

**NORTH AUGUSTA ARTISTS GUILD**  
**Bylaws 2019**

**ARTICLE I-Name and Objective**

The name of this organization shall be the North Augusta Artists Guild. The objective of the North Augusta Artists Guild is:

- A. To create an opportunity for social exchange and inspiration in the visual arts activities offered by the Guild.
- B. To encourage and support the visual arts in the local and surrounding area.
- C. To encourage the support of the Arts and Heritage Center of North Augusta.

**ARTICLE II-Qualification of Members**

Eligibility for membership in the North Augusta Artists Guild is open to any person interested in the visual arts, subject to payment of annual dues. Anyone under the age of 18 may join free. Student members will have no voting privileges, but may exhibit in the Fall into Art Show with appropriate fees.

**ARTICLE III-Duties of Executive Officers**

The Executive Officers of this Guild shall be the President, Vice-President, Secretary, and Treasurer. Executive officers must have attended four of the six business meetings for one year prior to being nominated. Election to office is determined by majority of the members in attendance at the November business meeting. The officers assume office at the January meeting and serve for two years.

**A. President**

The President shall preside over the business meetings of the Guild, and the meetings of the Board of Directors. The President shall be an ex officio member of all committees, except the Nominating Committee.

The President shall designate a member of the Guild Board to serve as a liaison for the Arts and Heritage Center of North Augusta.

The President shall also manage the Artist of the Month Program and serve as liaison to the local businesses that support the program.

**B. Vice President**

The Vice President shall preside over the business meetings of the Guild and the Board of Directors in the absence of the President. The members of the Board of Directors will manage any additional duties of the President in the event the Vice President cannot.

### **Vice President continued...**

The Vice President shall be responsible for, Artist Spotlight, a monthly column that appears in the *Augusta Chronicle's* supplement, *NA Today*. He/she will conduct interviews, take photographs and file the article with the supplement's editor.

### **C. Secretary**

The Secretary shall keep the minutes of all meetings of the Guild and Board of Directors, maintain correspondence and records of all activities sponsored by the Guild, or designated by the Board of Directors, and maintain the membership roster.

### **D. Treasurer**

The Treasurer shall keep all financial records of dues. The Treasurer shall also record other money received in an appropriate business format, and shall deposit Guild money, within 10 days of receipt, in a financial institution approved by the Board of Directors. The President and Treasurer shall be the authorized signatures on the checking account. A report of the receipts and disbursements will be presented at each business meeting of the Guild.

An Auditing Committee comprised of the incoming Treasurer and a member-at-large will review the financial records of the Guild at the end of the Treasurer's term. In the event there is a discrepancy, an outside CPA will be hired.

## **ARTICLE IV-Board of Directors**

### **Section I-Membership**

The Board of Directors shall be composed of eight (8) active members, including the four executive officers, three members elected by the majority of the membership and the Marketing Committee Chairman. The Executive Officer candidates shall have attended four of the six business meetings for one year prior to being nominated (excludes the Members-at-Large representatives). The Board of Directors will be elected at the November business meeting and assume office the first day of January and serve two years.

The Board of Directors shall be responsible for the direction of the Guild and any special exhibits and events. A report of their meetings and activities shall be communicated to the membership.

Members of the Board of Directors shall attend at least four (4) Board meetings to be a member in good standing. Four (4) members of the Board of Directors shall constitute a quorum.

The immediate Past President will serve on the Board of Directors for one year as an ex officio member. If the immediate Past President is unavailable, an earlier Past President should be asked to fill that position.

Additional meetings of the Board of Directors may be called at any time by the President or by a majority (4) of the Board of Directors. Members may petition the Board of Directors for a special Guild meeting.

The Board of Directors shall meet the week prior to a Guild business meeting.

**ARTICLE IV – Board of Directors continued:**

**Section II – Resignations & Elections**

- A. Resignations.** When an officer or board member of the Guild has to resign before his/her term is completed, an original letter of resignation must be given to the Secretary for official documentation.
- B. Elections.** In the event an officer or board member does resign before his/her term is completed, the Guild will hold a special election to fill the vacancy at the next meeting (either non-business or business) of the membership.

**Section III-Authorization**

The Board of Directors shall be authorized to spend up to \$200 per transaction without membership approval on Guild related incidental business.

**ARTICLE V- Committees and Duties of Chairpersons**

**Section I – Committees**

- A. Program Committee
- B. Hospitality Committee
- C. Nominating Committee
- D. Marketing Committee
- E. Visual Arts Scholarship Committee
- F. Fall into Art Show Committee
- G. Other committees as needed

**Section II – Duties of Committees**

- A. *The Program Committee*** is responsible for booking speakers for the North Augusta Artists Guild’s Calendar of Events and will send to the Board of Directors all planned events as to speakers, dates, time, places, etc. for the Board’s approval prior to commitment with a guest speaker. The President will be responsible for thank you letters to the speakers/contributors and will manage the programs for the calendar year.
- B. *The Hospitality Chairperson*** is responsible for scheduling refreshments at all meetings. The Hospitality Chairperson will report to the President. The Hospitality Committee will be composed of two or three members.
- C. *A Nominating Committee*** of at least three (3) members will be formed in September, with the Board of Directors naming a Chair and two members volunteering from the membership. This committee shall prepare a slate of candidates for each office and board seat to be filled. The slate of nominations shall be presented to the Board of Directors at the October meeting. The slate will be presented to the membership by the President for action at the November meeting. Nominations may also be made from the floor.
- D. *The Marketing Committee*** will ensure that all publicity for the Guild is prepared and distributed in a timely manner to the Guild members, the local media and the North Augusta Artists Guild’s Website and Facebook page. The Marketing Committee will be composed of the Chairman, Website & Facebook Administrator and a member-at-large. The Marketing Committee will report to the Board of Directors.

**ARTICE V - Duties of Committees continued:**

- E.** *The Visual Arts Scholarship Committee* is responsible for communicating the Visual Arts Scholarship in a timely manner to the local school systems and processing all applicants. This committee will ensure that the application process and the selection deadline are met. In the event a winner is not selected, the scholarship money will revert to the Guild treasury.
- F.** *The Fall into Art Show Committee* is responsible for coordinating & planning the Fall into Art Show and Sale held in November & December at the Arts & Heritage Center. The Committee Chairman will work closely with the President.

**ARTICLE VI– Regular Meetings and Voting**

**Section I – Regular Meetings**

Meetings of the Guild shall be held on the first Tuesday of each month. The time and place shall be set forth in a notice of such a meeting. The Guild shall hold six business meetings a year (January, March, May, July, September and November). Other meetings shall be non-business meetings.

**Section II – Voting**

Each member shall be entitled to one vote on any issue. Fifty percent (50%) of the members present at the regular meetings shall be required to pass general Guild business. In case of a tie, the President shall cast the tie-breaking vote.

Election of officers and members to the Board of Directors shall be by ballot or raised hands. If there are no nominations from the floor and if the slate, as presented by the Nominating Committee, is not contested, it is permissible to have a motion made, seconded and passed by a majority vote of the members present to approve the ballot as presented. For all issues – Robert’s Rules of Order pertain.

**ARTICLE VII - Dues and Fees**

**Section I – Dues**

Annual dues of the North Augusta Artists Guild shall be \$36, and pro-rated by month for new members, payable by check or money order to NAAG between the Guild meeting in October – December 1 and given to the Treasurer for record keeping. New members who are pro-rated membership dues the year he/she joins, must pay \$36 in dues to participate in the Fall into Art Show.

**Section II – Late Fees**

Dues shall be payable by December 1. The fiscal year begins January 1 and ends December 31. For renewing members, late fee of \$10 will be charged after December 1.

**Section III – Regulation of Dues and Fees**

The amount of all dues and fees shall be determined, regulated or altered by a majority vote of the members present at a regular meeting of the Guild.

### **ARTICLE VIII - Parliamentary Authority**

The rules contained in Robert's Rules of Order shall govern the Guild in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Guild.

### **ARTICLE IX-Amendments**

Amendments to the Bylaws of this Guild, after being approved by the Board of Directors, must be in writing and sent or emailed to all members at least five days in advance of the meeting of the Guild at which time they are to be voted upon. Amendments shall become effective January 1, if carried by a majority vote of the members present at the November meeting. Amendments made to these Bylaws after January 1 will become effective immediately.

### **ARTICLE X – DISSOLUTION**

Previous notice and a two-thirds vote can dissolve this organization. All outstanding bills will be paid, and the remaining money will be returned to the members, or by vote of the members, given to a charity of choice.

