

FLORIDA ARTISTS GROUP, INC.
Standing Rules
(Approved 5.3.24 by FLAG BOD)

These Standing Rules may be changed by a majority vote of members at a regularly scheduled meeting of the Board of Directors, provided there is a quorum. No advance notice of a meeting is required although notification of major changes is recommended. Changes may be proposed by any member. These rules are in place to further the purposes and aid in the administration of the Florida Artists Group (FLAG) and should only be changed to improve same.

The Board of Directors may approve that any changes to the Standing Rules which affect the Bylaws may be in affect up to 12 months in advance of the official change to the Bylaws although changes to the Bylaws should come to the general assembly for a vote as quickly as possible. Revisions to the Bylaws must be approved by a majority vote of members attending a general assembly meeting.

Article I. General Structure and Conduct of Meetings

1. The following are generally the types of meetings held.

- A. Executive Board Meetings – Held at least quarterly. Called by the President or at the request of at least 3 Executive Board members. Agenda set by the President, but other topics may come from the floor. The quorum is three members.
- B. Board of Directors Meetings – Held at least quarterly. Called by the President or at the request of at least 3 board members. Agenda set by the President, but other topics may come from the floor. Quorum is seven members, including two officers.
- C. Special Meetings – These meetings may be held at any time necessary and may only be called by two-thirds vote of the Board of Directors. Quorum is based on the number of active members present at the meeting.
- D. General Assembly Annual Meeting – Held at least annually. Called by the Board of Directors. Agenda is set by the President or designee, but other topics may come from the floor.
- E. Standing Committee Meetings – Held as needed to complete assignments. Called by the Committee Chair or at the request of at least 3 committee members. Agenda set by the Chair, but other topics may come from the floor. A majority of members represent a quorum.

2. Robert's Rules of Order

Meetings will use the basic Robert's Rules of Order for their structure to assure all who wish to participate have an opportunity to be heard and the meeting is orderly. Example: Motions will be made, seconded, discussion held, vote. President (or designee) or Chairs of subcommittees will facilitate discussions in a manner of impartiality to allow FLAG members to lead and resolve debate.

3. Meeting Communication and Records

Meetings and voting may be held at a physical location or in acceptable digital formats. Minutes of the meetings will be kept and provided to the FLAG recording secretary and published on the FLAG website.

Article II. Record Keeping

1. Financial Records / Use of Funds

- A. Budgets/Expenses approved by the Board of Directors for state operations shall be paid from State funds and records will be kept and made available within a reasonable amount of time to any member upon request.
- B. An amount of funds may be made available for the use of each Area by the Board of Directors which may be based upon a percentage of each member's dues or a lump sum amount. The final amount is affirmed by a vote of the Executive Board after final memberships are calculated each year. October 15 or about that time each year the Area Chair shall provide a written record of how the previous year's funds were spent if they were not spent by or previously recorded with the Treasurer. NO amount of the funds approved for each area will be rolled over if not used within the year approved.
- C. Areas should only raise funds to pay for a specific purpose such as an exhibition fee to pay for an exhibition venue or marketing materials. These funds may be collected and dispersed by the Chair with approval of the President and a final report of revenue/expenses shall be provided to the Treasurer annually no later than October 15. It is most appropriate for the funds to be received by the Treasurer and dispersed by the treasurer for invoices submitted by the Area Chair.

2. Meeting Recordkeeping

- A. The number and names of members shall be recorded in the minutes.
- B. Minutes shall include a copy of the agenda, general discussion, motions, and results.
- C. Meetings may be recorded to assist the recording secretary in completing the necessary records – all attending members must be advised of the recording and approve the use. Recordings will be deleted once the minutes have been approved.
- D. Subcommittee minutes will be provided to the President and Executive Board digitally and placed in the organization's records.
- E. Minutes of the Executive Board and Board of Directors along with the agenda and attachments used at the meeting shall be uploaded to the web page within the members only pages.

3. Historical Recordkeeping

- A. The Historian shall maintain the physical and digital historic records.
- B. To assure continuity and preservation, records shall be digitized when practical and duplicated in digital format.
- C. Appointed members shall be responsible for recording important activities and exhibitions during the year. These materials may also be posted in social media and on the web, page as directed by the Executive Board and recorded by the Historian when appropriate.

Article III. Marketing, Public Relations, and Social Media Policies

1. Posting on Social Media and Web page – State or Area pages.

- A. Placement of information on the FLAG social media sites and webpages are monitored by the page/site managing member who may remove posts or refuse requests for the good of the organization.
- B. Any member may post art related material that is for the good of the organization on FLAG social media. Materials such as FLAG activities, educational opportunities, competitions, and information about your personal art achievements are suggested posts.

- C. No political, negative, or controversial material is allowed.
 - D. No commercial advertisements may be posted except for major sales on art related materials which are beneficial to artist members.
 - E. Major sponsors of FLAG may be posted. Area Chairs should get Executive Board approval if they have a local Area sponsor prior to posting
2. Use of Logo and FLAG name
- A. **The Executive Board has final approval** of all materials that reflect on the organization but may refer materials to a standing committee for recommendations.
 - B. The Area Chair must demonstrate how they might use the logo in promotional materials.
3. Press Releases and other written materials
- A. The President (or designee) has final approval of all materials that reflect on the organization, but may refer materials to a committee, Parliamentary or other Board of Directors members for recommendations.

Article IV. Symposiums and Exhibition

FLAG takes the integrity of its symposium and exhibits seriously. As members, by becoming a member agree to our Code of Ethics including penalties for non-compliance. (Article V, Section 1 of this document).

1. Annual Symposium and Exhibition Policies
- A. The Annual Symposium is scheduled for the purpose of conducting required organizational business with supporting educational and exhibition opportunities.
 - B. The Annual Members Exhibition should be a physical exhibition but may be virtual under exceptional situations if approved by the Board of Directors. Awards should be given annually.
 - C. Only Member who are members in good standing as of October 31 prior to the exhibit may apply for award in this exhibit. Those who are not in good standing by October 31 may participate in the exhibit, but may not receive an award, unless this is waved by the Board of Directors for exceptional reasons and super majority vote.
 - D. The exhibition and symposium will be rotated throughout the state to achieve statewide visibility and recognition under the guidance of the Exhibition and Symposium Director with approval by the Board of Directors.
 - E. At a minimum the following policies are established for submitted artwork:
 - i. Entry form, supplemental materials and payment must be fully completed for the application to be accepted. Incomplete applications will be returned to the artist.
 - ii. Entries must be on time as published in the prospectus. Late entries are ineligible.
 - iii. Electronic images presented in the application must closely match the actual work. Significant variation in the delivered physical art will result in rejection of the work. The Symposium and Exhibition Director will bring such concerns to the attention of the President to determine if further action is required.
 - iv. Artwork that does not adhere to FLAG requirements will be ineligible. Discovery of failure to meet the requirements may occur at any time from submission to award, or after. If an award was received by art determined ineligible by the Board of Directors, the artist will be required to return the award and may have their membership cancelled. The Board of Directors decision is final.
 - v. Only completely new artwork created within three years of the application deadline is eligible. New artwork means that the artwork and no portion of the artwork was developed outside the three-year period and the artwork including no portions of

the artwork has been shown before in any statewide FLAG exhibit. Additionally, the artwork and no portion of the artwork shall have been exhibited within the city of the FLAG state-wide exhibit or been exhibited in an Area exhibit where the state-wide exhibit is no matter when that state-wide exhibit time might occur.

- vi. Only original work is eligible, meaning the submitted artwork is the artist's own composition in concept and design, created solely by the artist without the use of Ai (artificial intelligence). Artwork shall not be a copy of OR from reference material not solely created by the artists, such as purchased images, stock photos, and published/unpublished copyrighted images. (i.e.: a portrait of a person taken directly from a printed publication that adheres closely to the magazine image would not be eligible.)
- vii. Artist with concerns or questions must work only with the Exhibit and Symposium Director and may not work directly with the exhibit venue, curator, and judge(s), unless pre-approved by the Exhibit and Symposium Director and FLAG President or designee.
- viii. All work in the exhibit must be available for sale. Works not for sale or noted as price upon request will not be accepted.
- ix. Multiple prints, such as etchings, must be labeled with the edition number. Single print additions are accepted but must clearly be labeled as a PRINT or DIGITAL PRINT. The print must be numbered with a total print number of no more than 25.
- x. Reproduction prints and archival Giclee prints reproduced from original works of art, whether embellished or not, are not eligible for exhibition.
- xi. Original art created on the computer and transferred to paper or cloth material is acceptable if it is labeled as such (i.e.: Digital Art). No Ai (artificial intelligence) generated, or partially generated art is acceptable. The use of monitors for art will be subject annually to the venues' ability to show such a work of art. No "video" film productions will be eligible. Final art must be considered 2D or 3D in its presentation.
- xii. Art and art with combined pieces (such as a Diptych, Triptych etc.) must fit size requirement established for the exhibit. Should an artwork fail to meet this requirement that is installed in an exhibit, it may be removed. The art will be disqualified from judging for award, and if any award was received the member shall return the award within the period the Board of Directors directs.
- xiii. Work which requires an unconventional method of presentation or hangings, such as installations, must be noted on the entry form or provided at the time of application to the President and the Exhibit and Symposium Director. Policies of FLAG and the host gallery prevail.
- xiv. Frames must be in good professional condition with Plexiglass only. Glass is not acceptable. Frames should be simple to maintain a cohesive exhibition.
- xv. All art must be ready to hang with appropriate professional hardware (screw eyes and wires are acceptable – sawtooth hangers will not be accepted) Unframed paintings, drawings, prints, computer graphics may be displayed without frames or Plexiglas if the Exhibit and Symposium Director and the host venue approves the use of magnets or pushpins as mounting devices. Supplemental mounting devices like screws for magnets and templates single or multi-paneled displays must be included with artwork and stated in application for exhibit.
- xvi. All art must be presented professionally. Art which arrives warped, unclean, or otherwise damaged will not be exhibited.
- xvii. Art that "functions" must work properly 100% of the time for all expected viewers or it will be deemed ineligible, will not be exhibited, or may be removed from the exhibit at any time.
- xviii. No political, negative, or controversial material is allowed that may cause harm to the FLAG nonprofit status or the venue. Members may present the art for

consideration to the Exhibit and Symposium Director prior to submitting the application who shall present it to the President for further action. Final determination is the responsibility of the President, The Symposium and Exhibition Director, and the Parliamentarian.

- F. Organizers of an exhibition have the authority to make further specifications about the work, and to govern the operations of the exhibition for the benefit of FLAG and the venue.
- G. Organizers of Annual Exhibitions have the authority to collect exhibit fees and to pay expenses for the exhibition. They also have the authority to handle details regarding invitations, programs, and other printed materials.
- H. A projected budget shall be created for planning the Annual Exhibition.
- I. Organizers of the Annual Exhibition must work within the budget which is approved by the Board of Directors.
- J. Organizers shall work with the Treasurer to make sure all revenue and expenses are accounted for within 90 days of the end of the event.
- K. It is expected that more than one juror will be recommended for a decision by the Executive Board. The final Juror will be informed of her/his duties, including available awards and rules pertaining to the awards. Awards and costs are paid from but not limited to state funds, sponsors, and grants. Care should be taken to assure that the professional juror has a broad and unbiased knowledge of artistic styles and mediums. Jurors should not be repeated within a 10-year period.
- L. All promotional call for artists, contracts and formal materials are to be approved by the Board of Directors for final signature by the President (interim President or Vice President acting on behalf of the President if the President is unavailable).

2. AREA Exhibition Policies

- A. Each Area should try to have at least one annual area or “regional” exhibit. As a courtesy, an invitation to the exhibit should be extended to the Executive Board or Board of Directors when space allows. Members of the Executive Board or Board of Directors who cannot participate in the exhibit may offer their space (with prior approval of the Chair hosting the exhibit) to a member of good standing who has provided exceptional volunteer service to their Area.
- B. Rules for submitted work must mirror the annual exhibit rules and guidelines when possible. (Section 1 above). Area Chairs must explain why “mirroring” is not reasonable to the Board of Directors.
- C. Each Area shall determine if the exhibit is to be judged or curated. If judged, the juror will be informed of her/his duties, including available awards and rules pertaining to the awards.
- D. Organizers of an exhibition have the authority to make further specifications about the work, and to govern the operations of the exhibition.
- E. Organizers of area exhibitions have the authority to collect exhibit fees and to pay expenses for the exhibition, within the guidelines as specified in Article III. These should be included in the area report. Organizers shall work with the Treasurer to make sure all revenue and expenditures are accounted for within 90 days of the end of the event.
- F. Organizers of area exhibitions must work within the amount of money collected for the exhibit, granted state funds, or from their own fundraising when planning their expenditures.
- G. Logo use and public relations press materials and print materials shall be approved by the President and at least one other member of the Board of Directors.

Article V. Membership

Accepting “Membership” means the member has read and agrees to FLAG’s Code of Ethics, Bylaws, Standing Rules, Prospectus Procedures, actions set in official meetings of FLAG, and other governing documents as developed from time to time. Failure to strictly adhere to these documents may result in reprimand, removal of “good standing” status, and / or membership cancellation with no refund of membership dues or other penalties as determined by the Board of Directors.

1. Code of Ethics - Passed by electronic vote of the Board of Directors August 15, 2022.

The position as a member of the Florida Artists Group, Inc. (FLAG), is one of trust. The member will act with integrity and in accordance with the highest ethical principles. The member will avoid any and all activities that could compromise his/her position as a member of FLAG or the integrity of the institution.

FLAG members who violate this code of ethics will be subject to discipline by reprimand, suspension of membership or membership in good standing status, or expulsion from the organization. Determination of infractions and resulting penalties will be at the sole discretion of the FLAG Board of Directors.

Values

The organization Florida Artists Group, Inc., believes in the power of art and the responsibility to educate the public through exhibits and programming. FLAG is guided by a set of values that form the foundation from which its members are to carry out their professional responsibilities to the organization and the public. These values are the basis for the services FLAG provides to its members and, through them, to the public.

Commitment to Mission: FLAG members are dedicated, first and foremost, to the fulfillment of their purpose, mission, and vision as stated in bylaws, standing rules, and official minutes.

Professional Practice: FLAG members will uphold the highest standards of professional practice and ethical conduct at all times and will uphold all commitments and conditions set forth in the organization’s exhibit prospectus, bylaws, standing rules, and official minutes.

Professional Support: FLAG members are committed to promoting an atmosphere of mutual support, respect, engagement and learning within the organization and the visual art community. It is through the exchange of ideas, information and experiences that best practices are further improved, and that common issues and challenges are best addressed.

The Public Trust: FLAG members are responsible for representing the power of art to uplift and enrich the general public. Commensurate with this responsibility FLAG members conduct themselves with honesty and integrity.

FLAG members are also guided by these fundamental principles:

Artistic Excellence: FLAG members are committed to the highest standards in selecting and presenting works of art and programming.

Business Integrity: FLAG members will adhere to the reporting and operational requirements of local, state, and federal laws.

Artistic Integrity: FLAG members will work within the requirements of and intent of all FLAG bylaws, standing rules, prospectus, and official motions approved in official minutes of the organization.

Arts Education: FLAG members are committed to encouraging curiosity and increasing knowledge about art, and to excellence in art education.

Artistic Expression: FLAG members believe that art conveys the rich complexity of human experience. FLAG members champion the breadth of artistic expression and the role that art plays in exploring diverse artistic perspectives.

Diversity: FLAG members are committed to fostering inclusivity within their membership, in their programs, and in the range of audiences they serve.

Outreach & Community Service: FLAG members are committed to providing the broadest possible audience with accessible and engaging artistic experiences and to being responsive to opportunities in their respective communities.

2. Membership Application Processes.

- A. *The application for Active Artists members* is to be made from the FLAG website. See member categories in Article V.3. Membership Classifications.
- B. *Associate Members: Non-artist members, representatives of other organizations and entities* may be considered by the Board of Directors once a letter is received requesting membership and stating generally how and why they would like to support the FLAG organization.
- C. *Applicants who wish to be Active Artist members* must demonstrate an established career of a high level of competence in the visual arts and live in Florida at least eight consecutive months a year.
 - i. Active Artist Member Applicants must submit an electronic application that is complete with supporting documents to include the following:
 - Eight images in consistent medium in JPEG format – Max. size 1 MB each, Formatted with the longest side 2100 pixels and 300 dpi. The images shall be numbered to match the images list (if list is required) and shall be named as directed here. (i.e. image number (1-8__artist initials_title of work_medium_size (height x width) _year completed. (Example: 1_Smith_Mary_Happy Day_oil_12x12_2022)
 - A 2-page Professional Curriculum Vitae (résumé). This shall include educational background, solo and group exhibitions, and awards with dates associated with all information. General comments like “won many awards” or “several exhibits” are not acceptable. The submitted document shall not include the artist’s name anywhere in the title, content, or file name.
 - An artist’s bio/statement of up to 1 page. The submitted document shall not include the artist’s name anywhere in the title, content, or file name.
 - Fulfilling the above qualifications does not guarantee membership and does not mean a complete application is received as additional items may be requested during the process if approved by the Board of Directors.
 - ii. The deadline for the applications to be received is no later than August 31 each year including the application fee which is \$25.00. This date may change with a two-thirds vote of the Board of Directors only when circumstances require such change. This fee may offset the first-year annual membership fee for those invited and accept membership by the Board of Directors.
 - iii. The Board of Directors are the jurors for membership. The application review process is to be “blind.”. An attempt will be made to keep the name and images of the applicant hidden but cannot be guaranteed. Only original materials submitted will be considered. The Membership Chair shall provide the full packages of material digitally to the jurors (Board) at least 3 days prior to the date of the review meeting.
 - iv. Exceptions to application - An artist of exceptional talent and established prestige who has previously agreed they would like to be a member of the group, may be invited with approval by unanimous vote of the Board of Directors. This artist may be brought to the attention of the Board by either an Area Chair or the State Membership Chair with appropriate support material. The Board may call a special meeting to consider the application throughout the year.

3. Membership Classifications

Members shall belong to one of the following:

A. Active Artist Member

- i. Live in Florida a minimum of 6 consecutive months. This requirement may be revised upon approval by the Board of Directors before the application is publicly posted.
- ii. Subscribe to FLAG objectives.
- iii. Actively volunteer for the state-wide organization and Area of residence – assist Area Chair with setting goals and meeting goals – attend at least one Area meeting and one Annual Meeting per year.
- iv. In the spirit of rotation, we encourage all members to share their talents and ideas. Each member is expected to participate as an Officer, Area Chair or Assistant to the Area Chair or in other tasks when requested such as member of Standing Committees – this willingness helps maintain a viable organization where all members take part and pride in the organization’s foundation of service to the arts and its members.
- v. Responsible for providing updated contact information to the State Membership Chair within two weeks.
- vi. Responsible for ensuring their “artist gallery” page information is updated at least annually. The out-of-date information on the web page reflects poorly on the organization.
- vii. Pay membership dues by established deadline.
- viii. Must exhibit in a state-wide group annual exhibition at least once in three consecutive years.
- ix. Must exhibit at least twice in a three-year period in available Area exhibits.
- x. May vote and hold office.

- A.1. Honorary Member

- a. President having served a full two-year term automatically receives this designation.
- b. Maintains same rights / responsibilities of active artist members. Other assessments and fees are not waived.
- c. Does not pay an annual member fee.

- A.2. Luminary Member (matches title of award)

- a. A three-fourths vote by the Board of Directors is necessary for approval.
- b. Recommendations may be made by any member to the Board of Directors and the candidate shall: Be a member in good standing, have contributed extraordinary time and effort to further the aims of the organization, and have contributed financially for either awards or expenses.
- c. May vote, hold office and exhibit.
- d. Assessments and fees other than dues are not waived.
- e. Is asked to financially donate to the annual Luminary Award.

- A.3 Emeritus Member

- a. Active Artist Member who elects to be Emeritus member upon renewal. Reversal of this status must be approved by the Board of Directors.
- b. Subscribe to FLAG objectives.
- c. May attend and participate in meetings and on committees.
- d. Shall pay dues if not Honorary or Luminary.
- e. Does not vote, hold office, or exhibit in state-wide exhibits, but may be active in the local Area group activities including voting and exhibiting.
- f. Decision to become Emeritus may not be altered back to Active Artist Member.

B. Associate Members

- B.1. Associate Members are non-artist individuals, patrons, educators, etc.

- a. Subscribe to FLAG objectives.
 - b. May attend and participate in meetings and on committees.
 - c. Shall pay dues.
 - d. Does not vote, hold office or exhibit.
- B.2. Corporate
 - a. Subscribe to FLAG objectives.
 - b. Shall annually or provide a one-time significant contribution to the financial support of the organization (cash or in-kind).
 - c. May attend and participate in meetings and on committees.
 - d. Does not vote, hold office or exhibit.
- B.3. Members At Large – Government/Art Organization Member
 - a. Subscribe to FLAG objectives.
 - b. Dues are waived.
 - c. May provide donations/in-kind services when appropriate.
 - d. May attend and participate in meetings and on committees.
 - e. Does not hold an office, vote, or exhibit.
 - f. Remains as associate member until rescinded by the Board of Directors.

3. Annual Dues

- A. Annual dues for membership classification Article V, Section 2.A Active Member Artist in the amount of \$75.00 Annual dues for Emeritus and Associate members is in the amount of \$30.00.

Dues process

- Dues must be paid by September 30th of each year.
- Dues are delinquent after September 30th of the same year.
 - Delinquent members will have until October 31 to reinstate their membership by paying their dues plus \$5 penalty.
 - A member whose check is found with insufficient funds or canceled shall pay dues plus bank charges and \$5 penalty to be reinstated.
- The Membership Chair shall notify all Area Chairs by October 15 of those who have not paid. Chairs shall contact those members to verify their determination to no longer be members.
- The Membership Chair shall provide all Area Chairs by December each year the final list of members in good standing for that year.

4. Good Standing

A member in good standing is one whose current dues are paid and who complies with the provisions set forth in FLAG's bylaws, standing rules, code of ethics, exhibition prospectus and all other documents approved by the Executive Board and/or Board of Directors. The Board of Directors may decide to impose penalties or cancel the membership of those members who fail to comply. Failure to be a member in good standing by October 31 will result in the member not being allowed to compete for an award at the Annual Exhibition of that FY year. The Board of Directors may waive this condition under exceptional circumstances through a super majority vote of those members at the meeting held to discuss the matter.

5. Resignation, Removal and Reinstatement

A. Resignation

- Any member whose dues are not in arrears may resign in good standing.
- The resignation of a member must be made in writing to the Executive Board.

B. Removal

- Membership will be terminated on November 1 for non-payment of dues.
- Membership also may be terminated by the two thirds vote of the Board of Directors meeting for failure to maintain good standing status.

C. Reinstatement

- A past member, gone for more than 2 years, must apply as a new member.
- Reinstatement within 2 years of resignation in good standing will be by two thirds vote of the Executive Board.

Article VI. Officer, Board, Chair and Member Responsibilities and Service.

The following are general guidelines of duties and responsibilities and are not meant to be detailed descriptions. The guiding structure is found in the bylaws and details of processes are set forth in the Standing Rules.

1. Executive Board

The Executive Board meets on the day-to-day business of the organization. Additionally, they may fill vacancies of officers other than the President and Vice President by a majority vote. Each member gets one vote no matter how many positions are held on the Executive Board.

A. President

GENERAL DUTIES

- Chief administrator responsible for maintaining the overall mission of the organization and work within the bylaws as currently established.
- Provides an overall vision and identifies goals for their period in service.
- Facilitates Executive Board and Board of Director Meetings maintaining a level of impartiality in all matters – utilizes Robert's Rules for meeting structure.
- Encourages and assists the Executive Board members, Board of Directors, and Area Chairs in their responsibilities to the organization and its members.
- Appoints Chairs of Standing and Special Committees and may appoint a Parliamentarian.
- Seeks input from Chairs for improvements to the organization and assists Chairs directly or by assignment of others in their area activities.
- Facilitates communication with members on overall organizational functions.
- Facilitates communication with donors – general and Symposium related.

SERVICE PERIOD

May serve up to two 2-year terms.

B. Vice President

GENERAL DUTIES

- Stands in for President as needed.
- Familiarizes themselves with the activities of the President.
- Willing to take on special assignments to assist in overall mission and goals of the organization.
- Assists the President in the daily operations of the organization.

SERVICE PERIOD

May serve up to two 2-year terms.

C. Treasurer

GENERAL DUTIES

- Responsible for keeping close observance on all financial accounts and maintaining accurate accountability of records.
- Files organizational reports on time – State Annual Report, 990-N, DR-5 to receive DR-14, and FDAC-10110 Solicitation of Contributions.
- Communicates with Financial Advisor and other financial institutions and advises the President of serious issues or concerns for further guidance when needed.
- Receives donations and dues and distributes payments upon receipt of accounts payable records and receipts.
- Develops a proposed budget based on historical data and future projects and programs for approval by the Executive Board – distributes a final budget to the Board of Directors.
- Provides a financial report quarterly to the Executive Board and as otherwise requested by the any member of the Executive Board – to include an updated Budget document when major changes have occurred.
- Selects and trains a member who will assist and cover duties temporarily if needed.

SERVICE PERIOD

No limit to the service period.

D. Recording Secretary (This may be combined with Corresponding Secretary)

GENERAL DUTIES

- Requests, receives, and organizes necessary reports and tries to distribute to meeting members this information at least one week prior to the meeting.
 - Main documents include Agenda, Treasurer Report, and Area Chair and Committee reports (if any) including supporting documents.
- Maintains minutes of concise simple statements of general discussion topics, motions and votes at the Executive Board, Board of Directors, and Annual Meeting – distributes to the members of the meeting for review and correction – Emails final minutes to the Web manager for upload to web page.

- May request to record the meeting to assist in the accuracy of minutes and allow them to better participate in the meeting discussion. Recordings will be deleted once the final minutes are approved.
- Selects and trains a member who will assist and cover duties temporarily if needed.

SERVICE PERIOD

No limit to the service period.

E. Corresponding Secretary (This may be combined with Recording Secretary)

GENERAL DUTIES

- Assists Board members with drafting letters relative to FLAG activities as needed.
- Sends correspondence to members who are ill, injured or need general encouragement.
- May assist Executive Board members in drafting letters needed for FLAG operations.
- Forwards receipts of expenses for stamps and cards to the Treasurer at least quarterly for reimbursement in order for them to be included in reports.
- Provides a report of activities at least quarterly even if it is to say there has been no activity.
 - Sample: 1 card sent in November; Kathy Ross, Area VII – ill, get well soon.
- Selects and trains a member who will assist and cover duties temporarily if needed.

SERVICE PERIOD

No limit to the service period.

F. State Membership Chair

GENERAL DUTIES

- Maintains and updates member list in the categories set forth in the bylaws – advises the Board of Directors at a regular meeting and the Web Master immediately of changes.
- Membership Renewals - Emails reminder directly to members once per month starting in July the amounts of dues owed and upcoming renewal deadline.
- Membership Applications – Assures changes to the process are accurately placed on documents and the website, verifies web application functionality, organizes application materials for review as directed by the Board of Directors; sends membership invitations and rejection template letters via regular mail and/or email.
- Selects and trains a member who will assist and cover duties temporarily if needed.

SERVICE PERIOD

No limit to the service period.

G. Exhibition and Symposium Director

GENERAL DUTIES

- Researches, develops, and maintains exhibition and symposium venue list for future planning.
- Leads the Symposium Standing Committee (Area of the Symposium).

- Helps Symposium organizers establish deadlines; coordinates contracts and general responsibilities of the annual event; assures copies of materials are kept in historical digital file for transfer to FLAG records.
- Works with general members and members of the Standing Committee to secure funds for awards and symposium expenses.
- Selects and trains a member who will assist and cover duties temporarily if needed.

SERVICE PERIOD

No limit to the service period.

H. Immediate Past President

GENERAL DUTIES

- Provides historical information and guidance on policy and procedures.

SERVICE PERIOD

Until a New Past President is available.

2. Board of Directors (additions to Executive Board)

The Board of Directors, which includes the Executive Board, meets as called by the President or Executive Board to discuss and vote on functions of the organization. Additionally, they may fill vacancies of the President and Vice President by a majority vote until an Annual Vote can be conducted. Each member gets one vote no matter how many positions are held on the Board of Directors.

A. Area Chairs

Area Chairs are appointed by the President unless the Area chooses to elect a Chair with approval of the Executive Board.

GENERAL DUTIES

- Liaison to Area members and receives concerns / ideas for organizational improvements - forwards them to the President if it requires urgent response.
- Provides overall input and Area Reports to the Board of Directors.
- Works to develop a team atmosphere to strengthen the Organization's foundation through active volunteerism and cross training of operations.
 - Arranges a minimum of 2 Area meetings a year to set up and pursue Area goals (such as exhibits, public outreach); assigns supporting tasks to Area team members; submits a concise report of meetings to the President and Recording Secretary.
 - Arranges a minimum of 1 Area exhibit a year when possible – this could include venues outside the Area and regional shows with other Areas. A courtesy invite to exhibits to be extended to the Board of Directors.
 - Appoints and trains an Assistant Area Chair who is responsible for taking over operations temporarily when needed.
- Requests additional assistance from the Executive Board to achieve success in activities as needed – no Area is an island.
- Spends budget according to the needs of the Area and its goals – as restricted or allowed in the Standing Rules. At a minimum shall provide a written report of use of the funds annually or as requested by the President or Executive Board.

SERVICE PERIOD

No limit to the service period.

B. Standing Committees and Chairs

- **Committees**

GENERAL DUTIES

- The President is an ex-officio member of all committees.
- The President initiates and names the Standing Committees annually based on needs of the group and appoints Chairs. Chairs may be removed/replaced without cause by the President.
- Generally, committees will deal with Long Range Planning, Bylaws, Historical Records, Marketing (social media, Web, etc.), Public Relations, Symposium and Exhibition / Awards / Sponsorships. Special committees and subcommittees may be established but would not be voting members of the Board of Directors.

- **Committee Chairs**

GENERAL DUTIES

- Standing Committee Chairs are voting members of the Board of Directors.
- Selects members with the President to serve on the committee.
- Calls official meetings as needed. Provides a concise report of meetings.
- Chairs of the committees generally will identify overriding goals, define strategies, set budgets, and complete tasks to reach measurable goals that benefit the organization.
- Selects and trains an assistant who assists with projects and manages operations temporarily when needed.

SERVICE PERIOD

No limit to the service period.

C. Members At Large

GENERAL DUTIES

- Is a Liaison from other state-wide or regional art or public organizations.
- Provides overall input at the Board of Directors from time to time.
- Does not vote, hold office, or exhibit.

SERVICE PERIOD

No limit to the service period.