

Art Guild Of The Delta (AGD) Bylaws

Article 1 – Name & Location

Sec. 1 The name of this organization shall be Art Guild of the Delta herein after referred to as AGD. The Brentwood Art Society shall serve as fiscal sponsor for AGD. The Brentwood Art Society Board of Directors will serve as AGD Board of Directors. This relationship shall remain in place until either party moves for dissolution or AGD files for 501(c)(3) status.

Sec. 2 The principal place for business transactions shall be East Contra Costa County.

Article 2 – Objective

The purpose of this organization shall be:

1. To stimulate and encourage creative work in the arts, using ethical principles and practices.
2. To provide educational opportunities for members and community to further develop artistic skills and appreciation.
3. To promote and enrich community-wide awareness of local art activities.
4. To provide scholarships to East Contra Costa County community college enrolled students in the art department.
5. This organization is organized and operated exclusively for Members of AGD.

Article 3 – Membership

Sec. 1a To become a member one must be at least 18 years of age.

Sec 1b Complete a membership application form accompanied by dues for the first year.

Sec. 2a There shall be one classification of active membership.

Sec. 2b Privileges of membership include the right to vote and hold office.

Sec. 3 All active members shall pay annual dues of \$25.00 per member starting January 1, 2014.

Sec. 4 The fiscal year will run from January 1 through December 31.
Collection of dues begins December 1ST for the next fiscal year.

Sec. 5 All dues must be received on or before February 1st to retain membership in AGD.

Sec. 6 Non-payment of dues by February 1st will cause suspension of membership and all member privileges.

Sec. 7 Suspension, Discipline, and Expulsion:

(a) Failure to pay dues or to meet any other financial obligations to AGD shall be grounds for suspension or expulsion.

(b) By a 2/3 majority vote of the membership, AGD may, without a hearing, but subject to appeal, suspend, expel, or discipline any member for conduct or acts which, in its opinion, are likely to endanger or injure the interests, welfare or character of AGD.

Sec. 8 Appeal: A decision of the membership may be appealed by petition of any member in good standing. Upon receipt of the Petition of Appeal it becomes mandatory upon AGD Officers to submit the question to a vote of the membership at the next regular meeting. Due notice must be given the membership of such intention. Interested members desiring to speak must be allowed the floor prior to putting the vote. A 2/3 majority vote when a quorum is present is necessary to sustain the Appeal and to overrule the decision of the membership.

Sec. 9 Resignation: Resignation of membership shall be submitted in writing to the Secretary. Resignation or termination of membership shall constitute relinquishment to AGD of the resigning member's rights and privileges.

Article 4 – Nominations & Elections

Sec. 1 A nominating Committee of two or more active members shall be established annually at the general meeting in June.

Sec. 2 Nomination and election by ballot shall be conducted annually at the October general meeting. Nominations from the floor will be accepted prior to the voting.

Sec. 3 The installing officer shall be the outgoing President. Installation of officers shall take place at the November general meeting.

Sec. 4 No officer may serve in the same office for more than two consecutive years.

Article 5 – Officers

Sec. 1 Officers shall include: President, Vice President, Secretary, Treasurer and Membership. Vacancies shall be filled as needed by a general membership vote.

Sec. 2 Resignation of an officer will be in writing and submitted to the Secretary. Any documents entrusted to him or her shall be returned at the time the letter of resignation is submitted. The letter of resignation may be mailed to the Secretary's attention; no verbal or electronic mail notice will be accepted.

Article 6 – Duties of Officers

Sec. 1 President

- a. To call the meeting to order, to preside and maintain order throughout the proceedings in a fair and impartial manner.
- b. Shall have the right to call special meetings.
- c. Shall be empowered to appoint chairpersons of all committees.
- d. Shall authorize the Treasurer to make payments and other financial obligations pertaining to AGD.
- e. Shall serve as liaison to Brentwood Art Society Board of Directors
- f. Shall maintain original legal documents pertaining to AGD.

Sec. 2 Vice President

- a. Shall perform all duties of the president in case of her/his absence.
- b. Shall temporarily become president in case of emergency or vacancy of office. Vacant position will be filled by a general membership vote at the next general meeting.
- c. Shall act as Coordinator of Event Chairpersons.

Sec. 3 Secretary

- a. Shall record minutes of AGD general meetings and shall report such minutes at the next meeting.
- b. Shall conduct all correspondence of AGD.

Sec.4 Treasurer

- a. Shall have fiduciary responsibility for funds of AGD.
- b. Shall deposit funds to credit AGD.
- c. Shall collect membership dues from Membership Officer.
- d. Shall collect funds from the Event Chairs.
- e. Shall endorse on behalf of AGD all checks and other financial obligations.
- f. Shall keep and regularly enter into a ledger, all funds received and paid.
- g. Shall submit a written financial report at each general meeting.
- h. Shall make a final report to the Brentwood Art Society who will file the annual income tax at the proper time.
- i. Shall work with incoming Treasurer to prepare for an annual audit of current year.
- j. Shall retain copies of all legal documents pertaining to AGD.

Sec.5 Membership

- a. Shall collect membership dues and maintain membership roster.
- b. Shall welcome and provide new members with AGD orientation.

- c. Shall serve as recruitment focal point, developing strategies for membership growth and retention.

Article 7 – Committees

- Sec. 1 Historian
Shall keep a current scrapbook of AGD activities.
- Sec. 2 Scholarship
Shall work with the local community college Art Department to award annual art scholarships.
- Sec. 3 Newsletter
Shall be responsible for a newsletter to keep active members informed of AGD events.
- Sec. 4 Publicity
Shall provide local news outlets information regarding events sponsored by AGD.

Article 8 – Meetings

- Sec. 1 General meetings shall be held monthly January through December and shall be for the transaction of business and presentation of programs. Meetings will be held on the third Tuesday of the month. Meeting times will alternate between daytime and evening through out the year.
- Sec. 2 Membership shall be notified of meetings by newsletter, via e-mail or mail.
- Sec. 3 All members will be notified at least one week in advance of any special meeting where voting is required.
- Sec. 4 Order of Business
 - a. Call the meeting to order
 - b. Report of new members, guests, and general introductions
 - c. Reading of the minutes of the previous meeting and communications
 - d. Treasurer’s report
 - e. Reports from committees
 - f. Unfinished business
 - g. New business and contemplated activities
 - h. Discussion from assembled members related to the business and mission of AGD
 - i. Adjournment

Article 9 – Governing Rules

The rules contained in the Robert’s Rules of Order shall govern the proceedings of AGD in all cases except when they are inconsistent with the special rules set aside by the bylaws.

Article 10 – Quorum

A quorum at any regular or special meeting called in accordance with Article 8 shall be 5% of AGD members in good standing. A quorum must be present for a vote to occur.

Article 11 – Amendments

These bylaws may be amended at any regular general meeting of the organization by a simple majority vote, provided the amendment has been submitted in writing at the previous general meeting and notification of vote is made.

Article 12 - Special Rules

Special rules of AGD shall be adopted or suspended by a simple majority vote at a general meeting with previous notice of vote. A vote to suspend applies only to the business that was stated in the notification.

Article 13 – Dissolution of AGD

The officers will submit a proposal to the membership with a plan for dissolution. The plan will include identification and payment of outstanding bills and disposition of any remaining funds. Proposal will be voted on by the membership in accordance with Article 12 – Special Rules.

OFFICIAL
Approved August 18, 2015