

Constitution
The Art Department of The Woman's Club of Fort
Worth

Adopted May 2006

Amendments: Revision 1, May 2007

Amendments: Revision 2, May 2009

Amendments: Revision 3, May 2010

Amendments: Revision 4, May 2011

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Amendments: Revision 6, June 2024

Article I Name: The name of this organization shall be "The Art Department of The Woman's Club of Fort Worth" (hereinafter referred to as "The Art Department").

Article II Status: The Art Department is a department established within the bylaws of The Woman's Club of Fort Worth and is subject to the bylaws of The Woman's Club of Fort Worth as well as the Standing Rules of The Art Department.

Article III Purpose: The purpose of The Art Department shall be to promote interest in and support of art teaching and learning and to provide studio facilities and art instruction to all members of The Woman's Club of Fort Worth and The Junior Woman's Club of Fort Worth.

Article IV Fiscal Year: The fiscal year of The Art Department shall be from June 1 through May 31.

Article V Policy: No project, plan or activity which affects The Art Department shall be undertaken unless it shall first have been approved by The Art Department Executive Committee.

Article VI Officers: The officers which comprise the Executive Committee shall be Chairman, Executive Vice-Chairman, First Vice Chairman, Second Vice Chairman, Recording Secretary, Treasurer/Registrar, and Parliamentarian.

Article VII Meetings: Membership Meetings shall be determined by the Executive Committee according to the annual calendar of The Art Department. There shall be a minimum of three meetings in each fiscal year. Written notice of any Membership Meeting to conduct major transactions shall be given at least three weeks in advance.

A Membership Meeting shall be a meeting organized for all members who are currently enrolled in any class of The Art Department to attend in order to be able to convene together either to participate in a social event, or to transact Art Department business, or a combination of social event and Art Department business. A fall semester event, a holiday event, and a spring semester event shall be recognized as Membership Meetings in addition to any other special meetings determined by the Executive Committee.

Article VIII Quorum:

Section 1. For Membership Meetings, a quorum should be as large a number of members as can reasonably be depended upon to be present at any meeting, usually a simple majority of members of whatever group is needed.

Section 2. For Executive Committee Meetings, 4 members shall constitute a quorum.

Article IX Amendments:

This Constitution and Standing Rules may be amended by a two-thirds (2/3) vote of those present and voting at any Membership Meeting of The Art Department after thirty days' written notice has been given and review of the proposed amendments have been reviewed by the Executive Committee of the Woman's Club of Fort Worth. Prior to voting on changes in this Constitution, written copies of proposed amendments will be submitted to the members.

Standing Rules of **The Art Department** **of The Woman's Club of Fort Worth**

ARTICLE I **Governing Bodies**

Section 1. The Executive Committee shall consist of the Chairman, Executive Vice-Chairman - Instructors, First Vice Chairman - Membership, Second Vice Chairman – Annual Art Show, Recording Secretary, Treasurer/Registrar, and Parliamentarian. The Executive Committee shall:

- A. Have the power to transact all business of The Art Department between Executive Committee meetings, i.e. call special meetings, email, or telephone.
- B. Convene as often as necessary to conduct any and all business of The Art Department.
- C. Be solely responsible for employment and dismissal of instructors including conducting interview sessions of prospective instructors.
- D. Determine instructor salaries, class tuition, and any associated fees to cover expenses for models and instructor travel. See ARTICLE IX, Instructors Employment, Section 4. See Policy 4, MODEL.

Section 2. The Executive Committee shall be made up of the elected officers of the Executive Committee and shall have the power to:

- A. Transact all business of The Art Department not otherwise provided for in the Constitution and Standing Rules.
- B. Convene a minimum of four meetings each fiscal year.
- C. Approve the annual budget.
- D. Serve a term of one year but shall be eligible to serve two consecutive terms in the same office.

ARTICLE II **Elections**

Section 1. The officers of The Art Department shall be elected biennially at the February meeting of the Executive Committee.

Section 2. Officers may not succeed themselves for an interval of two years after serving two years, except the Treasurer/Registrar

which may serve for two, two-year terms. Because of the extensive recordkeeping and knowledge of specific rules and regulations, this position may be elected without reference to the two-year limitation.

Section 3. No officer shall serve on the Executive Committee for more than six consecutive years.

Section 4. The Nominating Committee shall consist of five members plus one alternate shall be elected by ballot from the Executive Committee to serve for one full year. The Committee shall be composed of no more than two members of the Executive Committee and the others from the standing committee chairmen. The Committee shall select its own chairman. See ARTICLE VI Standing Committees, Section 13. Additional nominations may be made from the floor. Election shall be by ballot if there is more than one nominee for an office.

ARTICLE III Duties of Officers

Section 1. Officers of The Art Department are expected to be present at their installation and to attend all regularly scheduled Executive Committee Meetings except when excused. The Chairman or Recording Secretary must be notified of an intended absence prior to the meeting. Three unexcused absences may result in dismissal from the Committee.

Section 2. Chairman: The Chairman shall be elected for no more than a two (2) year term by her department or appointed by The Club President at the discretion of that department. Each existing department shall elect Officers, appoint committees, and make Standing Rules necessary to carry out its work in furtherance of the express purpose of The Club. The Chair shall:

- A. Call and preside at all Membership, Executive and special meetings and delegate responsibilities for the operation of the Art Department.
- B. Prepare and present an agenda for each Executive Committee Meeting.
- C. Serve as liaison and representative of The Art Department to The Board of Directors of The Woman's Club of Fort Worth and communicate regarding the Department.
- D. Shall be prepared to present a monthly report to the Executive Committee of The Woman's Club of Fort Worth on the activities of The Art Department.
- E. Appoint or dismiss committee chairs with the approval of the Executive Committee.

- F. Serve as an ex-officio member of all committees except the Nominating Committee.
- G. With the approval of the Executive Committee, appoint a member of The Art Department to fill any unexpired term of an elected officer.
- H. With the approval of the Executive Committee, establish any special committees necessary.
- I. Set the annual calendar of The Art Department classes and activities and ensure that the programming is aligned with the purpose of The Club.
- J. Hold honorary membership during term of office for one class throughout the year, without fee.
- K. May sign requisition for disbursements approved by the Executive Committee.
- L. Compile a Department Newsletter and issue to members, minimum one issue per semester either electronically or by mail.
- M. Keep a notebook to pass on to the next Chairman detailing all the information necessary to carry out the position of Chairman.
- N. Ensure that four copies of the department's directory/yearbook are delivered to the Business Office by October 1st.

Section 3. Executive Vice Chairman-Instructors:

The Executive Vice Chairman, in the absence of the Chairman, shall preside at meetings. The Executive Vice-Chairman shall serve as chairman of Art Instruction and shall:

- A. Propose to Executive Committee for their consideration and approval of the classes offered each semester to members of the Art Department.
- B. Lead the process to procure and/or dismiss instructors, in accordance with Article I, Section 1.C. and D.
- C. Prior to class registration notify the registrar of the classes that will be offered and the name of the instructors.
- D. Act as a liaison between the instructional staff and the Executive Committee any relevant concerns received from the instructors, and communicating to the instructor's semester class rosters from the Registrar and any relevant announcements or concerns from the Chairman.
- E. Maintain an ongoing list of number of members by class, instructor, semester, and year. At the end of each semester, report to the Executive Committee on classes failing to be self-sustaining in compliance with Article VIII, Class Enrollment, Section 10.

- F. Keep a notebook to pass on to the next Executive Vice Chairman-Instructors detailing all the information necessary to carry out the position.

Section 4. First Vice Chairman-Membership:

The First Vice Chairman, in the absence of the Chairman and Executive Vice Chairman, shall preside at meetings. The First Vice Chairman shall serve as chairman of Membership and shall:

- A. Contact prospective Art Department members as presented by The Board of Directors of The Woman's Club of Fort Worth.
- B. Act as point of contact for new members to the Art Department and report on new members to the Art Department Executive Committee. Have each new member fill out a membership information form that contains information that may be shared and useful to class chairmen, nominating committee, and any other Art Department Executive Committee members when conducting Art Department business.
- C. Maintain an updated roster of Art Department members to be shared with the Yearbook Chairman, Treasurer/Registrar, Show Chairmen, and any other Executive Committee members who require verification of Art Department membership.
- D. Serve as a member of the Budget and Finance Committee.
- E. Appoint or dismiss Class Chairmen and shall serve as Class Chairmen Coordinator for responsibility to act as liaison between the Executive Committee and Class Chairmen. The First Vice Chairman shall establish communications as necessary with appointed Class Chairmen in order to:
 - (1) Present to the Class Chairmen any Art Department-related and other relevant announcements as received from the Chairman.
 - (2) Ensure that Class Chairmen hold in respectful observance the safety and housekeeping rules pertinent to the Art Studio proper.
- F. Keep a notebook to pass on the next First Vice Chairman-Membership detailing all the information necessary to carry out the position.

Section 5. Second Vice Chairman-Annual Art Show:

The Second Vice Chairman, in the absence of the Chairman and Executive Vice Chairman and First Vice Chairman, shall preside at Meetings. The Second Vice Chairman shall serve as chairman of the Annual Art Show Committee with responsibility for all aspects of a show including registration, reception, judging, publicity, program, invitations, awards, and procurement of any and all materials and resources needed in relation to these aspects.

The Second Vice Chairman-Art Show shall:

- A. Appoint a committee to facilitate the Annual Art Show by February.
- B. Collect and transfer art show registration fees to the Treasurer for deposit and record keeping.
- C. Ensure registrants are currently paid members of The Art Department and currently enrolled in an instructed class.
- D. Record the winning entries of the Annual Art Show in the Annual Art Show Chair's Archives and provide a listing to Recording Secretary and Credentials Chair at the next scheduled meeting of Executive Committee. The Credentials Chair will update and maintain the tallies of points for each artist and those artists who have achieved Signature status.
- E. Provide an updated listing to the Recording Secretary and the Executive Committee. (See Article XI, Section 3-5)
- F. Keep a notebook to pass on to the next Second Vice Chairman-Annual Art Show detailing all the information necessary to carry out the position.

Section 6. Recording Secretary:

The Recording Secretary shall:

- A. Keep minutes of all Meetings of The Art Department.
- B. Keep records of all motions voted upon and the approved changes.
- C. Distribute minutes to Executive Committee members.
- D. File the minutes electronically so that they can be accessed by the Women's Club if necessary.
- E. Keep a hard copy for the person responsible for Archives of the Art Department.
- F. Be responsible for filing annual reports electronically.
- G. Keep a notebook to pass on to the next Recording Secretary detailing all the information necessary to carry out the position.

Section 7. Treasurer/Registrar

The Treasurer/Registrar shall:

- A. Receive monies including annual Fees, tuition for classes, income from art shows and all other income monies of The Art Department. Transfer all deposits to the Business Manager of The Woman's Club of Fort Worth.
- B. Request checks for disbursements from the Business Manager of The Woman's Club of Fort Worth as authorized per The Art Department budget or on order of the Executive Committee or Chairman. All checks are to be originated and signed by the Business Manager of The Woman's Club of Fort Worth.
- C. Monitor all deposits and requests for disbursement and reconcile to the Operating Account bank statement at the beginning of each month. Ensure that the reconciliation corresponds to the Woman's Club Business Manager's general ledger balance. Present a financial report for the Operating account at each Executive Committee meeting that includes updated financial figures with a sub-note reporting the balances for the additional fund categories (Building and Bea Dunning /Mildred Garrett account). See Constitution, Policy, Article V.
- D. Submit instructors' semester salary schedule to the Business Manager of The Woman's Club of Fort Worth.
- E. In accordance with the Business Manager of The Woman's Club of Fort Worth, see that proper documentation and forms are available to substantiate income and disbursements.
- F. Be authorized to sign requisition for disbursements approved by the Executive Committee.
- G. Prepare annual budget for review in April by the Budget and Finance Committee.
- H. Ensure that surplus monies at the end of the operating year are referred to the Budget and Finance Committee for recommendations prior to consideration by the Executive Committee.
- I. Serve as Chairman of Budget and Finance Committee.
- J. Ensure that the Dunning/Garrett monies be spent in accordance with the intent as directed in the original giving. Monies to be utilized to supplement demonstrations, tours, and workshops as prescribed by the Executive Committee.
- K. Keep a roster of all registered for individual classes to post in the studio. Reconcile The Art Department enrollees to the roster of paid members of The Woman's Club of Fort Worth.

- L. Report to the Executive Committee enrollment numbers for all classes.
- M. Collect annual Fees and tuition and associated class fees (such as model and travel) .
- N. Prepare and present semester rosters to Chairman, Executive Chairman, and First Vice Chairman.
- O. Maintain a Wait List for each class. (See Policy 5,Wait List)
- P. Prior to executing Wait List, shall make one contact to ensure the intended status of a member currently enrolled in an instructed class who has not yet renewed enrollment in that class. If no response is forthcoming from the member, the Wait List shall be executed. See By-Laws, Article VII, Fees, Section 6. See By-Laws, Article VIII, Class Enrollment, Section 1through 4.
- Q. Keep a notebook to pass on to the next Registrar/Treasurer detailing all the information necessary to carry out the position.
- R. Present books to the Budget and Finance Committee for review prior to the May meeting. The Treasurer/Registrar shall give a written financial report at the closing meeting in May.

Section 8. Parliamentarian

The Parliamentarian shall:

- A. Advise the President and members on all points of parliamentary procedure.
- B. Serve as chairman of the Rules Committee.
- C. At the direction of the Executive Committee, consider changes in the Rules and submit proposed amendments to the Membership according to the procedure set out in Article XII, Amendments.

ARTICLE IV

Suspension of Rules

Any articles of these Rules may, by unanimous consent of the members present, be suspended for not more than one meeting, except this Article which shall not be suspended.

ARTICLE V

Membership

Section 1. Membership in The Art Department shall be open to any member who holds current membership in The Woman's Club of Fort Worth or The Junior Woman's Club of Fort Worth.

Section 2. Members may choose enrollment status either in any number of the scheduled instructor-led classes or in any scheduled non-instructed class.

Section 3. Fees shall be determined by the Executive Committee.

Section 4. An Art Department member who is employed by The Art Department may not hold either an elected or an appointed office in The Art Department. See The Woman's' Club of Fort Worth Bylaws, Article IV.

Section 5. An honorary membership may be conferred by approval of the Executive Committee upon one who has been an active member of the Art Department for 45 years. Such membership carries with it all the privileges, except voting and holding office, and none of the obligations of club membership and may be granted upon request of the member. An honorary member must retain her Woman's Club membership.

Section 6. Non-members of the Woman's Club of Fort Worth may take one instructed class. If they choose to take a second class they must make application to join The Woman's Club of Fort Worth and be accepted for membership.

ARTICLE VI

Standing Committees

Section 1. The Executive Committee shall form such standing committees as necessary to carry on the activities of The Art Department. Standing Committee Chairs shall keep a notebook to pass on to the next Standing Committee Chair detailing all the necessary information to facilitate the committee.

Section 2. Chairmen of Standing Committees shall present a report of the work of their respective committees, whenever necessary or as requested by the Executive Committee, at a scheduled Art Department Executive Committee Meeting and shall file an annual report with the Recording Secretary of The Art Department.

Section 3. Archives Committee: To perpetuate the compiled history of The Art Department, and all historical data pertaining to The Art Department. Collect and organize written, printed, or photographic material relating to the activities of The Art Department through scrapbooks or digital formats.

Section 4. Budget and Finance Committee: See By-Laws, Article III, Duties of Officers, Section 7.

- A. Shall consist of the Treasurer/Registrar, the Chairman, Executive Vice Chairman, and the First Vice Chairman-Membership.
- B. In April, including Chairman-elect and Treasurer/Registrar-elect, prepare a budget of anticipated receipts and expenditures which shall be submitted to the Executive Committee. A two-thirds vote of the quorum at a Membership Meeting in May shall be required for its adoption.
- C. Perform an annual review of the Treasurer/Registrar books prior to the membership meeting in May.

Section 5. Corresponding Secretary:

- A. Conduct the official correspondence of The Art Department, preparing and sending communications as directed by the Executive Committee or requested by the Chairman.

Section 6. Tea Room Gallery Committee: To showcase the work of The Art Department members, gather paintings from The Art Department members and provide installation of the paintings for exhibition in the Tea Room Gallery and other designated areas of The Woman's Club of Fort Worth and in designated areas of The Junior Woman's Club of Fort Worth. Exhibitions in these two areas shall rotate minimum four times annually. Organize an exhibition in the Art Studio to coincide with The Woman's Club Holiday Open House.

Section 7. Hospitality Committee: Appoint members of The Art Department as needed:

- A. At the beginning of the fall semester, organize and provide a "welcome coffee" for new, prospective, and returning members to The Art Department.
- B. During December, organize and provide a "holiday brunch" for members and guests of The Art Department.

- C. At the ending of the spring semester, organize and provide a “closing celebration” for members and guests of The Art Department.
- D. Arrange and execute a system for reservations for activities and events scheduled on the annual calendar for the members of The Art Department and for any other Department-related activities and events presented by the Executive Committee.
- E. Arrange and implement the design and setting of The Art Department “table” at The Woman’s Club of Fort Worth Holiday Open House.
- F. Arrange and organize refreshments and decorations for the Annual Art Show.
- G. Select, procure, and present a gift for the outgoing Chairman.
- H. Monitor and secure snacks and drinks. Submit reimbursement for expenditures to the Treasurer of the Art Department.

Section 8. Property and Building Committee: As appointed by and directed by the Executive Committee, gather and present research and figures in order to assess the costs and quality of purchases needed either to meet or to maintain the physical and material needs of The Art Department activities. With approval of the Executive Committee, arrange with Treasurer/Registrar for purchase of approved items. Coordinate requests from The Woman’s Club of Fort Worth regarding business items pertaining to The Art Department property and building. Recruit a member to be responsible as librarian for The Art including inventory of library items checked out and returned.

- A. Work with the Woman’s Club to provide oversight to assure that housekeeping is done on a regular basis. Send all routine housekeeping requests to the Business Office of the Woman’s Club.
- B. Send all maintenance requests to the Business Office of the Woman’s Club with a cc to both the Chairman of the Art Department and the President of the Woman’s Club.
- C. Monitor necessary supplies and inform the Chairman and/or President of the needs.

Section 9. Tours Committee: Work with the Women of the Arts Club to arrange and organize a minimum of two (2) art-related group tours for members of The Art Department.

Section 10. Yearbook Committee: Gather and organize the material, verify with elected officers all information to be published, prepare for publication, procure, and execute publication and arrange for distribution of the yearbook of The Art Department.

- A. Ensure that four (4) copies of the department directory/yearbook are delivered to the Business Office by October 1st.

Section 11. Open Studio Committee:

- A. Arrange and organize a show and sale of art produced by members of the Art Department and Women of the Arts Club as well as all Art Teachers. This show will be in coordination with The Woman's Club Holiday Open House.
- B. Arrange and organize Open Studio activities as approved by the Executive Committee.

Section 12. Credentials Committee

- A. Maintain the Art Department Signature Status point system in compliance with Article XI, Section 3, and track the points for each show, beginning with Winter Show of 2004 and Spring Show 2007, for each artist who has garnered signature points.
- B. Attend a minimum of two meetings a year of the Art Department Executive Committee to report on the Signature Status point system following the Annual Art Show.
- C. Maintain inventory of medallions owned by the Art Department that are awarded to each artist who reaches the accumulated points for signature status.
- D. Maintain a record electronically and a hard copy for the album of show winners for all Art Department sponsored shows.

Section 13. Nominating Committee: (See Article II, Section 4)

- A. Present at the February Executive Committee Meeting a slate of officers with one nominee who previously has accepted nomination, for each executive office which will be vacant.
- B. Present at the April Executive Committee Meeting a list of standing committee chairmen with one member, who has previously accepted appointment, for each standing committee (excluding nominating committee) which will be vacant.

- C. Appoint members to each standing committee in consultation with Committee Chairmen.
- D. Work with the Executive Committee to secure replacements for officer and committee chairman positions that become vacant at any time during the year.

Section 14. Bea Dunning /Mildred Garrett Lecture Series Committee:

Responsible for all aspects of maintaining the specified intentions of the lecture series including:

- A. Provide appropriate monies from this account to pay for guest lectures.
- B. Ensure that the Bea Dunning /Mildred Garrett Lecture Series is free of charge and open to current members and guests of the members of The Art Department, Women of the Arts Club, The Woman's Club of Fort Worth, and The Junior Woman's Club of Fort Worth.
- C. Lecture Series programs shall be contingent on monies available for a current year to pay speaker's fees and expenses as approved by the Executive Committee.
- D. Treasurer/Registrar is responsible for delivery of payment to the Lecturer for their fees and expenses.
- E. The Lecture Series monies from the Bea Dunning/Mildred Garret fund shall fund lectures, demonstrations and other activities approved by the Executive Committee
- F. All lectures shall be equitably focused among the three (3) main disciplines of The Art Department--watercolor, oil, and pastel-and other disciplines on occasion.

Section 15. Scholarship Committee: The Art Department will provide an annual scholarship, the amount determined by the Executive Committee. Scholarship Committee chair shall appoint a committee as appropriate for correspondence with the universities to coordinate a scholarship. Requirements for scholarship shall include:

- A. Student should be currently working on a bachelor's degree in art education or studio art.
- B. Student should have completed 12 hours with a 3.0 or better grade average.
- C. Student should have a financial need and attend TCU or the University of North Texas.

Section 16. Public Relations and Civic Projects: Liaison with the Woman's Club and the community at large regarding opportunities for outreach programs and involvement in civic affairs as they relate to the purpose of the Art Department and Women of the Arts Club.

ARTICLE VII

Amendments

These Standing Rules may be amended by a two-thirds (2/3) vote of the members present and voting at any Membership Meeting of The Art Department after thirty days' written notice has been given and review of the proposed amendments have been reviewed by the Executive Committee of the Woman's Club of Fort Worth. Prior to voting on changes in these Standing Rules, written copies of proposed amendments will be submitted to the members.

ARTICLE VIII

Parliamentary Authority

Anything not provided for by The Art Department Constitution and Standing Rules may be decided by a two-thirds (2/3) vote of the those present and voting at a Membership Meeting. The Bylaws of The Woman's Club of Fort Worth shall be the first reference for the parliamentary practice of The Art Department. Robert's Rules of Order, Newly Revised, shall be the authority for the parliamentary practice of The Art Department on all points not covered by Bylaws of The Woman's Club of Fort Worth.

POLICY & PROCEDURES

Fees

Section 1. Each member of The Art Department shall pay annual Fees which includes one free painting in the Annual Art Department Show.

Section 2. Fees shall be determined by the Executive Committee and shall be paid on or before May 31st or upon joining the Art Department.

Section 3. New members who join at mid-year shall pay annual Fees.

Section 4. On or prior to April, tuition for each class shall be reviewed and determined by the Executive Committee prior to registration for the next fiscal year.

Section 5. Tuition shall be paid in full on or before the scheduled semester registration deadlines. See By-Laws, Article VIII, Class Enrollment, Section 1.

Section 6. A member who fails to pay tuition in the allotted time shall be considered dropped from the class, and her class position shall be offered to the next name on the Wait List. See By-Laws, Article III, Duties of Officers, Section 7.P. See By-Laws, Article VIII, Class Enrollment, Sections 2 through 5.

Section 7. There will be an administrative fee of \$25 for all individual cancellations ten days prior to the 1st class in any session. Any cancellation of a class within 9 days of the first day of class there will be no refund.

Section 8. No allowances for prorated fees shall be extended. New or current members whose enrollment in any class occurs after the first-class session of the semester shall pay the full amount of the class fee.

Class Enrollment

Section 1. It shall be the primary responsibility of the member to ensure that her enrollment in any class meets the registration deadlines.

Section 2. Registration deadlines for the fall semester are due on or before May 31st . Registration deadlines for the spring semester are due on or before December 31st .

Section 3. A member currently enrolled in an instructed class shall be assured enrollment in the same class in the consecutive semester providing the tuition in full is submitted by scheduled registration deadline.

Section 4. Prior to deadline for tuition payment in full, a member, currently enrolled in an instructed class who has not yet renewed enrollment in the same class, shall contact the Registrar to inform her intended status.

Section 5. At the close of these two annual registration deadlines, a class is filled from the Registrar's Wait List on a first-come basis as tuition in full is received. See By-Laws, Article III, Duties of Officers, Section 7.P. See By-Laws, Article VII, Fees, Section 6.

Section 6. Class enrollment shall be considered maximum and closed when the first 15 members have paid tuition in full.

Section 7. Class enrollment beyond the maximum 15 members may be granted by special permission from the class instructor.

Section 8. Class enrollment shall be self-sustaining when enrollment and payment of tuition exceeds the instructor's salary.

Section 9. Minimum class enrollment should equal or exceed the instructor's salary. Any class that is not self-sustaining the Executive Committee may elect to do one of the following:

- A. The instructor will agree to take less money for her instructional duties. OR
- B. Students will agree to pay additional tuition to make the class self-sustaining. OR
- C. The class will be canceled, and tuition will be returned to all members who have registered and paid. OR
- D. The Executive Committee may choose, depending upon funding available, to subsidize a class.

Section 10. At the end of each semester the Executive Committee shall review all class enrollments. They will determine if any class fails to be self-sustaining for three sessions within a year. At that point, the Executive Committee shall elect an option to:

- A. Supplement for no more than one additional semester (i.e. current new semester) using monies from The Art Department Operating account to fund the class to self-sustaining status; OR,
- B. Request that members of the errant class provide supplemental monies to fund the class to self-sustaining status. OR
- C. Petition the instructor to consider taking less money for her instructional duties. OR
- D. Replace the instructor. OR
- E. Dissolve the class.

If any of the above decisions has occurred, an advance notification must be sent to each class member and the instructor advising them that the class is subject to possible remedy, and the notice shall be sent one session prior to subsequent action.

Instructors Employment

Section 1. Instructors shall:

- A. Meet one of the following qualifications:
 - a. Bachelor of Fine Arts with Teaching Certificate, OR
 - b. Bachelor of Fine Arts with teaching experience, OR
 - c. Master of Fine Arts with teaching experience, OR
 - d. Published professional artist with minimum five years professional experience, OR
 - e. Artist represented by a major gallery of note and minimum five years professional experience.
- B. Teach basic principles of design, composition, and color theory throughout each session.
- C. Provide and extend individual instruction during a class session.
- D. Conduct one demonstration per session.
- E. Avoid conflict of interest including not serving as an officer of The Art Department or Women of the Arts Club or as chairman or member of a standing committee, special standing committee, or special committee. See The Woman's Club of Fort Worth Bylaws, Article IV, Section 16, and By-Laws, Article V, Membership, Section 4.
- F. Be paid monthly.

Section 2. If so petitioned by a majority of the class members, the Executive Committee shall consider the dismissal of an instructor.

Section 3. When a class is cancelled for any reason, it is the responsibility of the instructor to schedule a make-up class at the Woman's Club before the following session begins. All make-up classes should be scheduled with the teacher and class chair and not interfere with classes and workshops.

Section 4. Negotiate with any instructor living outside of a 30-mile radius from The Woman's Club to pay a travel allowance for each day the instructor teaches at The Woman's Club. The amount shall be determined by the negotiations of the Executive Committee.

Annual Art Show Judging

Section 1. Art Show Chairman shall be responsible for presenting the Charge to Judge prior to the judging process. Refer to Show Chairman Notes for specific art show requirements.

Section 2. The Charge to Judge shall state the requirements of The Art Department for art show judging. For all art shows, the Charge to Judge shall state:

- A. Questions regarding entries shall be addressed directly and only to Show Chairman.
- B. First, Second, Third, and Honorable Mention Place ribbons may be awarded in each show category.
- C. Best of Show, a recognition in the Annual Art Show, shall be awarded to one painting.
- D. There is no limit to the number of ribbons that may be awarded to the same artist whether in the same category or in more than one category.
- E. Decision of the judge is final.
- F. Any comments the judge may have regarding an artist's work shall be presented to the show chairman for distribution to the artist.
- G. The category of Exhibition Only shall not be judged.
- H. Determine one award for the best of Signature Artists.

Section 3. The judge procured for an art show and the fees paid to said judge shall be determined by the Executive Committee.

Annual Art Show Administration and Management

Section 1. See By-Laws, Article III, Duties of Officers, Section 5.

Section 2. Show Chairman shall:

- A. Appoint Show Committee during January of each year.
- B. Undertake, with the Show Committee, responsibility for all aspects of a show including registration, reception, judging, publicity, program, invitations, awards, and procurement of any and all materials and resources needed in relations to these aspects.
- C. In consultation with Show Committee members and others at discretion of Show Chairman, select Show judge. Show Committee shall understand that the judge shall be recognized in their field of artwork and knowledgeable in the categories established in the show.
- D. Render the final selection of the judge and extend the invitation.
- E. Solely decide questions regarding category entries.
- F. Consider and render, in consultation with Show Committee, all decisions regarding disqualifications.
- G. Act as liaison between The Art Department and the gallery director(s).

- H. Present the Charge of the Judge prior to the judging process.
- I. Ensure that once judging process commences, the exhibit space is cleared of all persons.
- J. Remain as the only person in the exhibit space to be present with judge to answer questions and assist as needed in the process.
- K. Retain the sole responsibility to ensure that the Charge of Judge is applied and followed accordingly.
- L. Shall file with The Art Department Recording Secretary the record of the judging results which has been signed by the judge and the Show Chairman. A copy of the signed results is retained for Show Committee files.
- M. Report judging results at the next regular The Art Department Executive Committee meeting.
- N. Shall file with the Credentials Committee a copy of the signed results of the Annual Art Show.

Section 3. The Art Department members who participate in the Annual Art Show shall be eligible to garner points to attain The Art Department Signature designation.

- A. Signature designation is awarded to participants earning 35 points.
- B. An entry winning Best of Show shall be awarded seven (7) points.
- C. An entry winning First Place shall be awarded five (5) points.
- D. An entry winning Second Place shall be awarded four (4) points.
- E. An entry winning Third Place shall be awarded three (3) points.
- F. An entry winning Honorable Mention shall be awarded one (1) point.

Section 4. A member who earns the Art Department Signature designation shall be entitled to sign her paintings using the Signature letters TWCFWAD (The Woman's Club of Fort Worth Art Department) beside her name.

- A. Members who have attained Signature status may participate in the Annual Art Show and be judged against other Signature Artists.
- B. An award for the Best of Signature artists will be presented at each Annual Art Show.

Section 5. The entry in the Annual Art Show awarded Best of Show shall be also recognized as the recipient of the Bea Dunning Award and shall receive a certificate commemorating the event.

POLICY 1

ANNUAL ART SHOW

1. Paintings must be dry.
2. Entries must not have been shown previously as judged work in any show under the auspices of The Woman's Club of Fort Worth. Only work created by Art Department members under the direction of an instructor, workshop, or an extension of a class activity of the Art Department of The Woman's Club of Fort Worth is eligible to enter in the Art Department judged shows.
3. All work must be original. No copies from other artists or from published material will be allowed. Digital artwork using any AI Image Generator Software are not permitted.
4. All work must have been rendered solely by the declared artist with no painting by instructor. (Instructor may make a point of instruction by showing or explaining in the artist's sketchbook or by using an appropriate surface separate from the artist's work.)
5. Paintings of nude figures are ineligible.
6. Media categories may include:
 - a. Graphics: Work rendered in graphite, colored pencil, ink, charcoal, Conte, or markers and prints such as block prints or monoprint.
 - b. Mixed media: Produced by two or more mediums used to complete the work.
 - c. Oil/acrylic: Work painted on canvas, canvas board, or Masonite.
 - d. Pastel: Work rendered by using pastels on paper.
 - e. Watercolor, transparent or opaque, or acrylic painted on paper or watercolor board.
 - f. Signature entries will include all members who have the designation as Signature.
 - g. Exhibition Only entries will not be judged and should be encouraged of inexperienced artists.
7. Frames. All work must be framed except hard-edge or at minimum 1.5 inch gallery wrapped paintings that are finished on all edges.
 - a. Pastels and charcoals must be under glass.
 - b. Watercolors and graphics may be under glass or Plexiglas.

- c. Watercolors and graphics must be under Plexiglas if either height or width exceeds 27 inches.
 - d. Only wire and D-rings will be acceptable as picture hanging apparatus.
 - e. Place hanging wire and D-rings no lower than top fourth of frame.
- 8. Labels. All work must be labeled with two labels.
 - a. Place one label on the back of work in the upper right-hand corner.
 - b. Place second label on the front of work in the lower right-hand corner.
 - c. Label must list title of work, name of artist, and medium.
- 9. Size of work. Refer to the current guidelines supplied by Show Chairman. Each show has specific entry size.
- 10. Time Frame of Artist's Work. Refer to the current guidelines supplied by Show Chairman. Each show has specific calendar eligibility.
- 11. Registration. There is no on-site registration. All work must be preregistered by the calendar deadlines published in the art show guidelines.
- 12. Entry fees. All Art Department members are allowed one "free" painting in the art shows. Each show has specific fees for additional paintings. "(See Article VII, Section 1.)"
- 13. Delivery and Pickup of Work. Refer to the current art show guidelines for calendar dates.
- 14. Damages. Although mindful precaution will be heeded, The Woman's Club of Fort Worth, The Art Department, Show Chairmen, Show Committee members, gallery director, or gallery owner will not be responsible nor held liable for damages to frames, glass, hanging wire and D-rings, or for loss of work. This notice should be included on each art show prospectus.
- 15. A painting entered in a show must remain hanging throughout the duration of the show unless prior approval has been granted by the show chairman.
- 16. All artwork must have the approval of the instructor and the instructor agrees to the media category of each piece.

POLICY 2

STUDIO PROPER

- 1. Cover work areas to protect tabletops.
- 2. Individuals are responsible for supplying her own towels or rags for use while producing work.

3. Clean work areas at end of each class.
4. Clean easels after use and return to storage.
5. Flammable or clogging substances such as turpentine, medium, or oils must not be poured into studio sinks, drains, or toilet.
6. Marked containers for deposit of flammable substances or items are required by City of Fort Worth Fire Department codes. A set of containers are located in each Art Studio. Place oily and turpentine liquids in the appropriate labeled containers provided.
7. Still life displays must be removed or dismantled at end of class period. Special permission may be granted by the Executive Committee for specific occasions for still life displays to remain intact.
8. An area with a hanging rack is provided to keep personal clothing items away from work-tables and to store work aprons.
9. Smoking in the Art Studio is prohibited by policies set forth by The Woman's Club of Fort Worth.
10. Power tools that are specifically made for artists may be used in the studio.
11. No equipment will be loaned outside the Woman's Club. The Art Show Pro-panels will be used for Art Department sponsored shows only.

POLICY 3

STUDIO LIBRARY

The Bror Utter Art Library is located upstairs in the Main Art Studio and is for use only by the members and instructors of The Art Department.

1. Sign and date in the checkout notebook all borrowed items.
2. Return all items no later than May 31st. Indicate on the notebook the date checked in.

POLICY 4

MODEL

1. A model may be hired by an instructor for a class with the approval of the Art Department Executive Committee.
2. The modeling fee for a class shall be self-sustaining.
3. A model shall be hired by the instructor only for the number of class sessions for which there is enough money to pay a model.
4. Unused modeling fees will be refunded to the class members at the end of the semester.

5. A Letter of Intent specifying expectations for all involved parties, including instructor, model, art department, shall be signed by the instructor, the model, Art Department Chairman, and the Treasurer/Registrar.
6. A pay schedule for the model for each class will be submitted to the Woman's Club Business Manager by the Treasurer/Registrar for payment to the model.
7. The instructor shall request a check from the Woman's Club Business Manager for payment to the model. The Business Manager shall notify the Art Department Treasurer each time a check is written for a modeling fee.
8. The Art Department Treasurer shall reflect the modeling fee income and expenses for a class in the monthly Treasurer's report.

POLICY 5

WAIT LIST

1. A wait list for a class is maintained by the registrar when enrollment in the class reaches 15 or is closed.
2. The wait list is maintained by name and date requested.
3. To be placed on the wait list for a specific class a person must satisfy one of the following:
 - a. Be a current member of the Woman's Club. OR
 - b. Be a current member of the Art Department OR
 - c. Request on a class registration form (one of the options below)
 - To be added to the wait list.
 - To renew interest in remaining on the wait list (See Policy 6,6.) OR
 - d. Be a prospective member of Art and The Woman's Club requesting to take a class.
4. When a person is added to the wait list for a specific class the following occurs:
 - a. The registrar places the person's name and request date on the wait list.
 - b. No class tuition is paid.
5. When a person requests to renew her name on the wait list her original request date remains unchanged.

6. A person is removed from a wait list when one of the following occurs:
 - a. She accepts to join the class when an opening occurs, and she pays the tuition.
 - b. The person is no longer interested in being on the wait list, and her name is removed from the list.
7. When there is an opening in a class the registrar offers it to the next person on the wait list.
8. If a person on the wait list declines to accept when an opening in the class is offered by the Treasurer/Registrar, one of the following occurs:
 - a. The person wishes her name to remain on the wait list and her request date changes to the date the class opening was offered and she declined. In other words, she chooses to go to the bottom of the list
 - b. The person is no longer interested in being on the wait list, and her name is removed from the list.

POLICY 6

CLASS CHAIRMAN

Class Chairman shall be appointed by the First Vice Chairman-Membership for each regularly scheduled class. The class chairman shall:

1. Serve as liaison and representative of the class to the Art Department Executive Committee.
2. Present to the class any Art Department related, and other relevant announcements as received from the First Vice Chairman-Membership. This may be done via email or distributing paper copies or making announcements in class, etc.
3. Report to the First Vice Chairman -Membership any Art Department related and other relevant announcements or concerns as received from the class membership. This may be done by sending an email prior to the Executive Committee meeting.
4. Ensure that class members hold in respectful observance the safety and housekeeping rules pertinent to the Art Studio proper policies. Policy 2 Studio Proper.

5. Alert class members of emergency or other necessary events (for example a death, severe weather, or class cancellation.)
6. Check on class members who are not attending class, especially when the absence extends over a period of several weeks.
7. Provide name tags for class
8. Welcome new class members and introduce them to the class.
9. Contact class members prior to the first class of the semester using the class roster provided by the Registrar via the Membership Chairman.

**Women of the Arts Club
Constitution & By-Laws
Established Spring 2020
Revised June 2024**

Article 1: Name, Purpose, & Governance for Meetings and Fiscal Year.

Section 1. Name & Principal Office: The name of this organization shall be known as The Women of the Arts Club, a participating club of the Woman's Club of Fort Worth (hereinafter referred to as "The Woman's Club"). Members of the Women of the Arts Club are affiliate members of the Woman's Club of Fort Worth. The Principal office shall be located in the City of Fort Worth, County of Tarrant, State of Texas, as the Executive Board of the Woman's Club of Fort Worth may determine from time to time.

Section 2. Purpose: The purpose of the club shall be to promote as well as support art education. It will provide opportunities through study, lectures, workshops to develop our creative minds, broaden our skill set, and teach us to think and express as we learn, experience, and improve our knowledge of the world of arts.

Section 3. Fiscal Year: The club's fiscal year is June 1 through May 31st.

Section 4. Meetings: Membership meetings shall be determined by the Executive Committee according to the annual calendar of the Women of the Arts Club. There shall be a minimum of four (4) meetings in each fiscal year for the purpose of electing officers, considering reports, and transacting any business as may be properly brought before the meeting. Membership meetings shall be open for all club members to attend in order to transact business.

Section 5. Quorum for Meetings: A quorum should be as large a number of members as can reasonably be depended upon to be present at any meeting, usually a simple majority of members for whatever group is meeting. For the Executive Committee Meetings, either in person or virtually, five (5) members shall constitute a quorum.

Article II: Membership

Section 1. Membership: All members must be a member in good standing with The Woman's Club of Fort Worth. The number of active members shall be limited to 120 with a minimum of 25.

Section 2. Meeting: Meetings of the members shall be determined by the Executive Committee according to the annual calendar of the Woman of the Arts Club.

Section 3. Meeting Times: Written notice of the time and place of the regular meetings of the members, whether regular or special called meetings, shall be sent to each member of the club not less than 15 days prior to said meeting. All such notices shall be delivered by mail or electronic mail to the last known address registered with the club.

Section 4. Executive Committee Meetings: Meetings of the Executive Committee of the Women of the Arts Club shall be held on the call of the President. A minimum of 5 members shall constitute a quorum.

By-Laws, Governing Bodies

Article III: Officers and their Election

Section 1. Executive Officers: The Executive Officers of the club shall consist of the President, Vice President, Recording Secretary, Treasurer, Parliamentarian, Member at Large and Director. (These members shall all have membership in the WCFW Art Department concurrently.)

Section 2. Meeting Requirements for Executive Officers: All officers of the club are expected to be present at their installation and to attend all regularly scheduled Executive Committee meetings except when excused. The President or Recording Secretary shall be notified of an intended absence prior to the meeting. Three unexcused absences may result in dismissal from the Committee.

Section 3. Election of Executive Officers: Officers shall be elected biannually at the February meeting of the Executive Committee. Officers may not succeed themselves for an interval of two (2) years after serving a two-year term.

Section 4. Election of Director: The Director shall be elected for a three (3) year term and is expected to fulfill her duties by attending all meetings and acting in the best interest of The Woman's Club of Fort Worth. The elected Director shall be elected by the Executive Committee in the Charter Year and thereafter be a current or past president of the Woman of the Arts Club. (This member should have concurrent membership in the WCFW Art Department.)

Section 5. Terms of Office: No officer shall serve on the club's Executive Committee for more than (6) six consecutive years. The Director is select to serve for a term of three (3) years and cannot follow herself as a Director. Terms of office for all other newly elected officers shall begin at the close of the annual meeting in May and continue for two (2) years.

Section 6. Resignations: The resignation of an officer shall be presented in writing to the Executive Committee. The Executive Committee shall fill any vacancy in office for the portion of the unexpired term from a pool of qualified candidates.

Section 7. Nominating Committee: The Nominating Committee shall consist of three (3) members who are currently members of the Executive Committee and two (2) additional nominations from the floor at a regularly scheduled meeting. Only members in good standing of (1) one year may be elected to the Nominating Committee and should not serve consecutive terms.

Article IV: Duties of Officers and the Executive Committee

Section 1. Executive Committee Duties: The Executive Committee shall have the power to transact all business of the club between Committee meetings (i.e. call special meetings, email, or telephone). Convene as often as necessary to conduct any and all business of the club. Be solely responsible for lectures, tours, and workshops as well as any associated fees and expenses required for those activities. Be responsible for any participation of the Fort Worth Art Dealers Association Gallery

Night and expenses and fees required for that specific activity. The Executive Committee shall have a minimum of four (4) meetings each fiscal year, approve an annual budget to be presented to the members at large at the final meeting of the annual year for the coming fiscal year.

Section 2. President: The President shall fulfill the duties as prescribed including:

- A. Call and preside at all Membership, Executive Committee and special meetings.
- B. Communicate with the Executive Committee and Business Office as necessary.
- C. Ensure that programming is aligned with the purpose of The Club.
- D. Ensure a Director is elected every third year before February 1 to represent that participating club at the monthly Reporting Board and Board of Directors meetings; support the Director as needed.
- E. Ensure that four copies of the participating club directory/yearbook are delivered to the Business Office by October 1st.
- F. Prepare and present an agenda for each Executive Committee and General Meetings.
- G. Appoint and dismiss committee chairs.
- D. Serve as an ex-officio member of all committees except nominating committee.
- H. With the approval of the Executive Committee , appoint a member of the club to fill an unexpired term of an elected officer.
- I. With approval of the Executive Committee , establish any special committees necessary.
- J. Approve all disbursements from the club operating or investment account and report those to the Executive Committee of the Women of the Arts Club at their scheduled Executive Committee Meetings.
- K. Should the office of President become vacant, the Vice President shall become the Interim President until a new President is nominated and elected.
- L. Coordinate with the Art Department Chair regarding all activities and agendas.
- M. Keep a notebook or electronic file to pass on to the next President that includes all information necessary to run the Club.
- N. Hold honorary membership during term of office for one class throughout the year without fee.

Section 3. Vice President - Programs: The Vice President:

- A. Assist the President in fulfilling her duties when called upon.
- B. In the absence of the President, the Vice President shall preside at meetings.
- C. Research educational and creative avenues and make recommendations to the Executive Committee for lectures and workshops.
- D. Negotiate arrangements for lectures, demonstrations, and workshops including transportation and lodging for instructors if appropriate.
- E. Coordinate with the Art Department regarding times and places for events.
- F. Inform the 2nd Vice President of necessary publicity for all education/workshop activities of the club.
- G. Send all Letter of Intents for instructors of lectures, demos, or workshops to the Treasurer for information regarding times, dates, and payments to instructors.
- H. Keep a notebook or electronic file to pass on to the next Vice President that includes all information necessary to recommend and schedule workshops, and lectures.
- I. The Vice President – Programs shall serve as the Workshop Committee Chair.

Section 4. 2nd Vice President - Publicity: The 2nd Vice President shall:

- A. In the absence of the President and the 1st Vice President, the 2nd Vice President shall preside at meetings
- B. Collaborate with the Vice President – Programs regarding all education/workshop activities of the club.
- C. Provide information to appropriate venues of The Woman's Club of Fort Worth regarding all education/workshop activities including tours and lectures of the club.
- D. Provide all workshop, tours, and lecture information to appropriate news, media, social media, art venues, and art organizations regarding opportunities for upcoming events.
- E. Maintain and keep the womenoftheartsftworth.com website current.
- F. Keep a notebook or electronic file to pass on to the next 2nd Vice President that includes all information necessary to publicize the activities of the Club.

Section 5. Recording Secretary: The Recording Secretary shall:

- A. Keep minutes of all meetings of the club and distribute to Executive Committee members.
- B. Be responsible for keeping electronic files.
- C. Maintain a separate record of all approved motions and all approved changes to the policies in accordance with Robert's Rules of Order Newly Revised.
- D. In case of absence, the Recording Secretary shall appoint another Executive Committee member to take notes.
- E. Keep a notebook or electronic file to pass on to the next Recording Secretary that includes all information necessary to record the activities of the Club for archival purposes.

Section 6. Treasurer: The Treasurer shall:

- A. Collect all monies of the club including annual fees, workshop fees and all other income.
- B. Make timely deposits of all monies in the name of the club in such bank and/or banks designated by the Executive Committee.
- C. Disburse monies for approved expenses and maintain accurate books of accounting.
- D. The Treasurer shall present an unaudited financial report to the Executive Committee of The Woman's Club within ten (10) days of the end of each month.
- E. Present books to the Budget and Finance Committee shall review the books prior to the May meeting and the Treasurer shall give a written financial report at the closing meeting in May.
- F. Assure that all workshop presenters have provided the Women of the Arts Club with a W-9 form. Issue 1099's at the end of each year to each workshop presenter.
- G. Prepare an annual budget in April for review and approval of the Executive Committee and members.
- H. Perform all acts incident to the position of Treasurer subject to the control of the Executive Committee.
- I. Perform all necessary tasks to maintain the 501.c.4 with the IRS.
- J. Coordinate with the Vice President-Programs regarding registration for all lectures, demonstrations and workshops.
- K. Prepare and present workshop rosters to the President and 1st Vice President in charge of Programs.
- L. Keep a notebook or electronic file to pass on to the next Treasurer that includes all information necessary to fulfill the duties of the position and as an archive for future officers.

Section 7. Parliamentarian: The Parliamentarian shall:

- A. Advise on questions of procedure of interest to the club.
- B. Maintain a current written copy of the Bylaws.
- C. By-laws of the Women of the Arts Club will be in accordance with the By-laws of the Woman's Club of Fort Worth.
- D. Abide by Robert's Rules of Order Newly Revised.

Section 8. Member at Large: The Member at Large shall:

- A. Facilitate any project authorized by the Executive Committee .
- B. Maintain a record of all donations to the community with estimated value of the gift.

Section 9. Director: The Director shall:

- A. The Director shall serve on the Board of Directors of The Woman's Club of Fort Worth.
- B. The Director shall report all matters brought before the Board of Directors of The Woman's Club of Fort Worth to the Executive Committee and to the members as deemed necessary and appropriate.
- C. The Director may vote on such matters as brought before the WCFW. Her vote on such matters shall reflect the view of this club.
- D. If the Director is unable to attend any meeting of the Board of Directors of The Woman's Club of Fort Worth, she may ask another member of the Woman of the Arts Club to attend in her place. The alternate may sit in the meeting and take notes, but she may not participate in discussion or vote.
- E. The Director shall have served as a president of The Women of the Arts Club with the exception of the first director. All directors thereafter shall be Past Presidents of the Woman of the Arts Club.
- F. The first Director of the Women of the Arts Club shall serve for one year. All Directors thereafter shall be Past President of the Women of the Arts Club and serve for the normal term as designated by the Women's Club of Fort Worth.
- G. Keep a notebook or electronic file to pass on to the next Director that outlines the duties and responsibilities of the Director to be passed on to the next Director.

Article V: Fees

Section 1. Fees: Each member shall pay annual fees to the Woman of the Arts Club in the amount of \$15 to be paid to the club Treasurer no later than May 31st of each fiscal year. Any increase in fees at a later date shall be determined by the Executive Committee and a quorum vote. (five members)

Section 2. Benefits: The members of the Woman of the Arts Club shall receive free admission for the general lectures and demonstrations and shall be responsible for workshop fees.

Section 3. Workshop Fees: All workshop participants shall pay the workshop fee in advance. The workshop fee shall be determined by the Executive Committee.

Article VI: Standing Committees:

Committees Appointments and Responsibilities shall include:

Section 1. Committee Formation: The Executive Committee shall form such additional committees as necessary to carry on the activities of the Woman of the Arts Club.

Section 2. Workshop Committee: The Workshop Committee shall be responsible to arrange and organize workshops to be conducted and presented for the members of the club. These workshops shall be open to all members of the Woman's Club of Fort Worth, the Junior Woman's Club of Fort Worth as well as non-members of the clubs.

- A. Vice President of Programs shall appoint a person to be in charge of each workshop. That person shall coordinate the following.
 1. Send notices to participants regarding times, locations, and maps of each workshop location upon registration of each workshop.
 2. Send notices of supply lists to all participants with any special needs.
 3. Assure that the area for the workshop is set up according to the particular workshop needs.
 4. Assure that the area for the workshop is clean at workshop's end.

5. Create Name Tags for each participant.
6. Introduce the Artist
7. Coordinate all lunch activities and snacks.
8. This appointee shall receive a 50% reduction in their total workshop fee.

Section 3. Gallery Night with FWADA Committee: In order to be more involved in the greater community, the Women of the Arts Club and the Art Department shall participate in the FWADA City-wide Gallery Nights. The Gallery Committee Chair shall be appointed by the President with the approval of the Executive Committee. The Committee Chair shall form a committee that will organize and execute the jobs and tasks necessary to promote, publicize, and facilitate Gallery Nights as a Friend of the Fort Worth Art Dealers Association.

- A. All Art sold during Gallery events shall require a 10% donation to The Woman's Club of Fort Worth and a 10% donation to the Women of the Arts Club.
- B. The Treasurer shall oversee the collection of monies and assure that they are paid to the artist and that the 20% commission is thus dispersed to both organizations.

Section 4. Budget & Finance Committee:

- A. Shall consist of the Treasurer, the President, the Vice President, and Director.
- B. In April, including the President-elect and Treasurer-elect, prepare a budget of anticipated receipts and expenditures which shall be submitted to the Executive Committee. A two-thirds quorum at the final membership meeting in May shall be required for its adoption.
- C. Perform an annual review of the Treasure books prior to the membership meeting in May.

Section 5. Bea Dunning /Mildred Garrett Lecture & Tours Series Committee:

Responsible for maintaining the specified intentions of the lecture series including:

- A. Request appropriate monies from the Art Department Dunning-Garrett fund to pay for guest lectures.
- B. Ensure that the Bea Dunning /Mildred Garrett Lecture Series is free of charge and open to current members and guests of the members of The Art Department, Women of the Arts Club, The Woman's Club of Fort Worth, and The Junior Woman's Club of Fort Worth.

- C. The Lecture Series monies from the Bea Dunning/Mildred Garrett fund shall fund lectures, demonstrations, workshops, tours, or activities presented or sponsored by The Art Department or Women of the Arts Club. These must be requested by the treasurer and approved by the Executive Committee of both the Women of the Arts Club and the Art Department.
- D. Arrange and organize a minimum of two (2) art-related group tours for members of the Women of the Arts Club in coordination with the Art Department of The Woman's Club of Fort Worth.
- E. Be responsible to schedule the event with the business office prior to the Lectures.
 - a. Coffee/tea/water.
 - b. Refreshments that are ordered or brought to the event.
 - c. Paper goods necessary for the event.
- F. Be responsible to assure that the Art Studio or other meeting location is appropriately arranged for any group lecture.

Section 6. Scholarship Committee: The Women of the Arts Club will provide an annual scholarship, the amount determined by the Executive Committee. Scholarship Committee chair shall appoint a committee as appropriate for correspondence with the universities to coordinate a scholarship. Requirements for scholarship shall include:

- A. Student should be currently working on a bachelor's degree in art education or studio art.
- B. Student should have completed 12 hours with a 3.0 or better grade average.
- C. Student should have a financial need and attend TCU or the University of North Texas.

Section 7. Nominating Committee:

- A. Present at the February Executive Committee Meeting a slate of officers with one nominee who previously has accepted nomination, for each executive office which will be vacant.
- B. Present at the April Executive Committee Meeting a list of standing committee chairmen with one member, who has previously accepted appointment, for each standing committee (excluding nominating committee) which will be vacant.

- C. Appoint members to each standing committee in consultation with President & Executive Committee.
- D. Work with the Executive Committee to secure replacements for officers and committee chairman positions that become vacant at any time during the year.

Section 8. Hospitality Committee: Appoint members of The Women of the Arts Club as needed to:

- A. Work with the Gallery Night Committee to organize refreshments for both spring and fall events.
- B. During September and December, work with the Art Department to organize and provide an 'Opening Coffee' and "Holiday Brunch" for members and guests of The Art Department.
- C. At the ending of the spring semester work with the Art Department to organize and provide a "closing celebration" for members and guests of The Art Department.
- D. Arrange and execute a system for reservations for activities and events scheduled on the annual calendar for the members of Women of the Arts Club and The Art Department and for any other Department-related activities and events presented by the Executive Committee.
- E. Work with the Art Department to arrange and implement the design and setting of The Art Department/Women of the Arts Club "table" at The Woman's Club of Fort Worth Holiday Open House.
- F. Work with the Art Department to arrange and organize refreshments and decorations for the Annual Art Show.
- G. Select, procure, and present a gift for the outgoing President.

Section 9. Tours Committee: Work with the Art Department to arrange and organize a minimum of two (2) art-related group tours for members of The Art Department.

Section 10. Archives & Federation Committee: To perpetuate the compiled history of The Women of the Arts Club, and all historical data pertaining to the club. Collect and organize written, printed, or photographic material relating to the activities of The Women of the Arts Club through scrapbooks or digital formats. The chairman as designated by the Executive Committee of the Women of the Arts Club will attend or send a representative to each Federation meeting of the Woman's Club of Fort Worth.

Article VII: Amendments:

The Constitution and By-Laws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular meeting of the Woman of the Arts Club after a thirty-day written notice and copy of the proposed changes has been given to members by mail or email.

Article VIII: Parliamentary Authority:

Roberts Rules of Order, Newly Revised shall be the authority for the parliamentary practice of this club on all points not covered by the Constitution and By-Laws.

Article IX: Dissolution and Distribution of Assets:

In the event the Women of the Arts Club ceases to function, or in the event that the members decide to terminate it, the Executive Committee shall, after paying or making provisions for the payment of all of the club's liabilities, distribute all of the remaining assets of the Women of the Arts Club to The Woman's Club of Fort Worth or other non-profit(s).

Policies and Procedures

Article X: Bror Utter Library:

The Bror Utter Art Library is located upstairs in the Main Art Studio and is for use only by the members and instructors of The Art Department and The Women of the Arts Club.

- A. Sign and date in the checkout notebook all borrowed items.
- B. Return all items no later than May 31st. Indicate on the notebook the date checked in.

Article XI: Workshops**Section 1. Workshops**

- A. A workshop is a class conducted for a brief and specific period of time outside of the regularly scheduled semester classes.
- B. Workshops are planned by the Vice President in charge of programs.
- C. The number of workshops for any given year may vary according to the interest and availability of instructors and members.
- D. Workshops shall not interfere with normally scheduled classes with the Art Department of The Woman's Club of Fort Worth.

- E. Part or all of any workshop may be off-site.
- F. A written workshop proposal should be submitted to the Executive Committee for any presenter and include the following information:
 - a. Instructor: Name and Contact Information
 - b. Description of the workshop content (media, technique, etc.)
 - c. Dates and times of the workshop.
 - d. Expense incurred by The Women of the Arts Club including Instructor Fee, Transportation if appropriate, and any additional fee necessary to conduct the workshop.
 - e. Conditions under which the workshop may be cancelled with times and dates.
- G. All workshops must be approved by the Executive Committee.
- H. The Executive Committee will approve the participant's fees both for members and non-members.
 - a. Fees are based upon workshop expenses and may include a nominal amount to cover maintenance expenses of studio equipment.
 - b. Non-Woman's Club members will be assessed an additional amount to be determined by the Executive Committee of The Women of the Arts Club.
- I. The Vice President shall preside over the Workshop Committee to assure all policies are addressed.
- J. All participants must pay for any workshop in full prior to the first day of the workshop or as stipulated in the workshop prospectus provided to all members.
- K. Members of the Women of the Arts Club and the Art Department will have advanced notice of all workshops.
- L. Workshop registrations are accepted on a first-come, first-served basis.
- M. Workshops with insufficient enrollment at the thirty (30) day deadline may be canceled per all agreements with the workshop artist.
- N. When any participant cancels more than sixty (60) days prior to the first day of a workshop, a \$100 cancellation fee will apply, and the remainder of the tuition will be refunded to the participant.

- O. When any participant cancels less than sixty (60) days prior to a workshop, no refund will be made.
- P. There will be no refunds for no-shows or for withdrawal after a workshop begins.
- Q. All participants will be informed that photographs taken of participants and their artwork while engaged in the workshop may be permissible for use in publications and marketing materials, including the web. Participants will have the opportunity to decline this prior to the workshop.
- R. A wait list will be maintained if more than the maximum number have signed up for any given workshop. If an opening occurs prior to the first day of the workshop it will be filled with the next person on the wait list.
- S. Workshop instructors and participants are responsible for maintaining the studio/sketch room according to the Studio Policy (Section 4).

Section 2. Models

- A. A model may be hired by an instructor or by the workshop coordinator with the approval of The Women of the Arts Club Executive Committee.
- B. The modeling fee for a workshop shall be self-sustaining.
- C. A model may be hired by the instructor or the Workshop Coordinator only for the number of workshop sessions for which there is enough money.
- D. A Letter of Intent specifying expectations for all involved parties, including instructor, model and treasurer shall be signed by all parties including the Treasurer of the Women of the Arts Club and the Model.
- E. A pay schedule for the model for each workshop day will be submitted to the Treasurer.
- F. The Treasurer shall pay the model at the last modeling session.
- G. Modeling fees shall be included in the original workshop tuition.
- H. The Art Department Treasurer shall reflect the modeling fee income and expenses for a workshop in the monthly Treasurer's report.

Section 3. Artists Employment:

- A. Artists are requested to teach basic principles of composition, design, and or color theory as well as the principles of the specific workshop they were engaged to teach.

- B. Provide and extend individual instruction during any workshop.
- C. Conduct a minimum of one demonstration.
- D. Supply the Treasurer with a W-9. The artist will be paid at the end of the workshop and receive a 1099 as in accordance with the IRS.gov rules and regulations.

Section 4. Studio

- A. Cover work areas to protect tabletops.
- B. Individuals are responsible for supplying their own towels or rags for use while producing work.
- C. Clean work areas and chairs at end of each day of the workshop.
- D. Clean easels after use and return to storage.
- E. Flammable or clogging substances such as turpentine, medium, or oils must not be poured into studio sinks, drains, or toilet.
- F. Marked containers for deposit of flammable substances or items are required by City of Fort Worth Fire Department codes. A set of containers are located in each Art Studio. Place oily and turpentine liquids in the appropriately marked containers.
- G. Still life displays must be removed or dismantled at the end of the workshop or session.
- H. An area with a hanging rack is provided to keep personal clothing items away from worktables and to store work smocks.
- I. Smoking in the Art Studio is prohibited by policies set forth by The Woman's Club of Fort Worth.
- J. With the exception of household appliances, only power tools that are specifically made for artists may be used in the Art Studio.

Section 5. Wait List

- A. A wait list for a workshop is maintained by the Vice President in charge of programs. When enrollment in the workshop reaches 15 or the number designated by the Executive Committee when approving the workshop, the workshop is closed.

- B. The wait list is maintained by name and date requested.
- C. When a person is added to the wait list for a specific workshop the following occurs:
 - a. The Vice President of Programs places the person's name and request date on the wait list . No tuition is paid.
 - b. A person is removed from a wait list when the person is no longer interested in being on the wait list, and their name is removed from the list.
- D. When there is an opening in a workshop, the registrar offers it to the next person on the wait list. If a person on the wait list declines to accept when an opening in the workshop is offered by the Vice President of Programs the next person on the wait list is offered the spot.