

# Contemporary Print Collective By-laws

ADOPTED AUG. 2017 (WITH AMENDMENTS) 5/25/18, 10/23/20, 5/4/22

## Article I: Name

Contemporary Print Collective, aka CPC

## Article II: Mission Statement

It is our mission to create, exhibit, collaborate, and educate through printmaking and within the contemporary dialectic of art. We foster awareness of original hand-made artist prints by promoting exhibitions, educational opportunities, and encouraging the *art* of collecting prints.

## Article III: Objectives of CPC membership

Each member of the CPC will:

- maintain a studio practice for the purpose of making original hand pulled prints
- share and discuss print works including process, techniques, and subject matter
- share knowledge of printmaking and art amongst members
- volunteer time and expertise with the CPC organization to help promote and maintain our standing in the arts community
- promote the importance of original hand pulled fine art printmaking and encourage the collecting of prints

## Article IV: Member Requirements:

- A. All members who have paid their dues within the preceding 12 months will be considered members of the CPC. Members are encouraged to attend and actively participate in monthly meetings and other CPC events and activities.
- B. Annual membership dues of \$60 are due by January 30<sup>th</sup>.\*
- C. Dues for new members joining the first half the year will be \$60. Dues for new members joining after June 30<sup>th</sup> will be \$30.
- D. Membership procedure:
  - Submit 5 recent images that demonstrate your use of printmaking media. Images should be identified with artist name, medium, title, image dimensions. No Instagram links.
  - Bio
  - Current resume or curriculum vitae
  - Artist statement addressing media and subject matter
  - Skills that you can contribute to the promotion and advancement of the CPC
- E. A majority vote for acceptance or denial will be made by the Steering Committee. Membership chair will notify the applicant with the resulting vote within a month of application.
- F. Members are entitled to attend meetings and to participate in the annual CPC Print Fair. Members are also entitled to participate in all events organized by the CPC.
- G. Dues are not refundable.

## **Article V: Officers • (all elected officers are automatically on the steering committee)**

### A. The elected officers shall be:

- Chair
- Vice Chair
- Treasurer
- Membership chair
- Webmaster/social media
- GCCA (Greenville Center for Creative Arts) Liaison

### B. Eligibility for office

1. Chair should be a member in good standing for at least 2 years prior to assuming the position. Chair should be good at communication and be able to delegate tasks to other officers and members. and have been a CPC member for 2 years.
2. Treasurer must be skilled in the use appropriate fiduciary software to prepare reports
3. Webmaster must have appropriate web management skills to maintain CPC website for updates and promote our activities on social media.
4. GCCA Liaison should have exhibition and teaching knowledge, as well as organizational and interpersonal skills.

### C. Duties of Officers

#### **1. The Chair is responsible for:**

- a. Establishing direction of the Contemporary Print Collective with the advice and consent of the Steering Committee and general membership.
- b. Setting the agenda with Vice chair and organizing monthly, bi-monthly meetings (general and steering), and any programs that involve membership activities.
- c. Presiding over the general and Steering Committee meetings
- d. Coordinating and overseeing activities of the CPC in accordance with the objectives of the groups mission statement.
- e. Serving as the contact person for interaction and communication with the GCCA.
- f. Approve the minutes from general and Steering Committee meetings.
- g. Notifying the membership, through email or other means, of upcoming meetings and events
- h. Being the alternate signer on the bank account or appointing an alternate signer with notification to the Treasurer.\*

#### **2. Vice Chair is responsible for:**

- a. Assisting the Chair with organizing monthly meetings and presiding over meetings in the Chairs absence
- b. Acting as Secretary by keeping record of meetings and preparing minutes from both general and Steering Committee meetings to include topics, proposals, motions, voting results and announcements. Sending copy of minutes to Chair for approval.
- c. Keeping hard and digital copies of minutes, agendas, and other documents for reference at meetings in a CPC binder.

- d. Ensuring that the minutes from general and steering committee meetings are approved by the Chair and then forwarded by the Vice Chair to CPC members.

**3. The Treasurer is responsible for:**

- a. Collecting monies and keeping record of all income which includes but not limited to dues and expenditures of the CPC.
- b. Monitoring the use of CPC funds
- c. Preparing and presenting quarterly reports especially around the time of events.
- d. Keeping record of who has paid dues and notifying membership chair.
- e. Accepting proposals for expenditures from CPC members.
- f. Proposing expenditures to be approved by Steering Committee.
- g. Deposits and reimbursements.

**4. The Steering Committee is responsible for:**

- a. Meeting bi-monthly (even months) unless there is a need to convene sooner.
- b. Reviewing and voting on applications from prospective members, and face to face if necessary or preferable. Digital conferencing is allowable.
- c. Discuss CPC matters such as planning events and CPC activities

**5. Membership Chair is responsible for:**

- a. Advising Steering Committee of persons interested in membership. CPC members should forward any prospective candidates contact information to the Membership Chair.

Procedure:

After contact with applicant, request 5 recent images of printmaking works, a current Artist's statement, resume', and bio. Applicant should also submit a statement of how they can help the CPC with any skills. Membership Chair should then send this information to the current Steering committee for review. A decision should come within a week from sending application(s). Applicant voting/ discussion will be done either at the steering committee meeting or via virtual platform at a determined time. At that point votes for or against the applicant's admission will be tallied, and the applicant will be notified. Should the vote not be in favor then a brief statement should be provided with constructive wording to the applicant explaining the decision of the committee. Applicant will be notified no later than one month of submission of application.

- b. Communicate with Treasurer about member status and introduce new members at general meeting.
- c. Notifying members of pending dues one month in advance.
- d. Removing delinquent member accounts if payment is not received by March 1<sup>st</sup> and notify Steering Committee of any changes.

**6. The Webmaster is responsible for:**

- a. Updating members virtual presence on website.
- b. Updating the events page.
- c. Requesting and adding content to the Educational page.

- 7. Under the advisement of the Steering Committee, the GCCA (Greenville Center for Creative Arts) Liaison is responsible for:**
  - a. Serving as primary contact with GCCA (to copy CPC chair on all correspondence).
  - b. Coordinating CPC Member involvement with:
    - i. First Friday demonstrations
    - ii. Proposed class schedule (or redirect to Liz Rundorff Smith, [liz@artcentergreenville.org](mailto:liz@artcentergreenville.org))
  - c. Advise GCCA on print space and space management
  - d. Provide Updates to Steering Committee at least twice a year.
  - e. Make CPC members aware of opportunities to serve at GCCA (e.g. teaching a class).
  
- 8. Interim Officers**
  - a. Officers who will not be able to perform their specific duties or must resign must inform the Steering Committee so that an interim officer may be elected or appointed.
  - b. An interim officer's term will end when or if the regular officer returns to duty or on the date of the next regular elections.
  
- 9. Officer communications**
  - a. All communications should be replied to within three days' time.

## **Article VI: Elections and Voting**

- A. Officers will be elected in September bi-annually, but the officer's terms will begin in the New Year. Previous officers for each position will work with the incoming officer to help with the transition. Current serving CPC Chair will step down to Vice Chair position. All other officers will be open for nomination and election.
- B. Nominations will be taken by the Chair in the August meeting and sent to members via digital ballot before the September meeting and election. Standing members may continue with duties if there are no nominations and current officer desires to continue.
- C. Voting will proceed via digital ballot. Ballot will be open for 2-weeks after distribution of the ballot.
- D. The Count will be certified by the member who set up the ballot and a steering committee member who is not running for office.

## **Article VII: Meetings**

- A. General CPC Meetings**
  1. Meetings will be conducted at the Greenville Center for the Creative Arts 101 Abney St, Greenville, SC 29611.
  2. Regular meetings will be held on the second Thursdays (tentative) of each month. Meeting will start promptly at 6:30 pm.
  3. Members may email the vice president with any personal news, upcoming exhibitions relevant to CPC member interest, or event information. This information will be shared after the main meeting subject (reading, critique, etc) and prior to the CPC business unless a vote is needed. Before CPC

business is conducted one or two members who have requested time and are scheduled for that meeting will share in an informal presentation or work for critique during a set time of 30 minutes.

**B. Steering committee meeting**

1. Committee members shall meet face to face or digital conference on a bi-monthly basis or as needed. February, April, June, August, October, and December.
  - a. Plan CPC events and participation in other events.
  - b. Prioritize and set goals
2. Steering committee members may make decisions asynchronously via electronic communication for such topics as membership applications, providing that a quorum of steering committee members respond.

**Article VIII: Exhibitions and Events**

**A. CPC Events**

- a. Any member may propose an event to the CPC Chair who will bring the proposal before the Steering committee for review.
- b. Upon approval by the steering committee, the proposal will be presented at the next CPC meeting for review by the CPC members in order to assess general participation and interest.
- c. Any member who initiates an event for the CPC will undertake the following responsibilities.
- d. Coordinating with the Chair any events the CPC undertakes such as the annual print fair and Artisphere.
- e. Organizing a committee to staff the events
- f. Consulting the Treasurer and Chair on budgetary matter for events
- g. Acting as the point of contact for members, exhibition and event venues, and/or other artists.