

BY-LAWS: Contemporary Artists of Southern Arizona

Adopted September 5, 1997 (Revised June 2006) (Revised November 2009)

ARTICLE I — ADMINISTRATION

Section One — Fiscal Year: The fiscal year of CASA shall be June 1 through May 31 inclusively.

Section Two — Reports and Audits:

- A. The Treasurer shall prepare and submit a written annual report to the Board prior to the last meeting of the fiscal year.
- B. All accounts of CASA are required to be paid by check, and all moneys due CASA are required to be paid and remitted to the Treasurer for deposit in the CASA bank account.
- C. The Treasurer's records shall be audited annually by an Audit Committee appointed by the Board. The auditor(s) should be persons from outside the membership. In addition, the total account shall be subject to audit at any time upon the request of five (5) or more members of the Board.

Section Three — Meeting Quorums: One-fourth (1/4) of the total membership roll shall constitute the quorum required to conduct normal business at any general membership meeting.

ARTICLE II — RESPONSIBILITY OF OFFICERS

Section One — PRESIDENT: The President shall:

- A. be the Chief Executive Officer of CASA and shall perform all duties usually incident to that office in similar organizations; and
- B. be the presiding officer at all membership and board meetings; and
- C. call any special membership, committee, and/or board meetings deemed necessary; and
- D. have authority to sign checks in the absence of the Treasurer; and
- E. approve, prior to payment, all expenditures in excess of \$300.00; and
- F. serve as ex-officio member of any committee.

Section Two — VICE-PRESIDENT: The Vice-President shall:

- A. assist the President in all CASA activities in which the President requests assistance; and
- B. in the absence or disability of the President, perform all duties of the President; and
- C. succeed the President at the end of his or her term if possible.

Section Three — SECRETARY: The Secretary shall:

- A.** record the minutes of the general membership meetings and meetings of the Board; and
- B.** perform all requisite correspondence on behalf of CASA as directed by the President; and
- C.** perform all other duties normally incident to the office of Secretary.

Section Four — TREASURER: The treasurer shall:

- A.** have charge of all CASA funds; and
- B.** maintain appropriate financial records; and
- C.** report to the Board cash balance on hand, receipts, and disbursements; and
- D.** provide a monthly report to be published in the newsletter September through May; and
- E.** perform such other duties usually incident to the office of Treasurer.

ARTICLE IV — AMENDMENTS TO THE BY-LAWS

The By-Laws may be amended at any regular meeting of CASA by a simple majority of the total membership present and voting, provided written notice of the content of such amendment has been given to the membership of CASA at least two (2) weeks prior to the meeting and a quorum (1/4 of the total membership) is present.

ARTICLE V — MEETINGS

Section One – General Meetings:

A meeting of the general membership shall be held monthly beginning in September of each year, to exclude the months of June, July and August.

Section Two: - Board Meetings:

- A.** Board meetings shall be held during the months of January, April, and October, unless a majority of the Board agrees upon postponement.
- B.** Special Board meetings may be called at the discretion of the President or upon request by any five (5) members of the Board.

ARTICLE VI — ELECTION OF OFFICERS

Section One — Election of Officers:

- A.** Each year CASA shall elect its officers at the March meeting.
- B.** Election shall be from a list of candidates supplied by the Board to the Nominating Committee and any nominations submitted in writing, with the permission of the candidate, and signed by any five (5) Active members in good standing PRIOR TO the meeting.

- C.** The Board shall appoint a Chair for the Nominating Committee who may select persons to serve on the committee.
- D.** The names of the nominees shall be submitted to the membership in the newsletter preceding the March meeting of the general membership.
- E.** Newly elected officers shall take office at the September meeting of each year. (Board decision, August 2007)

ARTICLE VII — EXHIBITS AND SHOWS

Section One — Annual Exhibits: CASA shall conduct annually a juried exhibition of the highest quality. It shall be juried by one or more persons, not themselves members of CASA, selected by the Exhibits Chair and approved by the Board. The Exhibits Chair shall submit proposed location and dates to the Board for approval. The Exhibits Chair shall submit proposed procedure and budget to the Board for approval.

Section Two — Other Exhibitions and Shows: CASA shall conduct other juried exhibitions and shows at the discretion of the Board.