



BYLAWS
TEMPE ARTISTS GUILD
Amended October 13 , 2016

Article I – Name

The name of this organization is Tempe Artists Guild.

Article II – Purpose

The purpose for which this organization is organized:

To promote and advance the appreciation and practice of art.

To encourage and support education, development and cooperation of artists.

To support art-related community projects and programs and provide scholarships for students of art as budget allows.

Said organization is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the internal Revenue Code, or corresponding section of any future federal tax code.

Article III – Membership

Persons who joined Tempe Artists Guild on or before September 30, 2007 are deemed Charter Members.

A person is eligible for membership in this organization who meets the following criteria:

Is 18 years or older.

Is interested in the purposes of this organization.

Will actively support the organization's endeavors.

Submits a membership application to the Membership Chairperson and submits a renewal application at the designated time.

Pays the appropriate dues.

All individuals meeting the above criteria are eligible for membership regardless of gender identity, sexual orientation, race, color, gender, religion, national origin, familial status, age, disability or U.S. military status.

Persons who do not meet the above criteria may attend meetings; however, they do not have voting privileges or any other benefits of membership

Only members with paid-up dues are eligible to enter and exhibit in Guild competitions and shows. In addition, a member must pay dues and attend one meeting before entering a guild competition at the second meeting attended.

Unless members specifically request exclusion in writing, active members authorize Tempe Artists Guild to publish photographs taken of members as well as members' name and likeness for the use in this organization's print, online and video marketing materials, as well as other publications. Members agree to release and hold harmless this organization from any reasonable expectation of privacy or confidentiality associated with the images specified above.

Members' participation in marketing materials is voluntary and members will not receive financial compensation for any time associated with the taking or publication of these photographs and materials. Members acknowledge and agree that publication of said photos confers no rights of ownership or royalties.

Article IV – Fiscal Year

The fiscal year of the organization begins March 1 of every year.

Article V – Officers and Standing Committee Chairpersons

The officers of this organization are President, Vice President, Secretary, and Treasurer. These officers and the immediate past president comprise the Executive Committee, and along with the standing committee chairpersons, comprise the Board of Directors.

Duties of the officers:

President:

Preside at all general meetings and at meetings of the Executive Committee and the Board of Directors. The president may call for a meeting of the Executive Committee when the need arises.

Prepare and send meeting agendas to the Board of Directors.

Appoint, with the approval of the Executive Committee of the Board of Directors, chairpersons of standing committees.

Work with Webmaster Chairperson to place current and pertinent information on the website; and review and approve significant design and substantive changes to the Guild website.

Work with Newsletter Chairperson to bring together information and review and approve Newsletter before publication.

Vice President:

Perform the duties of the President in his or her absence.

Perform the duties assigned by the President or Board of Directors.

Serve as chairperson of the Program Committee. Establish a Program Committee of two or more additional members to assist in carrying out committee goals of selecting and scheduling guest speakers, critique leaders and workshop instructors.

Secretary:

Record and keep a permanent file of the minutes of all general meetings and the meetings of the Board of Directors and the Executive Committee.

Have available for reference at all meetings, a copy of the Guild bylaws and a list of officers and committees.

Have charge of and keep on file all such correspondence as is designated by the President or Board of Directors.

Transmit or mail copies of the general meeting minutes to all members.

Transmit or mail copies of the Board meeting minutes to all Board members.

Treasurer:

Oversee, collect and record the receipt of dues. Oversee, collect and record other monies including receipts from art shows and workshops, or delegate this duty to another guild member as approved by the President.

Pay all ordinary and necessary bills in amounts less than \$500.00. The President or Board of Directors must approve the payment by the Treasurer of all bills in the amount of \$500.00 or more. Guild gifts, donations, or scholarships in any amount must be approved by the Board of Directors and duly submitted to the Treasurer for payment.

Keep a proper set of books.

Prepare a financial report for the prior year each March 1, or when requested by the Board of Directors, showing itemized income and expenses and the balance going forward.

Prepare a budget by April 1 for the coming year and serve on the Budget Committee.

Present the organization's books for a semi-annual review by the Vice-President or other member appointed by the President.

Submit a timely Annual Report to the Arizona Corporation Commission.

Prepare all forms required by pertinent taxing authorities.

Duties of Standing Committee Chairpersons:

All Guild Standing Chairpersons are to establish a committee of one or more additional members to assist in carrying out committee goals.

Art Show Chairperson

Identify new venues for Guild members to exhibit their art. With approval of the Board, develop new show venues.

Keep in contact with Guild partners or sponsors of ongoing Guild art shows.

Apprise the Guild membership of necessary terms and conditions of exhibiting at Guild shows or at other shows in the art community.

Organize the set up of Guild shows and prepare for carrying out show's objectives.

Publicize particular Guild art shows and keep Newsletter and Website Chairpersons informed of Guild art show news.

Budget Committee Chairperson:

Request that Board members, including all Standing Committee Chairpersons, bring anticipated income and expenses to be incurred in the coming year to the attention of the Budget Committee.

Meet with Treasurer and other committee members to prepare a Guild budget showing anticipated income and expenses for the coming year, by specific categories.

Submit a budget for review of the Board of Directors at the April Board Meeting.

Community Outreach Chairperson

Prepare a Community Outreach Plan for submission and approval of Guild Board of Directors.

Bring aspects of Plan into being by working with art community institutions and individuals.

Publicize Guild Community Outreach efforts and keep Newsletter and Website Chairpersons informed about outreach news.

Report to Board of Directors and membership on the outcome of each outreach effort.

Field Trip Chairperson

Plan field trips for Guild members to visual art venues such as museums, art centers, shows, and art collections.

Coordinate field trip plans with other Guild events and programs by presenting plans to the Board of Directors for approval. In the alternative, if a Board meeting is not timely, coordination with the Vice-President and Program Chairperson is sufficient.

Organize the field trip by presenting the plan to the membership at a Guild meeting and setting out a sign-up sheet with the details of the plan for members to indicate their intention to participate.

Publicize field trips by presentations at the Guild meetings, advertising in the Guild Newsletter or emailing a special notice to the members through the Website Chairperson.

Meetings Chairperson

Coordinate with Program Chairperson and consult President's meeting agenda as to special needs for the meetings.

Prepare meeting room for all aspects of meeting, including Program.

Prepare coffee, water, and set out food for meeting.

Organize participation of members in providing food for the meetings.

Membership Chairperson:

Keep a permanent record of the name, address, telephone number, and email address of all members. Notify Webmaster of new member names and email addresses for the website mailing list.

Formally introduce and welcome new members at the meetings.

Issue membership cards upon initial joining and each year when members renew their membership.

Prepare a roster of members and send by email to members twice in the fiscal year. Additional rosters may be sent out as deemed necessary to keep the roster current.

Serve as back-up to Website Chairperson to email reminder notices to members of upcoming monthly meetings.

Newsletter Chairperson:

Coordinate preparation and timing of the Newsletter publication with the President.

Request input for Newsletter from Officers, Standing Committee Chairpersons, and Arizona Art Alliance Representative.

Prepare Newsletter and submit to President for approval to publish.

Distribute Newsletter to members.

Website (Communications)

Inform the membership of pertinent information relating to the Tempe Artists Guild and its operation as directed by the President or other officer as appointed by the President.

Maintain an up-to-date website.

Submit significant design and substantive changes to Board for review and approval.

Send out email "blasts" as deemed necessary.

Act as the primary recipient for emails received from the website, and distribute those emails to the proper contact person.

Program Chairperson

Contact potential program speakers and arrange for programs at the monthly meeting of the membership. Contact and arrange for qualified person to do the critique at the monthly meeting of the membership. Organize and oversee workshops sponsored by the Tempe Artists Guild.

Coordinate with Meetings Chairperson so that Speakers' presentation needs are met.

Work with Newsletter and Website Chairs to publicize programs to members and relevant groups in the art community.

Keep Newsletter and Website Chairpersons informed about upcoming programs and the highlights of past programs to assure members are informed about programs.

Chair Vacancy or Non-Performing Chairperson

If it is determined by the President or the Executive Committee of the Board of Directors that a new or different standing committee chairperson is needed to implement and sustain activities of the Guild, the President, with the approval of the Executive Committee, has the power to appoint such chairperson. That chairperson automatically becomes a member of the Board of Directors.

Article VI – Meetings

Regular meetings of the Guild are to be held monthly, on the third Thursday, or as otherwise designated by the Board of Directors.

The annual meeting of the Guild is to be held in January, at which time officers will be elected.

A Board of Directors' meeting is to be held monthly or as needed.

The President may call for a meeting of the Executive Committee when the need arises.

Article VII – Elections and Terms of Office

Nominations:

A nominating committee of 3 members appointed by the Board of Directors will serve at least 3 months prior to election and will prepare a slate of nominees to be presented at the December meeting. This slate will be announced a least 1 month prior to the election or presented in writing to each member at least 3 weeks before the election. Nominations may be made from the floor, provided prior consent of the nominees has been obtained.

Elections:

Elections of executive officers are to be held at the January meeting. A majority of the votes cast will be necessary for election. When there is but one nominee for office, a voice vote may be taken. Otherwise, a printed ballot is required for members to cast votes for the contested office.

Terms of office:

All officers assume their duties on March 1. All officers serve for a term of one year, or until their successors are elected and take office.

Officers are eligible for reelection for one term only.

Vacancies:

The President, with the approval of the Board of Directors, fills all officer vacancies for the unexpired term.

Article VIII – Amendments to the bylaws

Amendments to the bylaws are to be proposed by the Board of Directors. These amendments must be approved by a two-thirds vote of members present at any regularly scheduled Guild meeting.

The text of the proposed amendments is to be emailed to all members of the Guild at least 7 days prior to the next scheduled Guild meeting.

Article IX – Rules of Order

The rules contained in Robert's Rules of Order govern this organization in all cases where they are applicable and invoked, and where they are not inconsistent with these bylaws.

Article X – Code of Conduct for Tempe Artists Guild Members

Members are ethically responsible for promoting and fostering fairness for all members and for other individuals and organizations with which they interact.

It is the intent of the Tempe Artists Guild to create and sustain an environment that encourages all members to reach their fullest potential in a positive and productive manner.

Guidelines to achieve this intent are:

Respect the uniqueness and intrinsic worth of every individual.

Treat people with dignity, respect and compassion to foster a trusting environment free of harassment, intimidation, and unlawful discrimination.

Ensure that everyone has the opportunity to develop their skills and new competencies.

Assure an environment of inclusiveness.

Develop, administer and advocate policies and procedures that foster fair, consistent and equitable treatment for all.

Adhere to and advocate compliance with Federal Copyright Laws.

Adhere to and advocate the use of the published Guild policy on conflicts of interest adopted by Board Resolution on June 8, 2010.

Article XI – Mediation of Conflict Between Members

An interpersonal conflict between members that interferes with the Guild's purpose should be brought to the Board's attention in writing as specified below and will be handled in the following manner:

A letter about the conflict shall be sent to the Board President by the complaining member(s) naming the member(s) involved and the nature of the conflict giving dates and times.

A special committee of three Board members shall be appointed by the President to meet confidentially with the members involved in the conflict.

The special committee and members involved in the conflict will be provided a copy of the complaining member(s) letter to the Board President at least ten days before the meeting. The letter along with any other writings submitted by the parties are to be kept confidential by the special committee and members involved in the conflict.

The purpose of the confidential meeting is to mediate the interpersonal conflict in order to bring about a reconciliation of the members involved so that they can enjoy and take advantage of the activities of the Guild that carry out its purpose. (See Article II of the Bylaws.)

The Code of Conduct in Article X for Tempe Artists Guild members shall guide efforts to mediate the conflict.