

# Bylaws for Harbor Art Guild

## ARTICLE I Name

The name of this organization shall be Harbor Art Guild, a non-profit organization.

## ARTICLE II Office

The principal office of Harbor Art Guild shall be 603 M Street, Hoquiam, WA, or at such address as the Board shall designate.

## ARTICLE III Purpose

Harbor Art Guild is a group of artists and patrons who join together to bring art to the community.

### Our Mission

Harbor Art Guild, recognizing that community life is enriched through the arts, is committed to the Grays Harbor arts community by connecting artists to one another and art to the public at large.

### Our Vision

Together we pledge to provide exhibition and educational opportunities that encourage artistic excellence while celebrating diversity, innovation, and freedom of expression.

## ARTICLE IV Membership and Dues

### A. Membership

1. **Guild Member** This membership is open to any artist who supports the mission and vision of the Guild.
2. **Guild Patron Member** This membership is open to anyone who supports the mission and vision of the Guild.

### B. Eligibility for membership

1. Any interested artist who keeps his/her dues current and participates in activities and responsibilities, as defined in the Policies, may be a member of Harbor Art Guild.
2. Any interested person who keeps his/her dues current may be a Guild Patron Member.

### C. Dues and fees

1. Dues shall be payable each year in August.
2. Annual dues shall be determined by a quorum vote of the Board at such time as deemed necessary and shall be published for the general membership.
3. Members who are current in their dues are eligible to vote.
4. Persons can join at any time during the year however there is no pro-rating of dues. Those who join for the first time after May 1 of a year retain membership through July of the following year.
5. Fees shall be paid as required for other activities.

### D. Membership termination

1. Any membership may be terminated by the Board for due cause or for purposes inconsistent with the mission, vision and rules as set forth in the Policies document.
2. Member to be terminated will be duly notified by the Board.

### E. Resignation

A member may resign at any time by letter or by failure to pay dues or fees.

## ARTICLE V Officers and Board

### A. Officers

1. The officers shall include a president, vice president, secretary, treasurer, and immediate past president.
2. The Board shall include the officers and at least five board members.

### B. Nominations and elections

1. The President shall appoint a nominating committee in June to prepare a slate of officers and board members for presentation to the membership at the July general meeting.
2. Nominations from the floor shall be accepted at the July general meeting.
3. Election of officers and board members will take place at the August meeting.

### C. Eligibility

Members whose dues and fees are current may run for office.

### D. Duties of each officer

1. The President shall have executive supervision over the activities of the organization, preside over all meetings, and is responsible for the appointment of the chairpersons of all committees and members of temporary committees.
2. The Vice President shall assume the duties of the President in the event of absence, incapacity, or resignation of the President or other duties as needed.
3. The Secretary shall keep the minutes of meetings of the organization and board meetings and maintain a file of members and keep the membership informed of Guild activities.
4. The Treasurer shall be responsible for the safekeeping of organization funds and for maintaining adequate financial records. The Treasurer shall deposit all monies in a reliable banking institution in the name of Harbor Art Guild.

The Treasurer shall act as Registered Agent to the State of Washington Secretary of State.

Monies shall be paid out by numbered checks, signed by the Treasurer or other appointed officer. The Treasurer shall collect dues and other monies and prepare a financial report for the year ending July 30. The books shall be audited annually.

5. The Immediate Past President shall take on duties as needed by the President and the organization and serve as an advisor to the organization.
6. Board members shall take on duties as needed by the President and/or the organization.

### E. Term of office/Fiscal Year

Terms of office and the fiscal year are from August through July, coinciding with the membership year.

### F. Vacancies

1. In the event of a vacancy in the Presidency, the Vice President shall become President.
2. A vacancy in any office, except the Presidency shall be filled by the Board for the unexpired term.

### G. Removal of officers

Any officer may be withdrawn from the Board for due cause or for purposes inconsistent with the mission, vision and rules as set forth in the Policies document.

## ARTICLE VI Meetings

### A. Meeting days

1. The general membership shall meet monthly.
2. Notices for meetings will be made by email or telephone to the members.

### B. Quorum

1. A quorum for a general membership meeting shall be 35% of the total membership.
2. A quorum for a board meeting shall be 50% of the total board membership.

### **C. Special meeting**

A special meeting of the general membership may be called by any member with approval by a quorum of the board.

### **D. Cancellation of regularly scheduled meeting**

When it is necessary to cancel a regularly scheduled meeting, members will be notified by email or telephone. Notifications will be made by the secretary or her/his designate.

### **E. Electronic and other meetings**

From time to time, some decisions of the organization may be made by email using quorum rules.

## **ARTICLE VII Board**

### **A. Board Composition**

The Board includes the President, Vice President, Secretary, Treasurer, Immediate Past President, and elected Board Members

### **B. Meetings**

The Board shall meet monthly prior to the general meeting.

## **ARTICLE VIII Committees**

There will be such committees as needed to carry on the work of the organization. Such committees will be approved by the Board and addressed in the Policies document.

## **ARTICLE IX Parliamentary Authority**

The rules contained in *Roberts Rules of Order* shall govern the proceedings of the organization, except in such cases as are governed by these By-Laws

All motions made by members of the Guild shall be passed by simple majority.

## **ARTICLE X Amendments**

Amending of the By-Laws requires notifying members at least 30 days prior to voting and requires a two-thirds majority of the Guild members.

## **ARTICLE XI Dissolution**

If it becomes necessary for Harbor Art Guild to dissolve, any funds left after all financial responsibilities are met will be donated to the Grays Harbor College Foundation to be used for scholarships for art students.

