



By-laws

November 2022

Approved by quorum of Whatcom Art Guild Board Members on 11/14/2022

Presented to the members at the WAG General Meeting held on 1/30/2023

WHATCOM ART GUILD BY-LAWS

November 2022

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ARTICLE I - NAME

The name of the organization shall be the "WHATCOM ART GUILD", also referred to in this document as WAG.

ARTICLE II – MISSION OF THE WHATCOM ART GUILD

To foster and promote opportunities and education in the visual arts.

Section 1: Purpose

The purpose of this Guild shall be

1. to encourage and promote the visual arts in the Whatcom County area;
2. to provide an environment in which artists of all levels can meet and exchange ideas and information;
3. to organize exhibits in which members may display and sell artworks;
4. to establish ties within the county that promote the visual arts;
5. to support life-long art education; and
6. to aid, support, and assist by gifts, contributions or otherwise, other corporations, community chests, funds and foundations organized and operated exclusively for charitable, scientific, or educational purposes, no part of the net earnings of which inures to the benefit of any private shareholder or individual and no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation; and
7. to do any and all lawful activities which may be necessary, useful or desirable for the furtherance, accomplishment, fostering or attainment of the foregoing purposes, either directly or indirectly and either alone or in conjunction of cooperation with others, whether such others be persons or organizations of any kind or nature, such as corporations, firms, associations, trusts, institutions, foundations, or governmental bureaus, departments, or agencies as stated in the Whatcom Art Guild Washington State Articles of Incorporation, Section 4.1 Purposes.

Section 2: Dissolution

Upon any dissolution of the Guild Corporation under provisions of the laws of the State of Washington for nonprofit corporations, all of its assets remaining after payment of creditors shall be distributed to one or more visual arts organizations selected by the Board of Directors which are qualified as exempt from taxations under the provisions of Sections 501(a) and 501(c)(3) of the IRS Code, or any successor statutes, and which further the purposes set forth in Section I. In no event shall any of the Guild assets be distributed to the officers, directors, or members of the Guild.

ARTICLE III - MEMBERSHIP

Section 1: Classes of Membership

1. Individual Member: Adult, 16 years of age or older.
2. Student Member
3. Patron Member: Venues contracted to display members' artwork. Such venues shall be listed in each newsletter as well as at Whatcom Art Guild sponsored events.

Section 2: Dues

1. Dues shall be set by the Board of Directors and approved by the General membership. A notice to change the dues shall be published in the monthly newsletter and voted on by the General membership at the next regularly scheduled meeting. Approval must be given by at least a majority vote of the membership attending

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said meeting, provided a quorum is present or if the vote is by email by at least a majority of the members voting provided responses are received from at least 25% of current members.

2. Membership is paid annually and runs from January 1st through December 31st. Patrons are exempt from paying dues.
3. Annual renewal of dues is in December, with requests beginning in October.
4. Members not having renewed by December 1st shall receive notification.
5. Members must ensure that their dues are paid by December 31st to be included in the membership roster. To participate in WAG activities such as Artist of the Month, Venues, Shows, Whatcom Art Market, challenges, etc., yearly membership must be paid in full before the activity begins.
6. Members may be dropped at the discretion of the Board of Directors by a majority vote of the Board members present at a Board meeting, provided a quorum is present. The Secretary will record in the Board meeting minutes the reason for dropping a member from WAG.
7. Membership period for new members who join between October 1 and December 31 will be extended until December 31 of the next year.

Section 3: Membership Privileges

Members in good standing shall be defined as those members with current dues paid. Only members in good standing, or persons with special invitation from the Board of Directors, may exhibit at Guild sponsored events. Only Individual members in good standing may vote. Members shall be notified by mail, newsletter and/or email of each General Meeting.

ARTICLE IV - GENERAL MEETINGS

Section 1: Schedule

General Meetings of the Guild shall be held each month, except in December, unless otherwise scheduled by the Board of Directors.

Section 2: Annual Meeting

The General Meeting in November shall be known as the 'Annual Meeting' and shall be used for the purpose of electing officers and conducting other guild business. Trustees will serve as a nominating team and present a ballot to members via email that includes a slate of candidates in addition to space for write in nominations. This ballot shall be sent to all current members by November 1st. Trustees will tabulate the results to be announced at the November 'Annual Meeting'. Officers will be elected by a simple majority of the members voting provided responses are received from at least 25% of current members. Officers elected at this meeting will assume duties on January 1st. (See Article VI, Trustees)

Section 3: Quorum

A quorum shall be met when 25% of the current membership is in attendance at a General Meeting, Annual Meeting, electronic video meeting or in the case of office elections responses via email from 25% of current members.

Section 4: Rules Covering Meetings

Meetings of the Guild and its Board of Directors shall be governed by Robert's Rules of Order on all points not covered in these By Laws.

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ARTICLE V - OFFICERS

Section 1: Officers

The elected officers of this Guild shall be President, four Vice-Presidents, Secretary, Treasurer, Membership Director and three Trustees. These officers shall constitute the WAG Board of Directors.

Section 2: Terms - Non-Trustees

The President, Vice-President(s), Secretary, Treasurer, and Membership Director of this Guild shall be elected for one-year terms. Officers may succeed themselves once, however additional terms in office must be approved by a majority vote of the Board of Directors before their name can be placed on the ballot for an additional term. WAG membership must, at the annual November WAG meeting, per election of officers procedure set forth in Article IV, elect such officer to each successive one year term.

Section 3: Terms - Trustees

Three Trustees shall serve on the Board of Directors. In the year 2000, one Trustee was elected for a 1-year term, one Trustee was elected for a 2-year term, and one Trustee was elected for a 3-year term. Beginning with the year 2001, and each year thereafter, one Trustee shall be elected for a three-year term. The purpose of this is to ensure, as much as possible, that two experienced Trustees are on the Board at all times.

ARTICLE VI - DUTIES OF OFFICERS

PRESIDENT

The President's responsibilities shall be

1. to preside over all meetings of the Guild;
2. to organize the business agendas at both the General and the Board meetings;
3. to coordinate efforts among Board members and Chairs;
4. to coordinate the financial review with Trustees and the Treasurer;
5. to communicate the business of the Guild to the General Membership in the monthly Newsletter;
6. to appoint the Chairs of all committees;
7. to work with the Publicity & Marketing Chair as an ambassador in the community; and
8. to coordinate the development of a yearly budget by committee. (See Article IX).

VICE-PRESIDENTS

There shall be four Vice-Presidents, each with separate duties to help the President oversee the activities of the Board. In the event of the absence of the President, the President's duties shall be carried out by one of the four Vice-Presidents, in rotation.

VICE-PRESIDENT, MARKETING

Responsibilities shall be to coordinate and assist with the efforts of all Board members charged with marketing activities of the Guild, as follows:

1. Website Chair
2. Publicity and Marketing Chair

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3. Newsletter Editor
4. Venues Chair

VICE-PRESIDENT, PROGRAMS

Responsibilities shall be to coordinate and assist with the efforts of all Board members charged with program activities of the Guild, as follows:

1. Programs Chair
2. Activities Coordinators (Artist of the Month and Challenges at general meetings)
3. Scholarships Coordinator
4. Special Events Chair
5. Outreach Chair

VICE-PRESIDENT, SHOWS

Responsibilities shall be to coordinate and assist with the efforts of all Board members charged with show activities of the Guild, as follows:

1. Show Chair(s)
2. Award and Judging Chair

VICE-PRESIDENT, WHATCOM ART MARKET

Responsibilities:

1. Establish a committee to manage operation of the Whatcom Art Market, herein after referred to as WAM in the following list of responsibilities.
2. Organize and run monthly committee meetings to ensure ongoing operation and quarterly 'all hands' meetings for the exhibitors of the WAM to report performance, announce future changes, listen to input from exhibitors and gain votes for changes where necessary.
3. Create an annual operating budget and provide a monthly update to the WAM Committee and the WAG Board. Provide regular financial updates to the WAM exhibitors.
4. Liaise (or appoint Liaison) with the owner of the facility in which the WAM resides.
5. Report at each WAG Board meeting the financial status, ongoing performance and upcoming events and items of interest regarding the WAM.
6. Report on WAM activities in the monthly WAG Guild newsletter.
7. Ensure the WAM Committee manages the following aspects of the operation:
 - a. Financial control (with the assistance and approval of the WAG Treasurer)
 - b. Documented control of the WAM and its operation through artist exhibitor agreements, procedures and forms for the use of exhibitors running the WAM, documented arrangements with outside suppliers, e.g. credit machine, telephone vendors.
 - c. Selection and support of members of WAG who apply to exhibit and sell their arts/crafts in the WAM. This will include use of a waiting list, scheduling of WAG

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members joining and leaving the WAM, assistance in set-up and take-down of displays.

- d. Operations - maintenance of the facility, keeping to guidelines and requirements of the owner of the facility and ensuring the safety of the artist exhibitors and their exhibited items. Establish exhibiting standards, e.g. size and color of grids, use of lighting.
- i. Publicity and advertising. Create an ongoing program of WAM promotions and events. Coordinate those promotions and events. Liaise with WAG Publicity Chair in creation of printed publicity and advertising. Contact local organizations and publications for the placement of publicity information, and coordination and participation in local events.
- ii. Schedule WAM exhibitors to operate the WAM.

SECRETARY

In the absence of the President and four Vice-Presidents, the Secretary shall preside over all meetings of the Guild. The Secretary's responsibilities shall be:

1. Record and distribute minutes of the Board of Directors, General and Special Board of Directors meetings; as well as record and distribute the minutes of the General Membership meetings, both general and special.
2. Prepare all Guild outgoing correspondence, exclusive of newsletters.
3. Oversee and support the work of the Librarian(s) and Historian.
4. Ensures the production of the Directory and By-Laws on an annual basis.

TREASURER

The Treasurer is responsible for maintaining and reporting the financial records of the Guild. The Treasurer shall:

1. Make monthly reports to the Board of Directors and Membership
2. Collect and distribute WAG mail, retaining bills for payment
3. Make deposits and coordinate with accountant/bookkeeper ensuring checkbook and financial records are up to date
4. Collect, review, research and clarify for accuracy, and then forward financial paperwork to accountant/bookkeeper regularly
 - a. Reimbursement forms
 - b. WAM sales receipts
 - c. WAM exhibitor fees
 - d. Show and venue receipts
5. Issue checks in a timely fashion and forward detailed records to accountant/bookkeeper for WAG-related business such as:
 - a. Paying for venues for shows
 - b. Paying for meeting rooms for General Meetings and Board of Directors meetings

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- c. Paying for presenters at the General Meetings
- d. Paying for approved expenses, bills and reimbursements
- e. Paying for artist exhibitor sales commissions from Whatcom Art Market, venues, shows
6. Review, sign and distribute checks provided by accountant/bookkeeper
7. Coordinate information with Board of Directors, Membership Director, Show and Art Market Chairpersons and accountant/bookkeeper
8. Prepare for and oversee financial transactions at exhibitions
9. Participate in development of yearly budget and annual financial review
10. Coordinate preparation and pay taxes in a timely fashion
11. Coordinate accountant/bookkeeper duties
12. Attend to all other financial requirements

MEMBERSHIP DIRECTOR

The Membership Director reports to the President. Responsibilities shall be:

1. Receive applications, prepare appropriate information on new members.
2. Submit the new member's dues to the Treasurer, assign the new member an ID#, make out a receipt, issue and send membership cards and packets (Directory, receipt, welcome letter) to new members.
3. Give new member information to the Newsletter Editor.
4. Email new member information to all Board Members, plus any other members who need to be notified of new member information (such as WAM waitlist committee, member who creates name tags, etc.)
5. Maintain a member database and provide reports from the database as requested by the Board of Directors.
6. Post renewal form in October, November, and December Newsletters.
7. In early December, write/email a reminder note to all non-renewing members.
8. At meetings, greet and introduce new members and guests or appoint volunteers to do so.
9. Keep a record of member attendance at each meeting.

TRUSTEES

The three Trustees shall serve as the nominating team for the purpose of selecting candidates for board positions for the following year. They will begin forming a list of candidates in March and present that list to the President and Board at the October board meeting. Trustees shall cause to be emailed to current members a ballot with the slate of candidates by November 1st.

1. The Trustees, in their role as a nominating team, will seek candidates for any vacated office or President-appointed committee position during the year or to act as such replacement for the balance of the current year, if deemed necessary by the President and the Board. (See Article VII, Section 2-5, Powers of the Board.) Such officer replacement candidates shall be approved by a majority of the Board members present, provided a quorum is present. A committee Chair candidate is to be approved solely by the President. (See Article VI, Duties of President.)

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- a. Candidate notes:
 - i. VP Art Market candidate shall be a current exhibitor in WAM and continue to exhibit his/her art during the term of his/her tenure in office.
 - ii. Membership Director candidate shall have basic skills in Word and Excel; has ability to print documents
 - iii. Treasurer candidate shall have basic skills in Excel and general knowledge of accounting
 - iv. Secretary candidate shall have basic knowledge of Word and ability to print documents
2. The yearly financial review is to be performed by at least two of the Trustees and the President in cooperation with the Treasurer, following reconciliation of the December bank account. A signed financial review confirmation will be presented to the Board of Directors on completion noting any irregularities.

ARTICLE VII - BOARD OF DIRECTORS

Section 1: Definition

The Board of Directors of this Guild shall consist of the President, Vice-President(s), Secretary, Treasurer, Membership Director and Trustees (3). A quorum of the Board shall consist of six members. A quorum is required for all issues voted on by the Board.

All members are equal voting members. A member may designate a “proxy” (such as a Chair) to represent him/her at a Board meeting and will have voting privileges.

Section 2: Powers of the Board

1. The Board of Directors shall manage the affairs of the Guild.
2. All expenditures of funds of the Guild must be approved by the Board of Directors. Any requests to the Treasurer for reimbursement for Guild expenses must be accompanied by an original valid (store) receipt with explanation of how funds were used.
3. Disbursements of funds shall be by check signed by the Treasurer, or in his or her absence, by the President or Vice-President(s).
4. The Board of Directors shall have the power to dispose of any painting or articles not claimed from Guild sponsored events within four (4) months of the close date of the event. Funds from such disposal shall be deposited into the general operating fund and disbursement shall be decided by the Board of Directors.
5. In the event of a vacancy in any office, the Board of Directors, with the assistance of the Trustees, shall elect a member by a majority vote of the Board Members who are in attendance, provided there is a quorum, to fill that position for the balance of the year. (See Article VI, Trustees)

Section 3: Meetings of the Board of Directors

1. The Board of Directors shall meet once a month to conduct the business of the Guild.

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2. Any six members of the Board of Directors attending a Board meeting presided over by a duly elected Officer of the Guild shall constitute a quorum. All monthly Board meetings must be announced at the previous monthly meeting or as provided in Item 3 below.
3. A Special meeting of the Board of Directors may be called at the discretion of the President, or in his or her absence, by a Vice-President, or at the discretion of a majority vote of the Board members in attendance. Notice of and reason for any special Board of Directors meeting shall be given by the Secretary at least forty-eight (48) hours before the said meeting, unless waived by 2/3 Board members available.
4. The Board of Directors, at their discretion, may remove by majority vote of Board members in attendance, provided there is a quorum, any Board member who has been absent from three consecutive Board meetings.

ARTICLE VIII - STANDING COMMITTEES

Section 1: Standing Committee Powers and Duties

The Board of Directors shall determine the Guild's committees and shall define their powers and duties. Refer to Article IX for current Committee Chairs. The Board shall also have the power to abolish or embellish any committee(s).

Section 2: Standing Committee Appointments

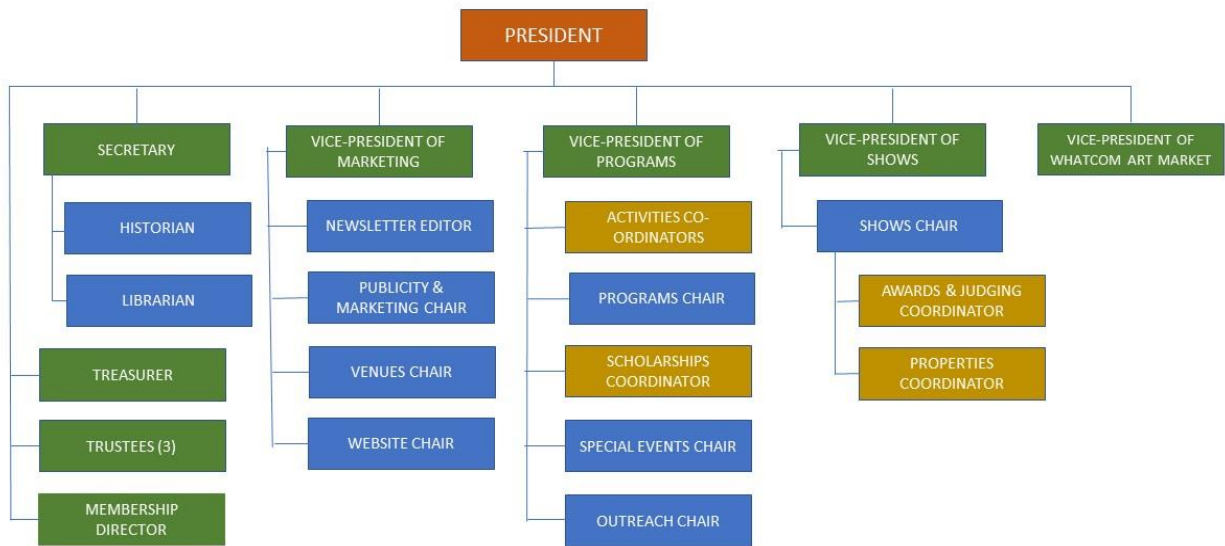
The President shall appoint the Chairs of all committees.

Section 3: Organization Chart

The overall design of the Board of Directors, Committee Chairs, Co-Chairs, and other support personnel is illustrated in the chart below. The positions highlighted in green plus the president (red) constitutes the Board of Directors.

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ARTICLE IX - DUTIES OF STANDING COMMITTEE CHAIRS

Section 1: Standing Committee Assistance

All Chairs and Coordinators are encouraged to solicit membership to assist in completing duties.

Section 2: Budgeting

All Committee Chairs shall be responsible for researching previous years' expenditures and submitting a budget no later than the March Board of Directors meeting for Board approval.

Section 3: Standing Committee Meetings

Any meetings held by Committee or Sub-committee Chairs shall be reported to the Board of Directors at the next regularly scheduled Board meeting. All committee proposals shall be submitted to the Board of Directors for approval by a majority vote, provided a quorum is present.

Section 4: Standing Committee Chair Descriptions

Committee Chairs' Position Descriptions:

Newsletter Editor

Responsibilities shall be:

1. Gather information, create, and distribute an electronic newsletter monthly.
2. Coordinate with the Membership Director to maintain an up-to-date electronic mailing list.

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Outreach Chair

Responsibilities shall be:

1. Seek available grant moneys and assist with writing grant proposals
2. Identify opportunities to provide art support to those individuals who do not have access to art instruction and supplies; i.e. homeless families, a kids table at shows, other outreach agencies, etc.
3. Coordinate activities to raise money to pay for art supplies for outreach programs, i.e. raffles, art auctions, etc.
4. Work with the Scholarship Co-Ordinator for fund raising.

Program Chair

Responsibilities shall be:

1. Obtain presenters for the General Meetings.
2. Greet presenters at the General Meetings, introduce them, and write thank-you cards to them afterward, with any appropriate payment.

Publicity & Marketing Chair

Responsibilities shall be:

1. Create and publish news releases for all General Meetings and other events, such WAG sponsored shows, WAG artists participating in other shows, etc.
2. Maintain a list of publications and contacts to be used for publicity of the Guild.
3. Coordinate with the Show Chairs, Art Market Publicity Committee, and other event coordinators to produce postcards, bookmarks, posters and street signs as appropriate for each event.
4. Produce and mail Guild sponsored event materials.
5. Oversee and coordinate the distribution of publicity.

Shows Chairs

There will be a team of 1-2 Co-Chairs to facilitate the duties for each show.

Responsibilities shall be:

1. Coordinate the preparation and staging of annual shows and also entry into joint venture shows.
2. Establish a timetable, including show set-up and take-down, timing of Scholarship and other fund raising events
3. Establish a budget for the show, review with the Board, submit to the Treasurer and ensure all bills are forwarded to the Treasurer.
4. Establish a committee for each show, including the following responsibilities:
 - a. Registration and volunteers
 - b. Set up of formal and informal display areas (including hanging of art)

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- c. Awards and judging of formal show(s) i.e. the Awards Coordinator
 - d. Properties (including transportation to and from storage) i.e. the Properties Coordinator
 - e. Sign Placement (including transportation to and from storage)
 - f. Floor layout
 - g. Publicity (coordinating with Board Publicity & Marketing Chair)
 - h. Refreshments
 - i. Demonstrations
 - j. Distribute registration forms and tag templates to Newsletter Editor two months before the shows.
5. Oversee the work of the Properties Coordinator during the year.

Special Events Chair

Responsible for any Guild sponsored activities and events, other than shows, sketch-outs, and General Meeting Art Challenges. Examples of Guild sponsored activities and events include art related trips to museums, galleries and lectures in the region. The Vice-President of Programs oversees the Special Events Chair.

Responsibilities shall be:

1. Identify interesting destinations
2. Gather complete destination information, including cost, select a date and time for the trip and place of departure.
3. Review with the Board and obtain their agreement.
4. Announce events of interest to WAG members at General Meetings and via the Newsletter.
5. Organize transportation to the destination.
6. Report on trip highlights at General Meetings and in the Newsletter.

Venues Chair

Responsible for identifying and setting up business locations for Guild members to display their art, including Artist of the Month art.

Setting up business locations responsibilities shall be:

1. Layout, design and smooth running of scheduled venues in the county.
2. Identify new venues for art display.
3. Maintain a working relationship with contracted venues.
4. Coordinate art exchanges as a result of sales or art withdrawal within the business in a manner that is least disruptive to each business.
5. Maintain a Venue book.

Website Chair

The website committee is responsible for updating membership, events and any other pertinent information that is associated with the Whatcom Art Guild and Whatcom Art Market, as well as the on-line media websites and social media sites used by the Guild.

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ARTICLE X - DUTIES OF COORDINATORS

All Coordinators are encouraged to solicit membership to assist in completing duties.

1. Plan and coordinate the General Meeting Art Challenges.
2. Coordinate the Sketch-Outs schedule and necessary arrangements on a bi-weekly basis, from June through August.

Activities Coordinators

The Vice-President of Programs is responsible for overseeing the work of the Activities Coordinators. The Activities Coordinators are responsible for the Artist of the Month event at monthly WAG meetings and for Challenges.

Artist of the Month

1. Identify and coordinate with the Venues Chair the businesses willing to display art work of the Artists of the Month. Winners must sign a Release of Liability with WAG before displaying their art.
2. Maintain a working relationship with contracted venues in coordination with the Venues Chair.
3. Direct and oversee the exhibiting and voting for the art of the Artist of the Month competition during the monthly General Meetings.
4. Ensure that previous month's winners and current winners exchange art displays in the least disruptive manner as possible to each business.

Challenges

1. Coordinate challenges for general meetings with the challenge volunteers

Awards & Judging Co-Ordinator

This position will be formed as needed by the Shows Chair (per Section in Chair responsibilities) Responsibilities shall be:

1. Obtain at least 2 judges for a WAG formal show, and provide the names and contact information to the Show Chair within 2 weeks of the show start.
2. Purchase and oversee placement of ribbons according to decisions of the judges.

Historian Coordinator

The Secretary is responsible for overseeing the work of the Historian, who collects and maintains all articles and publicity about the Guild and its members.

Librarian(s)

The Secretary is responsible for overseeing the work of the Librarian(s), whose duties consist of bringing library materials to meetings, purchasing and cataloguing the new materials for members to borrow and keeping track of their whereabouts.

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Properties Coordinator

The Show Chair shall select a member to take responsibility for properties belonging to the Guild, to notify the Board of Directors when properties need repair or replacement, to supervise their maintenance, to transport them to/from shows, and to arrange storage of Guild properties.

Scholarships Coordinator

The Vice-President of Programs shall be responsible for overseeing the work of the Scholarship Coordinator. Each year the Guild awards one or more scholarships to art students. Funds and donations collected for the purpose during the year are used to fund these scholarships. The Board of Directors may approve additional funding from the general fund. The Scholarship Coordinator contacts school officials, coordinates scholarship speakers, and oversees any display of scholarship recipients' artworks.

ARTICLE XI - AMENDMENTS

Bylaws of the Guild Corporation as per the Articles of Incorporation, may be amended by the Board of Directors at a regular Board meeting or any special meeting called for that purpose by a two-thirds favorable vote of a quorum of Board members present, provided (1) an oral announcement that the Bylaws are being amended has been made at the previous Board meeting and (2) such amendments have been given to Board members in writing at least two weeks prior to the meeting at which the amendments shall be voted on. An oral summary of Bylaw changes should be presented at the next General membership meeting.