

CHICAGO WOMEN'S CAUCUS FOR ART (CWCA) BY-LAWS

I. Name and Constituency.

The name of the organization shall be the Chicago Women's Caucus for Art. It shall be known as a chapter of the national Women's Caucus for Art. The chapter shall service a constituency drawn from the Chicago metropolitan area without restricting its membership or activities to that area.

II. Purpose.

The Chicago Women's Caucus for Art (CWCA) shall represent and work to advance the concerns of women artists, art historians and museum professionals. Its goals shall be consistent with the policies of the national Women's Caucus for Art.

III. Membership.

A. Individual Membership: Individual membership shall be open to all persons interested in the purpose of CWCA.

B. Institutional Membership: Institutional membership shall be open to any institution, organization, department or business that is interested in the purpose of CWCA. Each institution shall designate one person as its representative.

IV. Dues.

A. Individual and Institutional membership dues shall be determined by the Executive Board (Article VII) and reviewed annually.

B. The fiscal year shall be from January to January. Membership fees shall be due in January of each year.

V. Privileges.

A. Individual members are eligible to vote on all matters before the membership. They may hold office and chair committees.

B. Institutional members shall each designate one person as its official representative for voting purposes. An institutional member shall be entitled to one vote. Such members may designate one person to serve as an alternate for its official representative for voting purposes.

VI. Officers.

A. President. The President shall have the following duties and responsibilities. They shall:

1. Serve as executive officer of the chapter.
2. Preside at chapter business meetings.
3. Appoint non-elected officers.
4. Establish ad hoc committees to deal with specific problems not otherwise included in the duties of chapter officers.
5. Submit a written report of the chapter's activities and financial status to the membership at least once a year.

B. Secretary. The Secretary shall have the following duties and responsibilities. They shall coordinate:

1. Keep minutes of chapter business meetings.

C. Treasurer. The Treasurer shall have the following duties and responsibilities. They shall:

1. Prepare, upon authorization of the chapter President and in cooperation with other chapter officers, a yearly budget for activities.
2. Disburse funds as needed to support chapter activities, with the approval of the chapter President.
3. Manage all financial resources of the chapter and maintain accurate and current records of its activities

D. Media Coordinator. The Media Coordinator shall have access to the various media platforms, contribute to edit and coordinate:

1. The website
2. Facebook
3. Instagram
4. And PR

E. Vice-President/Membership Coordinator. The Vice-President shall have the following duties and responsibilities. They shall:

1. Assume the responsibilities and duties of the President if the President should be ill or for any reason unable to serve.
2. Assist the President in establishing ad hoc committees to deal with specific problems and heading such a committee or committees.
3. Process local membership renewals and forward national membership dues to the national WCA membership secretary.
4. Determine that all local members also hold national membership.
5. Maintain current records of chapter membership and forward lists of names and addresses of chapter members to national WCA annually.

VII. Executive Board.

A. Composition.

The Executive Board shall be comprised of the officers of CWCA and the chairpersons of all standing committees. Chairpersons of special committees will serve on the Executive Board at the discretion of the President and with the concurrence of the other members of the Board.

B. Duties.

1. The Executive Board shall transact routine business between regular meetings of the chapter and act on its behalf in emergencies.
2. The Board shall meet at the call of the President or upon written request by any one of its members.
3. All business transacted by the Board shall be reported to the membership at its next regular meeting.

VIII. Advisory Board.

Composition. An Advisory Board may be formed at the discretion of the officers.

IX. Elections and Terms of Office.

A. The President, Membership Secretary, Treasurer, Newsletter

Correspondent and Vice-President shall be elected by a majority vote of the membership and serve two-year terms, beginning with term January, 1984.

1. Members may submit nominations to the Executive Board for any office by August 31 of each year.
2. The Executive Board will serve as a Nominating Committee and prepare a slate of officers for ratification by the membership at its November meeting.
3. Officers newly elected will assume their duties on January 1 of the following year.

B. Terms of all chairpersons of committees shall expire with those of the administration under which they served.

C. Advisory Board At-Large members.

1. Chapter members may submit names of qualified persons to the President for consideration as At-Large members after the November election.
2. The Executive Board shall determine the number of At-Large members needed by the chapter for the following year.
3. The President shall ask At-Large nominees to serve during her term.

X. Meetings.

- A. The membership shall meet no fewer than six (6) times throughout the calendar year.
- B. The Executive Board shall meet at the discretion of the President, at the written request of one of its members, but customarily prior to each regular meeting of the chapter.
- C. The Advisory Board shall meet annually or more often as deemed appropriate or necessary by the President.

XI. Committees.

- A. Standing Committees (e.g., affirmative action, program, funding) shall be formed by the Executive Board as the growth and direction of the chapter indicates or warrants their establishing.
- B. Special Ad Hoc Committees shall be established at the President's Discretion.

XII. Amendments.

- A. Proposed amendments may be submitted at any time by individual chapter members in writing to the President.
- B. Proposed amendments must be submitted to the membership of the chapter for its consideration on the business meeting agenda.
- C. At the end of each year of operation under the current By-Laws there shall be a general review of the By-Laws by the membership. Any changes must be consistent with national By-Laws. Amendments must be ratified by a majority vote of the membership and will take effect on January 1 of the next Year.

XIII. Dissolution. Should it be deemed necessary to dissolve the Chicago Women's Caucus for Art, the President shall call a special meeting of the chapter to decide the dispersal of all monies and/or assets of the chapter.