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**Artists’ Guild of Columbia County**

**By-Laws**

**Article I-Name**

Section I

The name of this organization shall be Artists’ Guild of Columbia County, a non-profit, 501 (c) (3) organization, located in Evans, Georgia. Membership is open to artists and supporters of the arts.

**Article II - Purpose**

Section I

The purpose of the Artists’ Guild shall be to encourage the advancement and interest of the arts by:

1. Providing opportunities for development and enrichment of our members through outreach programs, educational programs and workshops.
2. Act as a liaison for Art Guild Members to exhibit and sell their works in local venues.
3. Partner with other organizations in order to foster the appreciation of arts within the community.
4. Establish and award scholarships.

**Article III- Membership**

Section I

Membership eligibility: Annual membership is open to anyone upon payment of membership dues as well as an agreement to participate in one public event sponsored by the Guild. Membership categories include: individual, student, senior, family and patron.

1. Individual Member: Persons aged 19 and over.
2. Student Member: All currently enrolled students.
3. Voting rights do not apply until the individual reaches 18 years of age.
4. Signed parental permission is required for all students aged 17 and under, with arrangements noted for meeting the student after an event.
5. Senior Member: Individuals at least 55 years of age or older.
6. Family Membership: A unit of lawfully related persons living at the same address.
7. Affiliate Member: Non-Profit Organization partnering with the Artists’ Guild for specific events.
8. Patron: Organization, Group, Business, or Individual who provides annual financial support or gifts in kind. Patrons are not entitled to a vote at any meeting of the Guild. Rules regarding financial support/gifts are further outlined in Article IV Donations.
9. Membership dues: The amount of annual dues shall be set at the start of the Guild’s fiscal year; which is June 1 through May 31, and will be established by the Board.
10. Non-payment of dues: Members who do not pay within one month of the due date shall lose all privileges and benefits. Members shall be reinstated upon receipt of dues.
11. Dispute Resolution: In the event illegal or inappropriate behavior, the Guild shall have the right to revoke a membership.
12. Dissolution of the Guild: If for any reason, the Guild is to be dissolved, funds shall be retained for up to one month for purpose of debt settlement. After one month, all remaining funds shall be distributed to a charity or charities designated by the Guild officers.

**Article IV Donations**

Section I

Donations are defined as financial support or gifts in kind.

1. Annual support follows the Guild’s fiscal year of June 1 to May 31st
2. Donations may be assignable in the name of another by the individual establishing the donation or scholarship, with the approval of the Guild.

**Article V – Board of Directors and Committees**

Section I - Purpose and duties of the Board

1. The board shall have such powers and duties as described in Article XIII Duties of Officers, and shall transact such business necessary between the meetings of the Guild. The board shall be subject to the orders of the Guild, and none of its acts shall conflict with rules outlined within the articles of these by-laws.

Section II - Board Officers and Members

1. Officers serving on the Board of Directors shall be the President, Vice-President, Education Director, Treasurer, Secretary, social media Director, and Webmaster. Guild officers may assume responsibility for more than one position as needed.
2. Board of Directors may include two additional board members as per appointment by the president.

**Article VI– Committees**

Section I

1. The President shall appoint Guild committee chairs as needed. Committee Chairs are attend monthly board meetings and may perform duties pertaining to Events, Exhibits, Fund Raising, Hospitality, Membership, Newsletter, Publicity, and Special Programs.

**Article VII – Display of Art**

Section I

1. Acceptance of art work for display is at the discretion of the Guild Board or Venue at which the works are displayed.
2. Works deemed inappropriate for purposes of this by-law means a denigration of religion, race, creed, national origin, color, or gender.
3. Special Showings: Where upon annual shows and exhibitions are established, the Guild may establish applicable conditions and/or requirements for such events.

**Article VIII– Amendments**

1. By-laws shall be reviewed annually by the Board prior to the close of the fiscal year in May, and subject to Board approval.
2. Suggested changes to the by-laws must be submitted in writing to the Board of Directors, and can be submitted at any time.
3. The by-laws will become effective immediately upon a two-thirds vote of approval.

**Article IX– Elections**

1. The President, Vice President, Education Director, Secretary, Treasurer and Webmaster shall be elected by the membership biannually, prior to June 1, and shall assume office at the close of that meeting.
2. In the event that a Board Officer position, other than the President, becomes vacant, an interim Board Officer may be recruited from the Guild membership.
3. The interim Officer will hold that position until a new election can be held.

Section II

The Board of Directors shall appoint a Nominating Committee of three members from the Guild membership.

Section III

In the event the Office of President becomes vacant, it shall be filled by the Vice President until an election can be held.

**Article X – Meetings**

Section I

1. The regular meetings of the Guild shall be held monthly on the second Tuesday in odd months and the second Saturday in even months, at such time and place as shall be set forth in a notice of such meeting.
2. Additional special meetings of the Guild may be called at any time by the President or by a majority of the Board of Directors.
3. Meetings of the Board of Directors shall be held at the discretion of the President and the Board. Any member of the Guild is invited to attend.

**Article XI – Quorum**

Section I

A quorum for a meeting of the Guild shall consist of the active members present. The total number of members, who are in good standing, that are present at a business or special meeting shall constitute a quorum for that meeting. A two-thirds (⅔) vote of the quorum is necessary to pass a motion.

Section II

Two-thirds (⅔) of the board’s elected members present shall constitute a quorum necessary for a vote of the Board of Directors.

Section III

Issues set forth for a formal vote shall be presented to the entire membership in writing, two weeks prior to the voting date. Methods for casting ballots shall be indicated in the written notice.

**Article XII – Fiscal Year and Membership Year**

1. The fiscal year of the Guild is June 1 to May 31.
2. The membership year of the Guild is one year from the original membership month.

**Article XIII Duties of Officers***- Board terms of service is 2 years from the date of appointment. Multiple terms are allowed to be served but require re-election to the position by the majority of the members.*

Section I - President

The President shall:

1. Preside over all meetings of the Guild, Board of Directors and be the official representative of the Guild.
2. Set the Agenda for the Guild meetings.
3. Act as ex-officio member of all committees, except the Nominating Committee.
4. Appoint all chairmen for committees and chairmen for special committees.
5. Perform the duties, including the power of appointment, prescribed by these By-Laws and the parliamentary authority adopted by the Guild.
6. Act as an additional signer of disbursements as needed.

Section II – Vice-President shall:

1. Remain entrusted with the powers and duties of the President in the absence or disability of the latter.
2. Act a signer of disbursements in the absence of the president.

Section IV – Secretary

The Secretary shall:

1. Record the minutes of all meetings of the Guild and Board of Directors.
2. Ensure approved minutes of the Guild’s monthly meetings are distributed.
3. Conduct correspondence as directed by the Guild, the Board of Directors, or the President.
4. Fulfill such other duties as assigned by the Guild, Board of Directors, or President.

Section V – Treasurer

The Treasurer shall:

1. Keep all records of dues received as well as all other money.
2. Deposit all Guild money in a financial institution designated by the Board of Directors and shall pay all bills after they have been approved by the Board.
3. Present to the Board a current written financial report at each of its business meetings.
4. The Board of Directors shall audit the Treasurer’s books at the end of each fiscal year by an Auditing Committee of two or more members.

Section VI – Webmaster

The Webmaster shall:

1. Maintain and update the Artists’ Guild of Columbia County Website monthly and in a timely manner.
2. Responsible for uploading all events and classes for the Guild.

Section VII- Director of Education

The Director of Education shall:

1. Oversee Education programs for adults and children as part of the Guild’s outreach goals, and for the benefit of Guild members.
2. Solicit Guild members and outside artists to provide instructional courses and workshops.
3. Advertising and announcing courses and workshops.

Section VIII

The social media Director shall:

1. Oversee social media for the guild. Including Facebook, Instagram, etc.
2. Responsible for photographing events and other media that can be utilized in driving social media engagement.
3. Works in conjunction with the Director of Education in advertising and announcing courses and workshops via social media.

Guild Originated 2004

By Laws:

Amended March 8, 2005

Amended September, 2012

Amended April 18, 2014

Amended June 19, 2014

Amended October 09. 2019

Amended February 29, 2020

Date Adopted: May 31, 2020

Reviewed and Amended April 6, 2024

IN WITNESS WHEREOF, the undersigned had set their hands; the Artist Guild of Columbia County has accepted this manuscript as written.

*Signed Bylaws Maintained by Webmaster and Board – Available upon request.*

**Signature Page**

**The Bylaws (with amendments) of Columbia County Artist Guild are accepted and approved as of April 6, 2024. Signatures of Board Members follow:**

**President Date**

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**Treasurer Date**

**Secretary Date**

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*[10/09/2019 Draft of Revised By-Laws for the Artists’ Guild of Columbia County. Presented by the By-Law Committee: Boasso, Marsha; Gainer, Mary; Kruckow, Mary].*

**Amendment to By-Laws of the Artists’ Guild of Columbia County**

**2019**

The Artists’ Guild of Columbia County may co-ordinate joint endeavors with other 501 (C) 3 Guilds for participation in specific events under the following guidelines:

-Each organization applying for joint endeavors must:

-Be a currently registered 501 (C) 3

-Must be comprised of artists or artisans creating original works to show or sell or be another 501 (C) 3 organization partnering for a specific reason that furthers the goals and objectives of the AGCC

-Shall have a minimum of 10 paid members

-Require that guild members participating in joint endeavors have current paid membership in that guild

-Have a constitution or other suitable rules of organization and shall have elected or appointed officers with power to represent the group. Neither group shall have a vote in the business of the other group

-Have as one of its goals the promotion of art/artisan works in the community and to organize and participate in periodic exhibitions and/or sales of members’ works

-Be required to physically assist with joint ventures requiring attendance of guild members. An ad-hoc committee may be formed by members of each guild to coordinate details related to joint ventures. This committee will report progress to individual guilds in a timely manner.

-Be financially solvent

-Maintain individual group insurance

-Be willing to support the goals of the Artists’ Guild of Columbia County and comply with requirements set for joint participation in events

-Be responsible for taxes and expenses incurred by individual guilds

-Not hold responsible AGCC for expenses unless the participating groups agree to share specific costs related to publicity, venue rental, catering, and other possible fees. A written agreement for sharing costs and fees will be signed by a board member of each group and reimbursement for expenses must be matched with a receipt for those expenses. -Maintain separate accounting practices during joint ventures

-Signify its desire to participate in a joint venture by written request to any board member of the AGCC. Acceptance or non-acceptance as a participating guild will be determined by the acting board of the AGCC within 30 days.

-Not be entitled to share in the accumulation of assets and/or surplus of the AGCC as the AGCC shall also not be entitled to the accumulation of assets and/or surplus of the guild applying for joint endeavors

-Notify AGCC of the need to withdraw from an event within 10 days of the event and forfeit monies paid for any expenses incurred prior to the event