

CONSTITUTION OF CRANBERRY ARTISTS NETWORK

ARTICLE I: NAME

Cranberry Artists Network - referred to in this document as CAN

ARTICLE II: PURPOSE

Section 1:

The purpose of the Cranberry Artists Network (CAN) is to support and encourage area artists and to establish community interest and appreciation of original fine art through exhibition opportunities. Exhibitions may also include the bestowal of prizes and honors, if deemed appropriate, without prejudice against any race, ethnic background, or political, religious or sexual preferences.

ARTICLE III: MEMBERSHIP

Section 1:

Members shall be categorized as either an Active Member or a Life Member.

Section 2: Active members.

An active member in good standing is any person 18 years or older who resides within a 150 mile radius of Cranberry Township, Pennsylvania. Active Members shall have all the powers and privileges conferred by the bylaws.

Active members must pay yearly dues of \$25 between January 1st and January 31st. If a couple are both members of CAN, their membership shall be \$40.00 for both. The CAN Membership Chair shall notify all active members one month prior to December 30th of the dues payment. Nonpayment of dues by February 1st will result in the loss of membership.

Active Members who have lost their membership for nonpayment of dues will need to go through the Open Screening process, in order to be reinstated as an active Member.

Section 3: New Member Screening

Twice a year, on the third Monday in April and October, prospective members will be able to submit 3 original art works completed within the last three years, not under direct instruction, and in one medium; i.e. 3 water colors, three pastels etc. Work must be finished and gallery ready including gallery hanging system with wire and stands for three-dimensional work, must include photos of front and back. Those who have met the criteria of the CAN Open Screening process and have met the standards of the screening rubric, can be offered membership by the CAN Board of Directors.

In lieu of screening, interested artists who have had 2 pieces accepted into an Open Show, and with Board approval, will be offered membership into CAN.

Membership dues for acceptance at the April screening will be \$25.00, dues for acceptance in October screening will be \$12.50. Dues for screening into the open show will be \$12.50.

Section 4: Dismissal

Any member may also be dropped from the organization by a two-thirds majority vote of the Board of Directors if his or her conduct is determined to be detrimental to the best interests of CAN. Said member will be informed in writing of the intended action and shall be entitled to a hearing at the next board meeting before the vote to dismiss is taken.

Section 5: Life Members

Life Membership may be conferred by a two-thirds vote of the Board of Directors. A Life Member must have been a former Active Member and is not subject to the residence requirements and dues. A Life Member shall enjoy all the privileges of the organization.

ARTICLE IV: ORGANIZATION

Section 1: Organization

Cranberry Artists Network (CAN) shall be organized to include Active Members, Life Members, Officers and the Board of Directors.

Section 2: Officers

The officers of CAN shall be; President, Vice President, Secretary, and Treasurer.

Section 3: CAN Board of Directors

The Board of Directors, herein referred to as the CAN Board, consists of the Officers and the following Committee Chairs: Exhibition Chair, Membership Chair, Website Chair, Programs/Education Chair, Publicity Chair, Member at Large, Member Communications Chair and Refreshment.

The Board of Directors shall meet at least 6 times a year.

The President shall serve as Chairman of the CAN Board.

Two thirds of the Board of Directors shall constitute a quorum for a Board of Directors meeting. In the absence of a quorum, board members present are empowered to conduct necessary business. Measures adopted in the absence of a quorum must be confirmed at the following meeting of the Board of Directors.

Section 4: Terms of Office

All officers and board members shall serve a two-year term. Board members may elect to continue his/her term by submitting an "Intent to Serve" email to Vice President by March 1st or September 30th that will allow them to continue serving on the board beyond the 2-year term. The treasurer is encouraged to serve for 4 fiscal years.

Section 5: Elections

To be an eligible candidate, an individual must be an active member in good standing for at least one year prior to the election. Active members may apply for any board position by March 31st or September 30th. Elections will be conducted at both general membership meeting of the year. Interested members may apply to the nominating committee, appointed by the vice president.

Section 6: Vacancy

If a vacancy occurs in any appointed or elected position it shall be temporarily filled by the President with consent of the CAN Board until elections can be conducted. Elections will be held at the last meeting of each year. Candidates for vacated positions should submit their intentions by March 31st or September 30th.

ARTICLE V: MEETINGS

Section 1: Meetings

General membership meetings shall be held semi-annually at a place and time designated by the CAN Board.

An email sent by the Member Communications Chair 7 days in advance of the general meetings shall be sent to all members. Notice will state the time and place of the meeting.

A quorum shall consist of two thirds of the Active and Life Members attending the meeting.

The President shall preside at general meetings of the organization and at meetings of the Board of Directors and shall conduct all meetings according to Robert's Rules of Order.

ARTICLE VI: COMMITTEES

Section 1: Special Committees

Special Committees may be established as needed.

Special Committees will be appointed by the President or Vice President to undertake special assignments.

Special Committees shall be established on an ad hoc basis and shall serve no longer than the terms for which they were appointed.

Special Committees appointed by the President or Vice President shall be approved by the CAN Board at its regularly scheduled meetings.

ARTICLE VII: FINANCES

Section 1: Dues

Annual Dues are to be determined by a vote of two thirds of the Board of Directors.

Section 2: Gifts

CAN maintains the right to hold property and to receive gifts and bequests.

Section 3: Reimbursement

All bills for expenses incurred and directly related to the activities and running of the CAN organization shall be submitted to the Treasurer. Said bills will include an itemized and “official” receipt(s) with the accompanying CAN voucher.

A voucher is attached to this document.

Section 4: Award Monies

All monies for awards, judges and exhibitions will be submitted in the same manner as set forth in **Section 3** to keep us financially clean. The number of awards given and the cash value of each (if any) shall be determined by the CAN Board.

All monetary award amounts are to be determined by a vote of two thirds of the Board of Directors.

Section 5: Insurance

CAN maintains the right to search for and purchase an Insurance Policy if necessary.

ARTICLE VIII: By Laws

The By Laws shall be amended by two-thirds vote of the CAN Board of Directors.

ARTICLE IX: Amendments

All CAN Board members shall be given written notice 30 days in advance of a members meetings of an intent to amend the CAN Constitution and/or By Laws. Proposed amendments to the CAN Constitution and/or By Laws may be presented at a semi-annual members meeting, be discussed and voted on by a 2/3 vote of the CAN Board. The CAN Board reserves the right to table voting on a proposed amendment for further study.

BY LAWS OF THE CRANBERRY ARTISTS NETWORK

ARTICLE I: BOARD OF DIRECTORS

Section 1: CAN Board

The CAN Board of Directors shall manage the general affairs of the organization. The CAN Board shall be bound by a vote of the general membership provided items brought up for vote will not change the mission of The Cranberry Artists Network.

Section 2: CAN Board Members

The CAN Board shall consist of the President; Vice President, Secretary, Treasurer, and Chairpersons of the following committees: Publicity, Membership, Website, Program/Education, Refreshment, Exhibition, Technical Support, Internal Communications.

Section 3: CAN Board Meetings

All CAN Board Meetings shall be available for CAN members to submit written agenda items for discussion by the board.

Representatives from other organizations or groups may be invited to attend CAN Board Meetings.

Section 4: CAN Board Membership

In order to maintain membership on the CAN Board, members are expected to attend all board meetings. The CAN Board reserves the right to dismiss a board member with two unexcused absences.

Section 5: CAN Board Quorum

Two thirds of the CAN Board of Directors shall constitute a quorum for a Board of Directors meeting. In the absence of a quorum, board members present are empowered to conduct necessary business. Measures adopted in the absence of a quorum must be confirmed at the following meeting of the CAN Board of Directors.

ARTICLE II: DUTIES OF THE CAN BOARD MEMBERS

Section 1: President

- A.** The President shall preside at general meetings of the organization and of the Board of Directors and shall conduct all meetings based on Robert's Rules of Order.
- B.** Serves as ex-officio member of all standing and special committees.
- C.** Administers all of the affairs of this organization as determined by the CAN Board, at the general membership and their annual business meetings and inform the membership of the activities of the CAN Board and the concerns of the organization.
- D.** Appoint the chairpersons and members of all standing and special committees with the approval of the CAN Board.
- E.** Prepares CAN Board Meeting Agendas.
- F.** Attends meetings with Township Supervisors, attorneys, accountants and other agencies.
- G.** Maintains all nonprofit and IRS documents.
- H.** Yearly Calendar of Exhibition & Events arranged with township departments by December 31st.

Section 2: Vice President

- A.** Assume the duties of the President in the event of absence or vacancy in that office.
- B.** Assist the President in the performance of his/her duties.

- C. Assume other duties as determined by the President or the CAN Board.
- D. Schedules/attends any small group meetings.
- E. Acts as a public relation point person.
- F. Any changes in board member positions are reported to Vice President by September 30th or March 31st.

Section 3: Secretary

- A. Keep an accurate record of all meetings.
- B. Send board meeting minutes to President for review within a week of a board meeting.
- C. Send out reminders of the next meeting date, notices and correspondence as the President and CAN Board directs.
- D. Post minutes on line of the CAN General meetings to its members.
- E. Maintains records of the board and ensures effective management of the organizations records.

Section 4: Treasurer

- A. The Treasurer and a designated board member shall receive and disburse all the funds of the organization under the direction of the Board of Directors.
- B. Be responsible for the maintenance and safekeeping of all financial records of CAN.
- C. Make a financial report at each CAN Board meeting and at any designated business meeting.
- D. Maintain a list of basic yearly expenses and provide the Reimbursement Form to Board Members for Board approved expenses.
- E. Make and record all deposits and payments.
- F. Ensures development and board review of financial policies and procedures.

Section 5: Publicity Chair

- A. The Publicity Chair may be held by more than one person.
- B. The Publicity Chair(s) shall be responsible for writing, posting press releases and disseminating information to all appropriate media related to the activities of CAN.
- C. The Publicity Chair(s) will report all information related to publicity at the CAN Board Meetings.

Section 6: Membership Chair

- A. The Membership Chair will collect dues and maintain an accurate, up to date list of all members and their contact information.
- B. The Membership Chair shall organize screenings with board members.
- C. Email applicants acceptance to the CAN membership within 48 hours of the semi-annual screenings.
- D. Use screening contact information to keep current the members list.
- E. The Membership Chair will report all information related to membership at CAN Board Meetings.

Section 7: Programs/Education Chair

- A. The Program/Education Chair shall be responsible for arranging programs / speakers for the bi-annual General Membership Meetings and other educational events.
- B. Program Chair will follow up with Cranberry Township to confirm program dates and available meeting/program spaces prior to events.
- C. Provide and receive contracts from artists who are presenting.
- D. Distribute write-ups and information about programs.
- E. The Programs/Education Chair will report all information related to programs and education at CAN Board Meetings
- F. Open Studio Figure Studies & Plein air organizers shall report to program chair

Section 8: Website Chair

- A. The Website Chair shall be responsible for maintaining and updating the CAN website.
- B. The website chair shall post all information relating to CAN shows/exhibitions including the prospectus for individual shows.
- C. On-line submissions of art work(s) will be organized and prepared for individual show jurors' use.
- D. The Website Chair will report all information relating to the CAN Website at CAN Board Meetings.

Section 9: Exhibition Chair

- A. The Exhibitions Chair shall be responsible for arranging exhibits for the member shows and other special exhibitions with Cranberry Township.
- B. The Exhibition Chair will be responsible for confirming the exhibition space with Cranberry Township. He/she will arrange for refreshments tables, and display board set up.
- C. Exhibition will be in contact with the CAN publicity chair.
- D. Choose the juror for the show when necessary.
- E. Be present for work drop-off, sign-in and hanging.
- F. Be present for work pick-up and sign-out sheet.
- G. The Exhibitions Chair will form a committee which may consist of active members to assist with the CAN exhibitions.
- H. The Exhibitions Chair will report all information related to CAN exhibitions at CAN Board Meetings
- I. Will organize, schedule & oversee Back Hall Gallery & display case

Section 10: Refreshments Volunteer Committee

- A. The Refreshments Volunteer Committee will arrange for refreshments at the General Membership Meetings and for Exhibition Openings.
- B. The Refreshment Volunteer Committee will keep accurate records and receipts and submit all expense's on the approved reimbursement form to the Treasurer.
- C. The Refreshment Volunteer Committee will report all information relating to CAN Refreshments at CAN Board Meetings.
- D. Will not be a voting member

Section 11: Internal Communications Chair

- A.** Compose & communicate monthly newsletter needed to keep all members informed of CAN activities i.e., screening dates, members meeting dates, announcements etc.
- B.** Receive ALL emails, informational, enquiries etc. sent to, or about the Cranberry Artists Network and forward to the appropriate board member or committee.
- C.** The Internal Communications Chair will report all information to CAN at the CAN Board Meetings.

Section 12: Print Media Chair Pending

- A.** Show labels & artist name tags
- B.** Art sale flyers
- C.** Exhibition posters, show programs, postcards
- D.** Juror information posters
- E.** Prints award certificates
- F.** Prints meeting agendas

ARTICLE III: EXHIBITIONS

Section 1: There shall be two exhibitions of members work per year. All members may enter work in the show. A prospectus for the exhibitions, as set by the Board of Directors, shall be sent to the members at least six weeks prior to the entry date.

Section 2: Any Active member in good standing or any Life Member may submit works of art to the exhibitions.

Section 3: The Exhibition Chair and the CAN Board may plan for other exhibitions through out the year.

Section 4: Juried shows will have a juror selected by the Exhibition Chair, subject to approval of the CAN Board.

Section 5: If a juror disqualifies him or herself or for any reason is unable to serve, the President and/or the Exhibition Chair shall have the power to appoint a replacement.

Section 6: The number of awards and the amount of cash awards for juried shows, if any, shall be determined by the Board of Directors.

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