

## **MAG Bylaws**

### **Article I: Name**

The name of this organization shall be Madison Art Guild Inc. and may be referred to as MAG, and as Madison Art Guild, which is subject to change only by amendment as provided for in the Bylaws.

### **Article II: Purpose**

Madison Art Guild Inc. is a non-profit organization of people interested in the advancement of the visual arts. MAG shall strive to:

- A. Encourage and promote the artistic advancement of members and others located in Dane County. MAG shall strive to promote interest, growth, and excellence in the visual arts on the part of its members through instructional programs, workshops, exhibition opportunities, and other activities designed to serve the membership.
- B. Provide a forum for members to critique each other's work including, but not limited to, art night and informal special interest groups.
- C. Advance the appreciation of art within the greater Madison area by exhibiting members' works in public spaces such as hospitals, schools, libraries, businesses, etc., and by providing scholarships to local students.
- D. Engage in all lawful activities incidental, useful, or necessary to the accomplishment of the above-referenced purposes.

### **Article III: Board of Directors (Officers, immediate Past President, and Chairs of Standing Committees)**

- A. **Structure.** Madison Art Guild Inc. was established with the elected officers of President, Vice President, Secretary, and Treasurer. These officers, the immediate Past President, and the chairpersons of Standing Committees shall constitute the organization's Board of Directors.
- B. **Terms.** Officers are elected by the membership at the annual membership meeting held in October and serve for a period of two years unless their term is renewed via quorum vote of the membership. Officers shall perform the duties prescribed in these Bylaws according to the parliamentary authority adopted by the organization.
- C. **Board of Directors.** The Board of Directors shall have general management, supervision and control over the affairs of the organization. Elected officers have final decision-making power. The Board shall approve/appoint the chairpersons of Standing Committees and shall establish Special Committees as it deems necessary.
- D. **Officer Duties**
  1. President
    - 1) Convenes and sets the agenda for scheduled bimonthly MAG meetings and presides over these meetings. In their absence, the President will arrange for other members to preside over meeting(s).
    - 2) Provides leadership to the Board of Directors as it sets direction for Madison Art Guild Inc.
    - 3) Shall be an ex-officio member of all committees of the organization.
    - 4) Appoints/approves Committee Chairs in conjunction with the Board.
    - 5) Chairs Board meetings.

- 6) Represents MAG in all associations, networking events, and activities in which MAG participates.
- 7) Solicits Friends of Madison Art Guild Inc. donations.

## 2. Vice President

- 1) May succeed to the office of President.
- 2) In the event the President is unable to fulfill their duties, resigns, or ceases to be a member, the Vice President will step in until a new President is elected.
- 3) Presides at MAG meetings in the absence of, or as requested by the President.
- 4) Along with the Board, reviews and recommends updates and/or changes to the Madison Art Guild Inc. Bylaws.
- 5) Supervises, at the direction of the President, fundraising activities approved by the Board and passed by quorum vote of the membership.

## 3. Secretary

- 1) Records the minutes of the Board and membership meetings and enters them into the MAG Google drive.
- 2) Presides at MAG meetings in the absence of, or as requested by the President and/or Vice President.
- 3) Prepares the minutes of membership meetings to be included in the newsletter.

## 4. Treasurer

- 1) Maintains accurate books of all financial accounts.
- 2) Presents a bi-monthly financial statement to the Board of Directors showing all income and disbursements for that period.
- 3) Presents a simplified report of current expenditures and cash on hand at membership meetings.
- 4) Presents to the Board a detailed year-end statement at the end of the fiscal year.
- 5) Collects all member dues and accounts for them.
- 6) Arranges for all necessary bonding and insurance.
- 7) Prepares and files all required tax returns and forms or causes them to be filed by a qualified designee.
- 8) Makes disbursements approved by the Board and secures receipts thereof.
- 9) Receives and deposits all monies of MAG in the MAG bank account.

## **Article IV: Committees**

### **A. Standing Committees**

Standing committees perform the duties necessary to the successful long-term functioning of the organization such as Exhibitions, Membership, Nominating, Communications, Art Fairs, and Events (i.e., art nights, MAG Artful Gathering workshops, demos, displays, etc.). These committees consist of a Chairperson(s) and members. Committee chairpersons are responsible for maintaining a current task list for their

respective committee, updating it annually, and posting it to the Google drive.

- B. **Exhibitions Committee** works with the January Showcase and the Summer Salon. Each event will have its own chairperson(s), and the Exhibitions Committee will help with coordination of rules and guidelines.
- C. **Membership Committee** oversees the recruitment and admission of new members to MAG, keeping track of various membership categories as well as maintenance of the membership list.
- D. **Nominating Committee** recommends members for various openings on the Board of Directors and committees.
- E. **Communications Committee** consists of members who are concerned with communicating MAG-related information to members by operating email communications with members, maintaining and updating the Madison Art Guild, Inc. website, and overseeing MAG's social media accounts.
- F. **Art Fairs Committee** is primarily concerned with MAG's annual participation in Art Fair on the Square, as well as providing support to other art fairs as they may be added.
- G. **Events Committee** oversees large gatherings of MAG members including, but not limited to, the annual membership dinner and picnic.
- H. **Appointment of Chairs**  
The Board will appoint the Chairpersons of the Standing Committees. Chairs of committees may be reappointed by the President for any number of consecutive years with agreement by the member.
- I. **Special Committees** are created by the Board to serve a specific, short-term function.

#### **Article V: Membership and Dues**

- A. Membership in MAG is available to any visual artist, amateur or professional, and other persons with an interest in the visual arts who live in Dane County.
- B. MAG provides equal opportunity to all persons without regard to race, color, religious affiliation, national origin, sexual orientation, gender identity or expression, age, or disability.
- C. MAG membership classifications include Artist, Associate, Honorary, Inactive, and Friends of MAG. All members (except Honorary and Friends of MAG) shall complete at least one volunteer activity annually.
- D. **Artist Members** have passed the jury process, paid dues, and annually enter one or two original artworks completed within the past 2 calendar years into either the Summer Salon or January Showcase (according to individual show guidelines). The artwork must not previously have been submitted or shown in a Summer Salon or January Showcase. Artist Members shall have the right to participate in MAG's programs and vote at general membership meetings. Benefits of Artist Membership include, but are not limited to:
  - a) Attendance at instructional and informational programs offered by MAG
  - b) MAG Newsletters
  - c) Participation in MAG group exhibitions with opportunity to sell when available
  - d) Voting privileges
  - e) Attending or holding workshops
  - f) Social Functions
  - g) Exhibiting samples of work on the MAG website
  - h) Volunteering for a minimum of one MAG function per year

- i) Running for, being elected to, and holding leadership positions within MAG
- j) Entering current work into the January Showcase and/or Summer Salon is expected

**E. Associate Members** are artists/aspiring artists who have not been juried into MAG.

Because they do not participate in the jury process, they have the right to limited participation in MAG's programs. Associate members have the option of jurying in as Artist Members at their discretion when regular jurying occurs. Associate Members pay dues as established by the Board of Directors commensurate with the time of year their membership begins. Benefits of Associate Membership may include, but are not limited to:

- a) Attendance at instructional and informational programs offered by MAG
- b) MAG Newsletters
- c) Workshops
- d) Social Functions
- e) Volunteering with an Artist Member for a minimum of one MAG function per year

**F. Inactive Artist Members**

Members who do not take an active part in the year's required programs (i.e., January Showcase and/or Summer Salon) or volunteer in any way due to temporary absence or health concerns may revert to inactive status for up to two years upon notification of the Membership Chair. While a member is in Inactive Artist status, they pay dues and retain access to the Member Section of the MAG website. An Inactive Member may regain Artist Member status along with its benefits and responsibilities before the two-year grace period expires without having to pass jury again by notifying the Membership Chair of this change in their member status.

**G. Honorary Membership**

Artists who have been members of the Madison Art Guild, Inc. for at least five years and who, because of health issues, find it difficult to continue to produce art and participate in MAG events, shall be granted Honorary Membership by the Board, be exempt from paying dues and volunteering, and receive all membership communication during the period of their health issues.

**H. Friends of Madison Art Guild, Inc.**

Any person who supports MAG's purpose, either through financial contributions or active support shall be considered a Friend of MAG.

**I. Dues**

Annual dues are set by the Board and approved by the membership at a general meeting and are non-refundable. Membership dues will be collected by the Treasurer and must be paid by September 15 of each year, except by Honorary Members. Members who have not paid their dues in a timely manner will receive one subsequent notice of payment due. On October 1, a late fee will be added to the amount of dues owed, and if dues plus the late fee are not paid by the end of the calendar year of dues lapse (December 31), that member will lose their membership status and be required to participate in the jury process to return to Artist Member status.

**Article VI: Voting Rights**

- A. Artist Members in good standing have one vote and must be present at meetings to vote unless the vote is solicited online. Members will be notified ahead of time when there are

significant issues to be presented at meetings which require a vote. However, issues may come up at bimonthly meetings that require voting, and these will not be pre-announced.

#### **Article VII: Expectations of MAG Members**

A. As members of MAG, we respect the rights and sensibilities of fellow members which are essential to maintaining the purpose and spirit of this community. MAG seeks inclusion of all members in its activities as outlined above, and in return, the organization expects participation of its members. Volunteering for one event during each year of membership is required, and helps MAG maintain its activities and serve its members. Examples of volunteer service may include, but are not limited to, helping with art during the January Showcase or Summer Salon, serving on or chairing a committee, serving as an officer, coordinating a MAG show/exhibit, hosting an Art Night, or helping with or presenting a workshop or educational event.

#### **Article VIII: Meetings**

##### **A. Board of Directors Meetings**

The Board of Directors shall meet prior to bimonthly membership meetings to discuss MAG business and at other times upon the call of the President or the request of any two officers.

##### **B. General Membership Meetings**

Bimonthly meetings of the membership are held starting in January each year. These meetings may be held in person or via virtual meeting technology. The purpose of these meetings is to conduct business of interest to the membership and necessary to the functioning of MAG.

C. The MAG membership shall meet in person annually during the month of October (or other month if necessary). The date, place, and agenda will be set by the Board of Directors and advance notice will be given to all members. The newest members of MAG are invited to attend, introduced, and given the opportunity to display and discuss their art, if desired.

#### **Article IX: Data Management**

A. The collection, storage, and use of information related to the operations and communications of Madison Art Guild, Inc. shall be held in the MAG Google Drive.

#### **Article X: Quorum**

A. For purposes of voting, a quorum shall be considered as one-half of the attending members, plus one.

#### **Article XI: Amendments to Bylaws**

A. The Bylaws will be amended when changes have been recommended or are necessary due to changes in Madison Art Guild, Inc. operations.

B. Any Artist Member can recommend a change to the Bylaws, which will be reviewed by the Board of Directors and presented to membership.

C. Bylaws changes must be approved by a quorum vote of membership at any annual or bimonthly meeting called by the President. Members must be provided with a copy of the Bylaws ahead of time for review and allowed questions and/or discussion prior to voting.

- D. The Bylaws may be officially amended with changes after approval by the membership via quorum vote.

**Article XII: Authorized Use of the Madison Art Guild, Inc. Name**

- A. Madison Art Guild, Inc. is a registered legal name and is to be used only by its members and representatives of MAG-sponsored activities sanctioned by the Board of Directors.
- B. MAG members participating in Board-approved events, shows, and exhibits may advertise such shows, events, and exhibits using the name of Madison Art Guild.
- C. MAG members participating in non-MAG Board approved events, shows, and exhibits may not use the name Madison Art Guild in their advertising.
- D. Misrepresentation of the Madison Art Guild name and purpose could lead to termination of membership privileges and loss of dues.

**Article XIII: Procedures for Disciplinary Action toward a MAG Member**

- A. Infractions of MAG rules by a member or members will be documented and reviewed by the Board of Directors.
- B. Infractions of MAG rules consist of, but are not limited to:
  - 1. Not following exhibit or special events guidelines.
  - 2. Disregarding the direction and/or decisions of the Board of Directors of MAG.
  - 3. Engaging in behavior toward a fellow member that discredits the mission and purpose of the Madison Art Guild, Inc.
  - 4. Conduct that harms the good name and/or upstanding history of MAG.
- C. The Board of Directors, upon review of a member's infraction and frequency, may choose to impose a penalty on the member or revoke their membership.