

**Seguin Art League
Standing Rules
Revised, May, 2017**

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THE STANDING RULES

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The Standing Rules

Article I: Identification, Purpose and Mission of the Organization

The name of the organization shall be:

The Seguin Art League and its abbreviation shall be (SAL)

Article II: Fiscal year

The fiscal year of the organization shall be January 1 through December 31 of each year.

Article III: Membership

Regardless of race, religion, age, or economic status, one becomes a member either by invitation and paying the annual membership fee, or by being conferred a Lifetime Honorary Membership or Honorary Membership by the Executive **Board**.

Article IV: Elections

- All Elected Officers shall be chosen from the active membership. Election of officers shall be by a majority vote of those present. Elections take place at the General Membership Meeting in October.
- The slate of nominees shall be given to the membership at least two weeks prior to the General Membership Meeting in October. It shall be sent by email or by mail for those who do not have access to a computer, and it shall be read to the members at the General Membership Meeting.
- To be considered for the slate of candidates for President, and Vice President, the individuals must have been a member of the organization in good standing for a minimum of three years; and, to be considered a candidate for Treasurer, Secretary, and Parliamentarian, a member of the Organization in good standing for a minimum of one year.
- Nominations may be made from the floor, but no name shall be placed in nomination without the consent of the nominee.

Article V: Decision Making Structure

Executive Board shall:

- Act on behalf of the organization's full group of voting members.
- Govern the organization by establishing policies and objectives.
- Ensure the availability of adequate financial resources.
- Approve annual budgets.
- Apprise voting members and stakeholders on the organization's performance.
- Hold the interest of the organization above any personal or professional concerns.
- Avoid potential conflicts of interest.
- Ensure that the organization complies with all applicable federal, state, and local regulations, and that it remains focused on its mission.
- Act in a fiduciary role by assuming oversight responsibility for the organization's finances.
- Hold the elected officers to be the stewards of the Organization, responsible for its success by virtue of their experience and understanding of its mission.
- When voting at the Executive **Board's** meeting, an individual, who is both an elected officer and a standing chair, votes only as an elected member.

Standing Committee Chairs shall:

- Be the link between the Executive Board and the subcommittees.
- Have voting rights on the Executive Board.

Article VI: Meetings

Executive Board Meetings

- All members shall be welcomed and encouraged to attend these meetings. Comments from members shall be heard before a vote is taken. The location, the time, and the agenda of the meetings shall be determined by the President.
- General Membership meetings shall be open to all the Art League members, as well as anyone interested in the arts and the promotion of the arts. The President shall determine the location, the time, and the agenda of the meeting. A sign-up sheet shall be provided to register members and visitors.
- The Secretary shall attach the sign-up sheet to the meeting minutes.

Article VII: Financial Controls

Purpose

As a nonprofit organization, we are committed to protecting and using our assets to advance the mission of the Seguin Art League. Proper financial practices shall always be an imperative in the organization, since they help to prevent errors and fraud. This insistence on fiduciary responsibilities and professionalism is meant to assure our donors that gifts shall be used for the intended purpose. In terms of handling funds, at each step, the organization shall ensure that more than one person verifies that the step is being done correctly.

Bank Deposits

All funds received for the organization, whether cash or check, shall be deposited intact into the Seguin Art League bank account by the Treasurer, with no monies removed to make payments or for other purposes. This allows for a complete accounting, and independent bank verification of specific funds deposited.

Receipt of Funds

Receipt of Cash

- Cash must be handled carefully. Upon receipt, the person accepting the cash must provide a written receipt stating the person's name, the date of receipt, the amount, and the purpose.
- Use of a pre-numbered receipt book shall be the practice with an automatic duplicate copy with the organization's name printed on it. No pages may be removed from the receipt book. The person with access to the receipt book shall keep it in a secured location.
- The receipt book and the bank's list of cash deposits shall be verified when making the Bank Reconciliation.

Funds Received from Fundraising Events

- Any funds received by the Treasurer requires a written receipt in the person's name with the amount received, the date and the purpose of the funds.
- When cash is received during a fundraising event, two people shall be involved in the counting of money. Both persons must count and initial the cash and check count on the copy of the duplicate deposit slip retained by the organization.
- If the individuals accepting the contributions at the event know the names of the individuals making gifts in cash, they will provide a receipt using the pre-numbered receipt book.

- It is not necessary to write out a receipt for contributions made by check unless the donor requests it. However, the individuals accepting the contributions should make a list of all checks received at the event including the name of the donor and the amount of the contribution so that the organization can respond to each donation with a letter thanking the donor for their generosity. In addition, the acknowledgement letter may alert donors whose amount is misstated to contact the organization to correct errors. Such correspondence will help keep the organization's database up to date.
- If the funds are received through a “pass the hat” collection in which it is not possible to know who gave what amount, the individuals accepting the contributions will note that no receipts were provided to donors on the duplicate deposit slip.
- Communications from a donor(s) that places a restriction on the use of their contributions will be saved. If the Organization believes that a donor has restricted the use of funds in conversation, the Seguin Art League shall follow up to gain written confirmation of the donor’s intent.

Petty Cash Fund

- The Petty Cash Fund should only be used when payment by check is impractical.
- Replenishments to the petty cash fund shall be funded with checks made out to "Petty Cash" with the name of the person responsible for managing the Petty Cash Fund.
- Signed receipts are required for all reimbursements and purchases.
- All cash purchases shall be recorded in a journal with the receipts.
- If the fund is low, the person responsible for the Petty Cash Fund will apply for authorization to reimburse the fund for the total amount expended.
- Amounts and dates of checks written to reimburse the Petty Cash Fund shall be recorded in the appropriate expense account for the items that were purchased with Petty Cash, so that these expenditures are properly classified by type: postage, parking fees, etc.

Expense Reimbursement

- In proper circumstances, Executive Board members, regular members, and volunteers are entitled to be reimbursed for expenses made on behalf of the organization.
- To receive reimbursement, the following requirements must be met:
 - Expenses must have been authorized in advance by the Executive Board, the President, or Vice President, or later approved by the Executive Board.
 - The expense must have been incurred for goods or services purchased for the organization.
 - To be reimbursed for expenses, one must provide reasonable documentation showing the date, amount, and purpose. Credit card receipts and store receipts that do not describe the purchase will not be accepted.
 - The voucher must reflect reimbursement from sources other than ours.
 - Request for reimbursement must be made within 30 days of the date the expense was incurred.
 - One must return any excess reimbursement within a reasonable period of time (30 days or less).

Written Purchase Orders

- A written purchase order is required for all purchases of equipment, printing, media or other materials specifying the purpose of the purchase; the account to be charged and/or what grant or sponsor monies are to be used if applicable. The event chairman, committee chairman or

authorized committee member must sign the purchase order. A copy the purchase order must be sent to the treasurer to be matched with an invoice when received from the supplier.

DISBURSEMENT OF FUNDS

- In order to track how funds are disbursed, who is spending what, and who is authorizing expenditures, all disbursements from the organization's bank accounts shall be made by check, with the exception of petty cash. The Petty Cash fund shall be two hundred dollars and 00/100 (\$200.00).
- The Executive Board shall approve the authorized signatories on the organization's bank accounts. A minimum of four (4) officers shall hold signatory authority.
- The Treasurer will be authorized to sign checks for up to \$500. A minimum of two officers shall be required to sign all checks for more than that amount.

Custody of Checks

Only the President and the Treasurer are authorized to have access to the organization's unused checks. The checks should be stored in a locked location. Information on how to access the checks should be kept confidential.

Check Authorization

- All invoices shall be forwarded immediately to the Treasurer for review and authorization to pay.
- The Treasurer will review all invoices for mathematical accuracy, agreement with a written invoice, conformity to budget or Board authorization, or as appropriate, compliance with grant fund requirements.
- The Treasurer shall ensure that all conditions and specifications on a contract or order have been satisfactorily fulfilled, and when appropriate, inventory items received against packing slip counts.
- The Treasurer will code the invoice with the appropriate expense or chart of accounts line item, time, number, and other information as needed for accounting purposes. By approving an invoice, the Treasurer indicates that he/she has reviewed the invoice and has authorized payment.
- The Treasurer is responsible for timely payments and any follow up as required.

Article VIII: Budgeting and Event Planning

- The event chair shall prepare an event budget prior to scheduling a meeting with the treasurer, publicity chair and grants chair. These four shall determine the proper funds source(s) for the event, specifically naming the sources and determining that any grant requirements will be met. This information will be added to the event budget and all parties will have a copy of the updated event budget.

Written Purchase Orders

- A written purchase order is required for all purchases of equipment, printing, media or other materials specifying the purpose of the purchase; the account to be charged and/or what grant or sponsor monies are to be used if applicable. The event chairman, committee chairman or authorized committee member must sign the purchase order. A copy the purchase order must be sent to the treasurer to be matched with an invoice when received from the supplier.

Article ViX: Amending Standing Rules

These Standing Rules may be amended at any Executive **Board** Meeting by a two-thirds (2/3) vote of the members present.

Article X: Correspondence

Any official correspondence made on behalf of the organization regarding

- Legal matters,
- Tax and Accounting matters,
- Grants Submissions,
- Art Projects Proposals, or,
- Requests for Professional Services shall be reviewed and signed by the President.

The Executive Board may grant the committee chair the authority to sign correspondence seeking proposals or background information.

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