

**RULES AND REGULATIONS
OF
CALIFORNIA CREATIVE ARTS, INC.**

1. ARTICLE I – Purpose

The specific purposes of California Creative Arts, Inc. (also known as CCA), is to provide community, resources, opportunities, and support for artists.

2. ARTICLE II – Officers, Duties and Terms

Composition of the Board of Directors. The number of Board members shall be at least three and no more than five. Directors shall be of adult age. Directors and duties shall be:

President:

- Chief executive officer and Chair of the Board
- Presides at all meetings
- Makes decisions in consultation with the Board
- Appoints committee chairperson subject to the approval of the Board
- Provides supervision for all activities of the CCA

Vice President:

- Assumes all duties of President in president's absence
- Assists President with other duties
- Serves as Committee Chair
- Coordinates CCA's charitable and sponsorship efforts
- Manages meeting locations for Board and member meetings

Secretary:

- Maintains CCA records
- Records and maintains minutes at Board meetings
- Announces upcoming meetings
- Distributes meeting agendas and meeting minutes
- Manages Insurance policies and other contracts as delegated by President

Treasurer:

- Handles all monies of the organization
- Maintains and oversees the CCA bank account(s)
- Reviews collection/distribution of money, books and prepares financial reports
- Assumes a financial responsibility for all agreements, grants, tax declarations and dealings with the IRS.
- Prepares annual budget
- Serves as financial advisor to the Board

- Membership Lead – Recruit and manage members
 - Manages recruitment efforts
 - Collects and reports member feedback
- Advisory Board – Provides advice and guidance to Board of Directors
 - Highly knowledgeable and or expert in their field
 - Reports directly to the Board of Directors

3. ARTICLE III – Committees and Duties

All Committees shall meet at least once per quarter.

- Membership – Supports Membership Lead
 - Maintains member records
 - Collects membership payment
 - Keeps a log of member attendance and participation
 - Collects feedback from members and reports to Lead
- Exhibits – Curate shows to exhibit and promote member art
 - Chair
 - Lead
 - Co-Chair
 - Supports and reports to Chair
 - Junior Chair
 - Supports and reports to Co-Chair and Chair
- Marketing - Gather and prepare copy of CCA activities and show announcements
 - Distribute to Communications Chair for newsletters and bulletins
 - Place in social media channels
 - Place print ads
 - Create and print materials for exhibits and membership recruitment
- Communications – Create and distribute communications to members
 - Newsletters
 - Bulletins
 - Other communications as directed by Board of Directors
- Hospitality – Manage member experience
 - Greeter /welcome at meetings
 - Food, drinks decorations at meetings and exhibit receptions
- Programs – Procure interesting and educational activities for member meetings
 - Secures member meeting speaker/demonstrator
 - Introduces speaker/demonstrator
 - Manages full experience of speaker/demonstrator including fee

- Scholarship – Manage Scholarship Program
 - Lead
 - Two to Five committee members

- Website – Maintain CCA website
 - Webmaster
 - Keep website and information up to date
 - Post copy supplied by Marketing Chair
 - Junior Webmaster
 - Supports Webmaster
 - Assumes all duties of the Webmaster in the Webmaster’s absence

- Elections Committee (Ad hoc) – appointed by President September 1st before the end of the current term year.
 - The Election Committee shall consist of a chairperson and two other members
 - Committee shall present Board with qualified candidates by October 31st before the end of the term year.
 - Qualified candidates shall consist of current Nonvoting Members in good standing.
 - Committee shall present Board with at least one candidate per open Committee position.

4. ARTICLE IV – Informal Membership

Informal Members (also known as Members or Membership) shall be awarded admission by contribution, whether by dues or volunteered hours.

Membership is awarded by;

- Completing and submitting a membership form
- Paying yearly dues and/or volunteering hours

Members may only participate in CCA exhibits and sponsored events if the member’s yearly dues are current.

Members can be removed by a majority vote of the Board of Directors.

Members may vote for the Board of Directors during the annual meeting. Directors shall be elected by a majority vote of those Members present.

5. ARTICLE V – Elections

Elections for the Board of Directors and Committees shall take place on or around November 15th before the end of the current term year.

Candidates must be active and current members of CCA. Active means that the Member has participated in CCA hosted activities/events at least one-third of the time during a 12-month period.

The Election Committee must submit a list of all qualified candidates to the Directors for consideration by October 15th before the end of the current term year.

Committee positions are elected by a majority vote of the Directors. This vote must be finalized by the end of November preceding the end of the current term.

Board of Director nominees will be presented to voting members by the end of November preceding the end of the current term.

All confirmed incumbents will be announced at the end of the voting day.

6. ARTICLE VI – Exhibitions

Exhibitions are to be curated displays of member art.

Submission Rules

Eligibility: Only members in good standing may submit artwork for CCA sponsored exhibitions.

Qualification: Entries must be the submitter's original artwork. Prints/copies/digital copies of original artwork is unacceptable and will be disqualified. Entries must be accompanied with the full submission fee. Entries found in violation of any rules will be disqualified.

Specifics: All entries must be gallery ready – framed and properly wired. Properly wired means eye screws and/or D-rings placed one third of the distance from the top edge of the frame. The wire needs to be 3” from the top of the artwork to the wire. Sawtooth hardware will not be accepted. Exceptions at the discretion of the Exhibits Committee.

Entries: The number of entries each member may submit is between one and three. The number for each show will be determined by the Exhibits Committee dependent on the exhibition space.

Entries must be present for the entire exhibition. If a piece sells. It must stay on display until take down unless given permission by the Exhibits Committee.

If multiple submissions are allowed, not more than one entry per category is allowed.

Sizes: Maximum height and width will depend on the exhibition space and will be determined by the Exhibits Committee.

Categories

- Sculpture
 - Pottery and Glass
 - Mixed Media
- Painting
 - Landscape
 - Still Life
 - Abstract and Contemporary
 - Portrait
- Photography
- Installations (as room permits)

There must be a minimum of five submissions in each category. If there are less than five submissions in one category the Exhibits Committee may move the entry to the most appropriate category.

Awards: Each category will be awarded a 1st, 2nd, and 3rd place. All prizes are awarded at the discretion of the judge. Honorable Mentions may be awarded at the discretion of the judge.

CCA is not liable for loss, theft or damage of any work exhibited. A liability release and/or insurance release must be signed at entry time for all Exhibits.

7. ARTICLE VII – Events

Events are CCA sponsored events outside of curated/juried exhibitions. Example; Art Fairs, Art Pop-Ups, Farmer’s Markets, and the like.

Participation Rules

Participants are representatives of CCA and must agree to act in an appropriate manner. It is strongly suggested for the participant to be there for the full time of the event.

Compensation: If a fee is requested from the participating artist, they are to keep 100% of their sales. If no fee is requested, the participating artist agrees to pay CCA 10% of their total sales within five (5) business days of the close of the event.

CCA is not liable for loss, theft or damage of any work on display at events. A liability release and/or insurance release must be signed before participation.

8. ARTICLE VIII – Sponsorships

Sponsorships are awarded to student artists through an application process. Recipients must be seniors in high school and show acceptance into a college, or higher education program, mastering in the arts. The Scholarship Committee shall oversee this process.

Application Process

Applicants must submit the following section for consideration:

- Questionnaire
- Portfolio of Artwork
- Letter of Recommendation
- Essay

Scoring Process

Each entrant will be given a score between one and five, one being the lowest, and five being the highest. for each section. The highest score by an average of the total points will determine the Scholarship recipient.

Sponsorships to be funded by member auctions, donations and a percentage of membership dues.

9. ARTICLE IX – Donations

Donations are awarded to a charity determined by the Board of Directors. Directors will vote to choose a recipient(s) annually. There may be at least one (1) but not more than three (3) charities chosen per year.

Charities under consideration must be established with at least a three-year track record of uplifting/helping the art community and/or an extraordinary charity in need.

Donations to be funded by member auctions, donations and a percentage of membership dues.

Other charitable acts may include donating time, expertise, or an activity to promote the arts and individual creativity.

10. ARTICLE X – Amendments

These Rules and Regulations may be amended, supplemented, or repealed by a two-thirds vote of the directors present at any meeting at which a quorum is present. Before directors may vote on an amendment to the Rules and Regulations, notice must be given to directors of the proposed amendment at a prior meeting of the board, and in no case, less than 30 days before the amendment is to be considered. These Rules and Regulations shall become effective upon approval by the board of directors.