

Society of Mixed Media Artists By-Laws

ARTICLE I – NAME, LOCATION, FISCAL YEAR

1. The organization's name was changed from the Society of Collage artists to Society of Mixed Media Artists on August 14, 2009
2. The official address is P.O. Box 551430, Jacksonville, FL 32255, however, another address may be assigned as necessary for convenience.
3. The fiscal year runs from January 1 through December 31 of each calendar year.
4. General meetings are held the third (3rd) Saturday of every other month: January, March, May, July, September and November unless otherwise stated.

ARTICLE II – PURPOSE AND DEFINITION

The purpose of SoMMA is to promote and encourage the art of mixed media by reaching out to dedicated, innovative artists working in all forms of mixed media, to share collective knowledge, and to exchange ideas and techniques providing program meetings, demonstrations, workshops and exhibitions.

Mixed media is defined as the use of more than one medium in an art piece. This does not include media that would be used together in the normal course of traditional art such as pencils drawings with paint. Some examples of mixed media could be: combining ephemera or photographs and paint, the inclusion of found objects or the use of paint and metal, clay or wood, combining watercolor or oils with other media, etc.--this is by no means a complete example as mixed media takes many forms. Mixed media art may be two or three-dimensional, with three-dimensional art termed; Assemblage. Collage is considered a subset of mixed media as defined by SoMMA. Collage is the composing of a work of art by pasting on a single surface various materials not normally associated with one another, such as newspaper clippings, parts of photographs, theater tickets, and other ephemera and objects arranged in an artistic composition often unified by line and color.

ARTICLE III – MEMBERSHIP

1. Membership is open to anyone interested in any form of mixed media regardless of color, race or creed.
2. A paid member is entitled to attend scheduled meetings, programs, workshops, events, and enter SoMMA exhibitions. Workshops, events and exhibitions are not free to members or guests and acceptance into exhibitions will be at the discretion of a juror.
3. A guest may attend one or two general meetings prior to becoming a paid member.
4. Dues are subject to change at the board's discretion and are paid yearly on the 1st of January, and will be considered delinquent on the 1st of March. Different rates may apply to individual, student, family and sage memberships.
 - a. Individual is anyone over the age of 18.
 - b. Student must prove they are either a high school or full time college student.
 - c. Family consists of 1 or 2 married adults with or without minor children under the age of 18 living under the same roof.
 - d. Sage is a free membership for anyone 80 years old or older.
5. Meetings are held bi-monthly beginning January, March, May, July, September, and November.

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6. The attending members of any monthly membership meeting will constitute a quorum.
7. The founder of the initially titled First Coast Collage Society, Flo Schadler is named a permanent honorary member.
8. Membership Chair will be present (or designate) at time of Exhibition take-in to ascertain that dues are current, and that member is in good standing.

ARTICLE IV – BOARD OF DIRECTORS

1. The governing bodies known as the Board of Directors are elected officers and make decisions and policy on behalf of the organization. The President and/or the Board will select committee chairs. The President and/or Board may appoint chairs for committees when deemed necessary.
2. The Board is the administrative body authorized to carry out the purpose of SoMMA according to the by-laws, and to make policy and decisions in the best interest of the organization.
3. Duties of the Board are as follows:
 - a. Control matters relating to the management and development of SoMMA
 - b. Create, change and dissolve committees.
 - c. Review annual budgets.
 - d. Authorize expenditures for all committees. Record all expenses of their office or committee and submit a proposed annual budget to the President at the September or November Board meeting.
 - e. The President will inform the members of all decisions made on their behalf at either the general scheduled meetings, by publication or e-mail.
4. The date and time of Board meetings will be set at the first meeting of each new slate of officer's.
5. A Board member unable to attend a scheduled meeting should notify the President of their need to be absent.
6. Failure to attend two consecutive Board meetings may result in a request to surrender that position.
7. No Board member will receive monies for services to SoMMA, but may receive reimbursement for expenses incurred while carrying out SoMMA business and according to an approved budget for that officer or chairperson.
9. All non-board members are welcome to attend Board meetings, however they are not allowed to vote.

ARTICLE V – ELECTED OFFICER'S AND DUTIES

A. PRESIDENT

- a. Oversees all matters relating to the management and growth of SoMMA.
- b. Spokesperson for all aspects including publicity for the organization.
- c. President and all board members are considered liaison officials between SoMMA and prospective members and other organizations.
- d. Appoint ad hoc committees as needed.
- e. Appoint the Nominating Committee Chair at the May general meeting.
- f. Sign all written contracts and obligations of SoMMA

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- g. Approves the minutes of the meetings from the Secretary.
- h. Receives all proposed budgets from each board member at the September or November Board meeting.
- i. Insures that at least two consecutive exhibits are scheduled within one year beyond the end of their tenure in office.
- j. A substitute signatory for Treasurer and sign checks in Treasurer's absence.
- k. Submit budget to Treasurer by November 1st for expected expenses. (E.g. Annual Pot Luck and Holiday Party, Program Speaker, etc.)
- l. Is an ex officio (non-voting) member of all committees, except for the Nominating Committee.
- m. The President may select an Executive Board for advisement.
- n. Appoint up to three (3) directors to the board as deemed necessary.

B. VICE PRESIDENT

- a. Will preside in the absence of the President, may sign contracts if necessary and is the substitute signatory in the event of the President and Treasurer's absence.
- b. Make by-law interpretations when called on by the President and assist with by-law changes when needed.
- c. Will preside over general meetings and board meetings in the absence of the President or at the President's request
- d. Serves as Programs Chair.
- e. The Vice President may choose to become President automatically for the following calendar year.
- f. Submit budget to Treasurer by November 1st if needed.

3. SECRETARY

- a. Will act as custodian of all official records of SoMMA, except fiscal documents.
- b. Record minutes and attendance at the Board meeting.
- c. Present the minutes of each previous Board meeting to the President within ten days for approval.
- d. Conduct general correspondence relevant to SoMMA.
- e. Submit budget to Treasurer by November 1st if needed.

4. TREASURER

- a. Will be responsible for all fiscal matters as directed by the elected officers.
- b. Obtain signature cards and relevant bank forms for incoming Treasurer, President and Vice President.
- c. Maintain a separate checking account for SoMMA with appropriate signatures.
- d. Make reimbursements for expenses within ten (10) days of submitted expense report.
- e. Provide reimbursement vouchers.
- f. Keep each Chair and President informed of financial progress as needed. (e.g. Workshop attendees paid amounts, workshop minimum attendees requirement met, overdue membership fee over sight, etc.)
- g. Sign checks for authorized payments pre-approved by the Board.

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- h. Hand out blank budget forms at the October board meeting, along with explanations if needed, for all officers and committee chairs to fill out by November 1st.
 - i. Receive annual budget proposals from each officer and committee chairperson by November 1st to prepare the annual budget for review and approval at the December Board meeting. Final Budget and Year End Reports are sent to the President to be emailed to the members by February 15th.
 - j. Prepare Treasurer's expenses for budget.
 - k. Prepare a proposed annual budget with the President.
 - l. Provide Month End and Year End Treasury Report at each board meeting and provide report to members at next meeting.
 - m. Sign and/or review all written contracts and obligations of SoMMA.
5. Chairperson shall be the title of each major committee head and elected by President and/or Board. For example, Chair of communications, chair of membership, chair of exhibitions etc.

ARTICLE VI - NOMINATIONS, ELECTIONS, VACANCIES

1. NOMINATIONS

- a. The Nominating Committee consists of the Chair, appointed by the President at the July general meeting. The Chair shall seek two volunteer members.
- b. The Nominating Committee is responsible for contacting members who may be qualified for a specific position to serve on the Board.
- c. They are to explain the responsibility of said position.
- d. Nominating Committee will present a Slate of Nominees for each elected office at the September meeting for election. The slate will be sent via email to all members and published on the website by October 15th.
- e. Nominations may be made from the floor at the September meeting, providing the consent of the nominee has been secured in advance.
- f. Incumbent elected officers may be nominated for positions they currently hold providing they have held their office for less than six years

2. ELECTIONS

- a. Nominations are presented to the membership in September of each fiscal year.
- b. Elections of officers are voted on in November of each year and installation of officer's takes place January of each year.
- c. The Vice President is automatically the next year's President if the current President steps down. If the Vice President does not wish to become President then an election is held for the President's position.
- d. The President is elected for a one year term – with no more than six consecutive years in office. President, if Vice President is not accepting the position, Vice President, Secretary and Treasurer are elected by majority vote at the November meeting for a term of one year and may be re-elected to the same position not to exceed six consecutive terms.

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- e. A fifty percent (50%) plus-one (1) majority vote of voting members present at the November meeting elects each officer. Voting may be by written ballot or a show of hands.
- f. Newly elected officers begin their term as of January 2.

3. VACANCIES

- a. Vacancies of elected Officer's shall be filled by a majority vote of the Board. President and/or Board may install chairs of committees at will.

ARTICLE VII – CHAIRS AND THEIR DUTIES

- a. Committees can include but not excluded to: Membership, Publicity, Newsletter, Website, Liaison, Programs, Exhibitions and Workshops.
- b. The Board will specify the number of Exhibitions that occur and the President will appoint appropriate Chair
- c. Board will specify number of Workshops that will occur and the President will appoint appropriate Chair.
- d. Chairpersons are voting members of the Board.
- e. All Chairs record all expenses and submit their reimbursable expenses to the Treasurer with appropriate receipts, etc. Also prepare projected budgets to the treasurer by November 1st if required.
- f. All Chairpersons are to submit information and materials to all communications chairs as necessary and to be responsible for updating and maintaining this information on the website and facebook.

1. MEMBERSHIP – Chair to be selected by Board or President

- a. The Membership Chair will actively pursue membership growth and retention of current members.
- b. Maintain current member database and roster with a bi-monthly update to the Board.
- c. Have membership sign in sheets at each general meeting so members can update their contact information and be aware of renewal of membership dues. The membership sign in sheets should be kept on file for future reference for two years.
- d. Prepare to greet visitors and members and issue nametags.
- e. Register new members and ensure that membership application is complete. Ask if new member wishes to opt out of members' directory.
- f. Prepare Welcome packets for each new member (containing: Welcome letter, membership directory, brochure, list of workshops, exhibitions and any pertinent information a new members should be aware of).
- g. Collect all dues payable to SoMMA and if necessary, provide a receipt for each payment, and submit collected dues to Treasurer.
- h. Introduce new members and visitors at Program meetings.
- i. Inform the President of new members and visitors.
- j. Inform the Treasurer and Phone Communications Chair of new members.
- k. Prepare budget for Treasurer by November 1st.

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2. Publicity Chair to be selected by Board or President

- a. Establish, promote and maintain contact with local news media providing them with pertinent information and event notices.
- b. Work with each committee Chair to prepare and distribute material concerning events and exhibitions.
- c. Maintain current membership brochures, workshop, exhibition and event information for distribution.
- d. Provide President and Historian with copies of all publicity and advertisements generated through SoMMA.
- e. Prepare budget for Treasurer by November 1st.

3. NEWSLETTER Chair

- a. Newsletter Editor generates pertinent information, which is of interest to SoMMA members.
- b. Newsletter contains President's letter, program and workshop information, location of and directions to general meetings, information on upcoming exhibitions, classes, and events as well information submitted from other organizations and members that may be of interest to SoMMA members.
- c. Newsletters will be emailed to membership.
- d. Those members who would prefer a physical copy of the newsletter will have a \$5.00 increase in their dues.
- e. The newsletter will be ready and emailed in a timely manner – two weeks prior to the general meeting.
- f. Prepares budget for Treasurer by November 1st.

4. WEBSITE Chair

- a. The web address for SoMMA is: www.SoMMArtists.com
- b. The President and/or Board will select the Webmaster.
- c. Webmaster will obtain all pertinent information regarding SoMMA for the website.
- d. Keep the website updated and in good order.
- e. All paid members have the opportunity of having a self-photo along with three images of their work and a brief artist's statement on the website.
- f. Prepare and submit a budget to the Treasurer by November 1st.

5. PHONE COMMUNICATIONS Chair

- a. Chair and committee chair - make monthly meeting reminder calls to membership
- b. Describe monthly program if necessary
- c. Contact membership regarding any change in venue or if meeting has been cancelled.

6. EXHIBITIONS Chair - to preside over Exhibitions to be selected by Board or President - Also See Exhibition Standards on subsequent pages.

- a. Select the venue, time, date of Exhibition
- b. Select the Title of Exhibition and theme with venue's agreement

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- c. Determine the amount of awards (e.g. 1st, 2nd, honorary) and correlating financial amounts for Board approval.
- d. Select juror or judge
- e. Determine juror's or judge's fee – Board approval
- f. Give copy of Exhibition Standards and Guidelines to Juror or Judge prior to the judging process.
- g. Ensure that a judge gives a statement about the exhibition and award winners.
- h. Work with Hospitality committee to plan opening reception if requested by venue.
- i. Plan the design and printing of post cards, announcements, flyers and posters as needed.
- j. Submit information and budget plan to Treasurer by November 1st.
- k. Assure that SoMMA Exhibition Standards and Guidelines are met.
- l. Determine day, time and location for entry delivery and pick-up of artwork. Enlist volunteers to help assist
- m. Treasurer will assist at take-in by accepting monies for entry fee, dues and writing receipts
- n. Entry fee: Juried - \$10 each or set at Board's discretion.
- o. Membership Chair and/or Treasurer will be present to ascertain that dues are current and that member is in good standing.
- p. Keep a recorded list of entries in Registration Book by artist, title, medium, and price and accepted or not accepted.
- q. Contact each participating artist (if juried out) via phone (e.g. – accepted or not accepted).
- r. Registration Exhibition Book will be passed on to each new Exhibition Chair.
- s. Type wall labels if needed. Ensure that wall labels are intact and correctly placed.
- t. Deliver entry fees to Treasurer for bank deposit.
- u. Display guest registry in area near entrance.
- v. Secure artwork not picked up on time and notify artist.
- w. Enlist help to type Exhibition Program, duplicate program and have copies available at Exhibition opening reception.
- x. Put together Award Certificates for Exhibition.
- y. Preside over the reception, introduction of SoMMA and hand out awards.

7. PROGRAMS Chair appointed by President

- a. Discuss potential guest artists with President
- b. Plan all Programs for membership Saturday meetings and maintain a schedule of planned programs.
- c. Negotiate fee for guest artist – within appointed budget.
- d. Guest artists who do not charge a fee automatically become a member of SoMMA receiving all benefits of a paid in full member.
- e. Insure programs are varied and of broad interest to mixed media and collage artists.
- f. Submit a program introduction for publication prior to the event. Included in News Letter.

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- g. Assist with each program with set-up, introduce the speaker and make closing comments
- h. Insure that two consecutive programs are scheduled beyond the end of their tenure in office.
- i. Prepares a budget for the Treasurer by November 1st.

8. WORKSHOP Chair appointed by President

- a. Plan up to two major workshops each year, preferably one in the spring and one in the fall, which are two to three days in length.
- b. Fee will be asked of all participants - members and non-members Help in calculating workshop fee to cover all expenses and build in a profit for members as directed by the Board.
- c. Contact prospective guest instructors.
- d. Negotiate instructors fees/ expenses and present to the Board
- e. E-Mail contract to guest instructor for signature and return.
- f. Secure room or building that can accommodate ~~up to twenty (20)~~ the instructor required minimum students and possible maximum students.
- g. Snacks, drinks etc will be built into each workshop budget
- h. Insure tables, chairs and supplies if needed.
- i. Workshops are two (2) days to five (5) days in length
- j. Chair may develop committees as needed: set-up, clean up, hospitality, etc.
- k. Chair meets and greets workshop instructors, and makes sure they have appropriate accommodations.
- l. Will take or direct them to the Workshop facility.
- m. Workshop instructor will receive all remunerations at the conclusion of the Workshop.
- n. Prepare a budget by November 1st for the Treasurer.

9. Mini-Workshop Chair – Appointed by the President

- a. May plan up to six (6) mini workshops per year
- b. Fee will be asked of all participants - members and non-members. Help in calculating workshop fee to cover all expenses and build in a profit for members and non-members as directed by the Board.
- c. Contact prospective guest instructors.
- d. Negotiate instructors fees/ expenses and present to the Board
- e. E-Mail contract to guest instructor for signature and return.
- f. Secure room or building that can accommodate the instructor required minimum students and possible maximum students.
- g. Insure tables, chairs and supplies if needed.
- h. Workshops are four (4) to six (6) hours in length
- i. Chair may develop committees as needed: set-up, clean-up, hospitality, etc.
- j. Chair meets and greets workshop instructors and will direct them to the Workshop facility.

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- k. Workshop instructor will receive all remunerations at the conclusion of the Workshop.
- l. Prepare a budget by November 1st for the Treasurer.

10. HISTORIAN Chair – Appointed by President

- a. Maintain a scrapbook or history album of SoMMA to include articles, advertisements, notice, publicity statements, photos, programs, brochures or other memorabilia that document the growth of SoMMA.
- b. Display albums and memorabilia at general meetings

11. HOSPITALITY Chair – Appointed by President

- a. Works with appropriate committees for opening receptions, special awards ceremonies and when needed.
- b. Greets members at hospitality, membership or reception table
- c. Develops a hospitality committee to help with food, set-up, take down at functions or exhibition receptions.

ARTICLE VIII – PARLIAMENTARY AUTHORITY VOTING

Only members in good standing can vote. Minor children who are members via the Family membership are not allowed to vote. The President may call for a vote via email and/or by a show of hands on any given issue, or by a show of hands at the next general meeting. When votes are called for via e-mail, they will be counted and substantiated.

Example: Changing the name from Society of Collage Artists to Society of Mixed Media Artists or changes in the By-Laws. Majority vote rules as per Robert's Rules of Order **and** govern the proceedings in the event of a procedural dispute during meetings.

ARTICLE IX – AMENDMENTS

Any member may substitute proposed amendments or revisions of the By-Laws at any time. A written statement is given to the President, and a copy of the proposed amendments or revisions are sent to all members thirty (30) days prior to the next general meeting. A two-thirds majority vote of the attending members is required. Voting via E-Mail is permitted; votes will be tallied and recorded.

BY-LAWS REVISIONS must be presented to the membership in writing 30 days prior to asking for majority vote.

ARTICLE X – DISSOLUTION

In the event of dissolution of the Society of Mixed Media Artists, all assets will be assigned to a not-for-profit organization chosen by the membership.