

Artist Guild of Shrewsbury By-Laws

Article I Name

This organization shall be known as the “Artist Guild of Shrewsbury,” an art guild established in Shrewsbury, Massachusetts. This name, acronym “AGS” or logo 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 the arts and to encourage growth both on an individual and community level.

Article III Membership

- A. Membership is open to all who are interested in the mission of the Guild. AGS does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. AGS is committed to providing an inclusive and welcoming environment for all members.
- B. Guild dues are on an annual basis with renewal of membership fee due at our September meeting, but new members may join throughout the year.
- C. After dues are received by the Treasurer, membership is activated immediately; hence, a member may participate in Guild exhibits; however, some activities may have restrictions.
- D. Membership dues and other fees will be determined by a majority vote of the Steering Committee.
- E. Membership shall be in two categories: Active and Special. Guests and the general public are welcome at activities; any attendance fees charged may be credited toward active membership.
- F. An **Active** member is defined as anyone over 18 years of age and whose membership fee is current. This person is eligible to all benefits of membership, including participating in motions, vote, or hold office. Adults with the same address will receive a discount.
- G. A **Special** member is designated by the Steering Committee. This member includes an honorary person, organization, or special circumstance. This type of member is not required to pay dues, and cannot make motions, vote or hold office. A delegate from any organization is welcome to attend meetings and will receive mailings.
- H. The Guild’s fiscal year ends on **August 31st**.

Article IV Meetings

- A. Regular meetings are held on the first Monday from September through 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.

- B. Additional meetings or scheduling changes may be made by the Steering Committee.
- C. Programs may be planned in conjunction with meetings or as a separate function.
- D. A quorum of 10 members is necessary for voting purposes at a Guild meeting.
- E. The Steering Committee will determine the time and place for the Annual Guild meeting.
- F. **Snow Cancellation Policy: a cancellation will be posted on the website in a timely manner.**

Article V Steering Committee

- A. The Steering Committee shall be responsible for the control and general management of the Guild.
- B. The Steering Committee Chairs shall be a two-year term and elected at the Annual Meeting.
- C. The Steering Committee shall determine whether a vacancy must be filled prior to voting at the Annual Meeting.
- D. The Officers to be elected shall be as follows:
 - Chairperson
 - Exhibits Chairperson
 - Member-At-Large Representative
 - Newsletter Editor
 - Program Chairperson
 - Publicity Chairperson
 - Secretary
 - Treasurer
 - Website Chairperson
- E. Each position may create a *Sub-Committee* to assist with specific functions or events that the position may encounter to maintain the Guild.
- F. Each position shall present recommendations for action to the Steering Committee as needed.
- G. Decisions involving expenditures greater than \$100 shall be brought to a Steering Committee meeting or e-mail communication for a majority vote.

Article VI Duties and Responsibilities of the Steering Committee

- A. The **Chairperson** has the following authority and duties.
 1. Authority to select a Co-Chair to assist in any manner and the Co-Chair has all authority as the Chairperson.
 2. Set the agenda and preside at all meetings of the Guild and the Steering Committee.
 3. Coordinate replacement of any positions that become vacant during the year by appointing a Nominating Committee, preferably by February 1st.
 4. Call Steering Committee meeting or any special meeting and shall be an ex-officio member of each committee.
 5. In the absence of the Chairperson, the Co-Chair or another member of the Steering Committee may preside over meetings.

6. Sends welcome new member note to all new members.
- B. The **Exhibits Chairperson** has the following authority and duties.
1. Communicates all potential exhibits with the Chairperson, Publicity Chairperson and Web Chairperson.
 2. Responsible for implementing all aspects of an Exhibit.
 3. Communicates with contact person at site of Exhibit and fellow Guild members.
- C. The **Member-At-Large Representative** has the following authority and duties.
1. Provides broad perspective of the Guild's goals for members of the Guild.
 2. The number of Representatives will be determined by the Steering Committee.
- D. The **Publicity Chairperson** has the following authority and duties.
1. Primary contact person for public activities in the community (exhibits, community events, etc.).
 2. Create print and digital material for AGS publicity purposes as needed and/ or as requested by the Chairperson.
 3. Maintain AGS social media presence.
- E. The **Newsletter Editor** has the following authority and duties.
1. Collects relevant news of Guild activities from Steering Committee members.
 2. Collects news from all members that is pertinent to the Guild.
- F. The **Program Chairperson** has the following authority and duties.
1. Responsible for organizing a monthly program for the calendar year.
 2. This yearly program schedule must be approved by the Steering Committee prior to the September meeting.
 3. Facilitates in being the contact person for the Presenter prior to their scheduled presentation.
- G. The **Secretary** has the following authority and duties.
1. Keep minutes of all activities of the Guild at meetings and provide minutes of all meetings in a timely manner to the Steering Committee when needed.
 2. Submission of minutes to **Newsletter Editor** when a vote was required of Guild members or Steering Committee members.
 3. Responsible for conducting correspondence required of the Guild (goodwill correspondence such as thank you note to presenter, get well note), and maintain official copies of all correspondence.
 4. Monitor the AGS e-mail account, answer incoming e-mail inquiries and/ or directs inquiries to the appropriate individual on the Steering Committee.
 5. Provides brief highlights of previous meeting to meeting members.

H. The **Treasurer** has the following authority and duties.

1. Shall communicate monthly balance statements to the Chairperson.
2. Responsible for collecting all income and expenses relating to Guild membership and activities.
3. Purchase materials/ equipment (over \$150.00) as requested by the Steering Committee; reimbursement for all approved member purchases on behalf of AGS.
4. Responsible for maintaining and distributing Membership Lists and Directory for the Steering Committee.

I. The **Web Master** has the following authority and duties.

1. Responsible for the general administration, design and updating of the AGS website. This including working directly with membership to assist in opening E-gallery sites, maintaining the host page, and coordinating publicity for on-line publication.

Article VII Nominating Committee

- A. The Nominating Committee is appointed by the Steering Committee and shall be comprised of a minimum of two members.
- B. The vacant positions shall be identified prior to the Annual Meeting.
- C. Nominations may be made from the floor at the Annual Meeting by voting members of the Guild.
- D. If there is more than one candidate for a position, the vote shall be taken by paper ballot.

Article VIII Non-Profit Policy

- A. We are a non-profit organization; however, we are not a registered non-profit and cannot officially accept donations for tax purposes.
- B. Upon dissolution of the Guild, all cash assets shall be distributed to a charity that reflects the mission of the Guild as determined by the Steering Committee.

Article IX Amendments

- A. Any amendments may be added at a meeting provided that the proposed amendments have been reviewed the Steering Committee.
- B. Notice of the amendment must be distributed to every member of the Guild one month in advance of the vote.
- C. A vote of two-thirds of the members present is necessary to pass an amendment to the By-Laws.