

# *California Rosemaling Association*

## *By-Laws*

(Revised November 2009)

### ***Article I – Name***

The name of the Association shall be the California Rosemaling Association.

### ***Article II – Principal Office***

The Principal office of the Association shall be at the home of the presiding President. The Association may have such other offices as designated by the members of the Board.

### ***Article III – The Purpose of this Association is to:***

Promote and preserve an interest in the traditional art of Norwegian Rosemaling as a unique art form by displaying works of the members at schools, exhibitions and art shows and to instruct and demonstrate at appropriate venues.

The intent of the Association is to operate a Professional Association within the meaning of Section 23701e of the California Revenue and Taxation code.

This association does not contemplate pecuniary gain or profit of the members thereof and is organized for non-profit purpose.

### ***Article IV – Membership***

Sec.1. Active membership: Anyone who supports the purposes stated in Article III is eligible to become an active member of this Association with full voting and other privileges.

Sec 2. Honorary membership: Anyone who has made a major contribution to the art of Rosemaling may be offered an honorary membership at the discretion of the Board.

Sec.3. Voting: Each active member is entitled to one vote in the affairs of the Association.

## ***Article V – Dues***

Sec.1. Membership dues shall be determined by majority vote of the members.

Sec.2. Dues shall be paid annually on a full calendar year basis. Dues are payable on November 1 and delinquent by December 31.

Sec.3. Dues must be current for any member to enjoy all privileges of membership.

Sec. 4. Amount of dues shall be stated in the Standing Rules.

## ***Article VI- Officers***

Sec.1. Elected officers: The elected officers of the association shall be the President, Vice President, Secretary, Treasurer, and Membership Chair.

Sec.2. Appointed Chairpersons: The appointed committee chairpersons of the Association shall be the Newsletter Editor, Historian, Nominating, Webmaster and Audit. Other Chairpersons may be appointed for special duties as deemed necessary by the President and approved by the Elected Board

Sec.3. The term of office shall be one year. No officer may hold the same office for more than two consecutive full terms.

Sec. 4. Vacancies in any office may be filled for the balance of the term by the Elected Board. These officers are not considered to have served a full term unless their term of office exceeds 7 months.

Sec.5. The Board of elected and appointed officers shall conduct all business of the Association.

## ***Article VII – Executive Board***

Sec.1. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Membership Chair, immediate Past President, Newsletter Editor.

Sec.2. The Executive Board shall conduct business between meetings and all other business the Association deems necessary.

## ***Article VIII – Elections***

Sec.1. The officers shall be elected at the annual convention business meeting. All offices take effect January 1, for the duration of the calendar year. (Oct. 2003)

Sec.2. The offices of the President, Vice President, Secretary, Treasurer and Membership Chair shall be filled each year.

Sec.3. The nomination of officers shall be made by a nominating committee consisting of three active members appointed by the President. Nominations will be accepted from the floor. The consent of the candidates must be obtained before the Nominating Committee may place the candidate's name before the membership.

Sec.4. The Nominating Committee shall be appointed at least three months prior to the annual meeting and the slate of the proposed offices shall be printed in the newsletter prior to the annual convention.

Sec. 5. Nominating Chair is responsible for installation of officers at the annual convention.

### ***Article IX – Meetings***

There shall be no less than one annual convention/business meeting per year. The date and time is to be determined by the Executive Board.

### ***Article X - Duties of the Officers***

Sec.1. The President shall:

Preside at meeting of the Association.

Call special meetings of the association and Executive board.

Make provisions for the discharge pro tempore of necessary duties of absent members and officers.

Assure that the By-Laws and Standing Rules of the Association are enforced.

Vote only in case of a tie, except when presiding over the Executive Board.

Be an ex-officio member of all committees.

The President shall deliver all books to the successor at the end of office term.

Sec.2. The Vice President shall:

Preside in the absence of the President and shall assist the President.

Be the Convention Chairperson for the Association, performing the scheduling of all Convention activities.

Be responsible to purchase a gift for the outgoing President.

The Vice President shall deliver all books to the successor at the end of office term.

Sec.3. The Secretary shall:

Keep a record of the proceedings of all official meetings.

Record the attendance at all official meetings of the Association.

Keep records of changes to the By-Laws and Standing Rules and send updated copies to members of the Executive Board.

Be responsible for sending letters to vendors for raffle and/or silent auction contributions for the Annual Convention.

Be responsible for organizing and conducting raffle and/or silent auction.

Conduct correspondence.

The Secretary shall deliver all books to the successor at the end of office term.

Sec.4. The Treasurer shall:

Have charge and custody of all funds of the Association.

Keep and maintain adequate and correct accounts of the Association's properties and business transactions.

Draft checks only on warrants signed by the President or Secretary.

Issue checks only on the signature of two of the following: Treasurer, President or Secretary.

At all times be subject to verification and inspection by the elected officers of this Association.

File with state regarding “non-profit” status Form RRF-1 (Annual Registration Renewal Fee Report) annually by due date established by the IRS and California Form 990-N (electronic postcard) annually by due date.

The Treasurer shall deliver all books to the successor at the end of office term.

Sec.5. The Membership Chair shall:

Maintain files of membership.

Record all new members and give all monies received to the Treasurer.

Provide an updated copy of the By-Laws and Standing Rules to each member when mailing or e-mailing the Annual Membership Directory by April 1.

Submit a list of new members to the Newsletter Editor.

Membership renewal letters shall be sent to delinquent members by Feb.1.

The Membership Chair shall deliver all books to the successor at the end of office term.

Sec.6. The immediate Past President shall:

Be responsible for recognition of the outgoing officers.

Attend Board meetings and act as an advisor to the President and Board members.

Sec.7. The Newsletter editor shall:

Gather, publish, mail or e-mail a minimum of four newsletters per year. The newsletter will contain information regarding classes, shows, coming events and news pertinent to the Association.

The Newsletter Editor shall deliver all books to the successor at the end of office term.

### ***Article XI – Amendments***

Any proposed amendment to the By-Laws and Standing Rules will be submitted to the members in the Newsletter prior to the annual meeting. Amendments to the By-Laws and Standing Rules will be voted upon at the annual meeting.

### ***Article XII — Dissolution***

In the event of dissolution of this Association, all liabilities shall be paid, satisfied and discharged. Any remaining assets of the Association shall be given to the Norwegian American Museum at Decorah, Iowa.

### ***Standing Rules***

1. The Vice President will act as Convention Chair. She may appoint committees or chairpersons as necessary such as registration and trade floor.
2. The treasurer and two Board members shall establish an annual budget by the first Executive Board Meeting.
3. Approved budget funds may be advanced to working committees for approved expenses. Receipts for all expenditures must be submitted for reimbursement.
4. CRA shall reimburse reasonable expenses for board members to attend board meetings. These reimbursements are to include round trip transportation and one night lodging if necessary. Transportation includes airfare, mileage to and from airport, parking and toll fees; or mileage to and from meeting per Mapquest distances at \$.50 per mile.
5. The annual dues are effective January 1 through December 31 each calendar year.

6. Dues shall be \$15.00 per year. International dues shall be \$30.00 per year.
7. The Standing Committees of this organization shall be Historian and Webmaster.
8. Historian shall maintain and be responsible for the documents of the Associations activities. Historian shall deliver all books to the successor at the end of office term.
9. Webmaster shall maintain and update the website as needed. Webmaster shall provide all passwords to President. Webmaster shall submit hosting fees to Treasurer.
10. Nominating Chairperson shall be responsible for the Installation of Officers at the annual Convention.
11. A year-end audit of the Treasurer's records shall be performed no later than January 31st of the following year by an audit committee of three members appointed by the Board. To insure that year-end accounting procedures are accurate, consistent and current, all income and expenses must be turned in by December 15th.