

Junior Patrons of VSA arts of Alabama



Organizing Guidelines

Name and Purpose

Section 1. Name. The organization shall be identified as Junior Patrons of VSA arts of Alabama (hereinafter the Junior Patrons).

Section 2. Purpose. The Junior Patrons shall be an organized part of the non-profit called VSA arts of Alabama (hereinafter VSA). The purpose of the Junior Patrons shall be to cooperate and assist VSA's Board of Directors in accomplishing the mission in the following manner:

- a) Community outreach, event planning, and volunteerism.
- b) as an assisting fund raising component of VSA.

Meetings

Section 1. Regular. The Junior Patrons shall meet on a quarterly basis or as deemed appropriate by the Junior Patrons Executive Committee. The regularly scheduled meetings are open to anyone interested in joining the Junior Patrons, attendance is encouraged but not required for general membership.

Section 2. Notice of Meetings. Regular meetings shall be set at the beginning of the fiscal year, but may be modified by majority vote of the Executive Committee. Any change in meeting date, time or location shall be communicated to the Junior Patrons members at least seven (7) days prior to the subsequent meeting. Notice of the time, place and purpose of annual and special meetings shall be given by email and posted on the website to each Junior Patron member not less than fourteen (14) days before such meeting. All notices shall be directed to the Junior Patrons members on the Junior Patrons' website as well as at the email address appearing in the records of the Junior Patrons unless the Secretary has been otherwise notified. Standing committee meeting dates, times, and changes are up to the discretion of the chair and not subject to the above policies.

Section 3. Voting. The last meeting of the fiscal year voting for the upcoming Executive Committee shall occur. Each member present shall be entitled to one vote. Upon the demand of any member, the vote for members of the Executive Committee or the vote on any question before the meeting shall be by written ballot. All elections shall be had and all questions decided by a majority vote of the members present in person, unless otherwise provided for herein.

Section 4. Discounted Event Tickets. Limited numbers of discounted tickets shall be available for each VSA arts of Alabama event, the number to be predetermined by the Executive Committee in consultation with the VSA Board and staff. These Junior Patrons' discount tickets shall only be available at Junior Patrons meetings.

Executive Committee

Section 1. Number. The business and affairs of the Junior Patrons shall be managed by an Executive Committee whose members (officers) must be volunteers serving without salary or compensation from VSA. The Executive Committee shall consist of a President, Vice-President, Secretary, Communications Chair, each Standing Committee Chair, and Immediate-Past President. The Executive Committee has full power to take action as it deems advisable in the governance, management and control of the operations of the Junior Patrons.

Section 2. Eligibility. In order to be eligible to hold a position on the Executive Committee, one must have attended two (2) Junior Patrons Quarterly meetings AND attended two (2) VSA arts of Alabama events within the previous twelve (12) months prior to election. Failure to attend the required number of events and meetings deems one ineligible to be nominated for an Executive Committee position and removal from the ballot.

Section 3. Election. The officers shall be proposed by the nomination by any member of the Junior Patrons and elected annually by the entire Junior Patrons at its last meeting of the Fiscal Year. The elected officers shall serve a term of one (1) year beginning the first day of each new Fiscal Year.

Section 4. Officers. The Junior Patrons Executive Committee officers and respective duties are defined as follows:

- a) President
- b) Vice President
- c) Secretary
- d) Communications Chair
- e) Standing Committee Chairs
- f) Immediate-Past President / General Member Liaison

- a) *President.* The President shall preside at all meetings of the Junior Patrons and of the Executive Committee. The President shall prepare the agenda for each meeting. The President shall have general charge and supervision of the affairs of the Junior Patrons. The President shall remain in frequent communication with the VSA Development Director and shall maintain close liaison in this regard on behalf of the Executive Committee. The President shall attend any VSA Board of Directors meetings to update the Board on Junior Patrons events and affairs. The President shall facilitate the mission of the Junior Patrons by organizing committees and leaders to execute fundraising events. The President shall recruit, train and maintain members. The President will represent the Junior Patrons at all VSA events. The President shall serve a term of one (1) year beginning the first day of each new Fiscal Year.
- b) *Vice President.* At the request of the President, or in the event of the President's absence or disability, the Vice President at any time, and from time to time, may perform any and all of the duties of the President and shall have such other powers as directed by the President. The Vice President, at the time of his or her election, shall have been a member of the Junior Patrons for at least one (1) year, will succeed the President the following year.
- c) *Secretary.* The Secretary shall attend and keep, or cause to be kept, the minutes of all meetings of the Junior Patrons and of the Executive Committee. The Secretary shall distribute the minutes of the prior meeting in a timely fashion. In addition, the minutes will be submitted to the President to be distributed with the agenda prior to the next regularly scheduled meeting. The Secretary shall have charge of the documents and papers of the Junior Patrons or as the Executive Committee may otherwise determine. The Secretary shall maintain accurate organizational guidelines and bring forward changes for approval by the Executive Committee. The Secretary shall in general, perform or cause to be performed all the duties incident to the office of the Secretary, subject to the direction of the Executive Committee.
- d) *Communications Chair.* The Communications Chair shall be responsible for the giving and serving of all notices of the Junior Patrons. The Communications Chair shall also be responsible for keeping updated information on the Junior Patrons' website as well as notices of upcoming events and meetings. The Communications Chair shall also keep a record containing the names, addresses, phone numbers, email addresses and other relevant information of all members.
- e) *Standing Committee Chairs.* Committee chairs will serve a one (1) year term on the Executive Committee. The chair shall perform all duties of their respective committee as outlined below under **Committees**. The chairs may perform any and all of the duties of another Executive Committee member when that Executive Committee member is absent from a meeting or event.

- f) *Immediate Past-President / General Member Liaison.* Upon completion of a one (1) year term as President, without election, the outgoing president shall assume the role of Immediate-Past President. The Immediate Past-President shall act as a voting member of the Executive Committee. At the request of the President or Vice-President, or in the event of absence, the Immediate-Past President shall run meetings and may perform any and all of the duties of the President and shall have such other powers as directed by the President. Upon completion of a one (1) year term as Immediate-Past President, the Immediate-Past President shall assume the role of General Member Liaison along with other Immediate-Past Presidents. General Member Liaison is a non-voting member of the Executive Committee, unless quorum cannot be met, at which time any General Member Liaisons present shall have a single vote per person. General Member Liaison shall act to recruit new members into the Junior Patrons as well as any other duties directed by the Executive Committee.

Section 5. Quorum. At any meeting of the Junior Patrons Executive Committee, one-third of the Executive Committee members or if one-half of the members is four (4) or more, then four (4) of the members, present in person or by proxy, shall constitute a quorum. In the absence of a quorum, or when a quorum is present, a meeting may be adjourned from time to time by vote of a majority of the members present in person, without notice other than by announcement at the meeting, but the Secretary of the Junior Patrons shall immediately notify the absent members in writing of the time and place to which said meeting was adjourned. At any adjourned meeting at which a quorum shall be present in person or by proxy, any business may be transacted which might have been transacted at the meeting as originally notified.

Committees

Section 1. Standing Committees. The standing committees of the Junior Patrons are defined as follows:

- a) Acoustic Soup
 - b) ArtPartners Junior Patrons' Committee Liaison
- a) *Acoustic Soup* – Acoustic Soup shall have a chair that is responsible for coordinating the event and fundraising with the assistance of VSA staff. The Acoustic Soup Chair has the authority to organize subcommittees as he or she deems necessary. The Acoustic Soup Chair will serve a one (1) year commitment on the Executive Committee. The Acoustic Soup Co-Chair shall act under the Acoustic Soup Chair assisting in any way necessary. The Acoustic Soup Co-Chair shall serve a one (1) year commitment, followed by assuming the position of Acoustic Soup Chair the following year. The Acoustic Soup Co-Chair shall serve a two (2) year term on the Executive Committee, one (1) year as Acoustic Soup Co-Chair followed by one (1) year as Acoustic Soup Chair.
- b) *ArtPartners Junior Patrons' Committee Liaison* – ArtPartners Junior Patrons' Committee Liaison is responsible for coordinating the Junior Patrons responsibilities for the ArtPartners Birmingham event. The ArtPartners Junior Patrons' Committee Liaison will be part of the ArtPartners Planning Committee, acting as a liaison between the Planning Committee and the Junior Patrons. The ArtPartners Junior Patrons' Committee Liaison has the authority to organize subcommittees as he or she deems necessary without prior Executive Committee approval. . The ArtPartners Junior Patrons' Committee Liaison will serve a one (1) year term on the Executive Committee of the Junior Patrons.

Fiscal Year

The fiscal year of the Junior Patrons shall be in accordance with VSA. It shall commence on October 1st and end on September 30th yearly.

Contracts

No Officer or member of the Junior Patrons shall have power or authority to bind VSA arts of Alabama by any contract, or engagement to pledge its credit or render it liable financially for any purpose or to any amount unless authorized by VSA and the Executive Committee.

Liability

The Executive Committee Officers, Committee Chairs and Junior Patrons members shall, individually and collectively, be free from civil liability arising from any acts or omissions related to the performance of their duties if such persons acted in good faith for a purpose which they reasonably believed to be in the best interest of VSA arts of Alabama.

Amendments

Only the Junior Patrons may amend these operating guidelines, which is then responsible for promulgating such amendments. Standing rules not inconsistent with these guidelines, however, may be adopted, amended or repealed by a majority vote at any regular or special meeting of the Junior Patrons or Executive Committee.