

Artist Guild of Shrewsbury By-Laws

Article I Name

This organization shall be known as the Artist Guild of Shrewsbury (Guild), of Shrewsbury, Massachusetts. This name shall not be used by any member or group without the permission of the Steering Committee.

Article II Mission

Our mission is to encourage artistic awareness and enjoyment of fine arts and to encourage growth both on an individual and community level. We are dedicated to accomplishing this goal through exhibits, lectures, demonstrations, instruction, professional workshops, outdoor sketching, plein air, museum trips, and other activities. Our members' artistic interests and talents encompass traditional and contemporary visual arts.

Article III Membership

Membership is open to all persons, sponsors, and organizations interested in the mission of the Guild. Membership dues are on an annual basis with renewal of membership fees September 1. After dues are received by the Treasurer, membership is activated. Membership dues and other fees will be determined by a majority vote of the Steering Committee.

Membership shall be in three categories: Junior, Active and Organization/Patron.

Junior members are under the age of 18 years, entitled to all benefits of membership, but are exempt from paying dues and cannot make motions, vote, or hold office.

Active membership is age 18 or older. After tenure of sixty days, an Active Member is entitled to hold office.

All membership organizations and/or patrons are required to pay dues but cannot make motions, vote, or hold office. A delegate from any organization/institution is welcome to attend meetings and will receive mailings.

Fiscal year ends June 30.

Article IV Meetings

Regular meetings are held on the first Monday from September to May in a location designated by the Guild. If the first Monday is a holiday, the meeting will be held the second Monday of that month. Additional meetings or scheduling changes may be made by the Steering Committee upon one weeks' notice to members.

Programs may be planned in conjunction with meetings or as a separate function.

A quorum of ten members is necessary to open a meeting. The Annual meeting will be held on the first Monday of May. The Steering Committee will determine the time and place for the meeting.

Article V Steering Committee

The Steering Committee shall be responsible for the control and general management of the Guild. The Steering Committee shall be elected at the Annual Meeting.

The Officers shall be: Chairperson, Secretary and Treasurer. Other positions on the Committee shall include the Membership Chairperson, Publicity Chairperson, Newsletter Editor, Program Chairperson and Web Chairperson.

The Steering Committee shall present recommendations to the Guild and committees for action. Decisions involving expenditures over \$100 shall be brought to a general meeting and require a quorum with a majority vote. The Steering Committee will establish a budget for each committee in the Guild.

Committee chairpersons not on the Steering Committee may attend Board meetings and make recommendations as chairs of their committee. Members may also attend Steering Committee meetings without voting privileges.

The Steering Committee shall prepare and present to the membership an annual report on the condition of the Guild including, but not limited to, activities, future plans, and finances.

The Steering Committee shall meet as deemed necessary for the advancement of the Guild.

Article VI Duties and Responsibilities of the Steering Committee

The Chairperson shall set the agenda and preside at all meetings of the Guild and the Steering Committee. The chairperson, with

the approval of the Steering Committee, shall appoint chairpersons of other committees deemed necessary and committee members to fill any position that becomes vacant during the year. The Steering Committee shall appoint a Nominating Committee by February 1. The Chairperson shall call Steering Committee meetings or any special meetings and shall be an ex-officio member of each committee. In the absence of the Chairperson, another member of the Steering Committee will preside at meetings.

The SECRETARY shall keep records of all activities of the Guild at meetings, shall record the minutes of all meetings, and report to the membership in a timely manner. The SECRETARY shall read the minutes of the previous meeting at the Guild meetings. The SECRETARY also has the responsibility of conducting correspondence required of the Guild and maintains official copies of all correspondence.

The TREASURER, with the Steering Committee Chair, shall have custody of all funds of the Guild. The Treasurer shall develop a budget, pay all bills of the Guild, and keep accurate accounts of receipts and expenditures. The TREASURER shall provide financial reports at each general meeting and additional reports as deemed necessary by the Steering Committee.

The PUBLICITY CHAIRPERSON is responsible for the information for publication regarding the Guild to promote public awareness of monthly activities through general/regional publications, to announce special meetings, and to develop special interest stories to enhance and promote the Guild. The Publicity Chairperson shall be given four weeks notice of planned events and activities.

The MEMBERSHIP CHAIRPERSON is responsible for maintaining contact information on the Guild members. This includes a current mailing list and confirming correct name, address, phone, and email address for correspondence within the Guild. The Chairperson will introduce new members to the Guild at general meetings and will be responsible for contacting inactive members to determine their status. The Chairperson shall develop an informational packet about the Guild to be given to new or potential members.

The NEWSLETTER EDITOR is responsible for obtaining all pertinent information from the membership of the Guild and for promoting general interest in the arts. This includes letters from the Chairperson and information that might be of interest to the membership. The Newsletter Editor is responsible for mailing newsletters to the membership and member organizations as well as to other art organizations and potential members.

The WEBSITE CHAIRPERSON is responsible for the general administration of the website including working directly with the webmaster and with the membership to assist in opening E-gallery sites, maintaining the host page, and coordinating publicity for on-line forums. The Chairperson shall be responsible for recording and collecting E-gallery fees for additions over the allotment included in the membership fee. All fees collected shall be remitted directly to the Treasurer.

The PROGRAM CHAIRPERSON is responsible for organizing a monthly program for the calendar year. A committee can be utilized to work in the preparation and planning of events. It is the responsibility of the Program Chairperson to notify the Publicity Chairperson, Website Chairperson, and Newsletter Editor of current and future programs.

Article VII Nominating Committee

A Nominating Committee of three members of the Guild, appointed by the Steering Committee, shall present a slate of officers at the regular meeting prior to the Annual Meeting. Nominations may be made from the floor by voting members of the Guild. If there is more than one candidate for an office, the vote shall be taken by paper ballot.

Article VIII Non-Profit Policy

The Guild is organized exclusively for educational purposes. Upon dissolution of the Guild, cash assets shall be used for purposes to promote the arts.

Article IX Amendments

These By-laws may be amended at any meeting provided that the proposed amendments have been reviewed by the Steering Committee and that notice of the amendment has been mailed to every member of the Guild one month in advance of the vote. A vote of two-thirds of the members present is necessary to pass an amendment to the By-laws.

Reviewed and approved by the Steering Committee, July 14, 2008

**By-law Committee: Joseph Drummond
Fay C. Morrisson**