

BY-LAWS OF WYOMING AREA CREATIVE ARTS COMMUNITY (WACAC)

ARTICLE I

Name

The name of this organization shall be the Wyoming Area Creative Arts Community (WACAC).

ARTICLE II

Vision/Mission/Diversity Statement

Our Vision: The Wyoming Area Creative Arts Community envisions a community of people that seek to make a profound difference in the lives of all people through presentations, performances, displays and exhibitions of the creative arts.

Mission Statement: The mission of the Wyoming Area Creative Arts Community is to encourage creative expression, promote networking of local artists of all ages, and champion a learning environment that builds community participation in the arts.

Diversity Statement: Wyoming Area Creative Arts Community is committed to the principle of equal opportunity to participate in all aspects of our operation.

ARTICLE III

Purpose

WACAC shall be a not-for-profit, charitable organization dedicated to the following purposes:

1. WACAC, formed by an alliance of artists, musicians, performers, photographers, and writers, will strive to enrich the quality of life in the Wyoming and surrounding Lakes areas by facilitating venues where regional, national, and international cultural activities can illuminate, educate, and entertain.
2. To educate, support and vitalize the lives of residents and visitors through art displays, art venues, and educational opportunities that draw upon talent from the community, surrounding areas, and throughout the Midwest.
3. This arts community is committed to celebrating diversity by offering an array of affordable cultural opportunities and experiences designed to appeal and be accessible to all.
4. WACAC will accomplish its mission through programming that: (1) identifies and provides venues for artists and performing arts organizations, (2) brings performances from around the world to the area, and (3) offers motivating arts education programs and scholarship opportunities for youth and adults pursuing education in the arts.

ARTICLE IV

Membership

Membership shall be open to all artists, musicians, performers and writers that support WACAC's vision and mission. WACAC membership will be overseen by an elected board of directors, consisting of the following officers:

1. Chair
2. Co-chair

3. Secretary
4. Assistant Secretary
5. Treasurer
6. Assistant Treasurer
7. Communications Director

These seven board members are expected to attend monthly meetings and assist WACAC in achieving its goals.

WACAC meetings are open to all active members and associate members, who are encouraged to attend.

ARTICLE V Meetings

WACAC will meet the third Thursday of each month to conduct official business, including but not limited to, discussion of projects and goals, idea sharing for networking with artists, nomination/election of officers, and review of the bylaws. Sub-committee or special meetings will be held as needed.

Written notice of each meeting shall be sent electronically to each member at least five (5) days in advance of each meeting.

Meetings will be led by the chair. If the chair is absent, the co-chair will conduct the meeting.

ARTICLE VI Sponsorship

WACAC will actively seek sponsorship of organizations, businesses, and participating members that wish to support its vision and mission. Sponsors that support WACAC will be offered the opportunity to have their organization or business promoted on the sponsor's page of the WACAC website.

ARTICLE VII Board of Directors/Officers

All officers will be elected to serve three (3) year terms. Officers are elected at large and through an internal board process of nomination, followed by a vote. The following WACAC officers are all volunteer (non-paid) positions:

Chair

1. Shall work with WACAC co-chair to oversee all aspects of WACAC activities.
2. Shall preside over all WACAC meetings with the help and assistance of the co-chair.
3. Responsible for contracts, bonding and insurance and review quarterly bank statements.
4. Shall actively seek sponsorships to help meet WACACs vision and mission.

Co-Chair

1. Shall attend all meetings and stay informed and aware of all WACAC activities.
2. Shall serve as chair in the event that the chair is absent or unable to serve.

3. Shall work with the chair on oversight of all WACAC activities.

Secretary

1. Responsible for taking minutes.
2. Responsible to distribute minutes within one week of the next meeting and ask for approval of minutes at the start of each WACAC meeting.
3. Maintain an electronic history of all WACAC minutes.

Assistant Secretary

1. Shall attend all meetings and learn all functions and responsibilities of the secretary.
2. Shall serve as secretary in the event that the secretary is absent or unable to serve.
3. Shall maintain a current WACAC membership spreadsheet at all times.

Treasurer

1. Shall attend all meetings and keep an account and up-to-date record of all monies received, paid out, and where monies are deposited.
2. Responsible for monitoring and oversight of the budget.
3. Responsible for WACAC checkbook and writing checks for all payments due, providing all payments on a timely basis.
4. Provides quarterly treasurer reports and one year-end annual report.
5. Shall maintain a log of all current membership, sponsors and affiliates of WACAC.
6. Maintains an electronic history of all WACAC budgets and turns all financial records over to successor after term of office is completed.

Assistant Treasurer

1. Shall attend all meetings and learn all functions and responsibilities of the treasurer.
2. Shall serve as treasurer in the event that the treasurer is absent or unable to attend.
3. Works with the assistant secretary to ensure that the membership list and dues are current at all times.

Communications Director

1. Shall work with WACAC board members, membership and sponsors to actively seek venues for clear and consistent communications to achieve the WACAC vision and mission.
2. Shall provide oversight of WACAC communications with the community, including the website, Facebook pages, marketing materials, and press releases.
3. Shall serve as the main contact for outgoing communications involving WACAC activities and events.

**ARTICLE VIII
Elections**

Election of any officers will be annually and staggered as defined above in Article VII. Elections will be held at the beginning of each new fiscal year.

**ARTICLE IX
Fiscal Year**

The fiscal year shall begin September 1 and terminate August 31.

**ARTICLE X
Board Voting**

Decisions will be made by a majority vote of the chair, co-chair, secretary, assistant secretary/treasurer, and communications director present at the meeting, provided a quorum is present. Four (4) board members constitute a quorum for the conduct of business. Voting will occur by voice, show of hands, or ballot at the request of a member. For general membership voting a simple majority will be needed to pass. There will be no vote by proxy.

**ARTICLE XI
Dues**

The dues for WACAC membership shall be \$25 annually, or \$40 for a two-year commitment. Recommendations to change dues can be requested of any member and shall be approved by the WACAC board of directors. Dues are payable on or before September 1 of each year.

After sufficient notification, members failing to pay dues by October 1 of the new fiscal year shall have their membership of WACAC suspended. Membership may be reinstated after payment of annual dues is received. If by January 1 membership remains unpaid, membership will be terminated.

**ARTICLE XII
Sub-committees**

Sub-committees may be formed as needed to discuss issues and bring recommendations of WACAC events or concerns to the membership.

**ARTICLE XIII
Amendments of Bylaws**

Bylaws may be amended at any WACAC meeting by a 2/3 majority vote of the chair, co-chair, secretary/treasurer, assistant secretary/treasurer, communications director and members present (provided a quorum is present), given the amendment has been submitted in writing to all members ten (10) days prior to the meeting at which the vote is to occur. All members will be asked to attend or voice their recommendations or concerns in writing prior to the meeting at which the vote is to occur.

**ARTICLE XIV
Parliamentary Authority**

Robert's Rules of Order, latest edition, shall govern WACAC except where such rules may be a variance with these bylaws.

**ARTICLE XV
Dissolution**

Upon dissolution of WACAC, all assets will be applied toward liabilities due and payable. The net proceeds shall be donated to a local arts organization or school with an active arts program.