

ART VISTAS UNLIMITED

BYLAWS

ART VISTAS UNLIMITED BYLAWS

ARTICLE I

Name

The name of this organization shall be Art Vistas Unlimited.

ARTICLE II

Purpose

The purpose of this organization is to provide instruction and enrichment in art history, art appreciation, and art techniques for all children participating in the Art Vistas Unlimited program in the Union School District.

ARTICLE III

Membership and Rights of Membership

Section 1.

Membership in this organization shall be open to any community member willing to uphold the bylaws of this organization.

Members can uphold the purpose of this organization by serving in one or more of the following areas:

- A. Make regularly scheduled classroom presentations
- B. Serve on the Executive Board
- C. Make regularly scheduled hands-on presentations at classroom level.
- D. Serve on a standing committee (as described in Article VI)

Section 2.

The privileges of holding office, making motions, and voting shall be restricted to members of the organization.

Section 3.

All members must attend all applicable training meetings. Any exceptions must have specific approval by the Executive Board.

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Section 4.

Each school in the Art Vistas program will sign the membership contract before beginning any classroom presentations. (See program policy statement attached to the bylaws.) Each member school will pay its annual fee by September 30.

ARTICLE IV

Elected Officers

Section 1.

The offices of this organization shall be President, Vice President, Secretary, Treasurer, and Portfolio / Curriculum Coordinator.

Section 2.

Election of Officers

- A. Election: The officers shall be elected from the membership at large at the final regularly scheduled General Membership meeting (as per ARTICLE VII, Section 3) or by ballot at the discretion of the Executive Board. The new officers shall be elected for a term of one year. No member may hold the same office for more than two consecutive years, unless approved by the Executive Board.
- B. Vacancies: In case of a vacancy in the elected office other than the President, the President, with the approval of the organization, shall appoint a successor. Said successor shall complete the unexpired term.
- C. Resignation of the President: In the event of the resignation of the President, the Vice President shall assume the duties of the President for the unexpired term and a new Vice President shall be elected.

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Section 3.

A. The President shall:

1. Be the official representative and Chief Executive Officer.
2. Preside and maintain order at all meetings.
3. Secure chairpersons of Standing Committees, with the approval of the Executive Board, and act as an ex-official member of all committees, except the nominating committee.
4. Authorize expenditure and sign necessary documents.
5. Present an annual report at the last general membership meeting of the year.
6. Know parliamentary procedure and the bylaws of the organization
7. Be responsible for distribution and collection of office keys to appropriate members.
8. Handle curriculum sales and questions from outside parties.
9. Confirm filing of any required tax forms.
10. Provide yearly to the Union School District, Director of Instructional Services, a roster of the Art Vistas Unlimited Executive Board and annual newsletter.

B. The Vice President shall:

1. Assume the duties of the President in that officer's absence.
2. Serve as a resource / liaison for any Art Vista Art Show.
3. Be responsible for organizing / setting up General and Grade Level Training sessions; this includes recruiting trainers and copying / supplying all training materials.
4. Review lessons and prints for accuracy; and coordinate making changes as appropriate with the help of the Portfolio / Curriculum Coordinator and the Executive Board.

C. The Secretary shall:

1. Record minutes for all Executive Board and General Membership meetings.
2. Be responsible for reproducing the minutes and giving a copy to the Executive Board within ten days. A copy is also to be posted in a designated area in the Art Vistas office.
3. Handle all correspondence for the organization as needed.
4. Maintain office files.
5. Maintain updated membership file and annual roster to reflect position(s) each member holds. Membership file information to be obtained from President (for board positions) and from each Head Docent (for general membership).
6. Publish newsletter as needed, including Executive Board highlights, and distribute to all members.

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7. Notify Executive Board members of monthly meetings to obtain agenda input.

D. The Treasurer shall:

1. Keep records of funds received and disbursed, including school membership contracts.
2. Present a financial status report at each Executive Board Meeting and each membership meeting.
3. (a) Present an annual proposed budget to the Executive Board
(b) Present an annual budget to the membership at the final General Membership meeting of the school year. This budget will go into effect the following school year.
4. Be responsible for billing and collection of dues from member schools.
5. Make bank deposits.
6. Prepare checks for countersignature.
7. Pay bills as authorized.
8. Act as District Office liaison in financial matters. (Includes but is not limited to interfacing with print shop, purchasing department, and accounting department).
9. File yearly tax forms if required.

E. Portfolio / Curriculum Coordinator shall:

1. Prepare portfolios for school rotation and coordinate curriculum rotation of all materials.
2. Take an annual inventory of the print collection and report findings to the Executive Board at the end of the school year.
3. Maintain Master Curriculum Binder and lesson plan booklets.

ARTICLE V

Executive Board

Section 1.

The Executive Board shall consist of the elected officers of this organization, the immediate past president, the chairpeople of the Standing Committees of this organization, and Head Docent(s), as defined below, or member/delegate from each participating school

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Section 2.

Each Head Docent shall:

1. Attend all General Membership Meetings
2. Attend monthly Executive Board Meetings or send someone to represent his/her school
3. Organize and supervise the Art Vistas program at his/her home school. (See detailed list of Head Docent duties attached to these bylaws.)
4. Recruit docents for each class at his/her home school.
5. Organize and set up a school wide art show.
6. Act as liaison between Art Vistas and his/her Home and School Club.
7. Maintain Head Docent binders
8. Notify membership-at-large of proposed bylaw changes as per ARTICLE IX.

Section 3.

The Executive Board shall:

1. Grant to each member serving on the Executive Board only one vote.
2. Have the power to transact any regular business of the organization providing its actions do not conflict with the policies of the membership.
3. With the Treasurer, draft and finalize the annual budget.
4. Each board member, upon expiration of his/her term of office, or in the case of resignation, shall turn over to his/her successor without delay, all books, records, and other materials pertaining to the office. Records shall include a written summary of activities during his/her term of office.

In the absence of a formal policy statement of the membership, the following restriction to the Executive Board shall apply:

A general membership quorum vote is needed to spend \$1000.00 or more for specific expenditures not included in the approved annual budget. (See ARTICLE VIII).

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ARTICLE VI

Standing Committees

Section 1.

A Standing Committee may be formed if deemed necessary or useful by a two-thirds (2/3) vote of the Executive Board. Those committees may be for the purpose of fundraising, curriculum, hospitality, publicity and/or any other function, which the Executive Board deems necessary or useful.

Section 2.

A chairperson of a Standing Committee shall serve for the duration of the committee as needed and report to the Executive Board.

Section 3.

Each chairperson, upon expiration of his/her term of office, or in the case of resignation, shall turn over to his/her successor without delay, all books, records, and other materials pertaining to the office. Records shall include a written summary of the committee's activities during his/her term of office.

ARTICLE VII

Meetings

Section 1.

Executive Board meetings constitute regular business meetings of the organization. These meetings shall be held on a regular monthly basis during each calendar month of the school year.

Section 2.

Committee meetings of the organization shall be held on an "as needed" basis. Notice of said meetings shall be given at least three calendar days preceding.

Section 3.

The General Membership of the organization shall meet with the call of the President at least two times annually.

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ARTICLE VIII

Quorum

For a general meeting, a quorum shall consist of two (2) elected officers, plus four (4) members or designated representatives from each of the member schools, provided that at least two thirds (2/3) of the member schools are represented.

For an Executive Board meeting, a quorum shall consist of two (2) elected officers plus four (4) members or thirty percent (30%) of the Executive Board members, whichever is greater.

ARTICLE IX

Amendment of Bylaws

These bylaws may be amended with a two thirds (2/3) vote at any meeting of the Executive Board, provided a quorum is present and provided that the general membership has been duly notified (see below). The changes are effective immediately.

Notification of proposed bylaw amendments shall be made to the general membership at large by posting changes at each school site and via e-mail at least fourteen (14) days prior to the vote of the Executive Board. Any objection to such bylaw amendments shall be presented in writing to the Executive Board at least three (3) days prior to the scheduled vote.

ARTICLE X

Rules of Order

Robert's Rules of Order, Revised shall be the authority on all points not covered by these Bylaws.

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ARTICLE XI

Finance

Section 1.

A budget proposal shall be prepared and presented for the majority approval of those members present at the June General Membership meeting, i.e. the last regularly scheduled General Membership meeting.

Section 2.

The fiscal year of the organization shall be September 1 through August 31.

ARTICLE XII

Dissolution

Upon dissolution of the Art Vistas Unlimited program, all the assets, excluding cash assets, of the organization will be donated to the Union School District of Santa Clara County for use by member schools at the time of dissolution.

All cash assets will be divided and distributed equally among the member schools' Home and School Clubs.

ARTICLE XIII

Service of Process

The agent designated for service of process as filed with the Secretary of State may resign by filing a signed and acknowledged written statement of resignation, whereupon his/her authority to act as agent ceases.

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ARTICLE XIV

New Agent Designate

In the event an agent designated for service resigns or dies or withdraws from the Union School District boundaries, the Organization is required to designate a new agent.

Adopted June 1985
Revised September 1985
Revised June 1986
Revised July 1986
Revised October 1986
Revised May 1987
Revised July 1988

Revised August 1989
Revised September 1990
Revised April 1991
Revised June 1996
Revised May 1999
Revised May 2003

ART VISTAS UNLIMITED ATTACHMENTS TO BYLAWS

ART VISTAS UNLIMITED

Policy Statement on Program Membership

Art Vistas Unlimited was established in 1985 to provide instruction and enrichment in art history, art appreciation, and art techniques for all elementary school children. The group's goal has been to expand slowly and eventually to include all children in the Union School District, which it now does.

A school joins upon fulfilling the following requirements:

- Enter into a Participation Contract with Art Vistas Unlimited. This contract will be signed by the on-site Principal, current Home and School President, and the designated Head Docent of the enrolling school.
- Provide a Head Docent Volunteer who will oversee the Art Vistas Program at that school. This Head Docent will recruit additional volunteers to become Art Vistas docents and service their own school. This Head Docent will be on the Art Vistas Executive Board.
- Submit a \$750.00 initial membership fee to the general Art Vistas program. This fee may be prorated over a three-year period. The first payment is due when the Participation Contract is signed and returned.
- For the elementary school program:
 - Commit to an on-going annual fee of \$300.00; this annual fee is due September 30. Each school assumes the responsibility of financing any materials it uses for hands-on activities.
- For the middle school program:
 - Commit to an on-going annual fee of \$350.00; this annual fee is due September 30. (Of the \$350.00, \$75.00 is for membership, \$275.00 is for materials to support the hands-on activities.)

Actual classroom presentations will commence at the joining school when docent training has been completed and all annual fees are paid. The number of classrooms served will depend on the number of trained docents each school provides.

Art Vistas welcomes inquiries from all schools regarding the purchase of the Art Vistas Unlimited curriculum, and looks forward to acquainting anyone with the program. Additional information is available from the Union School District Office.

Revised 5/91
Revised 1998
Revised 5/2003

ART VISTAS UNLIMITED ATTACHMENTS TO BYLAWS

HEAD DOCENT RESPONSIBILITIES FOR ELEMENTARY SCHOOLS

General Duties:

1. Attend all general membership meetings.
2. Attend monthly Executive Board meetings or send someone to represent your school.
3. Make arrangements to receive portfolios from the school in rotation before you, and deliver portfolios to the school in rotation after you.
4. Make sure the supplies needed for hands-on activities are in stock and order them, if needed. Find a safe, dry place to store them. Make sure supplies are organized in such a way that the docents can easily find them.
5. Compile a complete docent roster for your school's docents. A district-wide docent roster form will be given to the Head Docent by the Art Vistas Secretary for this purpose. The Head Docent at each school should copy it for her school's docents, as well as sending a copy to the Executive Board. Make sure the docents at your school have a roster of the Art Vistas Executive Board.
6. Present each docent with his/her yearly presentation name tag. Give them to the new docents once they've completed training as a symbol of completion.
7. Call docents to remind them of required training dates
8. Call docents occasionally after presentations to check in.
9. Coordinate the classroom presentation schedule and notify teachers of the weeks that Art Vistas will be happening at your school.
10. Coordinate the Art Show at your school.
11. Assemble two binders:

1. School's Art Vistas Binder:

New Docent Training Manual and a complete set of grade-level lesson plans and hands-on projects. Include your school's docent roster, training schedule, presentation schedule, and roster of Executive Board.
Keep it current!

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HEAD DOCENT RESPONSIBILITIES FOR ELEMENTARY SCHOOLS, cont.

2. Head Docent Binder:

Section 1 – Portfolio Rotation / District Calendar / School Calendar

Section 2 – Supply resources for hands-on materials and past records to indicate quantities generally used, as an aid for future orders.

Section 3 – Your School’s Docent Roster, Training Schedule and Presentation Schedule

Section 4 – Roster of Executive Board and complete roster of Union School District docents

Section 5 – Executive Board meeting agendas and minutes.

Section 6 – Budget for Art Vistas

Section 7 – Art Vistas newsletters and copies of letters sent to your school docents

Section 8 – Sample letters, flyers, critiques, etc.

Section 9 – Head Docent and Docent Responsibilities lists and timelines

Section 10 – Art Show materials and flyers

Section 11 – School Participation Contract and docent information sheets

Section 12 – Schedule of all training dates and times

Section 13 – Art Vistas bylaws

Section 14 – Palette pins (docents, years of service, and correct jewel color for year of service)

Year one: red
Year two: yellow
Year three: light blue

Year four: green
Year five: purple
Year six: pink
Year seven: white

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HEAD DOCENT RESPONSIBILITIES FOR MIDDLE SCHOOLS

General Duties:

1. Attend General Membership Meetings (2 times each year)
2. Attend monthly Executive Board Meetings or send someone to represent your school
3. Make sure the supplies needed for Hands-on are in stock and order them, if needed. Find a safe, dry place to store them. Make sure supplies are organized in such a way that the docents can easily use and transport them.
4. Coordinate each presentation to avoid conflicts of portfolios/slides between classes and the two middle schools. Make arrangements to meet docents to transport/exchange materials prior to/after their presentation. You can set up a drop off spot at school, meet in parking lot, etc. Docents are not allowed to go to the Art Vistas office and pick out their own supplies from our storeroom. Supplies must be prepackaged for them by the Head Docent.
5. Compile a complete docent roster of your grade level with the docents' names, "teacher/period" information, phone numbers, and email addresses. Include the Art Vistas Executive Board i.e. president and vice-president. Make sure your docents receive a copy, as well as sending a copy to the Executive Board.
6. Call docents to remind them of required training dates
7. Call docents occasionally after presentations to check in.

TIMELINE FOR MIDDLE SCHOOL HEAD DOCENT

August

Attend Executive Board planning meeting. Know the dates for your school's Open House/Back to School night. Confirm Training dates and times. Prepare information/sign-up sheets and have them out for the Back to School night or any orientation meeting of parents.

September

Recruit new docents (i.e., use school newsletter, prepare and make announcement at Back-to-School night.) Have sign-up sheets on hand. Make a flier for each 6th grade social studies teacher. Publish the general

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TIMELINE FOR MIDDLE SCHOOL HEAD DOCENT, cont.

training dates and the grade level training date. (The 6th grade parents are lost at the beginning of the year and need reminding.)
Create potential roster of docents, noting the teacher and period they can cover. Keep recruiting to fill those holes.

October

After training, follow up to make sure the docents have attended training. Put together a final docent roster of your grade level as described in #5 above. Make sure your docents receive a copy, as well as sending a copy to the Executive Board. Include a "Middle School Docents Job Description" with the roster for each docent.
Order and prepare Hands-on supplies for the entire year. If you coordinate with the other middle school or one of the elementary schools, you may be able to get some free shipping.

November-April

Coordinate each presentation to avoid conflicts of portfolios/slides between classes and the two middle schools. Make arrangements to meet docents to transport/exchange materials prior to/after their presentation. You can setup a drop off spot at school, meet in parking lot etc. Docents are not allowed to go to the Art Vistas office and pick out their own supplies from our storeroom. Supplies must be prepackaged for them by the head docent.

May/June

Find a replacement for yourself for next year and invite them to the June meeting.

START AT THE TOP AND DO IT ALL OVER AGAIN!

Head Docent Responsibilities attached to bylaws May 2003