

STANDING RULES

(Revised June, 2018)

1. DUES

Dues are payable within the last quarter of a calendar year and will extend to January 1st of the following year.

- a. Dues for an individual shall be \$25.00.
- b. Dues for a couple shall be \$30.00. Each shall be a Member
- c. Dues for families shall be \$35.00 for a household of more than two individuals over 18 years of age who all wish to join the Association. Each person shall be recognized as a Member.
- d. Dues for a Business Member shall be \$120.00.
- e. Members between 16 and 18 years of age are Student Members and shall pay no dues.

2. STANDING COMMITTEES

The Standing Committees of the LVAA shall be:

- | | |
|-----------------------|--------------------|
| A - ART REPORTER | B - COMMUNICATIONS |
| C - HISTORIAN | D - HOSPITALITY |
| E - LANDSCAPE LIAISON | F - MEMBERSHIP |
| G - MUSEUM LIAISON | H- NEWSLETTER |
| I- PROGRAMS | J- PUBLICITY |
| K- SCHOLARSHIP | |

Duties of the Standing Committees are as follows:

ART REPORTER: The Art Reporter shall write and submit a review of monthly Gallery shows to area press and electronic media outlets.

COMMUNICATIONS: the communications committee shall maintain a member contact list and contact members by telephone or e-mail at the direction of the president or the executive board.

HISTORIAN: the historian's committee shall maintain a digital record and may keep a physical scrapbook of newspaper articles, photographs etc., and keeping a chronological record of the activities of the association, its members and committees

HOSPITALITY: The Hospitality Chair and Committee shall

- i. Be responsible for hosting all general membership meetings and for obtaining volunteers to provide refreshments at the General Meetings.
- ii. Assist the Gallery Director in planning for refreshments at juried shows and any special exhibit reception

The Secretary shall be responsible for sending cards to LVAA Members in accordance with the Standing Rules.

- A Card will be sent to a member in the hospital.
- B. Upon the death of a member:: A donation of \$50.00 will be made to the Friends of the Lompoc Library System for a book to be selected and placed in the Lompoc Library in memory of the deceased member. The secretary shall direct the Treasurer to send check.

LANDSCAPE LIAISON: The Landscape Liaison shall coordinate upkeep of the flower beds immediately adjacent to the gallery by arranging work parties of association members as needed.

MEMBERSHIP: The Membership Chair shall:

Collect membership dues and maintain an up-to-date roster of all members of the Association. Convey changes to the Newsletter Chair for publication in the newsletter.

Provide information annually in a Membership Guide -containing a membership roster and other essential information including By- Laws and Standing Rules.

MUSEUM LIAISON: The Museum Liaison shall serve on the Lompoc Museum Board of Directors. This is a 2 year term position decided by the Museum board of directors, attendance to their monthly meetings and sitting at the museum once a month is required.

NEWSLETTER: The Newsletter Chair shall

1. Provide a newsletter to all members informing them of current events and advising them of changes in dates, times and/or locations of activities as the information is updated.
2. information presented may also contain amendments to the Membership guide and include a listing of new members.
 - a. Members participating in special shows or receiving recognition for artistic achievement should provide the Chair a brief description of the event to be published in the Newsletter.
 - b. The Chair shall maintain a current list of all member addresses.
 - c. Art related items may be allowed in the newsletter as items for sale.

PROGRAMS: The Program Chair shall arrange for informative, entertaining programs for presentation at general meetings on a schedule determined by the executive board. A fee of \$150.00 will be paid to each program presenter regardless of Association affiliation.

PUBLICITY: The Publicity Chair shall extend the aims and purposes of the Association's activities through the press and electronic media to advertise the monthly programs.

1. Featured Artists are responsible for providing information to the publicity chair about their show.
2. The Gallery Directory is responsible for providing information to the publicity chair about any Juried Shows or Special Exhibits.

SCHOLARSHIP:

The Scholarship Chair and committee, consisting of up to 5 Association members, shall review the records of students as submitted by Lompoc Valley and Santa Ynez area High Schools and Allan Hancock Junior College. The committee may hold fund-raisers through the Association for scholarship funding. The Executive board will be responsible to set the completion requirements necessary to distribute the funds to the student.

Electronic or telecommunication transmission voting protocols

1. The President or his/her designee will be responsible for determining whether an action should be taken by email/written consent or at a board meeting. If the matter is routine or has already been discussed and widely agreed upon, an action by written consent may be appropriate.
2. If an item needs board action before the next board meeting, the following factors will be considered by the Board President before determining whether to ask for an action by written consent:
 - (a) How soon a decision is required
 - (b) Whether the decision would be better made after further discussion and/or whether alternatives should be considered
 - (c) Whether the action is a routine action
 - (d) Whether a special Board meeting can be scheduled and held (either just for discussion or if a quorum is obtained, to take a vote).
3. If, after considering the above factors, the Board President determines it would be best to take the action by unanimous written consent, the Board President will designate a board member to draft the proposed action and email it as an attachment to all directors at their respective email addresses.
4. The action shall allow a director to check that he or she is in favor of or opposed to the action.
5. Each director shall designate their vote and return the vote to the designated board member by email within 24 hours unless another deadline is provided in the email.
6. Upon the receipt and verification of all consents approving the action, the action is duly approved. Regardless of whether the action is approved or not, the designated board member will confirm whether the action has passed or failed by email to all directors.
7. A list of members and their recorded vote will be given to the Secretary at the next Board meeting. The Secretary will file all the above information with the corporation's minute book.
8. The Board will ratify any action taken by a majority written consent at the next Board meeting. The minutes of this meeting will record the ratification.