

**BYLAWS**  
**OLYMPIC PENINSULA ART ASSOCIATION**  
**SEQUIM, WASHINGTON**  
**2023**

**ARTICLE I – NAME**

The name of this non-profit corporation shall be Olympic Peninsula Art Association (OPAA).

**ARTICLE II – PURPOSE**

The purpose of Olympic Peninsula Art Association (OPAA) shall be to promote and encourage the understanding and appreciation of art for the benefit of the members and the community, by means of exhibits, seminars, demonstrations, workshops, and various other educational programs.

**ARTICLE III – MEMBERSHIP**

Membership in Olympic Peninsula Art Association (OPAA) is extended to any interested person who pays annual dues, the amount of which shall be set by the Board of Directors subject to approval of the membership. Dues shall be paid each January to the Treasurer. Membership shall be automatically terminated if dues are not received by March 1<sup>st</sup>.

**ARTICLE IV – MEETINGS**

Olympic Peninsula Art Association (OPAA) general membership shall meet once a month on the fourth Thursday, at a time and place designated by the President, for the conduct of business. 20% of the membership shall constitute a quorum.

An annual business meeting of the membership shall be held at the time of the October meeting for elections of officers and reports on the year's activities. New Officers shall assume their duties on the following January 1<sup>st</sup>.

**ARTICLE V – BOARD OF DIRECTORS**

The Board of Directors shall govern the activities of Olympic Peninsula Art Association (OPAA).

The Board shall consist of the following officers: President, 1<sup>st</sup> Vice-President, 2nd Vice-President, Secretary, Treasurer, Past President, and five Members-at-Large.

**ARTICLE VI – DISSOLUTION**

If it becomes necessary to dissolve the corporation, two-thirds of the total membership shall decide on the dissolution of the corporation and dissolution of the funds.

**ARTICLE VII – MANNER OF CONDUCTING BUSINESS**

The business of this organization shall be conducted in accordance with Robert's Rules of Order.

## **MISSION STATEMENT**

**Artists and supporters encouraging and promoting  
the visual arts in the community.**

## **OBJECTIVES**

- ❖ **To promote an interest in fine arts.**
- ❖ **To support the efforts of local cultural and art groups.**
- ❖ **To assist artists in enlarging their interest and developing their skills.**
- ❖ **To encourage artists of all ages to explore new fields in art.**
- ❖ **To conduct such other activities as will further these objectives.**

## **ACTIVITIES**

- ❖ **Exchange of views with other interested in fine arts through meetings.**
- ❖ **Stimulate programs and demonstrations.**
- ❖ **Workshops with experienced artists and teachers.**
- ❖ **Informative newsletters.**
- ❖ **Sharing of reference materials.**
- ❖ **Annual Holiday and Spring potluck.**
- ❖ **Information about art competitions and exhibits.**
- ❖ **Annual Member Exhibit and sale.**
- ❖ **Supervise Fine Arts at the Clallam County Fair.**
- ❖ **Annual Juried Art Exhibit and sale.**
- ❖ **Student Art Show.**
- ❖ **Scholarships of Art Students.**
- ❖ **Website promotion of members' artwork.**
- ❖ **5 X 7 Art Show.**
- ❖ **Small Works Show.**
- ❖ **Raise money for art supplies for Clallam County Schools.**

**OLYMPIC PENINSULA ART ASSOCIATION (OPAA)  
EXECUTIVE BOARD MEMBERS 2023**



<b>NAME</b>	<b>POSITION Other Responsibilities</b>	<b>PHONE #</b>	<b>EMAIL/ADDRESS</b>
Debbie Young	<b>President</b> Website Manager Zoom Meeting Manager Online Show & Event Site Manager Equipment Manager	(602) 309- 2724	santaya@wavecable.com 2906 Regent St., Port Angeles, WA 98362
<u>Melody Todnem</u>	<b>Vice President</b>	(360) 670-6956	melodyann155@gmail.com 1337 W 12th St. Port Angeles WA
Anne Milligan	<b>2nd Vice President</b> Scholarship Chairperson Meeting Hospitality Table	(360) 461-4676	amilliganart@hotmail.com PO Box 3962 Sequim, WA 98382
Angi Jensen	<b>Secretary</b> Social Media Administrator/Editor		
<u>Mike Medler</u>	<b>Treasurer</b> Photographer	(360) 207-7717	1953mcmedler@gmail.com 320 Dungeness Meadows Sequim, WA 98382
Patricia Warner	<b>Member at Large</b> Show Intake Chair		
Lauren Churchill	<b>Member at Large</b> Members' Show Chair	(360) 270-2874	lauren.b.churchill@gmail.com 173 Elizabeth Lane Sequim, WA 98382
<b>OPEN</b>	<b>Member at Large</b>		
Eva Kozun	<b>Member at Large</b> Historian Artist-Presenter Coordinator Jurried Show Chairperson	(360) 582-6252	artpelaeva@gmail.com 210 Friendly Ln. Sequim, WA 98382
Open	<b>Member at Large</b>		
Non-Board Members			
Mary Franchini	Art Show Installation Chair	(360) 681 0895	maryfranchini324@gmail.com

**OLYMPIC PENINSULA ART ASSOCIATION (OPAA)  
2023 STANDING RULES**

**SECTION I – NAME – Per Bylaws**

**SECTION II – PURPOSE**

The OPAA Mission Statement shall be:

“Artists and supporters encouraging and promoting the visual arts in the community.”

The OPAA Objectives include:

- ❖ To promote an interest in fine arts.
- ❖ To support the efforts of local cultural and art groups.
- ❖ To assist artists in enlarging their interest and developing their skills.
- ❖ To encourage artists of all ages to explore new fields in art.
- ❖ To conduct such other activities as will further these objectives.

**SECTION III – MEMBERSHIP**

Types of Membership with dues:

- ❖ **Honorary Life Time Membership– dues waved**
- ❖ Single Membership - \$40.
- ❖ Couple Membership - \$55.
- ❖ Student (12-18) Membership - \$5.
- ❖ Patron Membership - \$100.
- ❖ Corporation Membership - \$500.
- ❖ Gallery Membership - \$55.
- ❖ Art Associations - \$55.
- ❖ Teacher (grades 1-12) Membership \$25.

**SECTION IV – MEETINGS**

- ❖ The OPAA General Membership meets January-December (no meetings July, August, November) on the fourth Thursday of the month, 10 am at St Luke’s Episcopal Hall, 525 N 5<sup>th</sup> Ave, Sequim. Coffee & refreshments are served before the meeting and a demonstration presented by a local or visiting artist follows the business meeting.
- ❖ The OPAA Board of Directors meets on the second Thursday of the month at 10:00 am in the KSQM conference room, located at 577 W. Washington St., Sequim WA. Board meetings are open to any member of OPAA in good standing as a non-voting member. Meeting Place to be determined by the current President.
- ❖ Annual Business meeting per Bylaws.

**SECTION V – BOARD OF DIRECTORS**

- ❖ The Board of Directors shall conduct OPAA business in accordance with OPAA’s Bylaws, Mission Statement, Purpose, Objectives, and Robert’s Rules of Order.
- ❖ A quorum to conduct OPAA business shall be five members of the Board. It is expected that except in extreme circumstances, officers and board members will attend all board and general meetings. Exceptions may be made at the discretion of the president.
- ❖ Any Board member who expects to be absent is expected to inform the President in advance. As attendance is required to conduct OPAA business, excessive absences over three (3) will result in a board member being asked to resign and the Board appointing a replacement.
- ❖ Term Limits – The term limit for all Board members is one year. An individual may serve a maximum of three consecutive terms in a single office or a maximum of five consecutive terms in multiple offices on the Board of Directors. This rule may be suspended with a majority vote of the membership if there is no general member willing to take the office.

### **General Board Responsibilities:**

- a. Determine the OPAA's mission and purpose, including goals, means, and primary constituents served as outlined in the Bylaws and expressed by the General membership.
- b. Provide proper financial oversight, including developing with the help of the Budget committee an annual budget, and ensuring the proper financial controls are in place. The Board shall ensure adequate resources to meet OPAA's mission, and purpose.
- c. Ensure legal and ethical integrity and maintain accountability. The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
- d. Ensure effective organizational planning, actively participating in the overall planning process and assisting in implementing and monitoring the plan's goals.
- e. Enhance the OPAA's public standing, clearly articulate the mission, accomplishments and goals to the public and garnering support from the community.
- f. Encourage and orient new Board & General members.
- g. Determine, monitor, and strengthen the organization's programs and services, making sure they are consistent with the Bylaws, Mission Statement, and Objectives; and monitoring their effectiveness through OPAA General membership evaluations.
- h. The Board shall review and update OPAA operating documents i.e., Bylaws, Mission Statement, Objectives, Standing Rules, and Responsibility & Procedures as needed or requested by the General membership.

### **Officer's Responsibilities:**

- ❖ The President is a voting member of the board, and shall preside at Board and General Membership meetings appointing committees and committee chairperson from volunteers in the general membership as needed to meet the responsibilities above. The President's specific duties and responsibilities are defined in *\*OPAA Responsibilities & Procedures*.
- ❖ The Vice President is a voting member of the board, and shall assume the duties of the President in his/her absence. The First Vice President's specific duties and responsibilities are defined in *\*OPAA Responsibilities & Procedures*.
- ❖ The Secretary is a voting member of the board, and shall prepare and maintain all OPAA Board and General Membership records such as agendas and minutes for all meetings, committee reports, etc. The Secretary also ensures the accuracy and security of the records. The secretary shall assume the leadership role when the president and vice presidents are unavailable. The specific duties are defined in *\*OPAA Responsibilities & Procedures*.
- ❖ The Treasurer is a voting member of the board, and serves as the financial officer and chairperson of the Budget committee. The Treasurer applies his/her knowledge of accounting to monitoring finances, directing the preparation of financial reports, and summarizing the reports for the OPAA Board and Membership. The Treasurer also ensures the accuracy and security of the records. The specific duties are defined in *\*OPAA Responsibilities & Procedures*.
- ❖ The Past President serves as Parliamentarian and mentor the OPAA Board and Membership.
- ❖ Members at large are a voting member of the board, and shall support the officers; serve as committee chairpersons and members, acting as a mentor to committees, and assist with all Board responsibilities.

### **SECTION VI – DISSOLUTION**

- ❖ If it becomes necessary to dissolve the organization, all remaining properties and assets of OPAA shall be distributed to an organization dedicated to non-profit purposes which has established its tax-exempt status pursuant to Section 501 (c)3 of US tax code, preferably with similar stated purpose.

## SECTION VII - MANNER OF CONDUCTING BUSINESS

- ❖ OPAA Board and General members shall work together to ensure the success of OPAA's Bylaws, Mission Statement, Objectives, and Activities.
- ❖ Nominations & Election of OPAA Board: A nominating committee shall be appointed by the Board from the general membership in June to prepare a slate of officers and board members to be presented for a vote at the October General membership meeting
- ❖ Committees – All OPAA business is accomplished through volunteers working together on Committees. Based on OPAA's need to fulfill its Bylaws, Mission Statement, Objectives, and member's availability to serve, the Board will appoint committees and committee chairpersons from the OPAA Board and General members.
  - a. Each committee chairperson will be given a notebook detailing duties, responsibilities, and procedures. Specific procedures for each committee are defined in the Committee Notebook.
  - b. The committee chairperson will maintain and keep the notebook current, and accurate, adding any of the following that apply: applications, advertising, expenses, photos and examples.
  - c. The committee chairperson will provide a finance report to the Treasurer, and a committee report to the Board and General membership listing expenses, suggestions & feedback, and any problems, with suggested solutions, when possible, that might have occurred.
  - d. Upon leaving the position, the Chairperson will transfer the book with any digital copies to the incoming chairperson or a Board Officer at the first General meeting after resigning as chair.
  - e. OPAA may have/but is not limited to the following committees:

AUDITING	HOSPITALITY
COMMUNITY OUTREACH	MEMBERSHIP / DIRECTORY
PUBLICITY	NEWSLETTER EDITOR
DIRECTORY	NOMINATING
EQUIPMENT	STUDENT SCHOLARSHIP
EVENTS / ART SHOWS	STANDING RULES/ RESPONSIBILITIES & PROCEDURES
SOCIAL MEDIA EDITOR	SUNSHINE
FINANCE/BUDGET	WEBSITE EDITOR
HISTORIAN	WAYS & MEANS
- ❖ Amendments-These Standing Rules may be amended provided the amendment has been submitted in writing with reasons for the change prior to any Board meeting. As the Board of Directors acts as the governing body of OPAA per the Bylaws, the Board will make suggestions for any needed corrections, and publish notice of the proposed amendment before the next General meeting via Newsletter, Website, Social Media accounts and email. The amendment may be adopted with a General Membership majority approval.

## 2023 DUTIES & RESPONSIBILITIES

### BOARD OF DIRECTORS:

#### PRESIDENT

##### Duties:

The President serves as the face of the association. The President:

- ❖ Must have served on the Board of Directors for a minimum of one year.
- ❖ Has oversight of the association's finances, vision, mission, staffing and long-term goal setting.
- ❖ Works collaboratively with board members to create a strategic plan with specific, measurable outcomes, set organizational goals, with a yearly calendar.
- ❖ Schedules and leads Board and General Membership meetings.
  - Determines frequency of meetings per Bylaws.
  - Creates an agenda that includes financial reporting, personnel updates, community outreach and progress reports from each committee.
  - Regularly reviews the association's work plan and conducts semi-annual evaluations.
- ❖ Aligns association's goals with the work of committees.
  - Appoints chairpersons to head committees geared toward fundraising, community outreach, marketing, etc.
  - Meets with committee chairpersons and provides guidance about workflow and how individual committees can support the association's community impact.
- ❖ Oversees financial campaigns to bolster the association's budget.
  - Oversees community-wide fundraising shows and events.
  - Participates in coordination of community-wide fundraising shows and events.
- ❖ Sets the agenda with input from the Board, and leads board and general meetings with prescribed agenda(s)
- ❖ Review OPAA processes and reporting methods annually for accuracy.

**President Requirements:** Must be willing and able to be the public face of OPAA including attending community events, attending OPAA events, delegating responsibilities to other officers and board members and will be the defacto chairman of all OPAA committees. Before entering office, the president must have been a board member for at least one year unless the board waives that requirement in an extreme case.

#### VICE PRESIDENT

##### Duties:

The Vice President assists and supports the President, in preparation for assuming the office of President at a future date. He/she works with the Board to ensure the association accomplishes tasks to meet its overall goals. The Vice President:

- ❖ Shall assume the duties of the President in his/her absence.
- ❖ Assists the President in planning, developing and implementing policies and objectives for the association to ensure it maintains its values and meets established goals.
- ❖ Reviews OPAA processes and reporting methods annually for accuracy.

**Vice President Requirements:** Must be willing and able to assume all presidential duties should the need arise, either on a temporary or permanent basis is the president is unable to fulfill the term. At the pleasure of the president, the Vice President may be assigned to be the board liaison to committees.

## SECRETARY

Duties: It is the responsibility of the Secretary to attend each General Meeting; Board Meeting and special meeting (i.e. annual Budget meeting,) for the purpose of taking notes to record what was discussed. The Secretary:

- ❖ Makes a record of those in attendance at all meetings.
- ❖ Types up and distributes the minutes from meetings as follows:
  - Copies are e-mailed to board members within one week after meetings, so they can be checked for accuracy and completeness.
  - After the minutes are edited (if there were any corrections or additions) and approved, they become an official record, and a copy will be filed in each of the following notebooks: Secretary/Minutes and Treasurer/Financial.
  - The Board will vote to approve the minutes as written or to point out any corrections or additions at the next board meeting.
- ❖ When it is not possible for the Secretary to attend a particular meeting, a suitable replacement should be appointed.
- ❖ Shall be responsible for maintaining and filing copies of OPAA correspondence sent out on behalf of the Association.
- ❖ Reviews OPAA processes and reporting methods annually for accuracy.

**Secretary Requirements:** Must be able to take accurate notes during all meetings, board, general and special meeting. Must be familiar with Microsoft Word (or other board approved word processing program) and able to provide minutes in that format.

## TREASURER

Duties:

The main duties of the Treasurer are to oversee the financial administration of OPAA, review procedures and financial reporting, counsel the board on financial strategy, and advise on fundraising, and assist in keeping OPAA 501c3. The Treasurer:

- ❖ Retrieves mail at the OPAA post office box, and distributes accordingly.
- ❖ Keeps up-to-date records as well as an audit trail for all transactions, keeping all records organized, safe and secure. See Treasurer's procedures for details.
  - Shall do the banking, depositing cash and checks, paying the bills, pulling reports, and tracking income and expenditure throughout the year on an Excel spreadsheet.
  - Provides a copy of membership information to membership chairperson.
  - Monitors and completes insurance forms keeping OPAA Liability and D&O insurance current. Files insurance policies in OPAA Financial notebook.
- ❖ Chairs the Budget committee in preparing an annual budget, which supports the organization's goals and drives decision-making in fulfilling OPAA's mission. (For information on the Budget Committee see procedures).
- ❖ Is prepared to explain and justify reports and budget documents when presented to the Board and membership for approval.
  - The Treasurer regularly monitors and compares the actual revenues and expenses incurred against the budget and submits a Mid-Year Budget Statement at the August board meeting.
- ❖ Protects OPAA against fraud and theft, ensuring safe custody of money, and prompt banking. Keeps a record of debts, income, expenses, risks, insurance, and current custody and location of material assets.
- ❖ Makes sure the Board and General Membership understands its financial obligations by preparing monthly Financial Statements, Treasurer Reports, and Annual Statements for Board & General meetings, outlining the current financial situation, and drawing member's attention to tax implications, and potential risks or opportunities.



- ❖ Email the secretary a copy of the treasurer's monthly Financial Statement and Treasurer's report for attachment to the minutes.
- ❖ Ensure OPAA complies with tax regulations and file returns in a timely manner.
  - Ensure the completion of required financial reporting forms including the IRS Form 990, and the yearly Annual Statement to the Washington State Secretary of State) in a timely manner. Advise the Board when completed and filing copies of paperwork in the OPAA Financial notebook each year.
- ❖ Completes and submits the yearly request forms for use of St. Luke's Hall with dates for the General Membership meetings & potluck to St. Luke's secretary each year in December for the coming year.
- ❖ Review OPAA internal processes and reporting methods annually for accuracy.

**Treasurer Requirements:** Must be familiar with standard bookkeeping practices and fluent in Microsoft Excel. Must also be current and knowledgeable regarding 501C3 state and federal requirements.

### ADVISOR/PARLIMENTARIAN

Duties:

The Past President may serve as, or if not available, the current President may appoint a Parliamentarian, to mentor the OPAA Board and General Membership. He/she makes suggestion and/or defines procedures based on Roberts Rules and past experiences.

**Advisor/Parliamentarian Requirements:** Must be familiar with Roberts Rules of Order. If this role is filled by the past president, should advise the current president and board based on prior experience.

### MEMBER AT LARGE

Duties:

Members at large shall support the Board and membership by serving as committee chairpersons and assisting with all Board responsibilities and duties as assigned by the President.

**Member at Large Requirements:** Every member at large must be willing and able to take on the role of committee chairman for events throughout the year. Each member at large will be assigned (or may volunteer) in an area in which they are familiar and interested.

### COMMITTEE DUTIES & RESPONSIBILITIES:

#### AUDIO/VISUAL OPERATIONS

Duties: The President shall appoint a member familiar with A/V equipment to inventory, maintain, and keep in a secure location. He/she will provide assistance to the board at all general meetings and special events with all equipment necessary for presentations, etc. He/She will advise the Board on the need for new equipment.

**Audio Visual Operations Requirements:** Must be able to store, setup and use all AV equipment as requested by the president or program presenters.

#### AUDITING

Duties: The President shall appoint an Auditing Committee consisting of one Board member and one general member to audit the Treasurer's books in January. The Committee may not include the Treasurer, but the Treasurer may answer questions as needed. The committee shall make its report at the general membership meeting in February.

**Auditing Requirements:** Must be familiar with accounting practices and oversee an annual internal audit.

## **BUDGET / FINANCE**

**Duties:** The President shall appoint a Budget committee, with the Treasurer as Chairperson, President, two board members, and general membership members who wish to attend. The committee will meet at the end of the year or before the first Board meeting (**January**) of the next year to put together a proposed annual budget for OPAA and all of its activities.

- ❖ The Annual Budget will be presented to the Board for approval after any recommended changes.
- ❖ After Board approval, the Annual Budget will be emailed to the membership and presented at the following General meeting (January) for an approval vote by the membership. The budget shall become effective with approval by 20% of the current general membership voting to approve via email or in person.
- ❖ The Board shall vote to approve any bills or payments not part of the approved Annual Budget.

**Budgeting/Finance Requirements:** Must be familiar with goals and spending plans from OPAA's previous year. Must be knowledgeable about budgeting issues.

## **COMMUNITY OUTREACH**

**Duties:** The Vice President shall serve as the Community Outreach Chairperson who will work to promote OPAA's Mission, Objectives, and Events, and to further OPAA's presence in the community. He/she shall attend community meetings to raise awareness of OPAA. He/She shall provide monthly reports to the OPAA Board about community events, participation and/or problems.

**Community Outreach Requirements:** Devise ways to raise awareness of OPAA including attending community meetings and public events.

## **PUBLICITY**

**Duties:** The President shall appoint a Publicity chairperson from the Board, who shall distribute approved information to the appropriate newspapers, radio stations, the OPAA website, newsletter, social media, etc. and/or printing of approved advertising for all meetings and OPAA public events. The Publicity chairperson will advise the board of appropriate deadlines.

**Publicity Requirements:** Must be experienced in Publicity for nonprofit groups. Must be able to write press releases, radio advertising and website information to be approved by the board officers.

## **ADMINISTRATORS/EDITORS**

The President shall appoint three Administrators/Editors from the Board who shall maintain OPAA's Social Media pages, Newsletter, and Website. The Administrators/Editors shall provide the public with information and news about OPAA, membership applications and information, upcoming events, and guidance for member artists' gallery pages as requested by the OPAA Board.

**Administrators/Editors Requirements:** Must be able to create content for OPAA's Social Media accounts, Create and distribute a monthly newsletter and update OPAA's website or provide updates to the webmaster. Must be experienced in relevant software and procedures or willing to undergo extensive training.

## **SOCIAL MEDIA ACCOUNTS**

**Duties:** Social Media accounts Administrator/Editor manages all social media, including posting information in a timely manner on meetings and events, upcoming events from other groups and galleries in the community that are art related, posting information about OPAA members achievements, notifications of upcoming shows and calls for artists. The Facebook administrator should always have a backup administrator since the page can only be managed

by an approved administrator. If the initial administrator is unavailable, the secondary administrator will still have access to the page. See Procedures for more information.

## **NEWSLETTER**

Duties: The Newsletter Administrator/Editor shall be responsible for publication of the monthly “OPAA Newsletter” in a timely manner. This will include, but is not limited to, gathering articles, providing public press releases, and sending a copy to the OPAA Website Administrator/Editor, Facebook Administrator/Editor, and General OPAA Membership. See Procedures for more information.

## **WEBSITE**

Duties: The Website Administrator/Editor shall be responsible for updating the OPAA website in a timely manner. He/she will post the monthly newsletter, updates current information, creates and updates web pages for members, post monthly meeting information and features monthly demos, post current information on workshops and classes, post “In the News” about members honors, shows etc., keep updates current on the website, and learns changes in WordPress per webmaster. See Procedures for more information.

## **WEBMASTER DUTIES**

Duties: The President shall appoint a Webmaster who will create and maintain the OPAA website, including updating information and software, creating Members’ webpages on the OPAA site.

Duties: The Webmaster will

- ❖ Ensure that the website is running the most up to date software and will strive to maintain website security through various security methods.
- ❖ Build and maintain separate sites for OPAA shows such as fundraiser shows and members shows and other sites as become necessary.
- ❖ In order to maintain consistency with the OPAA brand, the webmaster (or another appointed, well-qualified individual) will create all advertising materials, to include posters, flyers, newspaper ads and rack cards with input and approval from the board officers or full board.

**Webmaster Requirements:** The webmaster must be knowledgeable in all aspects of web hosting, design, maintenance and security with knowledge and experience with relevant software.

## **PHYSICAL ASSETS MANAGER**

Duties: The President shall appoint a Physical Assets Manager from the Board who shall keep a current inventory of all properties and equipment owned by the organization, providing a copy to the Treasurer in October each year and as requested by OPAA Board.

**Physical Assets Manager Requirements:** Must be willing and able to monitor the physical location and condition of OPAA’s tangible assets.

## **EVENTS / SHOWS**

Liaison Duties: The President may appoint an assistant to act as Shows/Events Liaison. He/She shall oversee the committee and maintenance of written records for all OPAA public events as provided by individual event chairpersons and report to the Board. Events may include, but are not limited to: Juried show, Members show, Small Works show, Students show, Artists’ Studio Tours, Clallam County Fair Art Barn and Public Event displays.

- ❖ The OPAA board must approve all events and budgets, including any prize amounts if applicable. This should be done during the annual budget meeting but may be revised as needed. Revisions to the budget may be submitted to the Board by the committee chair or assistant for adjustment before the event.

- ❖ Events must comply with OPAA mission statement and cannot be for the profit of the OPAA members alone. Shows must be listed as a fundraiser or as a community outreach event. Shows for fund raising must include nonmembers.

**Events/Shows Requirements:** Must have experience with events and shows and be willing and able to provide oversight to committees as requested by the president.

### **SHOWS/EVENTS CHAIRPERSON**

The President shall appoint a member or Board member to act as Chairperson for each Show/Event who shall report to the President.

#### **Duties:**

- ❖ Each Show/Event will have a committee to co-ordinate the following: Applications, Venues, Advertising, docents, show set-up, and break-down, etc.
- ❖ The Chairperson shall work with the Treasurer on money-management and include a full financial report to the Treasurer and Board.
- ❖ The Committee Chairperson will file a committee report at the end of the show listing the events income, costs, feedback and any problems that might have occurred.

*Note: Specific procedures and examples for each Event are located in the Events OPAA handbook.*

### **HISTORIAN**

The President shall appoint an Historian from the Board who shall gather all information regarding OPAA and members, placing the information in the notebook.

#### **Duties:**

- ❖ He/She saves any information appearing in newspapers or other sources involving OPAA and its members, including but not limited to: OPAA events, gallery and other art shows, honors and awards, obituaries, etc. Board & General members, and Committee Chairpersons will help by sending/giving information to the Historian.
- ❖ He/She sends a copy of any information and photos to the following Administrators/Editors: Facebook, Newsletter, and Website.
- ❖ Bring current notebook to OPAA general meetings to share with the membership. This allows members who were unable to attend an event or meeting is able to see what is missed.

**Historian Requirements:** Must be willing to collect, organize and save relevant OPAA and OPAA members' information as provided.

### **HOSPITALITY**

**The Presidents appoints two or more members to serve as the Hospitality Committee at General membership meetings.**

Duties: The volunteers set up coffee and donated refreshments for general meetings and special events (e.g., potlucks). Duties include cleanup of the kitchen after a meeting. They maintain supplies in storage at St. Luke's, replace as needed, and are reimbursed (with receipt) by the OPAA Treasurer for goods purchased. Additionally, they request members to sign up to bring refreshments, maintain the list, and call to remind members a few days ahead of a meeting or event.

**Hospitality Requirements:** Must be willing and able to attend general meeting and other meetings as requested by the president to manage donated refreshments. The chairman of the hospitality committee must hold a valid food handler's license and be trained by St. Luke's to use the kitchen.

### **MEMBERSHIP**

The President appoints two or more members (one who serves on the Board or attends all Board meetings), to serve as the Membership committee.

**Duties:** The Membership committee shall

- ❖ Be responsible for promoting OPAA membership to attract new and maintain members. *Any member may choose not to have his/her information shared at the time of dues payment or renewal by checking the appropriate box.*
- ❖ Have members to serve as greeters at the front table to welcome members and visitors to general meetings.
- ❖ Implement visuals and activities to encourage and inspire members and visitors (e.g., door prizes, possible member art exchange, etc.)
- ❖ Distribute and collect comment cards. Forward comments and/or questions to appropriate board members for follow up. Respond to and/or acknowledge comments received as soon as possible. Give comment cards and/or comment summary to President.

**Membership Requirements:** Must be willing and able to attend general meetings and organize ways to raise awareness of OPAA to increase membership.

## **NOMINATING**

The President shall appoint a Nominating committee chairperson. The Nominating Committee shall prepare a slate of candidates, as directed by the President for Board officers and members at large to be presented at the October General membership meeting for a vote.

**Duties:** The Nominating Committee chairperson

- ❖ Posts an announcement in the OPAA September Newsletter that nominations for the coming year's Board of Directors positions are open.
- ❖ Shall present a list of positions and candidates for the OPAA Board at the September general meeting, and ask for additional nominations for Board positions from the membership present at the meeting and via email sent to the membership.
- ❖ At the October General meeting the chairperson shall oversee the election. Election shall be by email or by a written ballot that will be available at the October general membership meeting.
- ❖ To elect the Board of Directors for the coming year, 20% of the current membership must vote.
- ❖ The chairperson will total the votes and announce the results at the October general membership meeting, and give/send to FaceBook, newsletter, and Website administrator/editors for publication in November.

**Nominating Committee Requirements:** Must be willing and able to solicit member input and organize a slate of potential board members and officers to be voted on annually by the membership.

## **PHOTOGRAPHER**

The President shall appoint a Board member to act as the OPAA Photographer.

**Duties:** He/She attends all OPAA functions and takes photos, making sure the FaceBook, Newsletter, Website administrators/editors, historian, and Event chairpersons get approved copies.

**Photographer Requirements:** Must be willing and able to attend all OPAA functions to take photos and acquire photo releases if necessary.

## **ARTISTS/PRESENTERS COORDINATOR**

The President shall appoint a Board member to act as the Artist/Presenter coordinator for the General membership meetings.

**Duties:** The Artist/Presenter coordinator shall

- ❖ Make arrangements for an artist/presenter for each general membership meeting for the coming year.
- ❖ Ask the artist/presenter for a bio, brief presentation description and photos. He/she writes a short article about the artists/presenters of the month and distributes in a timely manner to the FaceBook, newsletter, and Website administrators/editors. He/She will send copies

- ❖ After the presentation/demo he/she will send thank you for being an OPAA artist/presenter (may be digital).

**Artists/Presenter Coordinator Requirements:** Must be willing and able to seek out and secure presenters for general meetings.

### **STUDENT SCHOLARSHIP/ART SHOW**

The President shall appoint a Chairperson who will appoint committee members from the General Membership to review scholarship applicants. After meeting to review the portfolios and applications submitted by students, the Scholarship chairperson will make a report to the Board with the committee's recommendations.

**Duties:** The chairperson

- ❖ Is responsible for updating the scholarship information and getting Board approval each year.
- ❖ After Board approval, provides local schools, youth organizations and newspapers with scholarship information, including having the information posted to the OPAA FaceBook, newsletter and Website.
- ❖ Sets up the JotForm applications & entry forms for the yearly scholarship.
- ❖ Meets with the committee to select recipients for recommendation to the Board of Directors.
- ❖ Will provide a presentation of the top student(s) portfolio and applications being recommended for a scholarship and present a motion with its recommendations to the General membership meeting for a vote. The Board of Directors will make the final decision on scholarships.
- ❖ Will provide the Treasurer with all needed documentation for the 501(c)3 records.
- ❖ The chairperson will make sure all documents with examples, photos, and student applications are updated and add to the Scholarship notebook. The chairperson will provide examples of the scholarship recipients artwork (when possible) for the Members' Show.

**Student Scholarship/Art Show Requirements:** Must be willing and able to organize a scholarship drive and manage the selection of recipients to be voted on by the Board and membership.

### **SUNSHINE**

The President will appoint a Chairperson who shall be responsible for announcing good and bad news (i.e., illness, death) about members at Board and General meetings.

**Duties:** The Chairperson will

- ❖ Send-cards to members (Cards, stamps and return address labels are provided by the organization.)
- ❖ Make "Shout-Out" announcements of achievement and recognition. Ask for others at general meetings.

**Sunshine Requirements:** Be willing and able to send and track cards from OPAA as requested by the president or other OPAA members.

*\*Note: This document was last updated and revised in 9/2022.*