

North Georgia Arts Guild

# Policies and Procedures Handbook

## PURPOSE

These Policies and Procedures offer general guidelines to regulate individual and organizational action and conduct and to set standards or criteria by which the Guild operates.

These Policies and Procedures are intended for use during normal operating circumstances. Other circumstances may arise in which the Board of Directors find it necessary to take other steps not specifically designated here and reserve the right to do so at their discretion.

All North Georgia Arts Guild (Guild) members will be furnished a copy of the North Georgia Arts Guild Policies and Procedures. It is each member's obligation to read and understand the Policies and Procedures and abide by the rules and regulations established herein.

## MEMBERSHIP AND DUES

**Yearly Membership** is January 1<sup>st</sup> through December 31<sup>st</sup>.

**Membership Eligibility** – Anyone is eligible to become a member of the Guild upon completing the Guild's membership application and paying the appropriate dues for the class of membership for which applying.

**Guild Membership** consists of the following:

- *Members in Good Standing* – Members whose dues are current
- *Honorary Members* – Gratuitous membership
- *In Memoriam* – Deceased members

### **Yearly Membership Dues**

- Individual
- Family
- Student
- New members joining after July 1<sup>st</sup>-will pay a prorated portion of the yearly membership dues, with full renewal due on January 1<sup>st</sup>.

**Membership Renewals** – Notification of membership renewal will be printed in the newsletters. Failure to pay dues by January 1<sup>st</sup> shall be considered withdrawal as a member of the Guild.

**Voting Body** – The voting body of the Guild shall consist of all members in good standing. A majority of members present at any regular membership meeting shall be needed to pass any matter put before the body for a vote.

**Member Rights and Responsibilities** – are as follows:

- To understand their rights and responsibilities, members shall review the By-Laws, Policies and Procedures and the monthly newsletter;
- May attend all monthly membership and Board of Director meetings;
- Members attending monthly membership meetings shall display an appropriate name tag; and
- Members are ambassadors of the Guild and are expected to conduct themselves in a civil, courteous manner at all times, be just in their dealings, reliable in their responsibilities and set a good example in the community. Failure to comply can result in termination of membership by the Board of Directors.

**Honorary Membership** – Honorary Membership may be bestowed upon any non-guild member of the community who has substantially contributed professional expertise, time or monetarily toward the enhancement of the operation of the Guild. Honorary memberships are gratuitous. With the exception of the right to vote and hold office, honorary members shall enjoy all the rights and privileges extended Guild members in good standing.

- **Nomination** – Any Guild member in good standing may nominate a person or persons for honorary membership. The nomination must be in writing and contain detailed reasons for the nomination.
- **Election and Approval** – of an honorary member shall be by majority vote of the Board of Directors present at a duly constituted Board meeting. Notice shall be given each Board member stating the intention to vote for the proposed honorary member and will include the written nomination.
- **Annual Review** – Honorary memberships shall be reviewed annually by the Board of Directors and extended for another year if warranted.

#### MEETING TIMES AND PLACES

**Monthly Membership Meetings** – Each year, ten regular monthly membership meetings shall be held on the third Thursday of the month beginning at 10:00AM at an established location in Northeast Georgia.

- Members are encouraged to arrive by 9:30AM to enjoy refreshments, socialize and help set up for the meeting. Members are asked to assist with clean-up after the meeting.
- Meetings are open to guests and visitors.
- Minutes will be recorded, maintained indefinitely and published in the monthly newsletter.

**Board of Director Meetings** – will be held on the second Thursday of the month beginning at 9:30AM at an established location in Northeast Georgia. Meetings are open to members in good standing. Minutes will be recorded and filed indefinitely.

**Inclement Weather** – During severe weather our policy is the same as the local schools: no school, no meeting.

**Annual Meeting** –The Guild Annual Meeting will be announced in the newsletter. The Nominating Committee will present the membership with a slate of persons being nominated for vacating officer positions. Nominations will be requested from the floor. The membership will then be asked to vote up or down on each nominee.

**Picnic/Dinner** – The August monthly membership meeting will be the Guild’s annual picnic/dinner. Time and location will be announced in the July and August newsletters and at the June and July monthly membership meetings. The business portion of the meeting will be the installation of the newly elected slate of officers. Advance sign-up is necessary to determine number of attendees and the amount of food to purchase/prepare.

**Christmas Party** – The December monthly membership meeting is the Guild’s annual Christmas party and will have no business meeting. Time and location will be announced in the December newsletter and at the November monthly membership meeting. Advance sign-up is necessary for this event to notify the host establishment the number of guests to prepare for. Advance payment from each attendee will be necessary when the host establishment requires advance confirmation of participants.

**Special Meetings** – may be called by the Guild President, Acting President or Chair of any standing or ad-hoc committee.

**Special Event Fees** – For special events, a fee may be levied on guests the same as the fee placed on members.

#### OFFICER DUTIES AND RESPONSIBILITIES

**All Officers** – In addition to the specific duties outlined for each office, all officers shall be responsible for the following:

- Assisting the President and preside at meetings in the absence of the President in the following order: First Vice President, Second Vice President, Recording Secretary, Treasurer and Corresponding Secretary;
- If unable to attend a Board of Director or monthly membership meeting, ensuring another Guild member is available to assume his/her responsibilities;
- Writing articles/messages for inclusion in the monthly Guild newsletter.

**President** – The President shall be responsible for the following:

- General operation and management of the Guild;
- Acting as the official representative of the Guild;
- Presiding at all regular monthly membership meetings;
- Convening and presiding at regularly scheduled Board of Director meetings;
- Delegating another Board member to preside at meetings in his/her absence;
- Serving as ex-officio member of all committees except the Nominating Committee;
- Signing checks in the absence of the Treasurer;
- Maintaining an inventory of all equipment owned by the Guild that is in use or in the storage facility (this responsibility may be delegated);
- Composing a welcome letter for new members;
- Ensuring the By-Laws and Policies and Procedures are distributed to all Guild members; and

- Annually appointing the Nominating Committee consisting of three members who shall present nominations to the membership for each of the offices to be voted upon at the Annual Meeting.

**First Vice President** – The First Vice President shall chair the Membership Committee and be responsible for the following:

- Maintaining an up to date record of members, including name, address(s), phone number(s) and email and other pertinent information;
- Notifying the President, Newsletter Editor and Website Manager of any changes in membership;
- Annually publishing and distributing the NGAG Membership Directory;
- Periodically providing members with updates, additions and deletions to the NGAG Membership Directory;
- Providing each new member a welcome packet which includes the President’s welcome letter, By-Laws, Policies and Procedures, Membership Directory and member gallery guidelines;
- Introducing new members and guests at monthly membership meetings;
- Maintaining a sign-in roster at monthly membership meetings; and
- Formulating various ways and means to increase membership, such as placing applications in various strategic locations.

**Second Vice President** – The Second Vice President shall chair the Program Committee and be responsible for the following:

- Arranging and scheduling programs for monthly membership meetings;
- Submitting information on the program presenter to the Newsletter Editor, Website Manager and Publicity Committee by established deadlines;
- Introducing the program presenter to the membership and making necessary arrangements with the Treasurer for payment to each presenter;
- Ensuring the program presenter is given forty-five minutes to present his/her program. (In the event the members present show a great deal of interest/enthusiasm for the program, the program may be allowed to extend beyond the allotted time); and
- Maintaining a contact file/roster (name, address, phone number and type program to be presented) of scheduled or potential presenters and passing this information on to their replacement at the end of their term.

**Recording Secretary** – The Recording Secretary shall be responsible for the following:

- Keeping records of all Board of Director actions;
- Taking minutes at all Board of Director and monthly membership meetings;
- Distributing minutes to the Board of Directors for review;
- Providing minutes of monthly membership meetings to the Newsletter Editor for publication; and
- Ensuring all NGAG records are maintained.

**Treasurer** – The Treasurer shall Chair the Finance/Budget Committee and shall be responsible for the following:

- Reviewing and following the budgetary requirements set forth in the By-Laws;
- Collecting income and disbursing funds as the Guild directs;
- Reporting Guild financial conditions, collections and disbursements to the Board of Directors and regular monthly membership meetings;
- Receiving, reporting and depositing all guild income, membership dues, drawing monies and charitable donations;
- Ensuring vouchers with receipts attached (when possible) are used by members to request payment for monies expended on behalf of the Guild;
- Submitting a year-end financial report and an annual budget for approval by the Board at the September board meeting;
- When received, promptly forwarding new membership applications to the Membership Committee Chair;
- Maintaining permanently all accounting/financial records for NGAG;
- Reviewing, and in collaboration with the Board of Directors making recommendations on all potential major expenditures – that is, expenditures exceeding \$1500.
- Expenditures exceeding \$1500 will require endorsement by any two of the following officers: Treasurer, President, First Vice-President or Second Vice-President; Presented to members at the following meeting for voting.
- Annually recommending to the Board of Directors setting of membership dues – raise, lower, or maintain at current levels, etc.

**Corresponding Secretary** – The Corresponding Secretary shall be responsible for the following:

- Conducting general correspondence for the guild as needed;
- Purchasing and sending cards to members and friends of the Guild when appropriate, i.e., sympathy, get well, thank you, recognition of achievements; and
- Timely submitting reimbursement vouchers to the Treasurer for all expenses incurred while handling such correspondence.

#### NGAG COMMITTEES

The Board of Directors shall establish/approve all standing and ad hoc committees. The chairperson of each committee shall attend Board of Director meetings and keep the Board apprised of the status of all committee activities. All committee chairs are voting members at the board of directors as well.

**Membership Committee** – Chaired by the First Vice President (see Officer Duties and Responsibilities for details)

**Program Committee** – Chaired by the Second Vice President (see Officer Duties and Responsibilities for details)

**Finance/Budget Committee** – Chaired by the Treasurer (see Officer Duties and Responsibilities for details)

**Hospitality Committee** – The committee shall be responsible for the following:

- Maintaining a current roster of volunteer hosts/hostesses for each monthly meeting or program;
- Ensuring an alternate host/hostess is scheduled in the event of cancellation by the primary host/hostess;
- Ensuring the hospitality table is ready for service no later than 9:30 AM on the day of regular membership meetings;
- Ensuring all host/hostess are properly recognized for their efforts, i.e. a proper thank you at the meeting;
- Maintaining adequate supplies and equipment for use by the hosts/hostesses as necessary; and
- Timely submitting reimbursement vouchers to the Treasurer for all expenses incurred for hospitality supplies and equipment.

**Website Manager** – The Website manager shall be responsible for

- Keeping information and photos up to date on all NGAG websites, including, at a minimum, monthly meetings, events, and membership roster;
- Creating new member gallery pages and updating established gallery pages as requested by members;
- Ensure webhosting and domain registration are paid timely to prevent any lapse in service;
- Securing professional technical assistance as needed; and
- Timely submitting reimbursement vouchers to the Treasurer for all expenses incurred in to maintain the NGAG website.

**Newsletter Editor** - The Newsletter Editor shall be responsible for the following:

- Setting deadlines by which articles must be received in order to make publication for the month. Some articles received after the deadline may be carried over to the next month's newsletter;
- Ensuring the newsletter is published in a timely manner and distributed to all Guild members;
- Ensuring the newsletter contains, at a minimum, information regarding places, dates and times of meetings as well as programs, workshops and any changes in membership and information from minutes of the prior membership meeting; and
- Timely submitting reimbursement vouchers to the Treasurer for all expenses incurred in the publication of the newsletter.

**Publicity Committee** – Shall be responsible for the following:

- Forming positive working relationship(s) with local newspaper and magazine reporters/writers who will assist in providing the Guild with some favorable publicity;
- Writing articles on any and all newsworthy Guild events and submitting to the local newspapers and magazines for publication;
- Arranging for photos to be taken at NGAG meetings and special events to be used for publicity purposes;
- Maintaining a scrapbook/photo album of NGAG events for viewing by active Guild members, potential members and for historical purposes; and

- Timely submitting reimbursement vouchers to the Treasurer for any expenses incurred in photo development, scrapbook supplies, or any newspaper/magazine ads or articles, etc.

**NGAG Art Scholarship Committee** – Shall operate under the guidance of the NGAG Board of Directors, who will determine scholarship amounts, and be responsible for the following:

- Developing and overseeing the application process including creation of application form and interview process;
- Forming relationships with high school educators and gaining their input;
- Establishing eligibility guidelines for high school seniors who wish to apply for scholarship funds;
- Establishing selection/judging process;
- Determining how funds will be distributed;
- Presenting the scholarship certificate at a school sponsored award ceremony;
- Maintaining an ongoing relationship with the scholarship recipient(s) during the period the scholarship is active.

**Sassafras Committee** - Shall be responsible for organizing and presenting the annual two-day Sassafras Artisan Market.

- The chairperson shall be a Guild member whose responsibilities include, but are not limited to overseeing sub-committees and scheduling and facilitating regular meetings, October through May;
- The sub-committees will be chaired and staffed by Guild members and community members in areas such as exhibitors, food, sponsors, operations, marketing-advertising, entertainment, website, finance, raffle, and security;
- All monies, income and expenses, will be handled through a separate banking account; and
- Profits from the festival will be apportioned to the NGAG general operating fund, NGAG Scholarship Fund, and other supporting non-profit organizations as determined by the Board of Directors.

**Painted Fern Committee** – shall be responsible for organizing and presenting the annual two-day art and fine crafts member show. The Chairperson shall be a guild member whose responsibilities include, but are not limited to, overseeing committee members, who are also guild members, and scheduling meetings as needed.

- Committee responsibilities include sending out a call for exhibitors, reviewing applications, marketing/advertising, signage, set-up and hospitality.
- As this is a member show with a limited number of spaces available, guild members are automatically accepted as exhibitors on a first come basis by medium. If there are spaces still available, artists outside the guild may apply by invitation and will be subject to a review process by the committee.



**Out/In Reach Committee** – shall operate under the guidance of the NGAG Board of Directors. The committee will have a chair and several members and will meet as needed. The committee will be responsible for:

- Development of outreach programs as defined/guided by the board and membership
- Outreach programs will be targeted to connect the public with art or art experiences. This may include but is not limited to:
  - Live Art demonstrations;
  - Public participation in art;
  - Classes for adults, seniors and special needs individuals; and
  - Lectures and presentations by regional artists
- Educational outreach to public schools and home-schooled students at all age levels to include demonstrations and classes.
- Development of “In Reach” programs for Guild membership to include but not limited to:
  - Financial support for education and artistic advancement; and
  - Opportunities for artist income through sales to the public.

## AMENDMENTS

Amendments to the Policies and Procedure shall be made at any regular or specially called business meeting of the Board of Directors. Proposals for amendments shall adhere to the following guidelines:

- All proposed amendments must have been presented to the Board in writing stating the reason(s) for the proposed change.
- A written copy of the proposed amendment(s) shall be provided to each Board member present at the Board meeting at which the amendment(s) shall be voted upon.
- No proposed amendment(s) to the Policies and Procedures shall be ratified or take effect until there has been a vote in favor of the ratification by a majority of the members present and voting at the membership meeting at which the amendment or amendments are presented for approval.

## REVIEW AND REVISE

The President of the Board of Directors shall appoint an ad hoc committee of no less than three (3) Guild members to review and revise the Policies and Procedures as needed.

## DISSOLUTION

In the event that dissolution of the Guild appears imminent for whatever reason, approval of the membership shall be obtained by ballot. Simple majority prevails. If the vote is in favor of dissolution, assets shall be applied and distributed first to the final payment and discharge of any liability or obligation of the Guild. Any remaining assets shall be distributed by approval of the membership to another recognized 501(c)(3) organization in the local community.

## APPROVAL AND ADOPTION

The Policies and Procedures shall be considered adopted and in immediate effect if and when a majority of the members present and voting at the membership meeting at which the vote is taken to adopt the Policies and Procedures shall vote in favor of adoption. This vote shall be taken no less than thirty (30) days after formal presentation of the Policies and Procedures to the Board of Directors.

Once adopted, these Policies and Procedures will abolish, supersede and replace all Policies and Procedure that preceded them.

Any amendments and/or revisions to the Policies and Procedures, after passage by majority vote, shall be prepared by the Recording Secretary and incorporated into the Policies and Procedures. The Policies and Procedures, and all amendments and revisions thereof, shall be made available to all Guild members.