



North Grenville Arts Guild Constitution

(Amended May 2022)

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

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

Responsibilities of the Executive

President:

The President will call and lead meetings and set agendas for both Executive and General meetings. They will act as the main contact between the Community and the Guild, and as such are expected to uphold the ethos and purpose of the Guild as stated in the Constitution. They will decide and delegate the chores of running the Guild, week to week, and work to promote the Guild's interests in the wider community. They will work co-operatively with the Executive to hold meetings, programs, and other activities for the Guild's Members. They also act as a signing officer on the Guild bank account. The President currently maintains the membership database and coordinates events/shows. They also currently maintain our Facebook page.

Vice-President:

The Vice-President will support the President in their duties, help to run meetings and reach decisions, and when necessary, stand in for the President at meetings and in the community. They will work with the Executive to make decisions and generally help the smooth running of the Guild. The Vice-President also currently oversees the content of our website and updates and maintains as required. They also currently create MailChimp communications to send out to membership.

Secretary:

The Secretary is responsible for taking accurate minutes at each Executive or General meeting, formally writing up those minutes, and submitting them in a timely manner to be reviewed by the President. The Secretary is also responsible for the drafting of General letters for the President if requested, as well as drafting a monthly Newsletter. The Secretary will also draft emails to Members as per the President's request. They will work with the Executive to make decisions and generally help the smooth running of the Guild.

Treasurer:

The Treasurer is responsible for the financial records of the Guild, making payments in a timely manner, and reporting the state of the Guild's finances on a yearly basis. The Treasurer also handles electronic payments of Membership fees, and any electronic sales that take place on behalf of Members as required. They act as liaison with the bank and as a signing officer on the Guild account. They will work with the Executive to make decisions and generally help the smooth running of the Guild. The Treasurer also applies for grants.

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****