



North Grenville Arts Guild Constitution

(Amended January 2020)

This association shall be called **North Grenville Arts Guild**

Mission

This Guild will provide support and encouragement to its Members, whether aspiring or established artists, and will find or create venues for the exhibition of their work. The Guild will endeavour to promote visual arts education and outreach in our community that will reflect our pride in North Grenville's Art culture and heritage.

By-Laws

1. Structure of General Membership

The General Membership of the Guild will consist of all those who pay annual fees and who contribute to Guild activities by **1) Volunteering on a committee** and **2) Supporting the Guild by attending activities and General meetings as often as possible.**

2. Meetings

- a) Executive meetings will be held quarterly or as needed.
- b) General meetings will be held monthly and any additional meetings may only be called by the President.
- c) Decisions made at the General meeting shall require a quorum of eight Members consisting of the President or the Vice-President, the Secretary, and at least one other Executive Member, plus five General Members.
- d) Executive decisions shall require a quorum of three Executive Members consisting of the President or Vice-President and at least two other Executive Members.
- e) Meetings may be cancelled or postponed at the discretion of the President or Vice-President.
- f) Committee Coordinators will call meetings for their groups as needed and inform the President.

3. Executive

Nominations and Election of Executive

- a) Members of the Executive will be nominated in June at fiscal year-end, and nominations accepted and voted on at the Annual General Meeting in September.
- b) The term for all Executive roles will consist of a two year commitment and be elected at the Annual General Meeting held in September. Officers shall pass on their job description and contacts to their successors at this time.
- c) In the event that Executive replacements do not come forward, Officers may serve for an additional one to two year term through General Membership ratification.

Structure of the Executive and contact information for 2020

- a) President - Gary Blake - ngartsguild@gmail.com
- b) Vice President - Tammy Keith - ngartsguild@gmail.com
- c) Secretary - Leahbeth Harding - secretary@gmail.com
- d) Treasurer - Tabitha Valliant - treasurer@gmail.com

Responsibilities of the Executive

a) President- Calls and conducts meetings and prepares meeting agendas. The General Meeting agenda will be for posted on the website prior to the meeting each month. The President will also oversee the monthly Newsletter and it's posting to the website and emailing this to the Membership.

- The President will act as the primary spokesperson for the Guild.
- If the President is to be absent from any meeting, the Vice-President & Secretary must be notified.
- The President will ensure an annual audit and **act as a signing officer** in addition to the Treasurer.
- The President will appoint an Executive nominating committee in May of an election year to oversee nominations.
- The President will serve as an ex officio member of all committees and Committee Coordinators must inform the President of any meetings.

b) Vice-President- This position will normally assume the role of President when the President steps down upon endorsement by the Executive, but is open to nominations and voting at the Annual General Meeting. This is to preserve the continuity of the Executive and the direction of the Guild.

- The Vice-President will chair an Executive or a General meeting in the absence of the President.
- In the President's absence, the Vice-President will **act as a signing officer** in addition to the Treasurer.

c) Secretary- Prepares minutes of both General and Executive Meetings. In the Secretary's absence, another Executive Member must take the minutes (to be noted in the minutes).

- The Secretary will submit the Minutes to the President for review before they are posted on the website (only General Minutes will be posted) and included in the Newsletter.
- In the event of changes to Executive Member roles, the Secretary must be informed. These changes must be included in the Constitution (to be ratified at the next Annual Meeting).

d) Treasurer- Handles all financial matters of the Guild, **acts as a signing officer**, and maintains accurate records.

- Collects Membership fees from Membership Coordinator for new and existing Guild Members.
- Works with Coordinators to ensure reimbursement for money spent for Guild needs.
- Presents verbal monthly financial reports at all monthly meetings for recording by the Secretary.
- Presents a written year-end financial report to the President in advance of the Annual General Meeting.
- Treasurer will confer with President on any expenditure by Executive and Committee Members.
- Ensure that all cheques are signed by two signing officers.

4. Past President

The Past President may act as an advisor to the Executive on invitation by the President but will have no voting privilege.

5. Webmaster and Committee Coordinators: All Committee Leaders will sign on for a one year term, on a voluntary basis

Webmaster- Maintains the website and social media pages.

- Updates web and social media content (group information, resources, Facebook) on a bi-monthly basis.
- Maintains the Members' gallery of artwork.
- Promotes meetings, workshops, and special events online.
- Adheres to provincial and federal privacy laws, limiting publicly displayed contact information as directed by each Member.
- Helps prepare the monthly newsletter with President and posts it to the website in accordance with CAN-SPAM laws.

Membership Coordinator- Compiles and maintains Membership list of paid and lifetime Members.

- Collects new Member information from online application forms to be added to Master list.
- Manufactures and distributes Membership cards both annually and to new Members during the year.
- Provides paper application forms to drop-in guests who wish to become a Member.
- Collects Membership fees to be delivered to the Treasurer for deposit and for receipt generation.
- Shares Membership list with President.

Marketing Coordinator- Prepares North Grenville Arts Guild (NGAG) marketing material, **including event notices, publications for boosting the Guild's profile, etc.**, and presents material to the Executive for approval before arranging for publication.

- Works with other Committee Coordinators and Webmaster to prepare and oversee effective promotion of Guild events.
- **recruits Member assistance** as needed.
- Informs President of all meetings.

Program Coordinator- Proposes Guild activities and events, such as Plein air events, workshops, and presentations in consultation with the Executive.

- Plans and oversees all details of these activities and events, and **recruits Member assistance** as needed.
- Works with the Marketing Coordinator and Webmaster to ensure effective marketing of Guild events.
- Informs President of all meetings.

Show Coordinator- Proposes NGAG activities and events in consultation with the Executive.

- Plans and oversees all details of these activities and events and **recruits an operating team and Member assistance** as needed.
- Finds Show Venue and oversees rental agreement and operation of Venue throughout the show.
- Works with the Marketing Coordinator to ensure effective marketing of Guild events.
- Informs President of all meetings.

Venues Coordinator - Solicits and procures Venues to display Guild Member's art.

- Recruits an operating team to aid as needed and keeps President informed.
- Works with the Venue owners to determine and record display guidelines for Members.
- Ensure compliance by Members with the guidelines and solicits feedback on the success of each Venue
- Works with Webmaster to post Venue schedules.
- Supplies art labelling cards for Member's use.
- Maintains contact with Venue owners to ensure they are satisfied with the arrangement.

Refreshments Coordinator- Provides refreshments at General meetings. This may include coffee/tea/cold drinks as well as snacks as desired.

- Submits cost receipts to Treasurer regularly for reimbursement.
- Prepares and sets out selections and makes sure that the kitchen area is clean before leaving.

- **Recruits volunteers for help with this as needed.**

Photography Coordinator- Provides photographic documentation of Guild events and programs.

- Submits cost receipts to Treasurer regularly for reimbursement.
- Shares these photographs with the Marketing Coordinator and the Webmaster as needed.
- **Recruits volunteers to help with this as needed.**

Grid Rentals Coordinator- Provides grids for rental to Guild Members and non-members and keeps records of rentals, fees, and money collected.

- Submits money collected to Treasurer as needed.
- Works with Executive and Show Coordinator to ensure that Guild events are well supplied with grids.
- Ensures all grids are returned and received in good repair.

6. General Membership Requirements

- a) One does not need to be a resident of North Grenville to be a Member of this Guild, but must agree to abide by our Constitution.
- b) All Members are expected to **volunteer to serve on a committee or in other support roles.**
- c) Members must be up to date with Membership fees.
- d) All Members must be welcoming, respectful, and encouraging towards fellow Members.
- e) Lifetime Membership may be granted to long time members who have shown exemplary service to the Guild. This Membership will be chosen by the Executive and voted on at the Annual General Meeting.

7. Removal of Members

- a) A Member may be asked to leave the Guild by the Executive for failing to uphold any of the above requirements.
- b) Two written warnings will be issued from the Guild Secretary on behalf of the Executive, followed by an official removal notice to be effective upon receipt.

****Revisions to this Constitution can only be proposed at the Annual General Meeting****