

**GUIDELINES FOR MEMBER CONDUCT:**

We welcome people from all backgrounds into our membership, including members of any race, ethnicity, culture, class, orientation, education, disability, age, family status, political or religious beliefs.

Be respectful. Although opinions may differ, it is important to remain civil and respectful.

Use of profanity and other types of aggressive and vulgar language and behaviors are prohibited. This includes name-calling, harassment, intimidation, or other menacing behaviors conducted in person, e-mail, USPS mail (written correspondence), phone, text messages or any other direct messages and may result in immediate removal from the building, suspension of membership, or termination of membership.

**DUES**

1. Annual dues are set by the Board of Directors and are payable in the last quarter of the calendar year.
2. The Association does not have a partial year dues payment plan, nor are dues refundable.
3. Membership privileges shall extend from January 1 through December 31.

**COMMITTEES:**

The Board of Directors may create committees as needed to work on specific issues facing the organization. Duties of the active 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.

**MEMBERSHIP/COMMUNICATIONS:**

- Collect membership dues and maintain an up-to-date roster of all members of the Association. Convey changes to the Board of Directors and the Newsletter Chair for publication in the newsletter.
- Provide information annually to all members of the association -containing a membership roster and other essential information including By- Laws and Policies.
- Maintain a member contact list and contact members by telephone or e-mail at the direction of the president or the executive board.

**LANDSCAPE LIAISON:** Coordinate upkeep of the flower beds immediately adjacent to the gallery by arranging work parties of association members as needed.

**NEWSLETTER:** 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.

- 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.
- Art related items may be allowed in the newsletter as items for sale.

**PUBLICITY:** Extend the aims and purposes of the Association's activities through the press and electronic media to advertise the monthly programs.

- Featured Artists are responsible for providing information to the publicity chair about their show.
- Responsible to keep the website current.

**ARTS ENRICHMENT:** Provide funding through grants, that will enable individuals to enhance their educational experiences with the arts. Funding can also support teachers in their creative and innovative thinking in teaching the arts.

**ARTS ACADEMY:** Provide educational workshops and classes to LVAA members and the community.

## **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 votes 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.