of the fiscal year, June 1st . New members who join anytime during the second half of the year (Dec 1- May 31) will pay one-half the dues of any type membership level. Membership dues are non-refundable.

### Section 4.03

Individual Guild fees will be in accordance with respective Guild procedures.

## Article V. GENERAL MEETINGS

### Section 5.01

A General Meeting shall be held annually in May, date to be determined by the Executive Board. With prior notification, the Executive Board may hold special called meetings of the membership during the year as deemed necessary.

### Section 5.02

The fiscal year shall begin June 1st and end May 31st of the next calendar year.

### Section 5.03

A quorum shall consist of paid voting members present at General Meetings of the League.

## Article VI. OFFICERS, OFFICE ASSISTANT AND THEIR DUTIES

### Section 6.01

The elected officers of the League shall be PRESIDENT, 1ST, 2ND, and 3RD VICE PRESIDENTS, SECRETARY AND TREASURER, and shall be known as the EXECUTIVE COMMITTEE.

### Section 6.02

**PRESIDENT:** The President shall preside at all business meetings of the League and Executive Board following parliamentary procedure; be eligible to sign checks for disbursement of funds as needed; and be an ex-officio member of all committees except the Nominating Committee. The President may appoint special committees as necessary.

### Section 6.03

**1st VICE PRESIDENT:** The 1st Vice President shall assist the President, shall serve as President in his/her absence; and shall be eligible to sign checks for disbursement of funds if needed. The 1st Vice President will serve as Chairperson of the Program Committee.

#### Section 6.04

2nd VICE PRESIDENT: The 2nd Vice President shall preside at business meetings in the absence of the President and 1st Vice President, and will serve as Chairperson of the Membership Committee.

#### Section 6.05

3rd VICE PRESIDENT: The 3rd Vice President will serve as Chairperson of Facilities/Maintenance Committee.

#### Section 6.06

SECRETARY: The Secretary shall record minutes of the business meetings for the Executive Board and General Meetings; maintain membership roll as noted by the 2nd Vice President; handle correspondence as designated by the President. The Secretary shall maintain a current copy of the By-Laws and the Policies and Procedures of the League.

#### Section 6.07

TREASURER: The Treasurer shall be entrusted with custody of the funds and financial records of the League; keep accurate records of all income and disbursements for expenses incurred by the League and/or Guilds. The Treasurer will serve as Chairperson for the Finance Committee.

#### Section 6.08

OFFICE ASSISTANT: The office Assistant is a salaried employee of the Mineola League of the Arts and is accountable to the Executive Committee in carrying out the duties of the office within the framework of the By-Laws and Policies and Procedures of the League. The Office Assistant serves on the Executive Board in an advisory capacity with no voting privileges.

### Article VII. COMMITTEES/DUTIES

#### Section 7.01

The EXECUTIVE COMMITTEE shall consist of the elected officers and shall have the power to transact business as required between board meetings, but can not modify actions previously determined by the Membership or Executive Board. The Committee must report any actions to the Executive Board at the next scheduled meeting.

#### Section 7.02

STANDING COMMITTEES are perpetual. The committees handle routine duties that need to be carried out on a regular basis and report to the Executive Board. Unless otherwise noted, the President will appoint committee chairpersons who will then be approved by the Executive Committee and Guild Coordinators. These chairpersons will serve on the Executive Board with the exception of the Nominating Committee Chairperson. The respective committee chairperson shall

select committee members who serve for a term corresponding to the fiscal year.

A year-end report will be presented at the annual General Meeting.

#### Section 7.02.01

The Program Committee will plan programs for general meetings and may initiate other special interest programs, coordinate fund raising events, and coordinate programs and events with Guild Coordinators and/or event chairpersons. The 1st Vice President will serve as Chairperson.

#### Section 7.02.02

The Membership Committee will accept all memberships, keep accurate up-to-date enrollment in cooperation with the Treasurer, and provide current list to League Secretary. The Membership Committee shall have at least one active recruitment effort yearly, which may be done in conjunction with another event. The 2nd Vice President will serve as Chairperson.

#### Section 7.02.03

The Facilities/Maintenance Committee shall oversee maintenance needs and renovation projects of the building and grounds. The committee chairman is in charge of all building keys. The 3rd Vice President will serve as Chairperson.

#### Section 7.02.04

The Finance Committee shall develop a budget with cooperation and approval of the Executive Board based on needs and goals of the League; make financial 4 recommendations to the Executive Board; and shall initiate an audit of the League financial records annually. The Treasurer will serve as Chairperson.

#### Section 7.02.05

The Newsletter/Web Page Committee shall produce and distribute the League Newsletter and maintain the League web page. Chairperson will be appointed.

#### Section 7.02.06

The Public Relations/Publicity/Historical Committee shall maintain current public awareness of planned and/scheduled League activities or events, provide information to promote the purpose of the League, and keep permanent record of all League events and activities in an album for future reference. Chairperson will be appointed.

#### Section 7.02.07

The Grant Committee shall work closely with the League Office Assistant in the research, investigation and application for appropriate grants, funds, etc. and maintain a tracking mechanism for reporting on current status of pending grant/funds. The Chairperson will be appointed.

#### Section 7.02.08

The Nominating Committee shall prepare a slate of nominees for each of the elected offices: President, 1st, 2nd, & 3rd Vice Presidents, Secretary and Treasurer. The Committee must get assurance from each candidate that he/she will serve. The slate of nominees shall be presented to the Executive Board by the April meeting and submitted in writing to the membership prior to the General Meeting in May.

The Committee will submit the report of nominations at the General Meeting. The committee will consist of a representative from each active guild which will in turn elect its own chairperson.

#### Section 7.03

SPECIAL COMMITTEES shall be established by the Executive Board for a specific purpose and remain active until that purpose is accomplished. Reporting will be made to the Board as needed, but representation on the Board is not required.

### Article VIII. GUILDS

#### Section 8.01

Guilds are special interest groups as set forth in Article III. Request for Guild formation is subject to approval by the Executive Board.

#### Section 8.02

NAME – Mineola League of the Arts shall precede each Guild name.

#### Section 8.03

MEMBERSHIP – Open to any League member who contributes to the specific Guild program requirements in which members participate.

#### Section 8.04

MONEY – Guilds may not incur indebtedness against the League. Guild members shall bear the cost of any special supplies, materials, equipment, instruction, rentals, assistance, etc. Any major expenditure should be presented to the Executive Board for advisement prior to the expenditure.

##### Section 8.04.01

One half of the profits derived from any guild program (class, meeting, workshop or show that is planned, setup, sponsored and advertised by the Guild) or fund raising activity shall be allocated to the Guild to be used as directed by Guild members. The other half is to remain in the League treasury for use by the League.

##### Section 8.04.02

Special donations or gifts to a specific Guild will be for the use of that Guild. In the event that the Guild is no longer active, any assets become the property of the League.

#### Section 8.04.03

Expenditures of guild funds must be authorized by a majority membership vote at a guild business meeting.

#### Section 8.05

COORDINATORS – Guilds shall elect a Coordinator and alternate annually to coincide with the League fiscal year. The Coordinator or the alternate will serve on the Executive Board with full voting privileges and will present a year end report at the annual General Business Meeting in May.

#### Section 8.06

MEETINGS – Guild coordinator and members shall set meetings that avoid conflict with other general League activities. Official business meetings of the guilds must be held on a regularly scheduled basis and must be documented.

#### Section 8.07

PROGRAMMING – Planning shall be the joint effort of the Coordinator, Alternate and guild membership. Event location and scheduling should be in coordination with the Program Chairperson and the office. The Executive Board will receive notice of programs and events.

### Article IX. THE EXECUTIVE BOARD

#### Section 9.01

Shall consist of the Executive Committee (League Officers), Standing Committee Chairpersons, Guild Coordinators or their alternates, each having a vote, and the Office Assistant. All Board members must be in good standing with the League.

#### Section 9.02

The Executive Board shall meet in regular monthly meetings. A quorum shall consist of a majority of the Executive Board.

#### Section 9.03

The Executive Board shall have general supervision over the organization unless a vote of the general membership is needed.

#### Section 9.04

The President with the approval of the majority of the Board will appoint replacements for all vacancies except guild representatives. Appointees will serve the remainder of the fiscal year.

#### Section 9.05

If the President is unable to complete his/her term for any reason the Presidency will be assumed by the 1st Vice President.

## Article X. ELECTIONS

### Section 10.01

The Nominating Committee shall present a slate of officers for election and installation at the general meeting in May of each year.

### Section 10.02

Nominations will be accepted from the floor with candidate approval. If more than one nominee for any office, voting will be by show of hands. The Nominee receiving the majority of votes will be elected. If no nominations are presented from the floor, the vote shall be by acclamation.

### Section 10.03

Term of office will begin June 1 and end the following May 31, which will coincide with League fiscal year.

## Article XI. AMENDMENTS TO BY-LAWS

### Section 11.01

These By-Laws may be amended at any general or special called meeting of the organization provided that the membership has prior notification.

## Article XII. RULES

### Section 12.01

The rules in Robert's Rules of Order – Revised shall govern this organization in all cases where they are applicable and where they are not inconsistent with these By-Laws.

### Section 12.02

An official copy of the 'Mineola League of the Arts By-Laws' will be given to each new member upon joining or on request. An official copy of the 'Mineola League of the Arts By- Laws' will be kept in the office.

### Section 12.03

The Policies and Procedures will be established and approved by the Executive Board as guides to carry out the 'By-Laws' and business of the organization. Each board member will receive a copy and an official copy will be available in the office.