**Art Guild of Tellico Village - Bylaws**

**ARTICLE I – NAME**

1. This organization shall be known as the Art Guild of Tellico Village.
2. It is established as a non-profit organization.

**ARTICLE II – PURPOSE**

The purpose of the Art Guild is to support and encourage creativity in and appreciation and patronage of the visual arts through educational activities such as lectures, tours, workshops and classes, and exhibits.  The purposes for which the association is organized are exclusively educational within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

**ARTICLE III – MEMBERSHIP**

1. Membership is open to any person in the Tellico Village area or nearby communities who will uphold the Bylaws of the Guild. Membership for the fiscal year is established upon payment of Guild dues.
2. The completed application for membership, including dues payment, shall be submitted to the Membership Chair.
3. The fiscal year begins September 1 and ends August 31.
4. Annual dues are payable during September. Dues may be changed at a regular meeting of the membership or via mail or email before the beginning of the fiscal year upon recommendation of the Board.

**ARTICLE IV – MEETINGS**

1. Meetings shall be held on a regular basis and should keep the membership informed about activities and financial matters. Programs may be included in meetings.
2. Special purpose meetings may be called by the President with prior notice to the membership.
3. Board meetings shall be held as needed to adequately handle Guild matters. Such meetings shall be called by the President.

**ARTICLE V – VOTING**

Each Guild member in good standing shall be eligible for one (1) vote on matters submitted to the members.

**ARTICLE VI – ELECTIONS AND NOMINATIONS**

1. The Executive Board shall appoint a Committee on Nominations in February consisting of three (3) members of the Guild. Members of the Nominating Committee may not be on the slate. The committee will submit a proposed slate of officers at the regular April meeting or by email.
2. Nominations may be made from the floor at the May meeting with prior acceptance by the nominee.
3. The new officers shall be elected at the May meeting. Election may be voice vote or other method deemed advisable by the President. A majority of votes cast by the members present shall be required to elect.  Officers shall take office after the May meeting and serve for one year.

**ARTICLE VII – OFFICERS AND THEIR DUTIES**

The officers of the Guild shall be a president, vice-president/program chair, secretary, treasurer, workshop chair, class chair, publicity chair and membership chair.

**PRESIDENT:** The President shall preside at all meetings of the Guild and the Executive Board and perform all duties that regularly pertain to the office. The President shall appoint all Committee Chairs, Coordinator positions, and special committee chairpersons.

**VICE PRESIDENT/PROGRAM CHAIR:**  The Vice President shall be responsible for the planning of monthly programs and is responsible for the introduction of speakers and the payment of honorariums. In the absence of the President, the Vice President shall assume the duties of the President. In the event the President position is vacated, the Vice President will assume the duties of the President for the remainder of the term.

**SECRETARY:**  The Secretary shall record, maintain and distribute the minutes of the Guild and the Executive Board meetings. The minutes shall be presented to the Executive Board expeditiously. The Secretary shall also attend to the correspondence of the Guild.

**TREASURER:** The Treasurer shall be the custodian of all funds of the Guild, deposit funds, pay all bills or expenses for authorized Guild activities, keep an account of all receipts and expenditures, make regular reports of financial matters to the Executive Board and membership, file the electronic Notice 990-N to the IRS, and handle all financial matters of the group.

The Treasurer shall prepare a yearly budget with input from the Executive Board and Committees and Coordinator positions as necessary.

**WORKSHOP CHAIR:** The Workshop Chair shall be responsible for planning and scheduling workshops, contracting with artist instructors, correspondence with instructors and students, and fee collection and arranges with the Treasurer payment to the artist.

**CLASS CHAIR:** The Class Chair shall be responsible for planning and scheduling Chota Rec Center classes in coordination with board approved instructors,\* correspondence with instructors, and publicity of the classes to the membership.

\*Class instructors are responsible for the development of class content and length of classes, identifying class schedules, securing class space, collection of fees, and correspondence with registered students. All pertinent information will be coordinated with the Class Chair.

**PUBLICITY CHAIR:** The Publicity Chair has the responsibility for getting pertinent information about Guild activities to the media and for the Website.

**MEMBERSHIP CHAIR:** The Membership Chair is responsible for organizing the recruitment of members, accepting dues of renewing and new members and maintaining a current roster with pertinent contact information.

**ARTICLE VIII – EXECUTIVE BOARD**

Voting members of the Executive Board are the elected officers. The immediate past president of the Guild will be an ex officio member of the board and shall attend board meetings.

1. A parliamentarian may be appointed by the President and shall attend meetings ex officio and shall monitor conduct in conformance with Guild Bylaws and customs.
2. Four out of eight of the elected membership of the executive board shall be present at a board meeting to constitute a quorum.
3. Committee chairs shall attend board meetings when business pertaining to their areas of responsibility is to be discussed.
4. The executive board shall approve the annual budget and other non-budgeted expenditures.
5. Should an elected officer (except President) resign during a term of office, the executive board, upon receiving the letter of resignation, shall make a recommendation to the membership to fill the vacant position.

**ARTICLE IX: COMMITTEES and COORDINATORS**

Committees and Coordinators may be appointed by the board to assist in Guild functions.  The Executive Board shall guide the business of the Coordinator positions and Committees.

**EXHIBIT COMMITTEES:**  The Executive Board shall determine the number of exhibitions sponsored by the Guild and designate Exhibit Chairs for each. The Exhibit Chairs and their Exhibit Committees are responsible for holding the exhibits. If there will be an expense to the Guild, a budget must be approved by the Executive Board. Unless otherwise indicated by the Executive Board, only Guild members’ original works may be shown at Guild-sponsored exhibits. Acceptance of works is at the discretion of the Exhibit Chairs.

**HOSPITALITY AND REFRESHMENT COORDINATOR:**  This person is responsible for organizing and furnishing refreshments at meetings and to maintain supplies per budget.

**EQUIPMENT COORDINATOR:** This person is responsible for maintaining the storage of Art Guild display equipment and arranging for loans or rental of equipment. A periodic inventory of equipment and supplies of all storage areas will be completed and shared with the Executive Board.

**NEWSLETTER CHAIR:**  The Newsletter Chair shall collect newsworthy information from the membership, board, coordinators, and committees and prepare the newsletter for distribution to the membership.

**HISTORIAN:** The Historian shall document the progress of the Guild by maintaining a scrapbook of published and pictorial materials concerning Guild activities and accomplishments of its members.

**WEBSITE COORDINATOR:**  The Website Coordinator is responsible for keeping the website up-to-date getting input from board members, coordinators, and committees, and annually renewing the website domain name [www.tellicoartguild.org](http://www.tellicoartguild.org/) per budget.

**ARTICLE X:  QUORUM**

Four officers and one fifth of the membership shall constitute a quorum at a regular meeting for the transaction of business.

**ARTICLE XI: AMENDMENTS TO THE BYLAWS**

The Bylaws may be amended by a two-thirds vote of the membership at a regular or special meeting or by email or mail response. The Board must recommend proposed amendments. They must be presented in writing to the membership at a regular or special meeting, or by mail or email, at least 2 weeks before a vote is taken on these amendments. Once approved, amendments are effective immediately unless otherwise stated.

**ARTICLE XII – AUDITING**

The President shall appoint two Guild members to audit the financial records by July of each year.  The Executive Board shall oversee the audit of the financial records of the Guild for the fiscal year make a report available to the Executive Board by September.

**ARTICLE XIII – DISSOLUTION OF THE GUILD**

Dissolution of the Guild requires that a majority of the Board vote in favor and then call a special meeting. The Guild may be dissolved by a vote of two-thirds of the members attending the special meeting.

Any funds remaining in the Guild treasury at dissolution shall be turned over to the Knoxville Museum of Art.  However, if the named recipient is not then in existence, or is no longer a qualified distribute, or is unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation, or organization which is organized and operated exclusively for the purpose specified in Section 501 (C) (3) of the Internal Revenue Code.

Bylaws passed May 15, 1997.

Bylaws revised:

July 23, 1998

June 28, 2001

Nov. 14, 2002

Sept. 20, 2007

Sept. 18, 2008

Aug. 7, 2011

March 19, 2015