

**POLICIES**

*of the*

**ART ALLIANCE**

**OF THE**

**RIVERSIDE ART MUSEUM**

Adopted 11/2007

**ARTICLE I  
NAME AND PURPOSE**

**1.01 Name**

The name of the organization is ART ALLIANCE OF THE RIVERSIDE ART MUSEUM.

**1.02 Mission and Purpose**

The Art Alliance is a volunteer organization whose members plan, support, and participate in activities that benefit the Riverside Art Museum and contribute to its operating budget.

The Art Alliance shall be under the jurisdiction of the Board of Trustees of the Riverside Art Museum (RAM) per Article IX of RAM Bylaws. (See *Reference & Information*).

**ARTICLE II  
MEMBERSHIP**

**2.01 Categories**

There shall be two categories of membership, Active and Supporting:

Active – expected to work actively on fundraisers and special events.

Supporting – encouraged to support the fundraisers and special events.

All members are required to maintain a current RAM membership.

**2.02 Qualifications**

Membership may be granted to any individual who supports the mission and purposes of the organization. Members are encouraged to attend general meetings, Art Alliance events, and RAM events.

**2.03 Termination of Membership**

Any member who is delinquent in Art Alliance and/or RAM dues may be dropped from membership.

**2.04 Resignation**

A member may resign by submitting a resignation to the Membership Chair.

**ARTICLE III  
MEETINGS**

**3.01 Authority**

The Board of Directors, consisting of the executive officers, is the policy-making body and may exercise all the powers and authority granted by the Board of Trustees of RAM.

**3.02 Board Meetings**

The Board of Directors shall meet at least six (6) times during the year.

**ARTICLE VIII  
AMENDMENT OF POLICIES**

These Policies may be amended by a majority vote of the membership present at any meeting provided a copy of the proposed amendments have been distributed at least one week prior to said meeting.

**FOR REFERENCE & INFORMATION**

**BYLAWS of the  
RIVERSIDE ART MUSEUM (RAM)**

**Article IX**

The Board of Trustees of RAM may, at its discretion, charter volunteer organizations to assist the corporation in enlarging its membership, increasing its income, and to generally develop greater appreciation of the arts in Riverside County and San Bernardino County. These organizations shall be under the general supervision of the Board of Trustees, shall be governed by bylaws which shall not be in conflict with these corporate bylaws, and shall be governed by such rules and regulations as may be adopted from time to time by the Board of Trustees of the Corporation. The Board of Trustees shall have the right to review in advance and approve, adopt, amend, or disapprove all proposed financial transactions of supporting organizations.

**Article XII**

**Section 9. Insurance**

The Board of Trustees may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation against any liability other than for violating provisions against self-dealing asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not this corporation would have the power to indemnify the agent against that liability under the provisions of this section.

dropped. Membership dues, used for the administrative operation of the Art Alliance, shall be:

- Active - \$25 per year;
- Supporting - \$100 per year
- RAM Life Members are exempt from paying Art Alliance dues.

### **5.03 Fundraisers**

Concepts of future fundraisers shall be presented to the membership for approval. There shall be a minimum of one fundraising event each year. Profits from each fundraising event shall be turned over to RAM after each event, except for a projected amount needed to cover startup expenses for the next or planned future fundraising event.

### **5.04 Deposits and Accounts**

All funds shall be deposited in banks, trust companies, or other financial institutions as selected by the Board. The President, Secretary, and Treasurer shall be signers on the financial accounts with two signatures required on all checks.

### **5.05 Memorial Fund Policy** (Established in January 1978)

Upon the death of a current member, founding member, or past president of Art Alliance, a \$200 donation shall be made to RAM in remembrance of deceased member.

### **5.06 Reimbursement**

All Officers and Chairs shall serve without compensation, but may receive reimbursement of pre-approved expenses in furtherance of the organizations' business with documentation of receipts.

## **ARTICLE VI PRIVACY**

### **6.01 Membership List**

The membership list shall not be used for commercial purposes. It shall be used only for RAM and Art Alliance events.

## **ARTICLE VII CONFLICT OF INTEREST**

Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent the member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse herself and will refrain from discussion and voting on said item.

Meetings shall be at places and times as determined by the President.

### **3.03 General Meetings**

There shall be eight (8) General Meetings each year, including the Annual Meeting held in May. Meetings shall be at places and times as determined by the Board.

### **3.04 Action Without a Meeting**

Action may be taken without a meeting if a majority of the Executive Officers consent to the action in writing or by email. Such consent shall have the same force and effect as a vote of the Board and shall be ratified at the next board meeting.

### **3.05 Voting**

Voting at a Board or General Meeting shall be conducted by a hand or voice vote. If requested, a written ballot shall be taken.

## **ARTICLE IV OFFICERS**

### **4.01 Elections and Terms of Office**

A slate of officers submitted by the Nominating Committee shall be elected by the membership at the April General Meeting. The officers shall serve for the term of one year from June 1 through May 31.

### **4.02 Executive Officers**

The Executive Officers shall be the President, President Elect, Vice President, Fundraising Chair(s), Membership Chair, Nominating Chair, Secretary, and Treasurer.

**President** - The President shall preside at all meetings of the organization, be a voting member of the Board of Trustees of RAM during the presidential term, and perform such other duties as determined by the board. The President shall be the signer on all contracts.

**President Elect** - The President Elect shall assist the President, and in the absence of the President, shall perform the presidential duties, represent the President at meetings of the Board of Trustees of RAM and vote per the RAM bylaws, begin planning for the following year as President, recruit members for the appointed positions, and serve as ex-officio member of the Nominating Committee.

**OR**

**Vice-President** - The Vice President shall assist the President, and in the absence of the President, shall perform the presidential duties, and represent the President at the Board of Trustees of RAM meetings and vote per the RAM bylaws.

**Fundraising** - The Fundraising Chair(s) shall chair the Fundraisers as

determined by the Board.

**Membership** – Beginning in April, the Membership Chair shall encourage active and supporting members to sponsor prospective members. The Chair shall arrange an information meeting for prospective members in September and, along with their sponsors, guide the new members during their first year. The Chair is responsible for maintaining membership status changes in the directory and newsletters. The Chair is responsible for ordering the President’s gift to be presented at the Annual Meeting.

**Nominating** - The Nominating Chair shall be in charge of the Nominating Committee consisting of five members and the President Elect as an *ex-officio* member. The Nominating Chair shall present a slate of Nominating Committee members for board approval in January. The Nominating Committee shall prepare a slate of candidates for each position of Executive Officers for printing in the March newsletter and presenting to the general membership for a vote at the April General Meeting.

**Secretary** - The Secretary shall be responsible for all correspondence, acknowledgment of Memorial Fund donations, and keep permanent minutes of all meetings of the organization. Minutes of the Board meetings shall be distributed to Board members prior to the next Board meeting. Minutes of the General Meetings shall be printed in the newsletter.

**Treasurer** - The Treasurer shall be responsible for keeping up-to-date and accurate records of income and expenses for the Art Alliance. She shall give reports at the board and general meetings on the status of the finances. The Treasurer is responsible for reviewing delinquent accounts, reporting to the board and training the new Treasurer. The Treasurer shall prepare a yearly budget for board approval at the September board meeting and serve on the RAM Finance Committee.

#### **4.03 Appointed Chairs**

The President, with assistance from the Nominating Committee, shall appoint the following Chairs and any ad hoc Chairs as needed.

**Annual Meeting** – Responsible for location, invitation, menu, and decorations of the Annual Meeting.

**Directory** – Responsible for compiling, printing, and distribution of the membership directory to be distributed in September.

**Fun** – Responsible for self supporting social events.

**Future Projects** – Responsible for researching and recommending future fundraisers.

**Historian** – Responsible for maintaining scrapbook of all the Art Alliance activities during the year with pictures, invitations, news items, etc.

**Hospitality** – Responsible for coordinating refreshments for the General Meetings with sign ups from the new, active, and supporting members.

**Mailings** – Responsible for mailing monthly newsletters and coordinating volunteers to mail invitations to Art Alliance and RAM events.

**Museum Openings** – Responsible for assisting RAM personnel at exhibit openings.

**Newsletter** – Responsible for creating the monthly newsletter.

**Parliamentarian** – Responsible for attending Board and General meetings as a non-voting member and advising the President, Board, and members of parliamentary procedure. Should be familiar with “Robert’s Rules of Order” and handle any policy changes.

**Past Presidents’ Reception** – Responsible for coordinating Past Presidents’ reception.

**Program** – Responsible for programs for the Art Alliance General Meetings.

**Public Relations** – Responsible for working with RAM to coordinate publicity for projects and events.

**Reservations** – Responsible for handling reservations and submitting monies to the Treasurer.

**Scholarship/Education** – Responsible for working with RAM staff to coordinate and allocate the Art Alliance scholarships. Shall notify the general membership of recipients.

**Telephone** – Responsible for reminding members of General Meetings and upcoming events via telephone.

**Website** – Responsible for updating the Art Alliance website.

## **ARTICLE V FINANCE**

### **5.01 Fiscal Year**

The fiscal year shall be September 1 through August 31 to coincide with RAM.

### **5.02 Dues**

Dues notices shall be sent by April 15<sup>th</sup> each year and due by May 15<sup>th</sup>. If dues have not been received by June 30<sup>th</sup>, membership may be