

# Valle del Sur Constitution and By-Laws

Changes from 1979

Changed numbering format.

II.4 - Changed "members" to "artists."

III- Removed specific amount of dues (for transfer to policy sheet).

III. Added Affiliate Member.

III5. Changed accounting /due payment year to Jan 1-Dec 31. Omitted notification requirement.

IV.1. Changed election period to Jan-Dec.

IV.4.4 Changed reference to set %, removed required mailing for delinquent dues. Removed: "Expenditures of \$50.00 or more in excess of the provisions of the budget must be approved by the membership." Changed Budget Review to January and by Board not member approval.

V: Removed "The By-Laws shall be read at the first meeting of each new Board."

Moved from V to IV.4."At the end of each fiscal year, the Trustees as a committee will audit the Treasurer's books.

V. Changed board meeting from monthly to prior to each quarterly meeting.

V. Change Executive board quorum from "Five members of the Board" to "Four members of the Executive Board."

Removed at end of V: "The duties of the Executive Officers shall be:"

VI: Removed "House and Grounds" and "Hospitality" Committees, added "Scholarship"

VII.3. Changed approved by membership to approved by Board.

**RULES:**

Added: Annual Dues amounts

Added: **STANDING MEETINGS:**

1. Meetings of the membership shall be open to the public and held at least 4 times a year.
2. An annual meeting for Election of Officers shall be held every November.
3. Board meetings shall be open to the membership, but not necessarily to the public, and shall be held at least 3 times a year.

PROGRAM 3.2. Added "and the public"

PROGRAM 3.3 Changed "monthly reports" to "regular reports"

PUBLICITY 4.2. Changed "monthly newsletter" to Quarterly newsletter"

EDUCATION 7.1. Removed "as requested as far as it is practical"

## **ARTICLE I. NAME**

Valle del Sur Art Guild (a non-profit organization)

## **Article II. PURPOSE AND OBJECTIVES**

1. To encourage all members of the community to participate in the various forms of art by enhancing their understanding and appreciation through an informal process of art education.
2. To encourage advanced learning by the members through lectures, workshops and critiques.
3. To encourage the participation of youth in the Guild sponsored programs, and offer scholarships.
4. To give artists an opportunity to display and sell their work in guild sponsored exhibitions and shows.
5. To solicit, receive, hold, transfer and convey money or other property from individuals, corporations, associations and others to promote any or all of the stated purposes.

## **ARTICLE III. MEMBERSHIP**

1. Membership shall be of nine classifications:
  - 1.1. Individual active member: A currently paid-up member who regularly attends meetings and shares in the responsibilities of the Guild, may hold office.
  - 1.2. Individual active junior member: A currently paid-up member under 18 years of age who regularly attends meetings and who has full rights of membership but may not hold office.
  - 1.3. Family membership: A married couple.
  - 1.4. Life members: An active member who pays a single lifetime dues payment at the time he or she decides to become a life member.
  - 1.5. Senior citizen member: Persons 60 years of age or over.

- 1.6. Total disability member: A person who is totally disabled for purposes of employment and who lives on disability pension.
  - 1.7. Affiliate Member: A current member of any organization which Valle del Sur claims as a child or sub-ordinate organization. Affiliate members pay no individual dues to Valle del Sur, though their organization may provide financial support to the Guild.
  - 1.8. Patrons: A benefactor to the Guild interested in furthering the field of fine arts.
  - 1.9. Honorary Members: Members or non-members may be proposed for Honorary membership by recommendation of the Executive Board or by written petition signed by 10 or more members and submitted to the Board for consideration. All recommendations and petitions approved by the Board shall be presented to the entire membership for final action. Members shall be notified in advance of such a proposal action. Honorary members pay no dues.
2. All applications for membership shall be made in writing to the membership chairman.
  3. All members shall have the following privileges in regard to Guild activities:
    - 3.1. The right to vote and be heard.
    - 3.2. Free admission to all Guild exhibits, lectures and demonstrations.
    - 3.3. The right to enter original works of art in exhibits in accordance with the rules set forth for such exhibits by the Executive Board.
  4. No member shall have any individual interest in any property of the Guild. No officer or chairman shall receive remuneration for the performance of his duties or responsibilities.
  5. Dues are applicable for the calendar year January 1 through December 31. Any member whose dues are not paid by March 31 shall be deemed to have dropped his/her membership and his/her name shall be removed from the rolls. In such cases, application for re-instatement may be made to the Executive Board, accompanied by payment of delinquent dues. Dues may be pro-rated for new members up to six months.
  6. Membership may be terminated for good and sufficient reason by unanimous vote of the Executive Board.

#### **ARTICLE IV. OFFICERS**

1. The officers of the shall be: President, Vice-President, Treasurer, Recording Secretary and three Trustees-at-large.
  - 1.1. Officers shall not serve for more than two consecutive one-year terms in the same office.
  - 1.2. Trustees must be members of the Guild for one or more years in good standing.
  - 1.3. A combined board meeting of in-coming and out-going officers will meet in December or January, prior to the regular meeting for transfer of office.
2. Nominations. The President shall appoint a Nominating Committee in August.
  - 2.1. The Nominating Committee will present a slate of officers at the September or October meeting for the consideration of the members.
  - 2.2. Elections will be held at the November meeting.
  - 2.3. Additional nominations may be made by the members in the presence of the nominee(s) subject to his/her acceptance.
3. Election of Officers shall be held at the Annual November meeting and those elected shall take office at the next regular meeting.
4. Duties of Officers shall be:
  - 4.1. PRESIDENT:
    - 4.1.1. To preside at all meetings of the Guild and of the Executive Board.
    - 4.1.2. To appoint all committee chairpersons with the approval of other officers.
  - 4.2. VICE PRESIDENT:
    - 4.2.1. To assist the President in such a manner as may be requested.
    - 4.2.2. To perform the duties of the President in the event of his absence.
  - 4.3. SECRETARY:
    - 4.3.1. To keep the minutes and be responsible for the records of all meetings of the Guild and the Executive Board.
    - 4.3.2. To be responsible for all correspondence concerning the Guild.
    - 4.3.3. To perform such other secretarial duties as the Board may direct.

- 4.3.4. A copy of the minutes shall be given to the President in ample time to prepare for the next meeting.
- 4.4. **TREASURER:**
  - 4.4.1. To receive all moneys payable to the Guild and to pay all bills as directed by the Executive Board.
  - 4.4.2. The treasurer shall collect payments for articles sold under Guild auspices; for the retention of the Guild percentage, as established by general agreement.
  - 4.4.3. The Treasurer shall make a financial report at each Board meeting.
  - 4.4.4. The Treasurer shall prepare a budget for Committee expenditures based upon the funds available.
  - 4.4.5. The Budget shall be presented annually at a Board meeting for approval by the Board of the Guild.
  - 4.4.6. The Treasurer shall make a financial report at the second meeting of the year to the membership.
  - 4.4.7. Surplus funds, as determined by the approved budget, may be set aside in insured savings accounts or Savings Bonds.
  - 4.4.8. The Treasurer's Report shall be prepared in triplicate: a copy given to the President and Secretary.
- 4.5. **TRUSTEES-AT-LARGE:** There shall be three(3) at all times.
  - 4.5.1. The term of each Trustee shall run for three years and one Trustee shall be elected at each Annual election of Officers.
  - 4.5.2. It shall be the responsibility of the Trustees to regulate the use of any funds which may be set aside from the regular budget for special purposes.
  - 4.5.3. Expenditure from any such fund must be recommended by at least two (2) of the Trustees and must be approved by at least two-thirds of the Membership present at a meeting following action by the Trustees, provided that written notice of such action is given by the Membership at least thirty (30) days prior to the meeting at which their approval is to be requested.
  - 4.5.4. Any real property which the Guild may acquire shall be supervised by the Trustees.
  - 4.5.5. At the end of each fiscal year, the Trustees as a committee will audit the Treasurer's books.

**ARTICLE V. EXECUTIVE BOARD**

- 1. The Executive Board shall consist of the Officers of the Guild and the Chairman of the Standing Committees.
- 2. It shall be the duty of the Executive Board to plan and regulate the business of the Guild.
- 3. The Executive Board shall meet prior to each regular quarterly meeting or at the call of the President or any two Board members.
- 4. Four members of the Executive Board shall constitute a Quorum.
- 5. Standing Committee Chairmen shall be required to attend Executive Board meetings. They shall be responsible, in the event they are unable to attend, for sending a substitute with whatever reports are pertinent to the meeting.

**ARTICLE VI. COMMITTEES**

- 1. Standing Committees shall consist of:
  - 1.1. Membership
  - 1.2. Exhibition
  - 1.3. Program
  - 1.4. Publicity
  - 1.5. Education
  - 1.6. Scholarship
  - 1.7. Parliamentary
- 2. Special Committees shall be formed as needed.

**ARTICLE VII. INSTRUCTION**

1. Instructors will be approved by the Board.
2. A member may not be excluded from instructing because of Board membership.
3. All fees and salaries to be paid by the Guild shall be approved by the Board.

#### **ARTICLE VIII. AMENDMENTS**

1. The By-Laws may be amended or new By-Laws adopted at any meeting by a Quorum, provided that written notice is given to the membership at least 30 days prior to the time of voting.
2. Standing rules may be changed at any meeting by a majority vote of those present.
3. All fees and salaries to be paid by the Guild shall be approved by the Board.

#### **ARTICLE IX. QUORUM**

1. A quorum will be constituted when at least 20% of the active membership is present.
2. A member may not be excluded from instructing because of Board membership.
3. All fees and salaries to be paid by the Guild shall be approved by the Board.

#### **ARTICLE X. PROCEDURE**

1. All meetings shall be conducted in accordance with Robert's Rules of Order.

# **STANDING RULES VALLE DEL SUR ART GUILD**

## **STANDING MEETINGS:**

1. Meetings of the membership shall be open to the public and held at least 4 times a year.
2. An annual meeting for Election of Officers shall be held every November.
3. Board meetings shall be open to the membership, but not necessarily to the public, and shall be held at least 3 times a year.

## **MEMBERSHIP DUES:**

1. Annual Membership dues for each classification of member are:

1.1. Individual active member:	\$15.00
1.2. Individual active junior member:	\$ 5.00
1.3. Family membership:	\$20.00
1.4. Life members:	\$150.00
1.5. Senior citizen member:	\$5.00
1.6. Total disability member:	\$5.00
1.7. Affiliate members (current members of a subordinate organization)	no dues
1.8. Patrons:	\$25.00
1.9. Honorary Members	no dues

## **COMMITTEE CHAIRMAN DUTIES:**

1. MEMBERSHIP:
  - 1.1. Membership Chairman shall encourage proper growth of membership.
  - 1.2. He shall supply application forms and information regarding the Guild.
  - 1.3. He shall receive all applications for membership and act upon them within 30 days.
  - 1.4. He shall keep the Treasurer and Corresponding Secretary fully informed of changes in the rolls by keeping the membership list current.
  - 1.5. He shall see that new members receive copies of the By-Laws and the current membership list.
  - 1.6. He is responsible for the introduction of new members to the Guild and its activities.
  - 1.7. He will contact, when practical, any resigning member or those who may be dropped for non-payment of dues.
  - 1.8. He shall make his reports at the Board Meetings and to the general membership at the Annual meeting or as necessary.
  - 1.9. Membership List is to designate the classification of members.
2. EXHIBITIONS:
  - 2.1. Exhibition Chairman shall, in consultation with the Program and Publicity Chairmen, act as a resource for assistance to all Chairmen as necessary.
  - 2.2. He shall be responsible for making the arrangements for displaying members work at various offices and businesses in the community.
  - 2.3. He shall be responsible for scheduling the rotation of the exhibits.
3. PROGRAM.
  - 3.1. The Program Chairman, in consultation with the Exhibition and Publicity Chairman, shall plan the calendar for the Guild year, which shall include shows, lectures, demonstrations and special programs.
  - 3.2. He shall inform the Exhibitions and Publicity Chairmen of these dates and shall insure that all members and the public are informed of these programs.
  - 3.3. The Chairman shall make regular reports to the Board.
  - 3.4. The Program and Exhibition Chairman shall keep the Board fully informed of all planned and tentative activities.
  - 3.5. He shall keep a record of all demonstrators and dates.
  - 3.6. He shall make no monetary commitments without Board approval.

4. **PUBLICITY:**
  - 4.1. The Publicity Chairman shall prepare articles and material for the press and public.
  - 4.2. He shall be responsible for the Quarterly Newsletter, and for all notices to the public via news and press releases, bulletins, posters, etc. in regard to Guild shows, drives, or other pertinent activities.
  - 4.3. He shall be available as needed as consultant and aid to other Committee chairmen.
  - 4.4. He shall notify all members of all meetings of the Guild and all Board members of Board meetings.
  - 4.5. Notification prior to the Annual Meeting shall include a reminder that dues are payable and that elections will be conducted.
5. **SCHOLARSHIP.**
  - 5.1. The Scholarship Chairman shall be responsible for the Guild's annual scholarship program.
6. **PARLIAMENTARIAN.**
  - 6.1. A Parliamentarian shall be appointed to assist in the proper procedural methods of conducting business.
7. **EDUCATION:**
  - 7.1. The Education Chairman shall be responsible for the scheduling of workshops and group sessions.
  - 7.2. He shall investigate, assemble and present information to members on courses, classes, lectures and shows available in the general area and shall keep an up-to-date file on such information for ready reference.

**RESIGNATION:**

1. **RESIGNATION:**
  - 1.1. The resignation of any Board Member shall be made in writing to the Guild President and shall be made as far in advance of the effective date as is feasible.