

OFFICERS AND COMMITTEES

ARTICLE I: OFFICERS AND THEIR DUTIES

Officers shall consist of a President, First Vice President, Second Vice President, Recording Secretary and Treasurer.

These officers shall be elected for one (1) year at the annual meeting and take office September 1. The tenure of office shall be for one (1) year and these officers may serve any consecutive terms by vote of the members in good standing.

A. The President shall preside at all meetings of the Guild and Executive Board and shall be an ex-officio member of all committees.

B. The First Vice President shall be chair of the Program Committee and shall preside at all meetings in the absence of the President.

C. The Second Vice President shall act as a liaison with other art guilds and organizations, shall chair Guild programs that are held outside of regularly scheduled meetings and shall preside at all meetings in the absence of the President and First Vice President.

C. The Recording Secretary shall keep the minutes of the meetings of the Guild and the Executive Board. The Recording Secretary shall preside at meeting in absence of the President and First Vice President. At the end of this officer's term he or she will turn over all records to the succeeding Secretary.

D. The Treasurer shall collect and receive monies due, pay all valid board-approved accounts owed by the Guild, keep accurate records, reconcile bank accounts promptly, report at regular meetings and turn over all records to the succeeding Treasurer. The Treasurer shall also present an end of the year report at the annual meeting and draft a proposed budget for the following year. He or she shall preside in the absence of the President, First Vice President and the Recording Secretary.

ARTICLE II: EXECUTIVE BOARD

The Executive Board shall consist of the current officers, the retiring President (ex-officio), and three committee chairs. Chairs invited to attend will be determined by the Executive Board.

The Executive Board shall establish a yearly budget and audit the books at the end of the Treasurer's term. A yearly budget shall be approved by the Executive Board before the September meeting, and the budget shall be presented for approval by the active members present at the September meeting.

Vacancies occurring during the year shall be filled by the Executive Board.

ARTICLE III: ELECTION OF OFFICERS AND BOARD MEMBERS

A. At least thirty (30) days before the annual meeting, the Executive Board shall appoint a nominating committee of three (3) members. The nominating committee shall nominate one (1) candidate for each office to be filled.

B. Acceptance of all candidates must be obtained before presentation.

C. Election of officers and board members shall take place at the annual meeting in May.

D. A majority vote of a quorum of members in good standing shall constitute an election. A quorum shall be a majority of active members present at the meeting.

ARTICLE IV: MEETINGS

The membership of the Guild shall usually meet on the first Monday of each month, September through May. An annual meeting shall be held in May. The President may call special meetings.

ARTICLE V: COMMITTEES

Chairs shall be appointed by the President to head the following standing committees: Membership, Exhibitions, Publicity, Hospitality, History, Fundraising, Scholarship, Gallery, Newsletter and Website. Additional committees and committee chairs shall be created by the Executive Board as needed.

A. MEMBERSHIP:

Membership shall maintain the roll of the members, keep attendance records, update the Email address list, check that application forms are completed and introduce new members.

Membership shall be responsible for compiling the annual Directory and distributing it to members.

B. EXHIBITIONS: Exhibitions shall allocate space, supervise and complete the presentation of each exhibition sponsored by the Guild and shall adhere strictly to the Constitution and Bylaws.

C. PUBLICITY: Publicity shall be responsible for taking photographs of Guild meetings and activities and bringing the activities of the Guild to the attention of the public.

D. HOSPITALITY: Hospitality shall be responsible for organizing receptions and social events of the Guild.

E. HISTORY: The Historian shall be responsible for keeping newspaper clippings and printed material associated with Guild events.

F. FUNDRAISING: Fundraising shall be responsible for solicitation of donations for the scholarship fund and for other fundraising activities of the Guild. Fundraising projects and decisions are subject to the approval of the Guild members.

G. SCHOLARSHIP: Scholarship shall be responsible for the process of presenting a scholarship to an artistically gifted high school senior who is a resident from the East Cooper area. The committee will be responsible for advertising the requirements for the scholarship and for contacting area high school guidance counselors and art teachers.

H. GALLERY: The Gallery Board is responsible for establishing policy and managing the Perspective Gallery.

I. NEWSLETTER: The Newsletter chair shall be responsible for the production and distribution of the newsletter.

J. WEBSITE: The Webmaster is responsible for the content and maintenance of the Guild's website.

Attested by the Executive Officers

Presented to the Membership: Monday, September 9, 2002

Approved by the Membership: Monday, October 7, 2002

Approved by the Membership: Monday, November 5, 2012