

**BYLAWS
of the
SKAGIT ART ASSOCIATION**

Mission:

The members of the Skagit Art Association formed a group to create, foster and sustain an interest in the arts. The organization also strives to further the understanding and appreciation of art in all forms and to provide an annual Scholarship.

ARTICLE I: NAME

The name of this organization is and shall be “The Skagit Art Association”, hereinafter referred to as SAA.

ARTICLE II: MEMBERSHIP

Section 1. Any person interested in the arts shall be eligible for membership.

Section 2. The member year begins on the first day of June.

Section 3. SAA recognizes one class of members- **Voting Members.**

Voting Members:

1. A Voting Member is a full member who makes timely and current payment of dues, attends SAA meetings, participates in Standing Committees and in SAA Activities.
2. A Voting Member has the right to vote at SAA meetings. Spouses who are Co-Artists are also eligible to vote.
3. All SAA members are required to serve on a committee; if not, the Board has the right to drop the SAA membership.

Section 4. A Status of membership is important for eligibility in SAA shows: “continuous membership,” which is maintained only when dues are paid on or before June 30 of each year. (See Article IX, Section I).

ARTICLE III: DUES

Dues shall be regulated by a simple majority vote at the May general meeting of SAA. Membership dues are non-refundable.

ARTICLE IV: OFFICERS

Section 1. Election of an Officer

- A. Election of officers shall be conducted at the regular June meeting.
- B. New officers shall take office in September.
- C. Each person shall hold only one elective office at a time.

Section 2. Titles and Tenure of Officers

A. The President

1. Shall preside at all SAA meetings and all Executive/Full Board meetings; and
2. Shall appoint chairpersons of Standing Committees if there are no volunteers; and
3. Shall provide each incoming officer and committee chairperson with a written description of the duties of that office; and
4. Shall enforce the Bylaws of the SAA, Robert's Rules of Order and all standing SAA Rules; and
5. Shall vote only in case of tie votes, and
6. Shall be responsible for determining and declaring the presence of the quorum (if needed) for each meeting; and
7. Shall be responsible for appointing ad hoc committees to plan programs at meetings, nominate SAA officers and manage, in conjunction with the show chairperson(s), sales venues.

B. The Vice President

1. Shall serve as the presiding officer in the absence of the President; and
2. Shall succeed to the Presidency upon the resignation of the President. In case of such succession, the term of office shall end at the conclusion of the regular term of the resigning President.
3. The Vice President is encouraged to become the succeeding President when the current President's term of office ends.

C. The Secretary

1. Shall keep minutes of the Executive/full Board and General meetings; and
2. Shall conduct all assigned external SAA correspondence; and
3. Shall have at all meetings a copy of the Bylaws, Robert's Rules of Order and all SAA Rules; and
4. Shall maintain a permanent file of the minutes of all Executive /Full Board and General meetings; and
5. Shall be responsible for transferring the file of minutes to the succeeding Secretary.

D. The Treasurer

1. Shall maintain three separate accounts which shall include: the General SAA account, the Show/Events account (known as the “the Pickle Barn” account) and the Scholarship account; and
2. Shall keep a record of all receipts, expenditures and audits; and
3. As custodian of SAA funds, will work with the Board to maintain accountability; and
4. Shall keep all funds in a financial institution approved by the SAA Executive Board; and
5. Shall serve as a mentor for the succeeding Treasurer; and
6. Shall provide to all Executive Board members, monthly, a copy of current Treasurer’s reports; and
7. Shall serve as a member of the Finance Committee (See Article V, Section 5).

Section 3. The Boards

- A. The Executive Board shall include the elected officers: President(s), Vice President(s), Secretary and Treasurer.
- B. The Full Board shall include the Executive Board and six(6) Committee Chairs:
 - a. Communication
 - b. Membership
 - c. Funding
 - d. Bylaws - Show/Event
 - e. Jury
 - f. Financeplus, the immediate past President (a non-voting member)
- C. Will meet as needed prior to the next General meeting.
- D. A quorum for Executive/Full Board meetings shall be five (5) voting members.
- E. Only one SAA member of any committee will present information, changes or updates at a Board meeting, preferably the committee chair.

Section 4. Resignations or Vacancies

- A. In the case of a resignation of an officer, or a non-resigned vacancy, the President shall appoint an interim officer for a term not to exceed three months.
- B. An election shall be held at a General meeting in time to maintain the three (3) month interim maximum.
- C. The term of office for an interim appointee shall end at the conclusion of the regular term of the resigning officer.

ARTICLE V: STANDING COMMITTEES

Section 1. The Communication Committee shall consist of 3 subcommittees

- A. Social media; and
- B. Advertising /Marketing Committee; and
- C. The Web Site Committee

Section 2. Membership Committee

- A. The chairperson shall collect annual membership dues and Show/event fees; and
- B. Shall maintain an up-to-date list of members;
- C. And Shall provide a sign-in sheet for attendance at general meetings.
- D. Show Scheduling

Section 3. Funding Committee shall consist of 3 subcommittees

- A. SAA Scholarship as directed by these Bylaws (see Article VII)
- B. Sponsorship Committee
- C. Grant Writing Committee

Section 4. Artist approval for the Pickle Barn Show Committee

- A. The jury committee shall consist of 5-7 members from a variety of artistic media and who have some history in the jury process; or as a participant in juried shows.
- B. The jury committee will provide a way/ metric in September to review the artist's entries and vote to determine those artists for the show.
- C. Decisions on jury entries will be made / communicated to artists by Oct 15th
- D. The results will be presented to the board one week prior to the Oct meeting. Applicants will be advised of the outcome by Oct 15th
- E. If a returning artist has a new product they want to sell that wasn't included in the original jury process, but is still in the media/genre of your work. For example, you are a woodworker who was accepted to the show with that art. You cannot add fabric potholders.
- F. If the new item you want to add is within a closed category, that also is not allowed. Any questions, please reach out to the Jury Committee Chair.

Section 5. Event Committee

- A. Order external services (porta potty, etc)
- B. Inventory the supplies and provide information to chair to reorder as needed.
- C. Help with Setup of cash register area, garbage is removed
- D. Help to place signage around the Pickle Barn
- E. At the end of the show, move items to our storage

Section 6. Finance Committee

A The finance Committee shall consist of three managers appointed by the President; and shall include the outgoing and incoming Treasurers; and

B. After the annual audit is complete, shall submit a written annual report at the October meeting, which shall be subject to membership approval by majority vote of those present.

C. Shall present a proposed written budget, first to the Executive Board for review, then, upon approval at the October meeting, which shall be subject to membership approval by a majority vote of those present.

ARTICLE VI: MEETINGS

Section 1. Meetings

A. Meetings shall be held, whenever possible, monthly in September; October; November; January; February; March; May; and June.

B. Meeting time and location shall be set by the Executive Board.

G. Emergency meetings may be called by the President.

Section 2. Quorum

A. A quorum of forty-five (45) percent of the total Voting Membership shall be present at general meetings to conduct business. If immediate action/decisions must be made, the quorum requirement may be suspended, and a simple majority vote taken.

ARTICLE VII: SCHOLARSHIPS

Section 1. Annual Award(s)

A. A minimum of one scholarship that is not less than \$500 will be awarded annually to one or more art students.

B. The number and value of scholarship awards will be determined by the amount of funds available in the SAA Scholarship account, at the discretion of the Scholarship Committee and the SAA Executive Board.

Section 2. Eligibility

A. The scholarship(s) shall be awarded:

1. Priority #1 a returning student enrolled in the art curriculum at Skagit Valley College (SVC); or
2. Priority #2 A Skagit Valley College (SVC) student enrolling in any college or university, or State certified art school.

Section 3. Administration

A. The Scholarship Committee shall notify SVC of the availability of the scholarship(s).

- B. The scholarship(s) recipients(s) will be approved by the College and dispersal of funds will be by SAA, per the request of the College.
- C. The Scholarship Committee shall provide the SAA Executive Board with report regarding the scholarship funds and its recipients.
- D. Scholarship recipients will be invited to be guest speaker(s) at the March SAA meeting.

Section 4. The Scholarship Account

- A. It shall be the responsibility of the SAA Treasurer and the Scholarship Committee to disburse the funds to recipient(s) in a timely manner.
- B. All interest accruing to the Scholarship account shall be reinvested in the fund to be used for scholarships.
- C. Should the SAA be disbanded; the Scholarship Fund will be turned over to Skagit Valley College to be administered by the College according to the conditions set up to govern the fund. (see Article XI)

ARTICLE VIII: PARLIAMENTARY PROCEDURE

Robert’s Rules of Order shall be used as the guide for conducting SAA meetings.

ARTICLE IX: SAA SHOWS/EVENTS

Section 1. Choosing Artists for the Pickle Barn Show

- A. Returning artists over a sales amount from the previous year, may be approved without going through a jury process.
- B. The jury committee will gather jury entries and determine those to participate.

Section 2. Waiting List

- A. In the case there are more applicants than available spaces, names of eligible members will be placed on a Waiting List, according to priority. (see above).

Section 3. Duties and Responsibilities of those overseeing the shows/events.

- A. Treasurer:
 - 1. The Treasurer (or delegate, Membership Chair) shall be responsible for collection of show/event fees and applications.
 - 2. The Treasurer shall turn in all applications and postmarked envelopes to the Membership Chair.

- B. Membership Chair:

The Membership Chair shall be responsible for providing the show/event chair and the SAA President with a chronological list of voting members who are eligible to participate in the Show/Event.

- C. The Show/Event Chair and the SAA President will share responsibility for oversight and enforcement of these Show/Event rules.

Section 4. All operating rules for Shows/Events are contained in a separate document- the SAA Show/Event Rules.

ARTICLE X: AMENDING THESE BYLAWS

Section 1. These Bylaws shall be amended or revised, by the following procedure:

Step 1 – a proposal for amending must be presented by motion, in writing, at any general meeting through the month of May; then

Step 2 – the Bylaws Committee shall prepare the proposed amendment(s); and

Step 3 – an Email will be sent with the proposed amendment(s); and

Step 4 – at the first general meeting after publication of the proposed amendment(s) in the email, the voting members may vote on the proposed amendment(s).

Section 2. Procedure for voting shall follow Roberts' Rules for voting on amendments as outlined here.

A. If more than one proposed amendment is being considered, the voting members shall decide by vote, whether to:

1. Vote on each proposal separately (*i.e., one at a time*); or,
2. Vote on all the proposals (*i.e., all or none*).

B. If the separate method of voting is selected, any change recommended for any one proposal will require that the process begin again for that proposal.

C. If the whole method of *voting* is selected, any change recommended for any one proposal shall require that the process begin again with Step 1 for all the proposals.

D. With these exceptions:

1. If the Bylaws Committee has met, with the approval of the Executive Board, and made a major change, the changes will be published and presented for a vote at the next general meeting.
2. If a major revision has been presented and is time-sensitive, individual changes may be discussed, revised and voted on during the current meeting.

Section 3. The vote to amend:

A. All voting members in good standing (dues paid) shall be eligible to vote.

B. The motion to amend will carry with a 2/3 vote of the total voting membership of SAA; and,

C. Any changes to a proposed amendment made after publication will re-commence the amendment procedure over again as a new proposal starting with Step 1.

ARTICLE XI: DISSOLUTION

SHOULD SAA BE DISSOLVED, ALL THE ASSETS REMAINING AFTER SATISFACTION OF ALL DEBTS, SHALL BE DONATED TO THE SKAGIT VALLEY COLLEGE ART DEPARTMENT (see ARTICLE VII, SECTION 4-C)

These Bylaws, amended in Special Meeting of the SAA, Oct. 15, 2024, replace the bylaws of 2017, replaced the Bylaws of 2015, replaced Bylaws of 2013, which replaced the Bylaws of 2008, which replaced the Bylaws of 2003, which replaced the Bylaws approved and ratified by the SAA Executive Board, 1957, revised and amended 1993, and 1998, and replaced the SAA Constitution, adopted 1957, revised and amended 1993 and 1997, and 1998

Clark Douglas, SAA President _____

SAA SHOWS AND SALE RULES

To maintain a consistent and fair policy in managing annual Shows, the members of the SAA do hereby adopt these Rules. Nothing in these Rules shall be in violation of or contrary to, the SAA Bylaws.

RULES OF CONDUCT: Each exhibitor will: Conduct themselves in a positive and professional manner. Promote the event through various channels to attract a diverse audience. Be available to engage with attendees, answer questions, and discuss your work as well as others when working a customer service shift. Be respectful of others artwork and refrain from making loud or derogatory comments. Keep conversations at a low volume to maintain a peaceful environment for others.

Rule 1 – The Show/Event Chair and Executive Board shall have the authority to make any necessary last minute changes to the Show/Event and shall report them to the Full Board and notify the membership.

Rule 2 – Eligibility is determined by the SAA Bylaws, Shows (Article IX, Section 1).

Rule 3 – Waiting List: see SAA Bylaws, Shows (Article IX, Section 2).

Rule 4 – Show Entry:

a. Application contracts will be available in June.

- b. A booth fee (For the PB Spring Show) will be accepted no earlier than June 1 postmark. SAA membership dues for the PB show year must be paid with, or prior to, the PB Booth Fee. A Motion made at any general meeting and passed by a majority shall determine the amount of the booth fee.
- c. Deadline – A signed application/contract and booth fee must be submitted by June 30 to retain priority 1 (see Article IX).

Rule 5 - Exhibitor Spaces

- a. Exhibitor Spaces (for the PB Show) shall be assigned, taking into consideration the special needs of all artists.
- b. Individual exhibitors may not share, reassign, or trade space without the PB Committee approval;
- c. Any space (half or full) which becomes available due to an exhibitor withdrawal (see Rule 8, below – *Withdrawal from Show*,) must first be offered to any exhibitor currently assigned a half-space, but who had requested a full space, and then to the first person on the waiting list.
- d. Exhibitors will conform to the allotted space assignments and Fire Marshall regulations.
- e. Each exhibitor will be responsible for leaving his/her space as he/she finds it, and if a space is left with excessive damage as determined by the PB Committee, that exhibitor will be fined \$25.00 as well as compensation for any damage, repair or replacement.

Rule 6 - Responsibilities of Exhibitors

- a. Commission: SAA will deduct a commission from all PB show sales. A motion made at any general meeting and passing by a majority vote shall determine the amount (%) of the commission, and this money will go into the Show/Events account known as the Art in a Pickle Barn Account.
- b. Each exhibitor in the PB Spring Show shall attend a minimum of three(3) SAA meetings during the member-year excluding social events. It is required in-person meeting attendance for Jan. or Feb., March and one other meeting of your choosing.
- c. Every exhibitor will serve on at least one show-related committee.

Rule 7 - Work Shifts

- a. Each exhibitor shall accept assignments to the required shifts during the shows, and an exhibitor who does not, without reasonable excuse (health or family emergency) satisfactorily fulfill his/her work obligations shall be assessed \$35 each time a suitable replacement is not provided.

- b. These work shifts must be assigned by March 15; and be presented to the (PB) Events/Show committee for approval.
- c. The work assignments chart will be posted at the Barn during the show.
- d. Exhibitors will not hold SAA liable for theft of artwork or for damage due to water leaks or other causes, or any errors in advertising or publicity.

Rule 8 - Withdrawal from Show: An exhibitor who wishes to withdraw from any PB Show must notify the PB Committee Chairperson at Least forty-five (45) days prior to the Show or shall forfeit the application fee.

- a. Refunds: The Application fee may be refunded up to forty-five days before any PB Show opens. A refund automatically removes an applicant from the waiting list.
- b. A withdrawal under extenuating circumstances, appealed to the Executive Board, will need a 2/3 vote of Board members present to excuse the withdrawal.

Rule 9. - Acceptable Artwork in the Show:

- a. The Full board may limit the number of artists who have similar work if they deem it necessary and beneficial to the current artists and the Show.
- b. Is restricted to art which includes – painting, drawings, prints, collages, jewelry, woodworking, 3D art, mixed media, cards, photography, fiber art, soap, and candles.
- c. Only handmade artwork by the individual exhibitor is permitted. There needs to be creative, artistic effort by the artist in the items for sale.
- d. All new artwork shall be juried in by the members of the executive Board (or a committee appointed for jury review).
- e. Decision on questionable items is the responsibility of the PB Chair and the Executive Board who may reject anything deemed not acceptable under these guidelines.
- f. No copy-right infringement is allowed on any products, logos, or signage.
- g. No more than 10% of your booth will be items that are purchased with your original artwork on them such as mugs, acrylic cubes, pre-made tote bags, etc.
- h. Only handmade artwork by the individual exhibitor is permitted. There needs to be creative, artistic effort by the artist in the items for sale. An example of unacceptable art would be if you took the pre-made jewelry findings (chains, ear wires, hoops, etc.) and simply attached to a pre-made charm.
- i. All work of an artist who refuses to comply with PB Shows Rules shall be removed from the current show and the artist shall not be allowed to exhibit in the following year.

Rule 10 – Amending the SAA Show/Events Rules

a. These rules shall be amended or revised as follows:

1. A proposal for amending must be presented by motion, in writing at a general meeting; and
2. The Bylaws Committee shall prepare and publish the proposed amendment in the next newsletter published after the completion of preparation of the proposed amendment, and
3. The motion to amend will pass with a majority vote, and
4. The Bylaws Committee will prepare and submit for publishing, the Rules as amended.

EXCEPTION: If necessary, a majority vote of attending members at a general meeting may temporarily change or suspend portions of the Show/Events Rules as deemed applicable.

SAA Shows – Shows and Sales Rules, amended in the General Meeting of the SAA, Sept. 2025, , amended in General Meeting of the SAA October 9, 2008, amended January 10, 2008, adopted January 30, 2003.

Mary Gage, SAA President: _____