

BYLAWS OF FUND FOR THE ARTS

ARTICLE I

NAME

The name of this organization shall be Fund for the Arts (hereinafter “the Fund”).

ARTICLE II

MISSION

The Fund for the Arts’ mission is to serve and strengthen participating arts groups in the Greater Kanawha Valley by providing educational and financial support and by sponsoring community cultural and artistic events.

ARTICLE III

OFFICES

The Fund shall have its principal office at 106 Capitol Street, Suite 100, Charleston, West Virginia, or at such place or places as the Board of Directors shall determine from time to time.

ARTICLE IV

BOARD OF DIRECTORS

Section 4.1 – Responsibilities. The business and affairs of the Fund shall be managed by its Board of Directors (“Board”), which shall be responsible for the accomplishment of the purposes of the Fund. Consistent with such purposes, the Board may employ an Executive Director and such other employees as necessary, shall. Conduct an annual fund raising campaign, shall control the distribution of funds, shall appoint such committees and delegate such authority to the committees so appointed as is consistent with these Bylaws and shall do and perform such other acts as are necessary to carry out the purposes for which the Fund is created.

Section 4.2 – Number and Tenure of Board Members. The number of directors of the Fund shall be no less than twenty-four (24) nor more than forty-two (42). The Directors shall hold office for three years, except one-third of the members of the first Board of Directors shall hold office for one year, a second third of such members shall hold office for two years and the remainder of such members shall hold office for three years. Consistent with this provision, the term of office of each of the respective members of the initial Board of Directors shall be determined by lot.

Section 4.3 – Board Members. Succeeding members of the Board of Directors shall be elected by the Board. In addition to the elected Board members, the President of each of the Fund’s beneficiary agencies shall, during the tenure of his office with his group, be a non-voting ex officio member of the Board of Directors of the Fund, and is invited to attend all meetings of the Board of Directors as the representative of that agency.

Section 4.4 – Meeting. An Annual meeting shall be held in December of each year for the purpose of electing officers and directors who will take office on January 1st, the beginning of the next calendar year and transacting such other business as may come before the meeting. All officers and directors elected at the June 2002 annual meeting, or whose terms do not expire on June 30, 2002, shall, notwithstanding any other provisions of these bylaws, have their terms of office extended by six (6) months (e.g., officers elected in June 2002 shall serve until December 31, 2003, Board members terms that would have expired on June 30, 2003, June 30, 2004 and June 30, 2005, will expire on December 31, 2003, December 31, 2004 and December 31, 2005 respectively). The Board of Directors shall meet at least once in each quarter and more frequently at the call of the President of the Executive Committee. Due notice of all meetings shall be given to the members of the Board.

Section 4.5 – Quorum. One-third of the Directors in office at the time of any meeting shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 4.6 – Attendance. Any member of the Board who shall fail to attend three consecutive meetings maybe dropped from membership unless he or she presents to the Executive Committee an acceptable excuse for such absences.

Section 4.7 – Compensation. All directors shall serve without compensation.

ARTICLE V

OFFICERS

Section 5.1 – Number. The officers of the Fund shall be a President, an Executive Vice President, a Vice President for Workplace Giving, a Vice President for Foundations, a Vice President of Campaign, a First Assistant Vice President for Campaign, a Second Assistant Vice President for Campaign, a Vice President for Allocations, an Assistant Vice President for Allocations, a Secretary-Treasurer and a Past President. All officers shall be elected by the Board of Directors from its membership and for a term of one year. Each officer shall serve at the pleasure of the Board of Directors, and any vacancy shall be filled by the board for the “unexpired portion of the term.”

Section 5.2 – Duties.

President. The President shall be the Chief Executive Officer of the Fund, shall preside at all meetings of the Board of Directors, shall appoint committee members except as otherwise

provided by these Bylaws or directed by the Board, and shall be an ex-officio member of all committees.

Executive Vice President. The Executive Vice President shall have all the authority and duties of the President when the President is not present at a meeting and otherwise may act with the authority and power of the President when the President is not available to act. The Executive Vice President shall have such other duties, power and authority as may be provided from time to time by the Board of Directors or Executive Committee.

Vice President for Workplace Giving. The Vice President for Workplace Giving shall be responsible for the promotion and coordination of the annual Workplace Giving Campaign. Vice President for Campaign. The Vice President for Campaign shall be responsible for the annual fund raising campaign of the Fund.

Vice President for Past Campaign. The Vice President for the Past Campaign shall act as an adviser to the Vice President for (the current) Campaign. He/she will be responsible for providing continuity between campaigns and tracking actual campaign results from the previous campaign. The Vice President for Past Campaign shall have such other duties, power and authority as may be provided from time to time by the Board of Directors or Executive Committee.

Assistants to the Vice President for Campaign. The First Assistant to the Vice President for Campaign and the Second Assistant to the Vice President for Campaign each shall have duties as may be assigned by the Vice President for Campaign, or by the Board of Directors or the Executive Committee.

Vice President for Allocations. The Vice President for Allocations shall be the chairman of the Screening and Allocations Committee responsible for recommending an equitable distribution of the funds raised consistent with these Bylaws.

Assistant Vice President for Allocations. The Assistant Vice President for Allocations shall serve as the chairman of the Projects Pool Committee and shall serve on the Allocations Committee. The Assistant Vice President for Allocations shall preside at Allocations Committee Meetings and shall act on behalf of the Vice President for Allocations when he/she is unable to attend a meeting or not available to act. The Assistant Vice President for Allocations shall have other duties as may be assigned by the Vice President for Allocations, or by the Board of Directors or by the Executive Committee.

Vice President for Foundations. The Vice President for Foundations shall be responsible for the promotion and coordination of foundation solicitations on behalf of the Fund.

Secretary-Treasurer. The Secretary-Treasurer shall see that the minutes of the meetings of the Board are kept, see that all notices are duly given in accordance with the provisions of these Bylaws, shall have charge of the funds of the Fund, shall report to the board regarding the finances of the fund, and shall in general perform all duties incident to the office of Secretary-Treasurer and delegated to such office by the President or the Board of Directors.

Executive Director. The Executive Director, if employed, shall be the administrative officer of the Fund, and shall serve under the direction of the Board of Directors.

ARTICLE VI

COMMITTEES

Section 6.1 – Number. There shall be an Executive Committee, a Workplace Giving Committee, a Campaign Committee, an Allocations Committee, a Nominating Committee, a Foundations Committee and such other committees as the Executive Committee shall determine.

Section 6.2 – Executive Committee. The Executive Committee shall consist of the elected officers of the Fund. The Executive Committee shall have and exercise, in the intervals between meetings of the Board of Directors, all the powers of the Board which may lawfully be delegated in the management of the business and affairs of the Fund, or such lesser powers as may, by direction of the Board, be specified.

Section 6.3 – Workplace Giving Committee. The Workplace Giving Committee shall be chaired by the Vice President for Workplace Giving and shall consist of such members as may be appointed by the chairperson and approved by the Executive Committee. The Workplace Giving Committee shall organize and carry out the annual Workplace Giving Campaign.

Section 6.4 – Campaign Committee. The Campaign Committee shall be chaired by the Vice President for Campaign and shall consist of such members as may be appointed by the Vice President. for Campaign and approved, by the Executive Committee. The Campaign Committee shall organize and carry out the- annual fund raising campaign of the Fund.

Section 6.5 – Screening and Allocations Committee. The Screening and Allocations Committee shall be chaired by the Vice President for Allocations and shall_ consist of seven (7) or more members appointed by the Vice President for Allocations and approved-by the Executive Committee. The President and Treasurer of the Fund shall, in addition, be ex-officio members of the Committee. Current Officers and Directors of beneficiary agencies may not serve on the Screening and Allocations Committee. It shall be the responsibility of this Committee to recommend to the Board, for the Board’s approval, an annual goal for the Campaign. The Committee shall recommend to the Board those agencies eligible for support from the Fund (“beneficiary agencies”), an equitable allocation among such agencies of the amounts to be distributed from the Fund, and the conditions imposed on such distributions necessary to assure the proper use of amounts distributed to such agencies by the Fund. The Chairman shall appoint such sub-committees as are necessary to carry out the Committee’s functions in an orderly fashion.

Section 6.6 – Nominating Committee. A Nominating Committee-shall be appointed by the President, subject to the approval of the Executive Committee, for the purpose of recommending a slate of individuals for consideration by the Board for election to the Board at

its annual meeting. Additional nominations may be made from the floor provided prior consent has been obtained from the nominee.

Sections 6.7 – Foundations Committee. The Foundations Committee shall be chaired by the Vice President for Foundations and shall consist of such members as may be appointed by the chairperson and approved by the Executive Committee. The Foundations Committee shall organize and carry out the Foundation solicitations of the Fund.

ARTICLE VII

CAMPAIGN SOLICITATIONS

Campaign solicitation by the Fund shall be restricted to businesses, government agencies, professionals, employees in the workplace and foundations. The Campaign Committee shall prepare an annual list of donors, and as a condition of the receipt of a distribution from the Fund, beneficiary agencies must agree to refrain from soliciting support from the donors on such list except that subject to prior approval by the Fund, agencies may solicit these entities for special projects.

ARTICLE VIII

DESIGNATION BY- DONORS

Donors may make general contributions to the Fund or may designate the agency or agencies to which their contributions shall go, or may do both.

ARTICLE IX

ALLOCATIONS AND DISTRIBUTION OF FUNDS

Section 9.1 – Allocations. Prior to December 31 of each calendar year, the Screening and Allocations Committee shall make recommendations to the Board of an equitable allocation of funds among the various beneficiary agencies for the subsequent calendar year. The criteria upon which such allocations shall be based shall include community support of the respective agencies, financial responsibility of the agencies, the financial need of the agencies, minimum program standards of the agencies and such other factors as the Screening and Allocations Committee shall determine from time to time. Based upon these recommendations and such other information as the Board may require, the Board shall approve and make an equitable allocation and distribution of funds consistent with the purposes of the Fund.

Section 9.2 – Conditions Imposed on Distribution. Each beneficiary agency receiving or to receive funds may be required as a condition of such receipt to provide such evidence of financial responsibility as the Screening and Allocations Committee may recommend and/or the Board may require. Each beneficiary agency annually shall submit to the Fund a report and accounting of the utilization of the funds received.

ARTICLE X

FISCAL YEAR

The fiscal year of the Fund shall be January 1 through December 31.

ARTICLE XI

AMENDMENTS

These Bylaws may be amended by a vote of two-thirds of the Directors present at any meeting, provided that written copies of any proposed amendment shall be mailed to all members of the Board at least ten (10) days prior to the meeting at which the proposed amendment will be presented.