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| CAS LOGO | CREATIVE ARTS SOCIETYConstitution, By-Laws, & Standing RulesRevised: October 11, 2024 |

**REVISIONS**

The Constitution and By-laws were approved and adopted by the members of the Creative Arts Society on and;

* Revised and accepted: July 15, 2014
* Revised and accepted: November 4, 2015
* Revised and accepted: February 11, 2017
* Revised and accepted: September 16, 2018
* Addition of additional chairs to Standing Rules: October 2021
* Revised and accepted:

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| **2024 Review Committee**Robb McKenzieJoyce LaBawRatha GrimesLeslie Kell |

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# CONSTITUTION

## Article I: Name of the Organization

**The name of the organization shall be CREATIVE ARTS SOCIETY (CAS), formed in Austin, Travis County, Texas.**

## Article II: Purpose

The Creative Arts Society (CAS) is incorporated as a Non-Profit, Tax-Exempt operation under Texas law and Internal Revenue Service Code 501(c)(3). CAS is organized and operated for educational and charitable purposes. The specific focus is to stimulate interest in the arts in the Austin commuting area, Travis County, and the contiguous counties of Texas to:

Promote an interest in; enhance community awareness of and participation in the arts.

Promote networking and sharing of ideas, and resources to benefit the community and the members.

Promote marketing of art related work of association and community members.

Promote and intensify the artistic abilities and achievements of individual members through workshops, demonstrations and other educational means.

## Article III: The Executive Committee

The Executive Committee oversees the board and the operation of the Creative Arts Society. The officers to be elected by the members of this organization shall be a President, Vice President, Public Relations Officer, Exhibit Chair, Technology Officer,and Treasurer. These elected officers and Immediate Past President shall constitute the Executive Committee. Executive Committee must be voting members, 18 years or older to serve in their offices.

## Article IV: Board of Directors

The Board of Directors (Board) is responsible for maintaining membership; setting the budget; maintaining funds; setting policy; developing the vision, goals and procedures of the Creative Arts Society. Additionally, the Board plans and develops the agenda for all meetings of the general membership and brings recommendations to/from the membership to the Executive Committee for consideration and voting. The Board shall consist of the Executive Committee and all Committee Chairs. Members of the Board shall have one vote each per motion commensurate with their Creative Arts Society membership.

## Article V: Dissolution of the Organization

In the event of the dissolution of CAS, all unencumbered assets of the CAS shall be donated to organizations organized and operated exclusively for charitable or educational purposes by decision of the Executive committee. These organizations must qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Service Code of 1954.

## Article VI: By-laws of the Organization

The organization shall be governed by the provisions in a code of By-Laws to be simultaneously adopted with this Constitution.

## Article VII: Amendments to this Constitution and By-Laws

This Constitution and By-Laws may be amended at any general and/or special meeting attended by a minimum of three Executive Committee members. There must be a two-thirds affirmative vote of the participating members to effect the changes. The proposed amendment(s) must be sent to each member at least ten (10) days prior to the membership vote. New By-Laws shall be in effect immediately upon approval by the members.

# BY-LAWS

## Article I: Membership

### Section 1. Composition of CAS

The membership of the CAS consists of artists and artisans engaged in production and/or performance of original art forms and fine crafts and any persons or organizations interested in the arts whose annual dues are currently paid. Membership is open to both residents and nonresidents of Austin on a nondiscriminatory basis.

### Section 2. Membership Classification

Definition of each membership classification can be found in the Standing Rules

1. Individual
2. Family
3. Business
4. Student
5. Sponsor
6. Patron
7. Honorary
8. Scholarship

### Section 3. Dues

The membership dues are established by the Board. See the Standing Rules for amounts of annual dues according to membership classification. Annual membership dues are not refundable at any time. Members of the board are exempt from annual dues for the calendar year that they are serving.

### Section 4. Voting Rights

For board elections and other matters that require voting by the membership, all current members are eligible to vote.

### Section 5. Waiver & Release

Upon joining CAS all members are required to sign or acknowledge acceptance of the CAS Waiver of Liability and Indemnity Agreement and sign or acknowledge acceptance of the CAS Photo Release agreement, which allows photos of their art being exhibited through Creative Arts Society for the advertising, publicity and the Creative Arts Website,

## Article II: Officers

### Section 1. Responsibilities of Individual Officers

The elected officers of Creative Arts Society are President, Vice President, Public Relations Officer, Treasurer, Exhibit Chair, and Technology Chair. These officers shall perform the duties prescribed by these By-Laws and the parliamentary authority adopted by the organization. These officers and the Immediate Past President shall constitute the organization’s Executive Committee. The Executive Committee along with elected Chairs, and Emeritus Board Member(s) shall constitute the Board. Members of the board must be CAS members in good standing.

1. **President**The President presides over all CAS board and executive committee meetings.
2. **Vice President**The Vice President is responsible for filling in for the president, overseeing exhibits and events. The Vice President also assists exhibit, event, and venue coordinators as needed.
3. **Public Relations Officer**The Public Relations Officer acts as the liaison for community projects in which CAS is involved.
4. **Membership Officer**The Membership Officer is responsible for welcoming new members and maintaining member records.
5. **Secretary**The Secretary is responsible for taking minutes of all Board of Director meetings.
6. **Treasurer**The Treasurer is responsible for handling all CAS monies, maintaining financial records, monitoring the budget, and preparing reports.
7. **Immediate Past President**The Immediate Past President is a member of the Executive Committee.
8. **Program Chair**The Program Chair is responsible arranging venue set-up for CAS meetings and coordinating speakers and programs/presentations.
9. **Exhibit Chair**The Exhibit Chair is responsible for coordinating and managing venue coordinators for Rotating and Curated exhibits.
10. **Special Exhibits Chair**The Special Exhibits Chair is responsible for coordinating exhibits that typically occur no more than once a year, at venues that are not part of our Rotating or Curated programs.
11. **Newsletter Chair**The Newsletter Chair is responsible for developing, editing and distributing a regularly scheduled newsletter to the membership.
12. **Social Media Chair**The Social Media Chair is responsible for managing all social media communications.
13. **Technology Officer**The Technology Officer is responsible for maintaining the CAS web site, distributing calls, and establishing and ensuring adherence to data security processes and procedures.
14. **Community Events Chair**The Community Events Chair is responsible for coordinating CAS participation in community art events and coordinating special events for members.
15. **Historian**The Historian is appointed by the board and is responsible for maintaining an archive of digital and physical documents related to CAS meetings and events.
16. **Parliamentarian**The parliamentarian is a current board member optionally appointed by the President and is responsible for ensuring board meetings follow Robert’s Rules of Order.
17. **Emeritus Board Member**The Emeritus Board Member(s) consists of one or more past presidents who wish to remain on the board and have been approved by the current board. This position is an appointed and non-voting position.

### Section 2. Responsibilities of the Executive Committee and Board of Directors

1. The Board is responsible for overall policy and direction of the organization, and delegates special responsibility for operations to committees.
2. Board members do not receive any compensation.
3. Three members of the Executive Committee shall constitute a quorum for the execution of business by the Executive Committee.
4. The Executive Committee shall establish a policy for check authorization; establish the audit policy and other duties as specified by the Board.
5. The Executive Committee has the power to expend funds on behalf of CAS on an emergency basis with approval of the Board.

## Article III: Order of Succession to the Presidency

In the absence of the President, the order of succession is Vice President, Public Relations Officer, Treasurer, Exhibit Chair and Technology Officer.

## Article IV: Committees

Committees and sub-committees may be appointed as needed by the President, the Board or committee chairs to work on special projects or assist with specified CAS functions.

The Nominating Committee follows the procedures outlined in Article VII, Election of Officers and consists of the current President, Immediate Past President, and others as appointed.

The Budget Committee consists of the Treasurer, the Vice President, and at least one other board member appointed by the President.

## Article V: Dues

Dues shall be set by the Board per the Standing Rules. Dues are payable in January of each calendar year. Members who fail to pay dues by March 1 shall be removed from Creative Arts Society membership rolls.

##  Article VI: Meetings

### Section 1. General Membership Meetings

1. General membership meetings of Creative Arts Society shall be held quarterly unless otherwise designated by the Board. The eligible members present shall constitute a quorum with at least three Executive Committee members in attendance for the enactment of business. Any member may request a meeting through written request to the Executive Committee.
2. General meetings shall be for the presentation of programs considered of interest to the membership and for conducting CAS business.
3. The installation of officers shall occur during the fourth calendar quarter.
4. The Board selects the time and place for meetings.
5. Notice of meetings shall be provided to each member prior to the meeting.

### Section 2. Special Membership Meetings

1. Special meetings may be called by the President or by the Board
2. The eligible members present shall constitute a quorum for the enactment of business at all special meetings providing that at least three Executive Committee members are present and voting.

### Section 3. Executive Committee and Board of Directors Meetings

1. The Board of Directors of CAS should meet quarterly.
2. Three members of the Executive Committee shall constitute a quorum for the enactment of business at all meetings of the Executive Committee.
3. Three members of the Executive Committee shall constitute a quorum for the enactment of business at all meetings of the Board.
4. Executive Committee meetings and Board meetings may be attended by general members of CAS.
5. The Executive Committee meets as needed.

## Article VII: Election of Officers

### Section 1. Nominating Committee

1. The Nominating Committee shall consist of the current President and Immediate Past President, and two other Board members selected by the President.
2. The committee will query the membership for volunteers or recommendations.
3. The committee will compile a list of potential officers as defined in Article III of the Constitution for the coming year from the list of current members.
4. The list will be presented to the full membership for voting no later than October 15 of the preceding year.
5. The method of voting will be determined by the Nominating Committee.

### Section 2. Additional Nominations

Members shall be provided the option to write-in candidates for any position.

### Section 3. Balloting and Voting

1. Election of new board members, or of current board members to a second term, will occur between October 15 and the November membership meeting.
2. Board members are elected by a majority vote of the current eligible membership voting.
3. A majority vote of members responding constitutes the number of votes needed for a valid election.
4. Prior to the January planning meeting, outgoing officers shall brief the incoming officers on required job duties and provide them with all necessary documentation.

### Section 4. Vacancies

Vacancies of any office may be filled by the Executive Committee.

### Section 5. Terms

All Executive Committee members serve one-year terms and are eligible for reelection. No member shall hold the same office longer than two consecutive terms. After a second consecutive term the member must wait at least one year before being reelected to the same office. The Board of Directors may extend the term of any Board member, except President, if it is determined by the Board that such extension is in the best interest of the operating efficiency of CAS.

### Section 6. Resignation, Termination and Absences

1. Resignation from the Board of Directors should be in writing and received by the President.
2. Board members may be removed from the Board for the reasons specified in the Article X of the Standing Rules and by a two-thirds vote of the Board.
3. A Board member may be removed from the from the Board for missing three consecutive Board meetings for other than health reasons, conduct that reflects negatively on CAS, failure to uphold fiduciary responsibilities, or misuse of CAS resources or the CAS name.
4. A Board member may also be removed from the board by unanimous decision of the remaining Board members.

# STANDING RULES

These Standing Rules expand the Constitution and By-Laws and are to be used as a guideline in the daily operation of the Creative Arts Society. They may be changed by motion and approval by two-thirds of the Board.

## Article I: Officers

### Responsibilities of Individual Officers

1. The same individual may occupy or be elected to multiple offices.
2. The offices of President, Secretary and Treasurer must be filled.
3. There shall never be less than four (4) officers to constitute the Board.
4. Committee Chair positions are optional depending upon the needs of the organization.

## Article II: Members

### Section 1. Membership Classifications

**Individual:**  A person may join under the Individual Membership by paying the appropriate annual dues.

**Family:** A family may join under the Family Membership by paying the appropriate annual dues. This membership includes up to two adults and any dependent children who are living at the same residence.

**Business:** A business engaged in the production, exhibit, or selling of art or is otherwise related to the art industry may join by paying the appropriate annual dues. Includes one full individual membership and recognition on the CAS web site.

**Student:** An individual who is a full-time student enrolled in an accredited educational institution may join under the Student Membership as a voting member by paying the appropriate annual dues.

**Sponsor:** Sponsor memberships are available to individuals or groups wishing to promote the efforts of the CAS through a specified annual donation. Includes one full individual membership and recognition on the CAS web site.

**Patron:** Patron membership is available to individuals or groups wishing to promote the efforts of CAS through a specified annual donation. Includes two full individual memberships and recognition on the CAS web site.

**Honorary:** Thismembership is awarded to individuals who have provided outstanding contributions and/or services to CAS, including past presidents. Honorary membership recipients are determined by the Board. A one-year honorary membership may be granted by the Board to individuals who have supported specific CAS programs. Honorary members are exempt from paying annual dues. Past Presidents become lifetime Honorary members at the end of their term, provided they remain in good standing.

**Scholarship:** A one-year membership may be granted to an individual as determined by the Board.

### Section 2. Annual Dues

Annual dues shall be payable on or before January 1, the beginning of the fiscal year of the organization. Members joining after October 1 of the previous year shall have membership covered for the following calendar year. Members who do not renew by March 1st and after two delinquent notices shall be removed from all lists, rosters and web pages.

Summary of Membership Categories and annual dues:

|  |  |  |
| --- | --- | --- |
| **Membership Type** | **Dues** | **Renewal Period** |
| Individual:  | $45 | Calendar year |
| Family:  | $50 | Calendar year |
| Business: | $60 | Twelve months |
| Student: | $15 | Calendar year |
| Sponsor: | $100 | Twelve months |
| Patron:  | $250+ | Twelve months |
| Honorary:  | No charge | None |
| Scholarship:  | No charge | Calendar |

### Section 3. Annual Exhibit Fee

Membership dues include exhibit privileges. A separate exhibit (hanging) fee is not required.

## Article III: Roles & Responsibilities

The following are the roles and responsibilities for the members of the Board of Directors, venue coordinators and duties of required committees:

1. **President**
	1. The President is a voting member of the Executive Committee and attends all Executive Committee and Board meetings.
	2. The President convenes and sets the agenda for scheduled CAS meetings and presides or arranges for other members of the Executive Committee to preside at each meeting.
	3. The President shall be an ex-officio member of all committees of the organization and act as co-chair of the Nominating Committee.
	4. Authority not otherwise vested in the Constitution can be exercised by the President.
	5. The President may appoint ad-hoc Committee Chairs to promote Creative Arts Society.
	6. The President chairs the annual Planning meeting.
2. **Vice President**
	1. The Vice President is a voting member of the Executive Committee and attends all Executive Committee and Board meetings.
	2. The Vice President presides at meetings in the absence of the President.
	3. The Vice President is a member of the Budget Committee.
	4. The Vice President should attend as many functions as possible with the President to prepare for the presidency.
	5. The Vice President initiates correspondence as directed by the Board.
	6. The Vice President shall oversee events and exhibits, and assists exhibit, event, and venue coordinators as needed.
3. **Public Relations Officer**
	1. The Public Relations Officer is a voting member of the Executive Committee and attends all Executive Committee and Board meetings.
	2. The Public Relations Officer presides at meetings in the absence of the President and Vice President.
	3. The Public Relations Officer is active in the community to promote goodwill for CAS in the Austin community. The Public Relations Officer acts as the liaison for community communications with which CAS is involved and reports community needs to the Board.
4. **Membership Officer**
	1. The Membership Officer is responsible for ensuring that member records are up to date.  These records should include each member’s full name, postal address, contact phone number, e-mail address and social media addresses.
	2. Member data is to be accessible by board members and venue coordinators only.
	3. The Membership Officer may appoint a co-chair to assist with the duties of Membership Office as approved by the Board.
	4. Membership Officer should provide feedback on new member concerns and needs to the rest of the Board.
	5. The Membership Officer is responsible for coordinating communications with the members, including:
		1. Reminding delinquent members when annual dues are due.
		2. Contacting new members to welcome them to CAS.
		3. Explaining the call for art process, exhibit types, hanging guidelines.
		4. Arranging for exhibit mentoring if needed.
5. **Secretary**
	1. The Secretary is responsible for taking minutes of all Board meetings.
	2. The Secretary coordinates with the President, Executive Committee or Board to initiate any necessary correspondence as deemed necessary.
	3. The Secretary is responsible for keeping a record of minutes of all meetings of the Creative Arts Society and the Board, including overseeing the taking of minutes at all Board meetings, and distributing the minutes to each Board member.
6. **Treasurer**
	1. The Treasurer is a voting member of the Executive Committee and attends all Executive Committee and Board meetings.
	2. The Treasurer is responsible for keeping a current and accurate record of all receipts and expenditures and a written report of the same, as well as a total of all moneys on hand at each meeting of the general membership and shall act as the chief financial officer.
	3. The Treasurer shall prepare an annual budget for review, approval and adoption by the Board for the January Planning Meeting.
	4. The Treasurer provides a financial report and updates at each Board meetings.
	5. The Treasurer assures that expenditures do not exceed income. Any increases or over budgeted changes must be approved by the Board.
	6. The Treasurer receives all dues, fees, contributions and other funds that are not direct deposited into the CAS bank account. All are to be deposited into the CAS bank account a soon as reasonably possible.
	7. The Treasurer makes payments authorized by the Executive Committee. Unless otherwise authorized by the Executive Committee all payments are to be paid by written check.
	8. The Treasurer shall coordinate an annual audit with an independent auditor designated by the Executive Committee. An audit should take place each January or when deemed necessary by the Executive Committee.
	9. The Executive Committee may authorize a CAS member, or an independent bookkeeper, to assist the Treasurer with bookkeeping duties.
7. **Immediate Past President**
	1. The Immediate Past President is a voting member of the Executive Committee and attends all Executive Committee and Board meetings.
	2. The Immediate Past President and the current President serve as co-chairs of the Nominating Committee and may select two additional members as needed.
8. **Newsletter Chair**
	1. The Newsletter Chair is responsible for developing, editing and distributing to members a regularly scheduled newsletter.
	2. The newsletter should be published quarterly and prior to the general members meeting.
	3. The Newsletter Chair coordinates with the Board to assure that all pertinent information is included in the newsletter. The newsletter should include the following:
		1. The President’s message.
		2. The program for the upcoming membership meeting
		3. Executive Committee and Board news.
		4. Member art exhibit listings.
		5. Information on workshops or other events of interest to the membership.
		6. Information on how to submit items for the newsletter, including deadlines.
		7. Other information that would be of interest to the membership.
		8. Annual dues notice in November-January issues.
9. **Program Chair**
	1. The Program Chair is responsible for
		1. Opening and closing the meeting facility
		2. Arranging for snacks and beverages for membership meetings.
		3. Selecting a program for the meetings
	2. Expenses incurred for hospitality should not exceed the budget allowance per meeting unless approved by the EC
10. **Social Media Chair**
	1. The Social Media Chair is responsible for all social media communications to include coordinating with the Board to publicize CAS shows, exhibits, receptions and special events using applicable social media channels.
	2. The Social Media Chair provides updates for meetings, shows, and other events on CAS’s social media channels (i.e. Facebook, Instagram) on a regular basis.
	3. The Social Media Chair ensures passwords and logins are regularly changed and not shared with others, except the CAS president.
	4. The Social Media Chair investigates new standards and new social media channels and makes recommendations to the Board for adoption.
11. **Technology Officer**
	1. The Technology Officer is a voting member of the Executive Committee and attends all Executive Committee and Board meetings.
	2. The Technology Officer is responsible for maintaining the CAS web site and ensuring all content is current and relevant.
	3. The Technology Officer oversees the technology that manages member records and exhibit data.
	4. The Technology Officer is responsible for maintaining the group email list with current members.
	5. The Technology Officer will make current member data available to the Membership chair.
	6. The Technology Officer creates new pages and forms as necessary to support CAS functions and at direction of the Board.
	7. The Technology Officer follows industry best practices for web development and maintenance.
	8. The Technology Officer shall manage system access and ensure system security procedures are followed.
	9. The Technology Officer will report any security breaches to the Executive Committee immediately.
	10.
12. **Community Events Chair**
	1. The Community Events Chair is responsible for coordinating CAS participation in community art events that are not handled by the Special Events or Exhibit Chairs.
	2. The Community Events Chair should plan and schedule member-only art events such as plein-air outings or museum tours.
	3. The Community Events Chair can appoint volunteers to assist in planning and coordinating the events as necessary.
	4. The Community Events Chair facilitates communications between community event venues, participating members and the board.
13. **Historian**
	1. The Historian provides a permanent storage place for important documents and information vital to the operation of the organization.
	2. The Historian also keeps an archive of historical documents.
	3. All records accumulated by the Historian shall be kept in a secure location and shall not be destroyed except by request of the Board
	4. The Historian should make every attempt to digitize all documents or solicit assistance from the Board if needed.
14. **Emeritus Board Member**
	1. The Emeritus Board Member identifies and addresses risks and opportunities.
	2. Helps direct the board in decision-making.
	3. Shares best practices and lessons learned.
	4. Mentors incoming board members as necessary.
15. **Exhibit Chair**
	1. The Exhibit Chair is a voting member of the Executive Committee and attends all Executive Committee and Board meetings.
	2. The Exhibit Chair is responsible for overseeing the venue coordinators for all rotating and curated exhibits
	3. The Exhibit Chair appoints individual venue exhibit coordinators and works with them to resolve issues and to work toward best practices across the venues.
	4. The Exhibit Chair obtains quarterly sales info from each venue and reports these to the board as an operational check with the Treasurer that the commissions are being received.
	5. The Exhibit Chair coordinates with other CAS chairs as needed, for the planning and execution of each exhibit.
	6. The Exhibit Chair maintains an exhibit schedule and coordinates this schedule with other CAS activities. This schedule is accessible to the Board via the CAS calendar.
	7. The Exhibit Chair finds and develops new sites for exhibits with approval of the Board.
	8. The Exhibit Chair ensures that the venue coordinators have access to the membership roster to be able to confirm that exhibit participants are current CAS members.
	9. The Exhibit Chair is the custodian of any equipment used in CAS exhibits and is responsible for its coordination.
	10. The Exhibit Chair oversees entrance requirements for each exhibit and assists with the development of the Call for Art.
16. **Special Exhibit Chair**
	1. The Special Exhibits Chair is responsible for exhibits that typically occur no more than annually. These exhibits may be juried or include entry fees.
	2. The Special Exhibits Chair promotes the professional growth of CAS members by scheduling at least two juried shows per year.
17. **Venue Coordinators**

Venue Coordinators are members who manage the exhibits for one specific venue. These are non-board positions appointed by the Exhibit Chair. Venue Coordinators’ responsibilities include:

* 1. Coordinating the installation and strike of exhibits
	2. Ensuring the condition of the venue is satisfactory to the owner after striking.
	3. Coordinating exhibit set-ups, publications and receptions.
	4. Keeping the Exhibit Chair apprised of exhibit schedule or issues.
	5. Coordinating the calls for art for assigned venues.
	6. Providing exhibit information, including photos if available, to the Social Media and Newsletter chairs
	7. Providing call for art information to the Web Development chair, to include:
		1. Location of venue.
		2. Theme, if one is selected.
		3. Fees if juried or required by the venue.
		4. Strike and hang dates, and period of the exhibit or special event and other relevant dates.
		5. Venue coordinator(s) name(s) and contact information.
		6. Label deadline.
		7. Number and size of pieces to be accepted.
1. **Budget Committee**
	1. The Budget Committee consist of the Treasurer, the Vice President, and at least one other board member appointed by the President.
	2. The Budget Committee shall prepare the annual budget to be presented to the board at the annual planning meeting held in January of each year.
	3. Members of the Budget Committee shall assist the Treasurer in preparing any financial reports required by the board.
2. **Nominating Committee**
Refer to Article VII: Election of Officers, Section 1, Nominating Committee

## Article IV: Meetings

1. General membership meetings are held quarterly, the first Sundays of February, May, September, and November, unless otherwise specified by the Board
2. The annual Board Planning Meeting is held in January. All CAS members will be invited to attend and provide input.

## Article V: Expenditures

1. Proposed expenditures for CAS activities of $500 or more must be submitted to the Board for approval. Any check written for $200 or more requires two authorized signatures.
2. All payments shall be made by check. Automatic fund transfers are not approved.
3. All donations must receive prior approval by the Board.

## Article VI: Sale of Artwork

Members are required to pay a commission of 15% of the pre-tax sale price of any artwork sold at the result of any CAS show, exhibit or event. Commissions are based on the pre-tax sale price of the work and can be paid by check or on-line using a credit card. Commissions must be paid within 30 days of the sale.
An artist making the sale shall inform the Exhibit Chair of the sale and arrange for replacement of the sold piece if necessary. If a commission is not paid in the specified time the artist may lose all exhibit privileges. If a venue charges a commission, the CAS commission may be modified. The Board may waive commissions on sales by venue coordinators. The Board may also waive fees for pop-up events.

## Article VII: Exhibit Guidelines

1. If a sale is made at a CAS exhibit, notify the exhibit coordinator prior to removing the work.
2. A 15% commission shall be paid to CAS, where applicable. Commissions are based on the pre-tax sale price of the work and can be paid by check or on-line using a credit card. Commissions must be paid within 30 days of the sale.
3. Art must be picked up on the specified closing date. If artwork cannot be picked up on the specified closing date, arrangements should be made to have the art picked up by another party and the event coordinator notified.
4. CAS may charge $10.00 per day for storage fee for art not picked on the specified date.
5. All artworks must hang for the entire show unless other arrangements are made with the event coordinator.
6. Artwork may not be removed or replaced prior to the strike date for the exhibit or special event, unless sold or prior approval has been received by the event coordinator.
7. CAS may refuse any artwork deemed inappropriate for the venue.
8. The Call for Art shall provide a web link to the guidelines for each exhibit or special event.
9. Exhibits and special events are intended to be family-friendly, and CAS reserves the right to exclude works deemed offensive or violent or include excessive nudity. Artwork must be appropriate for the public.
10. Art not delivered at the scheduled time may be refused.
11. All art must be ready for display (e.g. wired on the back) and frames must be in good condition if framed.
12. CAS assumes no responsibility for lost or damaged artwork.
13. Artists should follow up with the event coordinator to confirm label information was received and correct. Label Information should include:
	1. Title
	2. Medium
	3. Price
	4. Artist Name
	5. Phone/Cell Number
	6. Website (if available) or e-mail address
	7. Size: Height first – width second. (e.g. 16H X 20W)
14. Instructions for submitting jpeg images as attachments for inclusion in advertising for the associated exhibit or special event.
15. CAS annual dues must be paid prior to participating in CAS exhibits.
16. The event coordinator has the right to deny a member exhibit privileges for infractions of the exhibit or special event rules. If a member continues to disregard exhibit or special event rules, CAS membership may be terminated by the Board.

## Article VIII: Election of Officers

### Section 1. Resignation, Termination and Absences

1. Resignation of a Board member from the Board must be in writing or email and received by the President.
2. If a Board member is involuntarily terminated from the Board, they may remain as a member of CAS as determined by the Executive Committee.
3. If a Board member misses three consecutive Board meetings for reasons other than health, they may be removed from the Board by the Executive Committee.
4. A Board member may be removed from the Board by the Executive Committee for conduct that reflects negatively on CAS, failure to uphold fiduciary responsibilities, misuse of CAS resources or the CAS name.

**Section 2. Vacancies**

If a Board vacancy exists, the Executive Committee may appoint another member to serve for the remainder of the vacant term.

## Article IX: Authorized Use of Creative Arts Society Name

The name *Creative Arts Society* is a registered legal name and is to be used only by its members and representatives for CAS sponsored activities that have been approved by the Board of Directors.

### Section 1. CAS Events, Shows, and Exhibits

1. All CAS members may participate in Board-approved events, shows and exhibits.
2. Participants may advertise such events, shows, and exhibits using the name of Creative Arts Society.

### Section 2. Non-CAS Events, Shows, and Exhibits

1. CAS members participating in non-CAS events, shows and exhibits may not advertise using the name *Creative Arts Society*.
2. Misrepresentation of the Creative Arts Society name could lead to termination of membership.

**Article X: Termination of CAS Membership**

1. Any member or Board member may be terminated by the Executive Committee, in accordance with these rules.
2. Infractions of CAS rules must be documented by the Board.
3. Infractions of CAS rules consist of, but not limited to:
	1. Failure to follow exhibit or special events guidelines.
	2. Entering work in an exhibit or special event that has not been accepted by the Exhibit Chair or Special Events Chair.
	3. Acting in a disrespectful, rude, non-professional, combative manner.
	4. Disregarding Board direction and decisions.
	5. Engaging in verbal, written or physical abuse.
	6. Conducting themselves in a manner that reflects negatively on CAS.
	7. Misuse of the CAS name of logo.
	8. Misuse of CAS funds.
	9. Misuse of the CAS membership list.
4. Depending on the severity of the infraction, such as abuse or misuse of CAS resources, the Executive Committee may choose to terminate the member immediately.
5. A warning letter or email must be sent to the member by the President or a designated member of the Executive Committee advising the member of their infractions and possible consequences and/or upon termination of membership the member must be notified by letter or email advising them their membership has been terminated.

## Article XI – Passwords and System Security

1. Individually assigned passwords must be created to access CAS financial systems, web site, social media platforms, and other systems where possible.
2. Accounts to CAS systems are to be created only for members with an official need
3. Passwords are not to be shared between members unless there is no other option.
4. Two-Factor (2FA) must be implemented where possible.
5. System(s) access shall be deleted whenever a position is made vacant, or the need no longer exists.
6. It is incumbent upon each board member to protect the security of CAS data and financial resources by ensuring passwords are changed on a regular basis and never shared with another person.