



CREATIVE ARTS SOCIETY

Constitution & By-Laws

Revised: September 16, 2018

REVISIONS

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CONSTITUTION

Article I --- Name of the Organization

The name of the organization shall be **CREATIVE ARTS SOCIETY (CAS)**, formed in Austin, Travis County, Texas.

Article II --- Purpose

The Creative Arts Society (CAS) is incorporated as a Non-Profit, Tax-Exempt operation under Texas law and Internal Revenue Service Code 501(c)(3). CAS is organized and operated for educational and charitable purposes. The specific focus is to stimulate interest in the arts in the Austin commuting area, Travis County, and the contiguous counties of Texas to:

1. Promote an interest in; enhance community awareness of and participation in the arts.
2. Promote networking of art, ideas, and resources to benefit the community and the members.
3. Promote marketing of art related work of association and community members.
4. Promote and intensify the artistic abilities and achievements of individual members through workshops, demonstrations and other educational means.

Article III --- The Executive Committee

The Executive Committee is responsible for the operation of the Creative Arts Society. The officers to be elected by the members of this organization shall be a President, Vice President, Public Relations Officer, Membership Officer, Secretary and Treasurer. These elected officers and Immediate Past President shall constitute the Executive Committee. Executive Committee must be voting members, 18 years or older to serve in their offices.

Article IV --- Board of Directors

The Board of Directors (Board) is responsible for maintaining membership; setting the budget; maintaining funds; setting policy; developing the vision, goals and procedures of the Creative Arts Society. Additionally, the Board plans and develops the agenda for all meetings of the general membership and brings recommendations to/from the membership to the Executive Committee for consideration and voting. The Board shall consist of the Executive Committee and all Committee Chairs. Members of the Board shall have one vote each per motion commensurate with their Creative Arts Society membership.

Article V --- Dissolution of the Organization

In the event of the dissolution of CAS, all unencumbered assets of the CAS shall be donated to organizations organized and operated exclusively for charitable or educational purposes by decision of the Executive Board. These organizations must qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Service code of 1954.

Article VI --- By-laws of the Organization

The organization shall be governed by the provisions in a code of Bylaws to be simultaneously adopted with this Constitution.

Article VII --- Amendments to this Constitution and Bylaws

This Constitution and Bylaws may be amended at any general and/or special meeting called and attended by a minimum of three voting Executive Committee members. There must be a two-thirds (2/3) affirmative vote of the eligible voting membership to effect the changes. The proposed amendment(s) shall be read at the previous general membership meeting and sent to each member at least ten (10) days prior to the membership vote. New Bylaws will be in effect immediately after amended by vote of the members.

BY-LAWS

Article I --- Membership

Section 1. Composition of CAS

The membership of the CAS will consist of artists and artisan engaged in production and/or performance of original art forms and fine crafts and any persons or organizations interested in the arts whose annual dues are currently paid. Membership is open to both residents and nonresidents of Austin on a nondiscriminatory basis.

Section 2. Membership Classification

Definition of each membership classification can be found in the Standing Rules

1. Individual
2. Family
3. Business
4. Student
5. Sponsor
6. Patron
7. Honorary
8. Scholarship

Section 3. Dues

The membership dues are established by the Board. See the Standing Rules for amounts of annual dues according to membership classification. Annual membership dues are not refundable at any time. Members of the board are exempt from annual dues for the calendar year that they are serving.

Section 4. Voting Rights

A member (one person) has one vote for each motion in membership categories A through C. Non-voting memberships shall include categories D through H.

Article II --- Officers

Section 1. Responsibilities of Individual Officers

The elected officers of Creative Arts Society are President, Vice President, Public Relations Officer, Membership Officer, Secretary and Treasurer. These officers shall perform the duties prescribed by these Bylaws and the parliamentary authority adopted by the organization. These officers and the Immediate Past President shall constitute the organization's Executive Committee. The Executive Committee along with appointed Chairs, shall constitute the Board. Their duties are as follows:

A. President

- a) The President convenes and sets the agenda for scheduled CAS meetings and presides or arranges for other members of the Executive Committee to preside at each meeting.
- b) The President shall be an ex-officio member of all committees of the organization and act as co-chair of the Nominating Committee.
- c) Authority not otherwise vested in the Constitution will be exercised by the President.
- d) The President may appoint ad-hoc Committee Chairs to promote Creative Arts Society.
- e) The President chairs the annual Planning meeting.

B. Vice President

- a) The Vice President presides at meetings in the absence of the President.
- b) The Vice President is an automatic member of the Budget Committee.
- c) The Vice President should attend as many functions as possible with the President to prepare for the presidency.
- d) The Vice President initiates correspondence as directed by the Board.
- e) The Vice President shall oversee exhibits, assisting exhibit coordinators as needed.

C. Public Relations Officer

- a) The Public Relations Officer presides at meetings in the absence of the President and Vice President.
- b) The Public Relations Officer is active in the community to promote good will for CAS in the Austin community. The Public Relations Officer acts as the liaison for community projects with which CAS is involved and reports community needs to the Board.

D. Membership Officer

- a) The Membership Officer is responsible for maintaining up-to-date member records. At a minimum, these records include each member's full name, postal address, contact phone number, and e-mail address.
- b) The Membership Officer may appoint a co-chair to assist with the duties of Membership Office as approved by the Board.
- c) Membership roster is to be considered confidential and is not to be shared outside the Board and venue coordinators.

- d) The Membership Officer coordinates with the Treasurer to notify members when annual dues are due and to notify delinquent members of outstanding dues. These notifications occur in November and February, respectively. Members who do not renew by March 1st of the following year and after two delinquent notices shall be removed from all lists, rosters, and web pages.

E. Secretary

- a) The Secretary is responsible for taking minutes of all Executive Committee and Board of Director meetings.
- b) The Secretary coordinates with the President, Executive Committee or Board to initiate any necessary correspondence as deemed necessary.
- c) The Secretary is responsible for keeping a record of minutes of all meetings of the Creative Arts Society and the Board, including overseeing the taking of minutes at all Board meetings, distributing the minutes to each Board member.

F. Treasurer

- a) The Treasurer is responsible for keeping a current and accurate record of all receipts and expenditures and a written report of the same, as well as a total of all moneys on hand at each meeting of the general membership and shall act as the chief financial officer.
- b) The Treasurer shall prepare an annual budget for review, approval and adoption by the Board for the January Planning Meeting.
- c) The Treasurer provides a financial report and updates at each Board meetings and presents a verbal report at each general meeting.
- d) The Treasurer assures that expenditures do not exceed income. Any increases or over budgeted changes must be approved by the Board.
- e) The Treasurer receives all dues, fees, contributions and other funds that are not direct-deposited into the CAS bank account. All are to be deposited into the CAS bank account as soon as reasonably possible.
- f) The Treasurer makes payments authorized by the Executive Committee.
- g) The Treasurer shall coordinate an annual audit with an independent auditor designated by the Executive Committee. This audit will take place in January or when a new Treasurer completes the term of the former Treasurer or anytime deemed necessary by the Executive Committee.
- h) The Executive Committee may authorize a CAS member, or an independent bookkeeper, to assist the Treasurer with bookkeeping duties.

G. Immediate Past President

- a) The Immediate Past President is a voting member of the Executive Committee and attends all Executive Committee and Board meeting.
- b) The Immediate Past President and the current president serve as co-chairs of the nominating committee and may select two additional members as needed.

H. Program Chair

- a) The Program Chair is responsible for site and set-up arrangements for all regular and impromptu meetings of the CAS, including arrangements for the guest speaker or program.
- b) The Program Chair arranges for social events, workshops, paint-outs or other activities.
- c) The Program Chair oversees hospitality and will be reimbursed for expenses incurred on behalf of hospitality up to \$20 per month.
- d) The Program Chair reports to the Board and implements Board decisions

I. Exhibit Chair

- a) The Exhibit Chair is responsible for all exhibits that are non-juried and recur on a regular basis.
- b) The Exhibit Chair promotes and coordinates regular, ongoing exhibits of members' works, and recommends dates, hours, places, locations, and entry fees for shows sponsored by CAS.
- c) The Exhibit Chair appoints individual venue exhibit coordinators and oversees the execution of each non-juried exhibit.
- d) The Exhibit Chair coordinates with other CAS chairs as needed, for the successful planning and execution of each non-juried exhibit that CAS might undertake.
- e) The Exhibit Chair maintains an exhibit schedule and coordinates this schedule with other CAS activities. This schedule is forwarded to the Board.
- f) The Exhibit Chair finds and develops new sites for exhibits with approval of the Board.
- g) The Exhibit Chair is the custodian of any equipment used in CAS exhibits and is responsible for its coordination.
- h) The Exhibit Chair oversees entrance requirements for each exhibit and assures the development of the Call for Art.
- i) The Exhibit Chair reports to the Board and implements Board decisions.

J. Special Events Chair

- a) The Special Events Chair is responsible for all exhibits that typically occur no more than annually and may be juried or include an entry fee.

- b) The Special Events Chair promotes the professional growth of CAS members by scheduling at least two juried shows per year.
- c) The Special Events Chair can appoint individuals to assist in planning and coordinating the special shows as approved by the Board.
- d) The Special Events Chair coordinates with other CAS chairs as needed for the successful planning and execution of each juried show that CAS might undertake.
- e) The Special Events Chair maintains a show schedule and coordinates the schedule with other CAS activities. The schedule is forwarded to the CAS Board.
- f) The Special Events Chair finds and develops new sites for special activities with the approval of the Board.
- g) The Special Events Chair is the custodian of any equipment used in CAS juried shows and is responsible for its coordination.
- h) The Special Events Chair oversees entrance requirements for each juried show and assures the development of the prospectuses (also known as the Call for Art) as needed.
- i) The Special Events Chair reports to the Board and implements Board decisions.

K. Curated Exhibit Chair

- a) The Curated Exhibit Chair is responsible for coordinating all curated exhibits and can appoint individual venue coordinators from the membership as necessary.
- b) The Curated Exhibit Coordinator will facilitate communications between venues and participating members.
- c) The Curated Exhibit Coordinator will ensure the Web Site Development chair is apprised of any additions or changes in the Artists Portfolios.

L. Newsletter Chair

- a) The Newsletter Chair is responsible for developing, editing and distributing to members a regularly scheduled newsletter.
- b) The newsletter should be published monthly or as otherwise determined by the Executive Committee. The deadline for news included in each newsletter will be determined by the Newsletter Chair and included in each newsletter.
- c) The Newsletter Chair coordinates with the Board to assure that all pertinent information is included in the newsletter.
- d) The Newsletter Chair reports to the Board and implements Board decisions.

M. Social Media Chair

- a) The Social Media Chair is responsible for all social media communications.

- b) The Social Media Chair provides updates for meetings, shows, and other events on CAS's social media channels (i.e. Facebook, Instagram) on a regular basis.
- c) The Social Media Chair ensures passwords and logins are regularly changed and not shared with others, except the CAS president.
- d) The Social Media Chair investigates new standards and new social media channels and makes recommendations to the Board for adoption.
- e) The Social Media Chair reports to the Board and implements Board decisions.

N. Web Site Development Chair

- a) The Web Site Development Chair is responsible for maintaining the CAS web site and ensuring all content is current and relevant.
- b) The Web Site Development Chair creates new pages and forms as necessary to support CAS functions and at direction of the Board.
- c) The Web Site Development Chair follows industry best practices for web development and maintenance.
- d) The Web Site Development Chair ensures passwords and logins are regularly changed and not shared with others, except the CAS president.
- e) The Web Site Development Chair reports to the Board and implements Board decisions.

O. Historian

- a) The Historian provides a permanent storage place for important documents, passwords, account numbers, and information vital to the operation of the organization. The Historian also keeps an archive of historical documents.
- b) All records accumulated by the Historian shall be kept in a secure location and shall not be destroyed except by order of the Board and shall be reviewed in the January planning meeting.
- c) The Historian should make every attempt to digitize all documents or solicit assistance from the Board if needed.
- d) The Historian reports to the Board and implements Board decisions.

P. Parliamentarian

- (a) The Vice President, Past President, or Historian shall act as parliamentarian at all Board meetings, ensuring Robert's Rules of Order are followed.

- (b) The parliamentarian acts independently to ensure meetings function in a smooth and orderly manner.

Section 2. Responsibilities of the Executive Committee and Board of Directors

- (a) The Board is responsible for overall policy and direction of the organization, and delegates special responsibility for operations to committees. The Board receives no compensation. The Executive Committee's primary responsibility is to promote CAS objectives in the surrounding community as stated in Article II of the Constitution.
- (b) Three members of the Executive Committee shall constitute a quorum for the execution of business by the Executive Committee.
- (c) The Executive Committee shall establish a policy for check authorization; establish the audit policy and other duties as specified by the Board.
- (d) The Executive Committee has the power to expend funds on behalf of CAS on an emergency basis with approval of the Board.

Article III --- Order of Succession to the Presidency

In the absence of the President, the order of succession is Vice President, Public Relations Officer, Treasurer, Membership Officer, and Secretary.

Article IV --- Committees

Committees may be appointed as needed by the President, Board or committee chairs to work on special projects or assist with specified CAS functions.

The current president and Immediate Past President shall act as co-chairs of the Nominating Committee and follow the procedures outlined in Article VII, Election of Officers.

Article V --- Dues

Dues shall be set by the Board per the Standing Rules. Dues are payable in January of each calendar year. Members who fail to pay dues by March 1 shall be removed from Creative Arts Society membership rolls.

Article VI --- Meetings

Section 1. General Membership Meetings

1. General membership meetings of Creative Arts Society shall be held quarterly unless otherwise designated by the Board. The eligible voting members present shall constitute a quorum with at least three voting Executive Committee members in attendance for the enactment of business. Any member may request a meeting through written request to the Executive Committee.
2. General meetings shall be for the presentation of programs considered of interest to the membership and for conducting necessary business.
3. The installation of officers is the main order of business for the November meeting.

4. The Board selects the time and place for meetings.
5. Notice of meetings will be provided to each voting member prior to the meeting.

Section 2. Special Membership Meetings

1. Special meetings may be called by the President or by the Board
2. The voting members present shall constitute a quorum for the enactment of business at all special meetings providing that at least three Executive Committee members are present and voting.

Section 3. Executive Committee and Board of Directors Meetings

1. The Executive Committee and Board of Directors of CAS should meet quarterly.
2. Three voting members of the Executive Committee/Board of Directors constitute a quorum for the enactment of business at all meetings of the Executive Committee and Board.
3. As soon as possible after the election in November, each outgoing officer will assure their replacement receives an explanation of job duties and all files and records are passed to incoming officers.
4. Executive Committee meetings and Board meetings may be attended by general members of CAS.

Article VII --- Election of Officers

Section 1. Nominating Chair

1. At the August Board meeting the current president and Immediate Past President, will organize the list of potential new officers. They may select two other members to serve on the Nominating Committee.
2. This position prepares a slate of officers as defined in Article III of the Constitution to be published on the CAS web site and presented to the membership via email no later than October 15 of the preceding year.

Section 2. Additional Nominations

Members can write-in candidates for any position.

Section 3. Balloting and Voting

1. Election of new board members, or of current board members to a second term, will occur at least two weeks prior to the November membership meeting. Board members will be elected by a majority vote of the current eligible membership voting.
2. The election is held via the CAS web site, using an on-line form developed by the Web Development Chair. Data from the submitted forms will be exported and provided to the Immediate Past President at least one day prior to the November meeting.
3. A majority vote of members responding constitutes the number of votes needed for a valid election.

Section 4. Vacancies

Vacancies in office may be filled by the Executive Committee.

Section 5. Terms

All Executive Committee members serve one-year terms and are eligible for reelection. No member shall hold the same office longer than two consecutive terms. After a second consecutive term a hiatus of one year is then required before being reelected to the same office. The Board of Directors may extend the term of any Board member, except President, if it is determined by the Board that such extension is in the best interest of the operating efficiency of CAS.

Section 6. Resignation, Termination and Absences

Resignation from the Board of Directors must be in writing and received by the President. Board members may be terminated from the Board for other reasons specified in the Standing Rules by a three-fourths vote of the remaining. A Board member may be removed from the from the Board if three consecutive Board meetings are missed for reasons other than health. In such cases the Executive Committee may appoint another member to serve for the remainder of the vacant term.

Article VIII --- Rules of Order

The deliberation, debate, and discussion of all questions in meetings of CAS and the Executive Board will be governed by Robert's Rules of Order, in which they are applicable and are not inconsistent with the Bylaws.

STANDING RULES

These Standing Rules expand the Constitution and Bylaws and are to be used as a guideline in the daily operation of the Creative Arts Society. They may be changed by motion and approval by two-thirds of the current Board.

Article I --- Officers

Responsibilities of Individual Officers

1. The same individual may occupy or be elected to multiple offices, but will only be allowed one vote.
2. The offices of President, Secretary and Treasurer must be filled.
3. There shall never be less than four (4) officers to constitute the Board.
4. Committee Chair positions are optional depending upon the needs of the organization.

Article II --- Members

Section 1. Membership Classifications

Individual: A person may join under the Individual Membership by paying the appropriate annual dues.

Family: A family may join under the Family Membership by paying the appropriate annual dues. This membership includes up to two adults and any dependent children who are living at the same residence.

Business: A business engaged in the production, exhibit, or selling of art or is otherwise related to the art industry may join by paying the appropriate annual dues. Includes one full individual membership. Businesses will be listed on CAS web site.

Student: An individual who is a full-time student enrolled in an accredited educational institution may join under the Student Membership by paying the appropriate annual dues.

Sponsor: Sponsor memberships are available to individuals or groups wishing to promote the efforts of the CAS through a specified annual donation. Includes one full individual membership. Sponsors will be listed on CAS web site.

Patron: Patron membership is available to individuals or groups wishing to promote the efforts of CAS through a specified annual donation. Includes two full individual memberships. Patrons will be listed on the CAS web page.

Honorary: This membership is granted to individuals who have provided outstanding contributions and/or services to CAS, including past presidents. Honorary membership recipients are determined by the Board. A one-year honorary membership may be granted by the Board to individuals who have supported specific CAS programs.

Scholarship: A one-year membership may be granted to an individual as determined by the Board.

Section 2. Annual Dues

Annual dues shall be payable on or before January 1, the beginning of the fiscal year of the organization. Members joining after October 1 or the previous year shall have membership covered for the following calendar year

Summary of Membership Categories and annual dues:

Membership Type	Dues	Renewal Period
Individual:	\$45	Calendar year
Family:	\$50	Calendar year
Business:	\$60	Twelve months
Student:	\$15	Calendar year
Sponsor:	\$100	Twelve months
Patron:	\$250+	Twelve months
Honorary:	No charge	None
Scholarship:	No charge	Calendar

Section 3. Annual Exhibit Fee

Membership dues include exhibit privileges. A separate exhibit (hanging) fee is not required.

Article III --- Chair Responsibilities

Section 1. Exhibit Chairs

The Exhibit Chair and the Special Events chairs are responsible for all duties described in the Bylaws, to include:

1. Coordinating the installation and strike of all exhibits.
2. Ensuring the condition of the venue is satisfactory to the owner after striking.
3. Coordinating exhibit set-ups, publications and receptions.
4. Keeping the Board apprised of event schedule.
5. Developing and advertising the calls for art among members. The call should include:
 - a. Location of venue.
 - b. Theme, if one is selected.
 - c. Fees if juried or required by the venue.

- d. Strike and hang dates, and period of the exhibit or special event and other relevant dates.
- e. Venue coordinator(s) name(s) and contact information.
- f. Label deadline.
- g. Number and size of pieces to be accepted.

Section 2. Membership Chair(s) Responsibilities

The Membership Chair is responsible for all duties described in the Bylaws.

Section 3. Newsletter Chair

The Newsletter Chair is responsible for all duties described in the Bylaws, to include:

1. Ensuring the newsletter includes the following:
 - a. The President's message.
 - b. The program for the upcoming membership meeting
 - c. Executive Committee and Board news.
 - d. Member art exhibit listings.
 - e. Information on workshops or other events of interest to the membership.
 - f. Information on how to submit items for the newsletter.
 - g. Other information that would be of interest to the membership.
 - h. Annual dues notice in November-January issues.
2. Distributing the newsletter at least one week prior to the general members meeting

Section 4. Program Chair

The Program Chair is responsible for all duties described in the Bylaws, to include:

1. Opening and closing the meeting facility
2. Arranging for snacks and beverages for membership meetings. Expense incurred for hospitality will be reimbursed up to \$20 per meeting
3. Arranging access to the ACC meeting space for the up-coming year, by contacting the ACC Campus Manager's office and submitting ACC Facilities Use Request form, CAMA.006.1007, no later than February of the current year.

Section 5. Social Media Chair

The Social Media Chair is responsible for all duties described in the Bylaws, to include coordinating with the Board to publicize CAS shows, exhibits, receptions and special events using applicable social media channels.

Section 6. Web Development Chair

The Web Development Chair is responsible for all duties described in the Bylaws.

Article IV --- Meetings

1. General membership meetings are held quarterly, the first Wednesdays of February, May, September, and November, unless otherwise specified by the Board
2. The annual Board Planning Meeting is held in January. All CAS members will be invited to attend and provide input.

Article V --- Expenditures

1. Proposed expenditures for CAS activities of \$500 or more must be submitted to the Board for approval. Any check written for \$200 or more requires two authorized signatures.
2. CAS will reimburse travel costs incurred on behalf of CAS travel at the current rate listed in the Revenue Procedure 2010-51, based on the current approved mileage rate, with prior approval of the Board
3. All donations must receive prior approval by the Board.

Article VI --- Sale of Artwork

Members are required to pay a commission of 15% of the pre-tax sale price of any artwork sold at the result of any CAS show, exhibit or event. The commission must be paid to the Treasurer or Exhibit Chair within 30 days of the sale. An artist making the sale shall inform the Exhibit Chair of the sale and arrange for replacement of the sold piece if necessary. If a commission is not paid in the specified time the artist may lose all exhibit privileges. If a venue charges a commission, the CAS commission can be modified. The Board may waive commissions on sales by venue coordinators.

Article VII --- Exhibit Guidelines

1. If a sale is made at a CAS exhibit, notify the exhibit coordinator and pay CAS 15% of the pre-tax sale price to the exhibit coordinator or CAS treasurer. Art must be picked up on the specified closing date. If art work cannot be picked up on the specified closing date, arrangements should be made to have the art picked up by another party and the event coordinator notified.
2. CAS may charge \$10.00 per day for storage fee for art not picked on the specified date.
3. All art work must hang for the entire show unless other arrangements are made with the event coordinator
4. Art work may not be removed or replaced prior to the strike date for the exhibit or special event, unless sold or prior approval has been received by the event coordinator.
5. CAS may refuse any art work deemed inappropriate for the venue.
6. The Call for Art shall provide a web link to the guidelines for each exhibit or special event.
7. Exhibits and special events are intended to be family-friendly and CAS reserves the right to exclude works deemed offensive or violent or include excessive nudity. Art work must be appropriate for the public.
8. Art not delivered at the scheduled time may be refused.
9. All art must be ready for display (e.g. wired on the back) and frames must be in good condition if framed.
10. CAS assumes no responsibility for lost or damaged art work.
11. Artists should follow up with the event coordinator to confirm label information was received and correct. Label Information should include:

- a. Title
 - b. Medium
 - c. Price
 - d. Artist Name
 - e. Phone/Cell Number
 - f. Website (if available) or e-mail address
 - g. Size: Height first – width second. (e.g. 16H X 20W)
12. Instructions for submitting jpeg images as attachments for inclusion in advertising for the associated exhibit or special event.
 13. CAS annual dues must be paid prior to participating in CAS exhibits.
 14. Waiver and Release forms must be agreed to before artist may participate in any exhibit or special event.
 15. The event coordinator has the right to deny a member exhibit privileges for infractions of the exhibit or special event rules. If a member continues to disregard exhibit or special event rules, CAS membership may be terminated by the Board.

Article VIII --- Election of Officers

Section 1. Resignation, Termination and Absences

1. Resignation of a Board member from the Board must be in writing and received by the President.
2. If a Board member is involuntarily terminated from the Board, they may remain as a member of CAS as determined by the Executive Committee.
3. If a Board member misses three consecutive Board meetings for reasons other than health, they may be removed from the Board by the Executive Committee.

Section 2. Vacancies

If a Board vacancy exist, the Executive Committee may appoint another member to serve for the remainder of the vacant term.

Section 3. Balloting and Voting

1. Voting members are members who are in good standing and with dues fully paid.
2. Voting members have one vote.

Article IX --- Authorized Use of Creative Arts Society Name

The name *Creative Arts Society* is a registered legal name and is to be used only by its members and representatives for CAS sponsored activities that have been approved by the Board of Directors.

Section 1. CAS Events, Shows, and Exhibits

1. All CAS members may participate in Board-approved events, shows and exhibits.
2. Participants may advertise such events, shows, and exhibits using the name of Creative Arts Society.

Section 2. Non-CAS Events, Shows, and Exhibits

1. CAS members participating in non-CAS events, shows and exhibits may not advertise using the name *Creative Arts Society*.
2. Misrepresentation of the Creative Arts Society name could lead to termination of membership.

Article X --- Procedures for Termination of CAS Member

1. Infractions of CAS rules must be documented by the Board.
2. Infractions of CAS rules consist of, but not limited to:
 - a. Not following exhibit or special events guidelines.
 - b. Trying to enter work in an exhibit or special event that has not been accepted by the Exhibit Chair or Special Events Chair.
 - c. Acting in a disrespectful, rude, non-professional, combative manner.
 - d. Disregarding Board direction and decisions.
 - e. Engaging in verbal, written or physical abuse.
 - f. Conducting themselves in a manner that is harmful to CAS.
3. A warning letter or email must be sent to the member by the President or a designated member of the Executive Committee advising the member of their infractions and possible consequences.
4. If infractions continue, a termination letter or email will be sent to the member by the President or designated member of the Executive Committee.