

Pottstown Area Artists Guild

By-Laws (revised 5-07)

ARTICLE I

Name

This organization shall be known as the POTTSTOWN AREA ARTISTS' GUILD, aka, PAAG.

ARTICLE II

Purpose

Section 1. The purpose of the Guild is to allow people to express themselves collectively. This includes art as therapy, art as education, and art as individual expression.

Section 2. To encourage art sales throughout the tri-county area.

Section 3. To promote art education and art appreciation within the community.

ARTICLE III (revised 5-07)

Membership and Dues

Section 1. Any person who is interested in art and its development may become a member upon payment of required dues.

Section 2. The annual dues shall be \$25 due September 1, which is the beginning of the fiscal year.

Section 3. If dues are not paid by Nov. 30, following written notice, members shall be dropped from the mailing list.

Section 4. A gratis membership of one year will be granted as a token of appreciation to Past Presidents for the year immediately following their term as president

ARTICLE IV (revised 5-07)

Officers and their election Section 1.

A. The officers of this organization shall be president, past president, president-elect, secretary and treasurer. The president, past president, and president-elect shall be one-year rotating terms.

B. Officers shall be elected by ballot annually in the month of May. If there is but one

nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the organization for the nominee.

C. Officers shall assume their official duties at the beginning of the fiscal year, September 1, and shall serve indefinitely.

D. Officers final duty shall be to instruct their successors in the functions and responsibilities of the office at a reorganizational meeting in June.

Section 2.

A. There shall be a NOMINATING COMMITTEE consisting of three members. The President shall appoint the Chairman. The Chairman shall appoint two others. These persons shall be appointed at least two months prior to the election.

B. The Nominating Committee shall prepare a slate of candidates for all elective offices, after first gaining the consent of each candidate to serve.

C. Nominations will be received from the floor, with the consent of the nominee, at the April meeting.

Section 3. A vacancy occurring in ANY office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee, notice of such election having been given in advance, In case a vacancy occurs in the office of the President, the Vice President shall assume the duties of the President.

ARTICLE V

Officers Responsibilities.

Section 1. The President shall preside at all membership meetings, appoint committee chairmen and act as chairman of the Executive Committee. Shall communicate with Officers, Standing Committee Chairmen and all other Leaders carrying responsibility to have an enabling, effective and smooth-running Guild. The President shall present a report at the annual meeting in May.

Section 2. The VICE PRESIDENT shall act as President in the absence of the President, and shall assist the President in organization and operation of the committees.

Section 3. The SECRETARY shall record the minutes of all general meetings of the organization and of the Executive Committee. The Secretary shall attend to correspondence and shall perform such other duties as may be directed by the Board. The Secretary is in charge of the corporate records.

Section 4. The TREASURER shall receive the dues and all other monies and deposit the funds in a bank approved by the Membership. S/he will keep account of all expenditures, pay all bills by check after approval by the Executive Board, and, lastly, by vote of approval at the next membership meeting.

S/he shall make a monthly report to the Executive Committee and to the membership. Any expenditures by a Committee that exceeds the committee's budgeted amount by more than \$10 must be approved by the Executive Committee. In an emergency, the Committee chair may ask the President to poll the Executive Committee via phone. In such instances, a quorum approving the expenditure is acceptable. The Treasurer is part of said quorum.

The Treasurer shall prepare an itemized fiscal report to present at the Annual Meeting in May, after which time the books are to be audited by a committee of three appointed by the President, The report of the Audit Committee to be given at the September meeting.

Using the itemized annual fiscal report, the Treasurer shall prepare by June 1 a budget for the next fiscal year. The newly elected officers and other members of the Executive Committee will suggest changes/additions to the budget and finalize their budget at their June working meeting. With Executive Committee approval, it will be presented for approval to the general membership in September-this the beginning of the next fiscal year.

Should an opportunity to arise for the Guild to benefit from a purchase or expenditure not already in the budget, it shall be presented to the Executive Committee for consideration and vote. Prior to the meeting, said proposal must be submitted to the Treasurer in enough time for him/her to prepare a feasibility report should the motion pass.

Section 5. It shall be Guild courtesy for an out-going leader to offer and give help to the new official in that position and to turn over all materials of the office within a two-week period.

ARTICLE VI (revised 5-07)

Meetings

Section 1. Regular general meetings shall be held the third Tuesday of the month, in the evenings, eight times a year, except in the months of July, August and December.

Section 2. Special Meetings may be called by the Executive Committee giving five days notice and stating the purpose of the meeting.

Section 3. The ANNUAL MEETING, with Election of Officers, will be held in May.

Section 4. In a Membership Meeting, the Quorum is a simple majority. In an Executive Committee, a quorum is the majority of its members.

Section 5. Voting at general membership meetings may be by show of hands or ballot, at the discretion of the executive committee. Write in-ballots (to allow absentee votes) may also be allowed at the discretion of the executive committee.

Section 6. The term of office is Sept. 1 to Aug.31.

ARTICLE VII (revised 5-07)

Executive Committee

Section 1. The Guild shall have an EXECUTIVE COMMITTEE composed of all elected officials, chairmen of standing committees and a Parliamentarian appointed by the President. The Executive Committee will fill vacancies occurring in offices and committees.

Section 2. Meetings of the Executive Committee will be held at the call of the President and must be held monthly, at a time and place agreed upon by the executive committee. In addition, there also will be planning sessions to consider committee chairs, program and budgetary during June, July and August at the regular meeting time or other suitable times. The Executive Committee is subject to the orders of the Guild.

ARTICLE VIII

Standing Committees

Section 1. The Standing Committees of the Guild are as follows: Program, Membership Show, Juried Show, Membership.

Section 2. Other chairmen as appointed by the President, such as, Sketchpad Editor, publicity coordinator, etc.

ARTICLE IX

These By-laws may be amended or revised at any regular or special meeting of the Guild by a two-thirds vote of the members present.

ARTICLE X

Robert's Rules of Order

The latest edition shall be the authority on Parliamentary Law. Should there be inconsistencies between these Rules and our By-laws, the Executive Committee will rule.

Revised May 2007