

Cape Ann Artisans Bylaws

Adopted February 24, 2009

Note revisions made since 2012 at the end of this document

Article I. MISSION AND PURPOSE

The expressed purpose of the group is to promote the enjoyment and appreciation of the work of the group members.

The Cape Ann Artisans organize events in which the general public can visit members' studio locations. Currently the artisans sponsor two studio tours each calendar year. These events are possible through the cooperation of its members.

Article II. MEETINGS OF THE CAPE ANN ARTISANS

1. Regular meetings of the Cape Ann Artisans will be held in January, April, June, and October. Other meetings may be held as needed.
2. Meetings of the Cape Ann Artisans require a quorum when votes are to be taken. Except as otherwise stated in the By-Laws, a vote can be taken if a quorum of a simple majority is present. The word majority in this context means, simply, more than half.
3. Except as otherwise stated in the By-Laws, a vote is determined by a simple majority.
4. Proxy votes will be allowed for all votes but will not be counted toward a quorum. Proxy votes must be written and state: (a) the date of the meeting at which the vote is to be taken; (b) the motion, issue, or elected office to be voted upon, (c) the vote to be cast, and (d) the person at the meeting who will deliver the proxy.
5. Each member, whether a single or shared membership, shall have one vote.
6. Votes by electronic mail may be proposed and undertaken under certain circumstances unless greater than 50% of the members object to such procedure.

7. Any change to the bylaws will require a quorum of at least 3/4 of the membership. Membership, for the purposes of amending the bylaws shall include active members and those on leave of absence. A vote is determined by three-quarters vote. In computing a vote, a three-quarters vote means at least three-quarters, nothing less will suffice.

Article III OFFICERS

Officers of the Cape Ann Artisans shall be elected annually in the fall after the October Studio Tour and before the close of the current calendar year. The newly elected officers will begin their terms January 1 of the upcoming year and shall be the following:

President

- who is to assemble and distribute an agenda for group meetings and also to run those meetings as well as be spokesperson for the group.

Vice President

- who shall assist the President in agreed upon tasks in support of the group.

Secretary

- who shall keep records of the group, compile and distribute notes on the meetings, send formal letters on behalf of the group.

Treasurer

- who is responsible for proposing a budget, collecting fees from the membership, and dispersing payments on their behalf.

Article IV COMMITTEES

Standing committees include but are not limited to:

Membership:

- send application forms to prospective members, set up date to review applicants, write all related communication

Publicity:

- collect and distribute to the media member informational materials and photographs to publicize the group and studio tours

Mail and Email List:

- compile and update mail and email lists from membership, send mail list as appropriate to printer

Print Production:

- oversee design and printing of annual brochure, postcard and poster, as well as collect materials from membership

Brochure/ Poster Distribution:

- compile list of places for distribution, delegate locations for distribution amongst membership

Webmaster:

responsible for development and maintenance of website

Ad Hoc Committee for New Member Studio Visits:

- minimum of three members to visit studios of prospective members

Article V MEMBERSHIP RESPONSIBILITIES:

1. A membership term in Cape Ann Artisans will be for the calendar year from January 1 to December 31.
2. Each member must notify the President and/or the Secretary at the time of the October meeting of his/her intention to participate during the next calendar year.
3. Each member must:
 - Open one's own studio during designated tour hours for both tours.
 - Attend all meetings and be involved in the decision-making process.
 - If unable to attend, familiarize oneself with agenda and vote by proxy.
 - Volunteer for jobs for the group such as, but not limited to: serving on committees, holding an office, etc.

- Pay fees promptly unless re-negotiated with treasurer.
- Become familiar with the work of fellow members.
- Contribute to and assist in maintenance of group mail list.
- Abide by the bylaws.
- All work for sale in each studio during the tours will be work created by Cape Ann Artisans

4. Leave of Absence:

Leave of absence for any reason of a maximum of one year is allowed. Beyond one year, reapplication is required.*

*- Due to the Covid-19 pandemic, members on sabbatical for 2020 will be allowed to extend their sabattical to two years, through 2021.

- Members on leave of absence may attend meetings and otherwise participate in the business of Cape Ann Artisans, but their membership shall be suspended for purposes of a quorum count and all voting rights shall be suspended during said leave of absence, except as otherwise provided in these bylaws.
- Members on leave will be required to pay a nominal fee in order to secure their membership status.

5. Upon vote of the membership, a member not in good standing will receive written notice and may be released from membership

6. All work for sale in each studio during the tours will be work created by Cape Ann Artisans.

7. CAA annual membership fees will be established every year according to our budget and that it will be a non-refundable amount of money.

Article VI NEW MEMBERSHIP:

1. Membership Review

- A prospective member must maintain a studio on Cape Ann and be available for all tour dates and meetings. Prospective

member must have been producing work in their Cape Ann studios for at least one year.

- A new member will be brought into the Cape Ann Artisans Group only after following the application and jurying process, which shall include a studio visit by an Ad Hoc Committee for New Member Studio Visits.

- Membership review, which considers a commitment to excellence, individuality of design and technical competence, may take place at any regular membership meeting. Notification of acceptance will be made in a timely manner following the membership review, and the membership term will begin on the next January 1.

2. New Members

- A new member will pay an entrance fee.

- A new member will be responsible, in equal proportion to the current/entire membership, for all fees related to the tour.

- If two or more artisans apply for a single, shared membership, their membership will be decided on a case-by-case basis

REVISIONS

- Revised 6/27/2012 (Under Article V, #3 - Membership Responsibilities), Cynthia added "all work for sale in each studio during the tours will be work created by Cape Ann Artisans".

- Revised 6/26/2013 (Under Article VI, #1 - Membership Review), Cynthia added "which considers a commitment to excellence, individuality of design and technical competence"

- Revised 1/10/2017 (Under Article V, #4. Leave Of Absence), Cynthia replaced "\$50" with "a nominal fee"

- Revised 12/28/2019 (Under Article III – Officers), Cynthia replaced "Officers of the Cape Ann Artisans shall be elected annually at the January meeting" with "Officers of the Cape Ann Artisans shall be elected annually in the fall after the October Studio Tour and before the close of the current calendar year. The newly elected officers will begin their terms January 1

of the upcoming year.”

- Revised 10/22/2020 (Under Article V, #4. Leave Of Absence), Cynthia added “Due to the Covid-19 pandemic, members on sabbatical for 2020 will be allowed to extend their sabattical to two years, through 2021.”

-Revised 1/30/2021 (Under V, Membership Responsibilities) Cynthia added:

#7. “CAA annual membership fees will be established every year according to our budget and that it will be a non-refundable amount of money.”

-Revised 11/21/2021 (Under Officers) Cynthia added:
Vice President

- Who shall assist the President in agreed upon tasks in support of the group.