



THE ART GUILD at Fairfield Glade

BYLAWS 2026

ARTICLE I. PURPOSE AND OBJECTIVE

A. The Art Guild at Fairfield Glade (The Art Guild) is an incorporated 501(c)(3) non-profit organization organized under the laws of the State of Tennessee. The primary objectives of The Art Guild at Fairfield Glade shall be:

1. Cultivate the talent and ability of its members,
2. Promote a greater appreciation of art,
3. Provide a community of support among members, and
4. Encourage participation in art among the greater community.

B. The Art Guild is dedicated to the advancement of art through education, exhibitions and community outreach at all levels.

ARTICLE II. MEMBERSHIP

A. Membership in The Art Guild shall be open to all those interested in furthering the organization's goals.

B. Membership in The Art Guild not only represents an individual's interest in art, but also a commitment to participate in and contribute to Guild programs and activities. Members are strongly encouraged to attend the Membership Meetings.

C. Memberships are available at various levels of annual dues as approved by the membership. Privileges and responsibilities of each type of membership are detailed in the Standing Rules.

D. The Art Guild shall not discriminate based on age, race, gender, religion, or sexual preference, and is an equal opportunity provider.

ARTICLE III. GOVERNANCE

A. The Officers of The Art Guild shall be the President, Vice-President/Member Services Coordinator, Secretary and Treasurer. These Officers shall perform the duties prescribed in these Bylaws and Standing Rules and by the parliamentary authority adopted by The Art Guild.

B. The Executive Board shall have general supervision of the affairs of the organization between its membership meetings, make recommendations to The Art Guild and perform such other duties as are specified in these Bylaws.

1. The Executive Board shall be composed of the Officers of The Art Guild as specified above.
2. The Board Coordinators are: Exhibits Coordinator, Children Outreach Coordinator, Seniors Outreach Coordinator, Plateau Creative Art Center (PCAC) Coordinator, Creative

Development Coordinator, Hosting Coordinator, Marketing Coordinator, Retail Sales Coordinator, and Ways and Means Coordinator. Board Coordinators have voting rights at Executive Board meetings.

3. All members of the Executive Board and the Board Coordinators are elected by the membership. Board Members who wish to share responsibility for an office may do so; these partners shall be elected on the same slate. Details for Co-Coordinators are specified in the Standing Rules.

4. Meetings of the Executive Board and Board Coordinators are held as needed, typically monthly. Notification of meetings shall be publicized at least 10 days in advance whenever possible. Membership may attend a Board meeting if the President and Secretary have been informed of the need to be added to the agenda.

5. A quorum for the Executive Board meeting shall be a majority of the voting members present. Two-thirds of the quorum is needed to pass a motion.

C. The term for Officers and Coordinators shall be two calendar years.

D. The Nominating Committee shall present a proposed slate of Officers and Coordinators for the next calendar year at the October Membership Meeting. Members may make additional nominations at this time. The final slate shall be promulgated to all the members prior to voting.

E. The election of Officers and Coordinators shall take place at the October Membership Meeting by majority vote of members present. New Officers and Coordinators will take office on January 1st.

F. No Officer shall serve for more than two successive terms in the same capacity, and no Coordinator shall serve for more than three successive terms in the same capacity. If the position is vacant, an extension of the current Board member's term may be approved by the membership. When an officer leaves the Board before the end of their term?, they must wait one full term before returning to the board.

G. If any elected Board Member shall vacate office during his/her term, the Executive Board shall appoint a successor to complete the original term of office. In the event of a vacancy in the Presidency, the office shall be assumed immediately by the Vice-President/Member Services Coordinator. If a member of the Executive Board is unable to perform her/his duties for two consecutive months or more, the Executive Board shall appoint an interim Officer/Coordinator.

H. The duties of the members of the Executive Board are as follows, with any additional duties specified in the Standing Rules:

1. PRESIDENT

a. Is the authorized leader and spokesperson for The Art Guild and presides at all Membership and Executive Board meetings, following a written agenda.

b. Charges special committees and appoints their chairs.

c. Coordinates the duties and activities of all Officers and Coordinators and ensures that they function in their respective duties.

d. Is authorized to sign checks when necessary.

e. Represents The Art Guild in organizations or meetings approved by the Executive Board, for example, Cumberland County Chamber of Commerce, etc. The President may designate an alternate representative.

f. Oversees and appoints the Long-Range Planning Committee.

g. Appoints the Financial Review Committee and Governing Documents Review Committee.

2. VICE-PRESIDENT/MEMBER SERVICES COORDINATOR:
 - a. Performs the duties and responsibilities of the President in her/his absence.
 - b. Oversees training, integration of new members and fosters fellowship.
 - c. Promotes new memberships.
 - d. Is responsible for collection and retention of membership information and data.
 - e. Appoints the Ad Hoc Nominating Committee.

 3. SECRETARY:
 - a. Prepares the agenda for the Executive Board and Membership meetings.
 - b. Records and presents the minutes of the Membership and Executive Board meetings and joint meetings with Trustees.
 - c. Is responsible for any official correspondence required.
 - d. Sees that official Guild files and other archival material are maintained.

 4. TREASURER:
 - a. Is monetary fiduciary for The Art Guild and coordinates financial matters with the CPA Firm.
 - b. Prepares and files a written report of The Art Guild's financial condition at each Membership and Executive Board meeting.
 - c. Oversees The Art Guild's financial records and supplies appropriate records for authorized audits.
 - d. Oversees The Art Guild's bank accounts and other investment instruments.
 - e. Is responsible for seeing that governmental financial forms are filed in a timely manner.
 - f. Works with the Finance Committee and Executive Board to prepare an annual budget for the approval of the membership.
 - g. Oversees the collection of monies from sales.
 - h. Chairs the Finance Committee, whose duties are specified in the Standing Rules.

 5. EXECUTIVE ASSISTANT
 - a. Responsible for day-to-day management of Plateau Creative Arts Center (PCAC).
 - b. Is responsible for communication with members on behalf of the Board.
 - c. Responsible for all Guild e-mails.
 - d. Maintains office equipment, studio use.
 - e. Maintains Guest Register.
 - f. Maintains building security system and Call List for emergencies.
 - g. Maintains the Suggestion Box and forwards suggestions.
 - h. Ensures PCAC calendar of activities is up to date.
 - i. Reports to the Executive Board.

 6. EXHIBITS COORDINATOR
 - a. Is responsible for all exhibits, shows and displays sponsored by The Art Guild.
 - b. Assembles the annual calendar of events in cooperation with the other Coordinators.
 - c. Oversees all art shows sponsored by The Art Guild.
 - d. Oversees the collection of show fees.
 - e. Chairs the Exhibits Committee whose duties are specified in the Standing Rules.
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f. Reports to the Executive Board on Exhibits activities.

7. CHILDREN OUTREACH COORDINATOR

- a. Initiates and implements services The Art Guild provides to the young members of the greater community.
- b. Plans and implements programs designed to nourish artistic talent in young members of the greater community.
- c. Reports to the Executive Board on Children Outreach activities.

8. SENIORS OUTREACH COORDINATOR

- a. Initiates and implements services The Art Guild provides to senior members of the greater community.
- b. Plans and implements programs designed to nourish artistic talent in senior members of the greater community.
- c. Reports to the Executive Board on Senior Outreach activities.

9. PLATEAU CREATIVE ARTS CENTER COORDINATOR

- a. Is responsible for the operation of the Plateau Creative Arts Center (PCAC).
- b. Oversees the physical plant of the PCAC and its environs.
- c. Chairs the PCAC Management Committee whose duties are specified in the Standing Rules.
- d. Reports to the Executive Board on the conditions and needs of the PCAC.

10. CREATIVE DEVELOPMENT COORDINATOR

- a. Assembles the annual calendar of events in cooperation with the other Coordinators.
- b. Is responsible for the provision of art classes, workshops, and other instructional events.
- c. Oversees registration of and the collection of fees relating to workshops, classes, and other instructional events.
- d. Chairs the Creative Development Committee whose duties are specified in the Standing Rules.
- e. Reports to the Executive Board on Creative Development activities.

11. MARKETING COORDINATOR

- a. Chairs the Marketing Committee whose duties are specified in the Standing Rules.
- b. Is responsible for promoting The Art Guild to the greater community.
- c. Sees that the activities of The Art Guild are publicized adequately in appropriate venues and in a timely manner.
- d. Oversees the webmaster for the PCAC.
- e. Reports to the Executive Board about promotional activities.

12. WAYS AND MEANS COORDINATOR

- a. Is responsible for the development of short- and long-term plans for the monetary health of The Art Guild.
- b. Oversees the implementation of the means through which the funds needed to fulfill the annual objectives of The Art Guild are acquired.
- c. Reports to the Executive Board about ways and means developments.

13. RETAIL SALES COORDINATOR

- a. Facilitates, promotes, and assists retail sales.
- b. Recommends sales development and improvements.
- c. Develops plans for sales management.
- d. Develops yearly budgets.
- e. Reports to the Executive Board about retail sales.

14. HOSTING COORDINATOR

- a. Manages the monthly hosting schedule.
- b. Trains new hosts and provides updates to all hosts as needed.
- c. Maintains the Host Manual.
- d. Encourages welcoming greeting to visitors.
- e. Coordinates point of sales activity.
- f. Reports to the Executive Board about host activity.

I. The Charter, Bylaws and Standing Rules shall be reviewed, at minimum, every three years by the Governing Documents Review Committee.

J. A Board of Trustees consisting of between three and six members from the greater community shall be appointed by the Executive Board to serve in an advisory capacity. Their terms and duties are specified in the Standing Rules.

K. The guidelines contained in the current edition of Robert's Rules of Order shall be used by the Art Guild in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or Standing Rules.

ARTICLE IV. MEETINGS

A. The business year shall run from January to December. Membership Meetings shall be scheduled quarterly in the months of January, April, July and October .

B. Special meetings may be called by the President, Executive Board, or at the request of ten members. Notice of a special meeting and its purpose shall be given to all members at least 10 days prior to the scheduled meeting date.

C. A quorum must be present for official business to be voted upon by the membership and shall consist of 15% of the membership.

D. A majority vote of those members present constitutes a carrying vote. If a vote is taken electronically, a majority of those responding by the deadline constitutes a carrying vote. The results of electronic voting shall be recorded in the minutes of the next meeting.

E. After consultation with appropriate committees, the incoming Executive Board shall present a proposed annual budget and annual calendar at the January Membership Meeting. The calendar shall include tentative dates and places of special events, and general plans for programs of instruction/workshops. Both the budget and the calendar shall be approved by the membership. The current expiring year's budget shall continue in force and effect until the new budget is approved by the membership.

F. The January Membership Meeting shall be the official annual meeting.

ARTICLE V. STANDING COMMITTEES

The Standing Committees and their charges are as follows, with further details specified in the Standing Rules:

A. Exhibits Committee

Plans and presents internal and external exhibits and shows of members' work.

B. Finance Committee

Oversees the finances of The Art Guild.

C. Financial Review Committee

Reviews financial records and procedures of the Guild, points out any non-compliance, and makes recommendations for change.

D. Long Range Planning Committee

Generates short- and long-term planning documents covering all aspects of The Art Guild, designing recommendations that guide the organization in achieving its objectives.

E. Plateau Creative Arts Center Committee

Operates and cares for the Plateau Creative Arts Center.

F. Creative Development Committee

Plans and coordinates classes, programs, workshops and special events.

G. Marketing Committee

Promotes the Art Guild to the public and publicizes the members, their work, and Guild activities. Leads inquiries for all events and annual sponsorship support.

H. Ways and Means Committee

Generates and oversees short term plans for the monetary health of The Art Guild, its facilities, and programs.

I. Retail Sales Committee

Manages retail and online sales.

ARTICLE VI. FUNDS

A. Dues paid by the membership shall be used to further the objectives of The Art Guild.

B. There are several categories of donors having different levels of support for those who wish to support its goals. These are detailed in the Standing Rules.

C. Fund-raising activities as well as the use of their proceeds must be approved by the Board and the membership.

D. An audit or procedural review of the funds of the organization should be made at regular intervals as agreed upon by the Executive Board.

E. The Art Guild shall retain a commission from the artist for each article sold under its auspices, which percentage shall be approved by the membership.

F. All funds raised by The Art Guild shall be deposited in the accounts of the organization and disbursed for designated purposes in accordance with these Bylaws.

G. The Treasurer, President, and working CPA shall be authorized to sign checks.

H. Any non-budgeted expense over \$500 shall be approved by the Executive Board upon a committee recommendation and reported to the Finance Committee and the membership. Any non-budgeted expense over \$2000 shall be pre-approved by the membership.

I. No disbursement over \$2500 shall be made without the signatures of two persons authorized by the Executive Board, one of whom shall be the President or Treasurer.

J. The fiscal year shall be the calendar year.

K. No member of The Art Guild shall have any authority to borrow money or incur any indebtedness or liability in the name of or on behalf of The Art Guild without prior approval of the Executive Board.

L. A Conflict-of-Interest policy shall be reviewed every three years. Conflict of Interest Statements shall be signed each year by the current Board members and other members who have monetary responsibilities, as specified in the Standing Rules.

ARTICLE VII: AMENDMENTS

A. Any member has the right to bring proposed amendments to the Charter or Bylaws before the Executive Board. Proposed amendments shall be brought before the Membership for vote by the Executive Board, or by petition of 5% or more of the membership.

B. Proposed amendments to the Charter or Bylaws shall be submitted to the membership at least one Membership Meeting or month prior to being voted upon.

C. A quorum being present, a majority of those present and eligible to vote carry an amendment to either the Charter or the Bylaws.

D. Notice of completed action on proposed amendments to the Charter or Bylaws shall be sent to the entire membership.

E. Changes to Standing Rules may be made by a majority vote of the Executive Board. A current copy of the Standing Rules shall be available to the membership.

ARTICLE VIII: DISSOLUTION

A. A motion for dissolution of The Art Guild at Fairfield Glade shall have the approval of the Executive Board and be brought before the membership.

B. Notice of the motion for dissolution shall be sent to each member at least one month before a vote. A written ballot shall be sent to each member with a clear return date deadline. The Art Guild at Fairfield Glade shall be dissolved upon determination of a majority of affirmative votes returned by the deadline.

Approved by the Board and Membership 1/22/2026

President

Date

Vice-President

Date

Secretary

Date

Treasurer

Date