

FRANKLIN COUNTY ARTS GUILD
(A NON-PROFIT CORPORATION)
BYLAWS

ARTICLE I NAME

The Name of this corporation shall be THE FRANKLIN COUNTY ARTS GUILD.

ARTICLE II MISSION STATEMENT

The Franklin county Arts Guild is an organization of local artists and supportive members who are interested in promoting fine arts and crafts in Franklin County and surrounding area in Tennessee. The primary focus is on advancing and providing arts education and awareness for the youth and the general public and in actively seeking venues for local artists to exhibit, showcase, and sell their works.

ARTICLE III MEMBERSHIP

The Arts Guild shall have a multilevel membership open to the public to include Individual Member, Family Membership, Student, Associate, Patron and Benefactor. Membership dues are to be paid annually on or before July 1. Dues amounts are reviewed and set at the Guild's annual meeting.

ARTICLE IV MEETINGS

- A. ~~The Arts Guild shall hold regular monthly meeting on the fourth Tuesday of each month and an annual meeting in July of each year. Additional meetings may be held at the discretion of the membership.~~ The Art Guild shall hold regular scheduled meetings as voted on by the membership. At least one annual membership meeting shall be held in July of each year. Additional meetings may be held at the discretion of the board and/or membership
- B. A quorum of ten percent of membership must be present in order to conduct business. Motions shall be carried by a simple majority vote of members present at a meeting. Business and votes may be conducted by mail or electronically (i.e. bylaw votes) . All members must be notified a month in advance of such a vote and at least 10% of the total membership must vote electronically for a motion to be carried by a simple majority of the total members voting.
- C. Minutes shall be taken at all meetings.
- D. A financial report shall be given at each meeting. Financial records shall use July 1 through June 30 as the fiscal year for bookkeeping purposes.

ARTICLE V ARTS GUILD OFFICERS

The Board of Directors shall appoint a Nominating Committee of three non-board members in April of each year. The Nominating Committee shall select officer candidates and shall present its candidate list to members electronically or at a scheduled meeting in May. Voting may take place electronically or at a scheduled meeting in May. At least 10% of the membership must participate in electronic voting. Officers are elected by a simple majority and installed in June. Elected officers serve for a period of 2 years. at the regular May meeting. ~~Other candidates may be nominated from the floor if prior approval is received from the nominee.~~ Vacant offices shall be filled by special election at the general meeting following announcement of the vacancy.

The elected officers of the Arts Guild shall be President, Vice-President, Secretary, Treasurer and Public Relation Officer. Officer duties follow.

- A. Duties of the President
 1. To preside at all meetings of the Arts Guild,
 2. To appoint all committees not otherwise provide by the bylaws,
 3. To be ex-officio member of all committees except the nominating committee,
 4. To sign checks in the absence of the Treasurer.
- B. Duties of the Vice-President
 1. To preside at all meeting in the absence of the President,
 2. To be the Program Chairperson for regular Arts Guild meetings,
 3. Also serves as the President-elect and works closely with the President

C. Duties of the Secretary

1. To keep accurate, written records of all meetings,
2. To file and maintain all documents, writings and correspondence
3. To keep all records, bylaws, and any standing rules that are used for reference.
4. To keep a current membership list including addresses, phone numbers, and email addresses.
5. [To send membership notices and record new members](#)
6. ~~To perform the duties of the Treasurer in his/her absence,~~

D. Duties of the Treasurer

1. To keep and maintain complete and accurate records of all receipts and disbursements for the Arts Guild,
2. To receive funds and issue checks as authorized by a majority vote of the membership,
3. To present an itemized financial report to the members each month,
4. To keep books available for audit,
5. To file tax related forms,
6. ~~To send membership notices.~~

E. Duties of the Public Relations Officer

1. To publicize projects and activities of the Arts Guild by
 - a. By writing and submitting articles to newspapers and radio stations covering Arts Guild programs, projects etc., and
 - b. By developing or leading the development of poster, handouts, etc. publicizing Arts Guild exhibits and sales events.
 - c. [by developing appropriate electronic media](#)

ARTICLE VI BOARD OF DIRECTORS

- A. The current President, Vice President, secretary, Treasurer, Public Relations Officer, Immediate Past President and the [Gallery Coordinator* or representative \(decided by contributing artists to the gallery\) shall make up the Board of Directors.](#) The term of office shall be for ~~one~~ two years, concurrent with the office year. The current Arts Guild President shall conduct meeting of the board.
- B. The Board of Directors shall act as a “steering committee” holding monthly meetings for the purpose of planning projects and activities for the Arts Guild. A majority of the Board members must be present in order to conduct business. Minutes of Board meeting shall be taken and made available to the membership upon request.
- C. ~~The Board’s plans shall be presented and~~ [approved by majority vote.](#) ~~voted on by the general membership at the regular monthly general meeting before they become binding.~~

ARTICLE VII AUTHORITY

Robert’s Rules of Order shall be followed in all matters of procedure not specifically covered by these bylaws.

ARTICLE VIII NON-DISCRIMINATION STATEMENT

FCAG does not discriminate on the basis of race, color, sex, religion, sexual orientation, national or ethnic origin, age or disability in any program or activity administered by FCAG or with regard to membership or elected board.

ARTICLE IX ADMENDMENTS

These bylaws may be amended by a majority vote of Arts Guild members. Amendments must have been submitted in writing to voting members and approved at a regularly scheduled meeting.

[* The gallery coordinator is responsible for the operation, development of budget for the Artisan Depot gallery \(or other venues\) operated by the Guild and communication with CDC regarding gallery. The gallery coordinator submits reports to the Guild on a regular basis.](#)

