

Hudson Society of Artists

Hudson Society of Artists (HSA) is a group of individuals interested in furthering artistic endeavors in the community. Membership is open to artists of all ages and abilities, from professionals to beginners, as well as those who are interested in the arts but do not do any artwork themselves. Student Membership is open to high school and college students interested in two dimensional and three-dimensional art (not performing arts) and requires no membership fee. Family memberships are also available. There are no residency requirements, and we have members from several nearby communities.

Ohio 501(c) (3) Nonprofit Organization

EIN 46-0981506 Hudson

Hudson Society of Artists

We meet at the:

Barlow Community Center, 41 S Oviatt Street, Hudson, Ohio 44236 south of Rt. 303.

Meetings are held on the:

1st and 3rd Mondays of the month at 7:00 pm from mid-September to the beginning of June.

There is no meeting the third week in

December and none if New Year's Day is a Monday. In case of severe weather conditions, contact one of the officers regarding cancellation of meetings.

Visit us on our website or Facebook:

Hudson Society of Artists (HSA) programs, and shows and the latest news about program updates

Bylaws (Adopted February 7, 2022)

PURPOSE:

To join together as informally as possible for the common interest of practicing and furthering artistic endeavors within the Hudson Society of Artists and in the Hudson and surrounding communities.

MEMBERSHIP:

The membership year runs from January 1 to December 31. Only those members paid by April 1 will be included in the membership directory.

Adopted 5/19/25

OFFICERS:

Shall be President, Vice President, Recording Secretary, Treasurer, Membership Chair, Hospitality Chair, Publicity Chair.

OPERATING COMMITTEES:

Art on the Green, Scholarship, Social Media, Members' Show, and Website.

Officers shall be elected at the last meeting in November. The term of office begins January 1 and newly elected officers shall work with the preceding officers during the first quarter of the year, or longer if needed, to make a smooth transition of duties.

Adopted 5/19/25

PRESIDENT:

- Create the agenda for and preside at all membership meetings and board meetings.
- Appoint standing committees and special project committees.
- In the event of the absence of the Recording Secretary, appoint an interim secretary for the purpose of recording the proceedings of the meeting.
- Serve as an ex officio member of all committees to ensure that the best interests of the Hudson Society of Artist are served.
- Enforce the Bylaws and Standing Rules of the Hudson Society of Artists.
- Serve as the primary liaison between HSA and the City of Hudson, community organizations and other art organizations, and keep the membership informed on community issues that may affect HSA.

VICE PRESIDENT:

- In the absence of the President, the Vice President shall carry out the duties of the HSA President.

RECORDING SECRETARY:

- Maintain a record of the proceedings of board meetings and distribute draft minutes to the Board members for review and approval.
- Make revisions to the minutes, as necessary, and distribute the approved meeting minutes to the Board members.

TREASURER:

- Maintain and be responsible for a checking account at a local bank and be responsible for the safety of the money received by HSA and for obtaining maximum benefit from any deposit or investments.
- Ensure safe custody of HSA's financial records, financial statements and financial reports.
- Provide all documents necessary for the correct and proper filing of income taxes by the procured accounting firm and, once satisfied that all filings are correct, pay any taxes due or pursue any refund.

- Budget carefully to ensure that there is always sufficient cash to cover checks and expenses.
- Clearly distinguish between capital, revenue and expenditure.
- Ensure that any payments to be made by HSA have been authorized by the Board or appropriate committee chairperson and are credited to the appropriate accounts.
- Ensure that all membership applications are referred to the Membership Chair in a timely manner and that payments are deposited to the HSA account.
- Retain a record of assets, described as items that will be of benefit in the future.
- Coordinate the preparation of budgets for projects and monitor them carefully. While it is the responsibility of the Board to award an annual scholarship it is the responsibility of the Treasurer to maintain the required percentage from shows to contribute to scholarship funding.
- Give members and elected officers information needed, when they need it. Give the Board appropriate financial information to enable rational decisions to be made on behalf of the HSA.
- Provide the annual financial report to the membership upon acceptance by the Board.
- Submit financial records to the President for review in April.
- Retain all receipts and canceled checks for a period of seven years and then dispose of them.
- Retain the checkbook records permanently.
- Check the HSA post office box weekly.

MEMBERSHIP CHAIR:

- Compile, maintain, update and distribute, as appropriate, the HSA member spreadsheet in a timely manner.
- Compile a list of paid members for publication in the annual Membership Directory.
- Compile, print and circulate the HSA annual Membership Directory.
- Coordinate a membership table at each HSA meeting for signing up new and renewing members.
- Provide the Treasurer and other relevant board members, as needed, an updated list of members and contact information as they are received.

HOSPITALITY CHAIR

- Create and manage a schedule for two volunteers to bring refreshments to each general meeting and arrange the refreshment tables prior to each meeting.
- Organize and manage a hospitality committee for the Annual Meeting dinner in June and the Christmas Party in December.
- Organize the cleanup and storage of hospitality supplies after the meetings.
- Maintain the inventory of hospitality supplies in the HSA cupboards and provide receipts to the Treasurer for reimbursement of expenditures.

DUTIES OF THE ART ON THE GREEN CHAIR(S)

- Coordinates Art on the Green activities from planning stage through the final report.
- Coordinates the judging and acceptance of potential art vendors.

- Coordinates with a third-party event coordinator for promotions, receiving applications and accepting payments from artists.
- Coordinates any necessary release forms required for artist, vendor's and volunteers.
- Coordinates the selection, approval and payment of the food vendor's.
- Communicates the cost/fee analysis to the Board for approval.
- Coordinates with the local municipality for safety and security measures.
- Coordinates show location, dates, times, scheduling, and creation of a site map with the Board.
- Document and reports expenses, and revenue to the Treasurer
- Coordinates the securing and scheduling of volunteers.
- Provide the Publicity Chair, Website Coordinator and Social media coordinator with the relevant information to promote the show registration, attendance, dates, deadlines and updates.
- Provide the Ohio 501(c)(3) nonprofit organization information to the vendors in cooperation with the Treasurer.
- Coordinates with the Treasurer for payment to the juror, award recipients, and any other various operational expenses.
- Provide a final report to the Board.

June 8, 2025

PUBLICITY CHAIR:

- Develop and execute a public relations plan that aligns with the HSA's goals and objectives, (i.e. help increase membership and group awareness).
- Coordinate with show chairpersons and other stakeholders to ensure accurate, effective communication and collaboration in promoting HSA shows and events.
- Work with local media to develop promotional materials such as ads and promotional copy.
- Monitor media coverage of the organization and its events and respond to any negative publicity.
- Build relationships with community leaders, artists, and others to increase visibility and support for HSA.

SCHOLARSHIP CHAIR

- Coordinate with the Hudson High School guidance contact to edit the scholarship form.
- Pick up hard copy applications from the high school in March.
- Assemble a committee of 2-3 HSA members to judge the submissions.
- Receive online portfolios from the applicants and then distribute them to the review committee members.
- Coordinate the judging, which is done online via google slides. Final ranking may be done in conference call or Zoom/Teams meeting in April.
- Notify the Hudson High School guidance contact and the head of the Hudson High School Art Department of the winner's name.

- Prepare a scholarship speech (or edit the previous year's speech) and deliver it at the High School Awards Assembly in May. Alternatively, you may communicate the speech, a week prior to the assembly, to the guidance contact who will be happy to deliver it at the assembly.
- Edit and deliver the existing invitation to the winner inviting them and their family to the HSA Banquet where they will display their work and receive their award.
- Coordinate with the Treasurer for the award check.
- Host the winner and their family at the Banquet and award the check.

SOCIAL MEDIA COORDINATOR

- Gather, review, organize, and post HSA information related to meetings, demonstrations, events and exhibitions to social media platforms and disseminate social media input to the membership from appropriate chairpersons and board members.
- Coordinate social media presence with the Website Coordinator.
- Photograph and publish images of events on social media.
- Approve or disapprove applications for social media group membership. Membership is declined if the applicant does not agree to group rules.
- Create and enforce membership rules for social media platforms.
- Current Facebook group rules are as follows
- Content of posts on this Facebook page is limited to announcements related to HSA meetings, shows, workshops and events as well as the artwork of HSA members, notices from other local arts organizations and other art-related subjects. No self-promotion, spam, offensive or irrelevant posts or links are permitted.
- All activity on the site must be kind and courteous in content and tone and must treat all members with respect and dignity.
- The administrators will determine the appropriateness of posts to the site and will remove those that are not in keeping with these rules.

WEBSITE COORDINATOR

- Oversee the development, maintenance, and optimization of the website.
- This includes design, edit, and publish web pages; manage content; and monitor website traffic and performance.
- Work closely with other officers to ensure that the website is aligned with the organization's mission, values, and goals.

MEMBERS' SHOW COORDINATOR

- Organize the Spring Show, Clothesline Show and Holiday Show annually.
- For the Spring Show, coordinate with the gallery owner for dates and times for take-in, artists' reception and pick-up; select the juror for the show; determine the prize award amounts for best-in-show, second place, third places and people's choice; calculates show expenses and set the entry fee sufficient to cover all costs.
- Communicate the cost/fee analysis to the Board for approval. Act as host at the artists' reception.
- Coordinate with the Treasurer for payment to the juror, gallery owner and award recipients.

- For the Clothesline Show, coordinate with the Hudson Garden Club to confirm site, dates and times; create the volunteer schedule sheet and circulate it to our membership; coordinate volunteers to transport and set up display panels and clothes pins at the site and then to take them down and deposit them in our storage unit at the end.
- Coordinate with the Treasurer for the cash box, starting cash and sales paperwork and secure the cash box at the beginning and end of each day of the show. Return all cash and paperwork to the Treasurer at the end of the second day.
- Coordinate with the Treasurer for payment to the city for hanging banners and the school for equipment needed and sales payment to artists minus 10% for the scholarship fund.
- For the Holiday Show, coordinate with the host facility for days and times; check in art on take-in day and document pick-up on the last day.
- Create and distribute prospectus for each show. Coordinate with the Social Media
- Coordinator and the Website Coordinator to create and distribute show information to our membership.
- Publicize each show in media beyond our website and Facebook page.
- Create gallery cards and list of work available for sale at the Spring and Holiday shows.

June 7, 2025

BOARD OF DIRECTORS:

The President, Vice President, Treasurer, Recording Secretary, Social Media Coordinator, Publicity Chair, Membership Chair, Hospitality Chair the immediate two past Presidents and the Art-on-the-Green Chair or his/her representative shall constitute the Board of Directors which shall meet as deemed necessary by the

NOMINATING COMMITTEE:

Shall be made up of the last two Presidents, plus two members at large selected at the first October meeting and shall present a slate of officers at the last November meeting. Nominations may be made from the floor. Officers shall be elected by a vote of 2/3 of the members present at the last November meeting.

Adopted 5/19/25

STANDING RULES

There shall be Standing Rules attached to our Bylaws to regulate the general operation and activities of the organization. The rules may be modified, changed, or updated by the Board of Directors when deemed necessary. These Bylaws may be altered, amended, or repealed and new Bylaws be adopted by a vote of 2/3 of the members at a Board of Directors' meeting and then at a general meeting. Every member shall receive a copy of these and any revised Bylaws and Standing Rules. The Membership Chair shall be responsible for seeing that new member be sent a copy of the most recent Bylaws and Standing Rules.

DUES:

Shall be determined each year by the Board of Directors.

GENERAL MEETINGS:

Will be held the first and third Mondays of every month, beginning the third Monday in September and ending the first Monday in June except when holidays or voting set-up in the meeting room preempt the meeting. There will not be a second meeting in December. Officers will be elected at the last meeting in November. Meetings will be held at the Barlow Community Center in Hudson unless other arrangements are necessary.

Adopted 5/19/25

PROJECTS AND EVENTS:

Listed below shall be organized by committees. Chairmen shall be appointed by the President. All exhibits are free and open to the public.

Art on the Green (August)

A juried show open to the public Entry fee.

Application online.

Holiday Show (December)

Open to paid HSA members.

No entry fee

Original art only

Spring Show (April)

Open to paid HSA members.

Host my charge a commission.

No Entry Fee.

Original art only.

Juried with awards.

Clothesline Show (June)

Open to paid HSA members

No entry fee.

Host may charge a commission.

Original art only.

Scholarship Awards (June)

Lowell E. Smith/Margaret Roby Memorial Scholarship

\$2,000.00 Awarded to Hudson High School Graduating Senior.

Social Events:

Christmas Party - First Monday in December .

Buffet Supper - First Monday in June.

DONATIONS:

Requests to the Hudson Society of Artists for donations may be submitted to the President of the Society between September 1 and May 1 and at least 30 days prior to the date the donation is required. During the summer, the membership does not meet, and requests cannot be accepted. Requests for donations will be reviewed by the Board which reserves the right to reject them or to accept them for submission to the membership for approval or disapproval. Donations must be approved by two-thirds (2/3) majority of the general membership in attendance at the general meeting at which the donation proposal is made.

PUBLICITY:

Publicity for projects and events shall be the responsibility of each committee chair. They shall provide information and photos to the Publicity Chair, Website Coordinator and Social Media Coordinator.

PROPERTY AND EQUIPMENT:

An inventory of property and equipment owned by the Society shall be accounted annually by a person appointed by the President. The record shall include the location of storage of each item.

POLICIES

POLICY ON EVENT DEADLINES AND EVENT ELIGIBILITY

New members may join HSA at any time of the year. There will be no prorating of the membership fee for late joiners. Members-only shows are open to all current members at the time of the show take-in date. A non-member may become eligible by submitting the membership form and fee payment before the take-in date. Similarly, a non-member may submit a membership form and payment prior to an HSA workshop and be able to attend at the members' rate.

Adopted 7/6/23.

POLICY ON JURIED SHOWS

Any members-only show that is to be juried and have cash awards must have a submission fee, approved by the board, which will cover show costs. The Exhibition Coordinator's art may be exhibited and sold at the show but will not be eligible for any awards. The Exhibition Coordinator will be exempted from any entry fee for the show.

Adopted 5/19/25

POLICY ON PARTIAL PARTICIPATION IN HSA WORKSHOPS

If an artist requests partial participation in a multi-day workshop, that artist will be placed on the wait list and will be registered for the workshop only if openings remain at the end of the registration period. The fee for partial registration will be prorated as deemed appropriate by the board.

Adopted 7/6/23

POLOCY ON NON-COMMINGLING OF FUNDS

The purpose of this policy is to ensure financial integrity, protect HSA assets, and comply with state and federal standards. Members, chairpersons and the HSA Board are prohibited from commingling personal funds for any purpose involving an HSA project, show, activity or event. If a till fund, payment or donation is required for the aforementioned, a request will be emailed to the treasurer at least one week prior to the date needed. The treasurer verifies then fulfills the request. A till fund requires a chain of custody document to be completed by people at each shift change and upon return of the till fund to the treasurer.

Adopted 7/8/2026

Bylaws Revised: April 26, 2026, August 13, 2026, dw