

CREATIVE ARTIST GUILD, INC.

STANDING RULES

Membership

Membership in the Guild (CAG) shall be open to all who are interested in working to fulfill the objectives of the organization and pay the yearly dues.

There are two (2) types of membership

Exhibiting member's work has been jury-approved for exhibiting.

Non-exhibiting members may not show under the CAG umbrella.

All prospective new members shall complete an application and return it to the membership chairperson with a check payable to CAG or cash in the amount the current year dues.

Each member shall have the right to make motions, debate, vote and hold office, receive the newsletter and participate in all club activities except exhibiting which is reserved for the Exhibiting members.

Yearly Dues

Changes to the amount of dues shall be voted upon by the general membership as recommended by the Board.

If dues are not paid by May 1, the Treasurer will notify the member.

Checks for the annual dues shall be payable to the Creative Artists Guild, Inc. (CAG).

Officers

Only elected officers shall be eligible to vote on business that comes before the Board.

Board members shall elect from the six (6) Directors, by secret ballot, the Chairperson and Vice-Chairperson of the Board of Directors for the ensuing year at the Board meeting prior to the April luncheon.

The term of office shall begin at the conclusion of the annual installation of officers at the April Luncheon.

The term of each Director shall be limited to two (2) years.

The term of the Treasurer shall be two (2) years and may be re-elected one time.

The term of each of the other officers shall be one (1) year and may be re-elected one time.

Any elected officer shall hold only one office at a time

Nominations and Elections

The Chair of the Nominating Committee, chosen by the Board of Directors in January, shall choose a committee of no less than five (5) members.

Any member may make suggestions to the Nominating Committee for nominees for office.

The slate of nominees shall be presented by the Nominating Committee at the regular meeting in March (provided that person has consented to serve if elected) with further nominations accepted from the floor.

If there is but one nominee for each office, a vote for the slate may be made by acclamation.

Duties of the Board of Directors

Excepting the Chairperson of the Board, Directors are to volunteer to be Chairperson of, or oversee, the duties of one or more CAG working committees. These positions will be filled at the first Board meeting after the elections of officers.

At the March Board meeting, select an auditor for the annual financial review.

Duties of Elected Officers

Chairperson of the Board:

Be the official representative of the Guild.

Subject to Board approval, sign official papers in the name of the Guild.

Preside at all meetings of the Guild.

Be ex-officio member of all committees except the Nominating Committee.

Vice-Chairperson:

Perform all the functions of the Chairperson in his or her absence.

Chair the Bylaws/Standing Rules Committee.

Act as Assistant Recording Secretary as needed.

Recording Secretary/Corresponding Secretary:

Keep the book containing the minutes of all Guild meetings.

Provide the Chairperson and the newsletter editor with the minutes of the regular meeting in time for publication

Provide the Chairperson and officers with the minutes of Board meetings

Attend to Guild correspondence including thank you notes.

Treasurer:

Be sole custodian (collect, record, deposit, report, pay bills) of the funds of the Guild.

Gain Board approval of any expenditure over fifty dollars (\$50.00).

Be prepared to give a complete financial report at each Board meeting and a brief report at the regular meeting.

Have books, bank statements, etc. ready for review by the approved auditor by end of May.

Upon receipt of the completed review, turn over to his/her successor all monies, vouchers, books and papers of the Guild that are in his/her custody.

Pay the State of Florida Corporate fee.

Assistant Treasurer:

Fulfill the duties of the Treasurer in his/her absence.

Sergeant-at-Arms:

Provide parliamentary direction as required at Guild meetings

Assure proper meeting room set-up.

Committees

Chairpersons of all committees shall be prepared to make a brief report of committee activities at Board and general meetings. Each working committee chairperson shall keep a record of activities pertaining to his/her committee which shall be passed on to the successor following the installation.

Artist of the Month Committee:

Conduct the Artist of the Month program

Brushfire Editor and Committee

Shall be responsible for composing, having printed and sending out the Guild's newsletter to the members.

Bylaws and Standing Rules Committee

A minimum of five (5) members shall review the Bylaws and Standing Rules as requested by the Board and deemed necessary.

The Chairperson of this committee shall be the Vice-Chairperson of the Board.

Historian:

Keep a scrapbook with photographs and a brief narrative of Guild activities.

Hospitality Committee:

Arrange for the refreshments at the general meeting.

Jury Committee:

Shall be composed of at least three (3) members and an alternate if needed, who decide on the acceptability of the work of the prospective member being juried as an Exhibiting member. It may include an additional member with expertise in a particular Art.

Keep a record book of exhibiting members and media accepted

Luncheon Committee:

Make all arrangements pertaining to time, place, menu and reservations relating to the luncheons.

Recruit volunteers to provide table decorations.

Recruit volunteers to create name place cards.

Select and arrange for the judge.

Recruit volunteers to check in displaying artists.

Membership Committee:

Provide new members with folders containing pertinent Guild information and yearly updated roster. It shall include a disclaimer releasing the Guild of any liability.

Collect new member applications and direct new member to the Treasurer to pay dues.

Have two (2) greeters at each meeting to welcome new members and answer any questions.

Maintain member database for the creation of the roster of members each year.

Program Committee:

Arrange for speakers, demonstrations, etc for the general meeting.

Publicity Committee:

Submit appropriate news releases to the local newspapers.

Ribbon/Awards Certificate Committee:

Procure the ribbons, certificates and any other award needed and requested by the Board.

Rotating Exhibits Committee:

Maintain a record of exhibit sites and notify *Brushfire* Editor of exhibiting information.

Check with exhibitors to determine the number of paintings and be sure they deliver and pick up on scheduled dates.

Shows Committee:

Make arrangements for all indoor/outdoor shows.

Chairperson or designee shall give a written or oral critique of each show at the Board meeting.

Sunshine Committee:

Send cards, as needed, to members who are ill or suffered a loss of a loved one.