

Bylaws of ArtForms Gallery LLC
An Artists Cooperative

I. NAME AND PURPOSE: The name of this venture shall be ArtForms Gallery LLC, an artist's cooperative (hereafter referred to as ArtForms). The principal place of business is 620 N. Broadway, Pittsburg, KS 66762 (hereafter referred to as the GALLERY). The primary purpose is to provide display areas and sales opportunities for artists. In addition, to provide art classes and events to benefit the community, and to network with other businesses to enhance their work through art.

II. OBJECTIVES AND GOALS

- A. To offer high-quality handmade arts and fine craft arts for purchase.
- B. To provide an opportunity to share resources and skills within the membership as well as the community.
- C. To promote the appreciation of art.

III. MEMBERSHIP

- A. Membership is open to artists who produce original handmade art or fine crafts with preference given to Southeast Kansas artists.
- B. Selection of a new member must be made by a majority vote of the current membership and based on the selection criteria and process defined in the ARTFORMS Membership Application.

IV. MEMBERSHIP RIGHTS AND RESPONSIBILITIES

- A. Each new member will pay a one-time, non-refundable fee as listed in the ARTFORMS Membership Application.
- B. Members of ARTFORMS are required to pay a monthly fee as determined by the Administrative Committee.
- C. Members will fulfill the responsibilities set forth in the Membership Contract.
- D. Members will contact the ARTFORMS Administrative Committee in writing to request a change in membership.

V. TERMINATION OF MEMBERSHIP: A membership may be terminated immediately by a majority vote of ARTFORMS members for sales that are not consistent with ArtForms policy or for conduct considered detrimental to the objectives and goals of the ArtForms Gallery.

VI. GOVERNANCE: ARTFORMS shall be governed by the Administrative Committee. All positions are reviewed annually by the ARTFORMS membership. All positions are non-paying.

- A. The Administrative Committee will meet monthly and as needed. Attendance is required.
- B. Minutes shall be taken at each meeting and maintained in a file at the GALLERY.
- C. A quorum is 2/3 of the total number of the Administrative Committee.
- D. All Administrative Committee members in attendance at meetings shall have one vote. Decisions will be based on simple majority.
- E. The Administrative Committee is comprised of members who have voluntarily agreed to either assume or delegate the following roles and tasks related to the operations of ARTFORMS and the GALLERY:
 - 1. Process applications for membership.
 - 2. Set policy for ARTFORMS.
 - 3. Manage the operations of the GALLERY.
 - 4. Maintain all necessary licenses, leases, and records for ARTFORMS and the GALLERY.
 - 5. Prepare agenda and facilitate monthly ARTFORMS meetings.
 - 6. Record minutes of ARTFORMS membership meetings and maintain in a file at the GALLERY.
 - 7. Manage the finances of ARTFORMS and the GALLERY.
 - 8. Provide a current financial report at ARTFORMS membership meetings and maintain in a file at the GALLERY.
 - 9. Oversee daily procedures of handling money for ARTFORMS and the GALLERY.
 - 10. Maintain ARTFORMS bank account(s), pay bills, issue monthly commission checks to artists, and oversee additional purchasing decisions as necessary.
 - 11. Work with professional accountants in maintaining adequate financial records and adhering to all applicable State and Federal tax reporting and liability.
 - 12. Oversee the maintenance and usage of an online and social media presence.
 - 13. Provide guidance for members in utilizing technology specific to the ARTFORMS and GALLERY operations.

14. Help facilitate professional development and exhibition opportunities for ARTFORMS members.
15. Oversee public relations and marketing strategies for ARTFORMS and the GALLERY.

VII. TERMINATION OF THE CO-OP/GALLERY: In the event the ARTFORMS or the GALLERY should cease to do business, any financial obligations shall be shared equally by all ARTFORMS members. Any net funds remaining shall be distributed equally between ARTFORMS members.

VIII. TERMS OF AGREEMENT: These bylaws will be considered valid indefinitely until amended by a majority vote of the ARTFORMS membership or until the dissolution of ARTFORMS or closing of the GALLERY.

ADOPTED ON: **July 22, 2019**

SIGNED BY THE ADMINISTRATIVE COMMITTEE:

_____ Sue Horner

_____ Janet Lewis

_____ Ruth Miller