

BERKELEY ARTISTS GUILD

BY-LAWS

Purpose

The Berkeley Artists Guild's (BAG) goal is to band together through friendship of creative artists interested in promoting fine arts in the community through our talents for public recognition and self-improvement.

Article I: MEETINGS

- Section 1: Meetings are held monthly at a published time and location on the BAG's website and on area public print media.
- Section 2: The members meet annually from October through May, with December being optional. Additionally, the Berkeley Artists Guild Show is held near the end of the Guild year with a reception and awards ceremony at a designated time and date after the judging. A state-wide Fine Arts Show is run by the BAG in late August through Labor Day weekend. Specific dates are determined by the Old Santee Canal Park staff.
- Section 3: Official business and voting can be accomplished by a quorum defined as two-thirds (2/3) of the members present at a meeting.

Article II: RULES OF ORDER

- Section 1: For conducting business, the Berkeley Artists Guild rules of order will be used.
- Section 2: Amendments to the By-laws can be presented at regular meetings in clearly written form to include the reason for the change and the benefits to the BAG and/or its members.
- Section 3: Discussion will be limited to three (3) minutes per person with one person speaking at a time with no interference. The presiding officer will notify the speaker when the time has expired. Discussion time may be extended at the presiding officer's discretion, if the issue warrants more time.

Article III: MEMBERSHIP

- Section 1: Membership shall be open to all individuals from the surrounding South Carolina area, 18 years of age or older. Residency in Berkeley County is not required.
- Section 2: Dues to be determined by the board will be paid annually beginning at the first meeting in October.
- Section 3: Members of the Guild are those who have paid their dues in full.
- Section 4: The roster will be sent to the membership by the database manager before the January meeting. Updates will be sent as the membership changes.

ARTICLE IV: ELECTIONS

- Section 1: A nominating committee for the election of officers and two (2) members-at-large for the executive board will be appointed by the president at the March meeting. Members are encouraged to contact the committee members if they are interested in running for office. The committee will select a slate of officers who have been

contacted and are willing to serve. The committee will make an effort to name more than one candidate for each office

Section 2: A paper ballot will be made by a committee member or the BAG secretary to allow room for a write-in for each office.

Section 3: Nomination of officers will be open to the general membership in the May meeting before the ballots are distributed. Write-in candidates will be accepted as long as the person has been contacted and agrees to serve.

Section 4: No member shall hold more than one office at a time or be eligible to serve three consecutive terms in the same office. The exception to this rule is the office of Treasurer which may be served by the same person for an unlimited time.

Section 5: Voting will be by paper ballot and a simple majority will win. Votes will be counted by the president and vice president and one attending member at the May meeting. Winners will be announced by the president after the results of the election are known.

Section 6: New officers will take office in October at the first meeting of the BAG's year.

ARTICLE V: OFFICERS DUTIES

President

Section 1: The president will:

- Conduct all aspects of the business meeting.
- Recognize new members and welcome guests at the meeting.
- Call special meetings as needed.
- Serve as the president of the executive board.
- Appoint members for committees.
- Be able to use electronic media to communicate.

Section 2: The president will collect all records held by officers (excluding a continuing Treasurer), standing committees, the executive board, and show chairmen at the end of the year, and given to the incoming president. These documents will be passed on to the in-coming officers and chairmen at their request.

Section 3: Records will be held for two fiscal years.

Section 4: The president is an ex-officio who has the right, but not the obligation, to participate in the proceedings of the committees. The president is not a voting member of the committees, except as designated in the committee description.

Section 5: The out-going president becomes an ex-officio member to the executive board for one year.

VICE PRESIDENT

Section 1: The vice president will:

- Conduct the business meeting in the absence of the president.
- Assist in vote counting.
- Assist chairman of the standing committees as requested.
- Send out a monthly email to remind members of the meetings.
- Be able to use electronic media to communicate.
- Assure that demonstrations have been arranged by the demonstration committee for each meeting.

Section 2: The vice president will take the president's position if the president resigns during the BAG's fiscal year.

SECRETARY

- Section 1: The secretary will:
- Be able to communicate through electronic media.
 - Record the details of the business meetings.
 - Send the minutes of the business meetings to the members by email with a request for corrections at least a week before the next meeting.
 - Provide a sign-in sheet for members and guests to sign at each meeting.
 - Bring the minutes to the meeting to be read during the business meeting.
 - Maintain a list of existing committees and their members.
 - Supply applications for new members.
- Section 2: The secretary will give each new member the Berkeley Artists Guild General Information and a copy of the Guild By-Laws. This will be sent by electronic means unless the new member does not use email. Then a print copy will be issued.
- Section 3: At each business meeting, the secretary will read the minutes from the previous meeting and ask for corrections. If corrections are made, the secretary will make the corrections and send the corrected copy to the members by email.
- Section 4: At the end of the year, the records are given to the president or passed on to the newly elected secretary.

TREASURER

- Section 1: The treasurer will:
- Collect dues.
 - Distribute membership cards.
 - Maintain a current membership roll.
 - Notify the board and the database manager of all new members including contact information, as soon as their dues are paid. The database manager will send an electronic version of the BAG members list every time it is updated by the Treasurer.
 - Be able to communicate through electronic media.
- Section 2: The treasurer maintains the Berkeley Artists Guild check book, sends receipts and make deposits as appropriate. The account is with the Farmers and Merchants Bank in Moncks Corner.
- Section 3: The fiscal year is October 1 through September 31. In general it begins with collection of dues starting at the first meeting in October until the receipts are all in and the bills are paid for the Old Santee Canal Fine Arts Show that ends in mid-September.
- Section 4: The treasurer makes a verbal monthly financial report at the business meeting to include the total deposits, disbursements, and current balance.
- Section 5: The treasurer will make the BAG financial records available to the executive board members upon request.
- Section 6: The president and treasurer are the only members authorized to sign checks. A single signature is valid.
- Section 7: At the end of the fiscal year, a written financial report is sent to the Executive Board members for their approval. Electronic distribution is preferred.
- Section 8: At the end of year the check book is passed on to the newly elected treasurer, if a change is being made. Assistance is given by the former treasurer and/or the board when a new treasurer takes office because of bank and the Guild website software requirements.

Section 9: There is a database used for producing various reports including the Guild roster of current members. The database manager, who can be a volunteer and is a member of the Guild, will 1) add members to the roster from information received from the treasurer, and 2) send current rosters to the membership beginning no later than January and resending as the membership changes through the last meeting of the Guild year. Additionally, the database is used to assist in running the annual shows sponsored by the guild.

ARTICLE VII: BOARD

- Section 1: Board shall consist of the current officers and two members-at -large. The previous president serves as an ex-officio member for one year.
- Section 2: It uses both in person and electronic media including phone and e-mail for conducting meetings and decision-making.
- Section 3: It establishes the annual budget, including budgets for each show.
- Section 4: It conducts an informal audit of treasurer's report at the end of fiscal year.
- Section 5: It oversees BAG sponsored exhibitions and makes final decisions on challenges to the entries.
- Section 6: It oversees the BAG internet website that is used for promoting the Guild, connecting to our members' websites, and connecting to other websites relevant to the BAG purpose. The Board will decide on the software to be used for the site.
- Section 7: It will review the allocations for the Dissolution of the BAG funds annually before the May BAG meeting. They will make recommendations to the membership for keeping or changing the allocations. Members vote on the recommendations in the May meeting.
- Section 8: The President will call a board meeting before the October members meeting to include both outgoing and in-coming members of the board. The purpose is to make a smooth transition of the new officers to run the Guild, to make the new officers aware of ongoing projects, and to cover any other business that may be important to the board. The treasurer will make the final fiscal report of the Guild.

ARTICLE VI: STANDING COMMITTEES

- Publicity: Brings the activities of the BAG to public attention
- Hospitality: Welcomes new members and guests and introduces them at the business meeting
- Program: Arranges the educational feature for each meeting and reports their selections to the Vice President
- Exhibition: Assists the chairpersons of each exhibition in selecting and acquiring exhibition space, finding a judge, and in general decision-making, if requested by the chairperson. They make decisions regarding the appropriateness of entries for the shows where a simple majority of the committee will rule. The standing members are: the Chairpersons of the Guild Show, the Santee Show and the Cypress Garden exhibition. Additional members are assistant chairpersons (if designated by the respective chairpersons) and the BAG president.

Article VIII: DISSOLUTION

Section 1: Upon dissolution of the Guild, the treasurer will assure the executive board that all monies due are in and all accounts are paid in full. The executive board will direct the monies paid to the following organizations in the percentages that have been allotted by the membership.

Trinity Episcopal Church, Pinopolis, SC	10 %
Timberland High School art department, Bonneau, SC	30%
Berkley High School art department, Moncks Corner, SC	30%.
Cross High School art department, Cross, SC.	30%

Section 2: The bank account will be closed, the website will be closed, and any historical documentation remaining will be offered to the Berkeley County Historical Society or the Berkeley County Library.

9/25/2017