

**ART GUILD at FAIRFIELD GLADE  
STANDING RULES 2026  
Table of Contents**

**LINKS TO APPENDICES, GUIDELINES and ABBREVIATIONS..... 5**

**PREFACE TO THE STANDING RULES..... 6**

**I. THE ART GUILD AND ITS GOVERNING DOCUMENTS..... 7-10**

- A. Purpose and Objectives..... 7
  - 1. Annual Review
  - 2. Non-Profit Status
  - 3. Motto
- B. Emphasis..... 7
- C. Guidelines for Governance.....7
  - 1. Use of Robert’s Rules
  - 2. Decision-making
- D. Definitions and Contents of Governing Documents and Manuals.....8
  - 1. Charter
  - 2. Bylaws
  - 3. Standing Rules
  - 4. Committee Manuals
  - 5. Amendments/Changes to Documents
- E. Approvals and Votes..... 9
  - 1. Committees
  - 2. Executive Board
  - 3. Membership
- F. Archival and Historical Records..... 10
  - 1. Records Maintenance Policy
  - 2. Photo Archive
  - 3. Forms
- G. Art Guild Membership in Other Organizations..... 10

**II. MEMBERSHIP..... 10-11**

- A. Types of Membership Levels, Dues, and Fees and Dues..... 10
  - 1. Dues and Privileges
  - 2. Timelines for Dues
- B. Volunteering..... 10
  - 1. Posting of Hours
  - 2. Member Volunteer Interests
  - 3. Volunteer List
  - 4. Volunteer Opportunities Descriptions
- C. Communication.....11
  - 1. Notifications
  - 2. Newsletter
  - 3. E-Mail
- D. Rosters.....11
  - 1. Roster Information
  - 2. Confidentiality of the Roster

<b>III. STRUCTURE AND ADMINISTRATION.....</b>	<b>12-14</b>
A. Organizational Structure As Represented By the Organizational Chart..	<b>12</b>
1. Members	
2. Standing Committees	
3. Coordinators	
4. Functional Committees	
5. Outsourcing of Work	
B. Executive Board Members in General.....	<b>12</b>
1. Co-Coordinators	
2. Resignation	
3. Conflict of Interest	
4. Responsibility for Committees/Jobs	
C. Executive Board in General.....	<b>13</b>
1. The Executive Board Charge	
2. Sunshine Law	
3. Acceptance of Recommendations	
4. Electronic Votes	
D. Board of Trustees.....	<b>13</b>
1. Number	
2. Terms	
3. Meeting	
4. Materials	
<b>IV. MEETINGS.....</b>	<b>14-15</b>
A. Membership Meetings.....	<b>14</b>
1. Schedule	
2. Agenda and Minutes	
3. Non-Member Participation	
B. Executive Board Meetings.....	<b>14</b>
1. Schedule	
2. Agenda and Minutes	
3. List of Decisions	
C. Committee Meetings.....	<b>15</b>
1. Schedule	
2. Agenda and Minutes	
3. Communications to the Board	
<b>V. COMMITTEES.....</b>	<b>15-22</b>
Types.....	<b>16</b>
A. Archival Committee.....	<b>17</b>
B. Member Communications Committee.....	<b>17</b>
C. Exhibits Committee.....	<b>17</b>
D. Finance Committee.....	<b>17</b>
E. Financial Review Committee.....	<b>18</b>
F. Governing Documents Review Committee.....	<b>18</b>
G. Hosting Committee.....	<b>18</b>
H. Long Range Planning Committee.....	<b>19</b>
I. The Member Services Committee.....	<b>19</b>
J. Nominating Committee.....	<b>19</b>
K. Plateau Creative Center Management Committee.....	<b>20</b>

L. Creative Development Committee.....	20
M. Retail Sales Committee.....	20
N. The Marketing Committee.....	21
O. The Ways and Means Committee.....	21
P. Senior Outreach.....	22
Q. Children Outreach.....	22
<b>VI. FUNDS.....</b>	<b>22-29</b>
A. Governing Policies and Procedures.....	22
B. Accounts.....	24
1. Bank Accounts	
2. Deposits	
3. Signatories	
4. General Ledger Account for Major PCAC Expenses	
5. Transfer of Funds	
C. Job Responsibilities.....	25
1. Separation of Duties and Oversight in General	
2. Job Requirements	
3. Finance Committee	
4. Treasurer	
5. CPA Firm	
6. Executive Board Members	
D. Procedures Supporting Financial Accounting.....	27
1. Commissions	
2. Sales	
3. Class Fees	
4. Reimbursements	
E. Budgets.....	28
1. The Annual Budget Process	
2. Board Member Budgets	
F. Monetary Donations.....	28
1. Responsibility of the Ways and Means Committee	
G. Non Monetary Donations.....	29
1. Determination of usefulness	
2. Fundraising Articles	
H. Audits.....	29
1. Scheduling of Financial Reviews refer to Bylaws.	
2. Financial Review Procedures	
3. Suspected Misappropriation of Funds and/or Unacceptable Accounting Practices	
<b>VII. DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS.....</b>	<b>29-32</b>
A. President.....	29
B. Vice-President.....	30
C. Secretary.....	30
D. Executive Assistant.....	31
E. Treasurer.....	32
<b>VIII. DUTIES AND RESPONSIBILITIES OF COORDINATORS.....</b>	<b>32-35</b>
A. Exhibits Coordinator.....	32
B. Hosting Coordinator .....	33

C. Plateau Creative Arts Center Coordinator.....	33
D. Creative Development Coordinator.....	33
E. Retail Sales Coordinator(s).....	34
F. Marketing Coordinator.....	34
G. Ways And Means Coordinator.....	35

**IX. FUNCTIONAL OPERATING PROCEDURES .....35-40**

A. Administration.....	36
1. Communication to Members	
B. Exhibits.....	36
1. PCAC Galleries/Exhibits	
2. Shows	
3. Jury Decisions	
4. Guidelines for Purchase of New Display Equipment/Furniture	
C. Member Services.....	37
1. Mentoring	
2. Hospitality	
D. Children Outreach .....	37
1. Classes	
2. Art Contest	
E. Senior Outreach.....	37
F. F. Plateau Creative Arts Center.....	37
1. General Administration	
2. Office Management	
3. Electronic Technology	
4. Maintenance	
5. Contracts or Use of Building	
6. Security	
7. Purchasing Supplies	
G. Creative Development.....	39
1. Classes and Workshops	
2. Instructors	
3. Calendar	
H. Retail Sales.....	40
I. Marketing.....	40
J. Ways and Means.....	40
1. Annual Planning	
2. Possible Long Range Financial Planning	
3. Fund-Raising Events	

**X. MISCELLANEOUS.....41**

A. Contracts.....	41
1. Line of Authority	
2. Approved Contract Form	
B. Discretionary Purchases.....	41
1. Priority List	
2. Display Equipment/Furniture	
3. Reimbursement	

- APPENDICES:**
- #1 Policy on Procedures Supporting Financial and Accounting, Class Fees and Reimbursements
  - #2 AGFG Organizational Chart
  - #3 Conflict of Financial Interest Policy
  - #4 Editorial Policy
  - #5 Policy on the Privacy of Art Guild Information
  - #6 Refund Policy – Classes/Art Shows/Membership
  - #7 Records Management Policy

- GUIDELINES:**
- #1 Membership Levels and Fees
  - #2 Volunteer Opportunity Descriptions
  - #3 Guidelines for Instructors
  - #4 Guidelines for Display Procedures and Requirements
  - #5 Guidelines for Donations of Art Supplies
  - #6 Guidelines for Open Studio Use
  - #7 Guidelines for Studio Supplies
  - #8 Guidelines for Sculpture Trail Artists

- MANUALS:**
- Hosting Manual
  - EP Manual

- COMMON ABBREVIATIONS:**
- |           |                                  |
|-----------|----------------------------------|
| AGFG/FGAG | Art Guild at Fairfield Glade     |
| PCAC      | Plateau Creative Arts Center     |
| AG        | Art Guild                        |
| EP        | Endless Possibilities Craft Shop |
| SR        | Standing Rules                   |

## PREFACE TO STANDING RULES

### WHAT ARE THE STANDING RULES?

The Standing Rules (SR) of the Art Guild is the document of the current Executive Board which holds decisions that impact the Guild as a whole. Throughout the year, important decisions made by the Board are inserted into the SR. There are certain sections of the SR which, for legal or functional reasons, should be maintained from year to year. Policies that affect the whole Guild, after member approval, are included as Appendices to the SR. The Standing Rules and its Appendices are included, along with the Charter and Bylaws, as a “Governing Document” of the Guild.

The purpose of the Standing Rules is to:

- provide a place for members to go for information that pertains to them, such as organizational structure, benefits, requirements, and dues.
- ensure the Guild conforms to legal requirements and fiduciary responsibilities.
- provide detailed information not included in the Bylaws.
- coordinate procedures where they impinge on all members or other Coordinators’ areas of responsibility.
- ensure consistency and continuity.
- give flexibility to current board members by allowing quick changes to policy and procedures.

### WHY STANDING RULES ARE ORGANIZED THE WAY THEY ARE, AND WHAT CONVENTIONS ARE USED IN THE DOCUMENT?

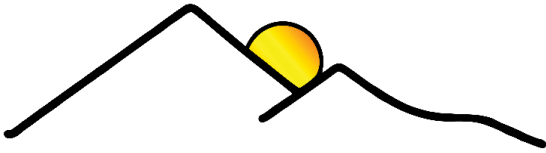
- the subjects covered are organized generally as a mirror of the Bylaws (which are based on recommendations of Robert’s Rules of Order [RROO]).
- they are a companion to the Charter and Bylaws; as such, they generally do not repeat information given in those documents (see RROO).
- they are designed for “easy” look up by different individuals.
- they are a beginning place for a Board Member to understand their duties; they serve, as a guide to a Board Member as to what is expected of them.
- legal requirements or vital rules are indicated in *italics* only in Section I.
- the term “Membership” refers to the Guild members collectively as a whole; the term “members” refers to the individuals making up the membership.
- the word “shall” indicates the item is a requirement; “should” indicates a recommendation, “may” indicates an option.

### WHAT IS THE JOB OF THE EXECUTIVE BOARD?

The Executive Board consists of the four officers and represents the members. Committees of members are set up and are represented on the Board by the Board Member who oversees the Committee; that person presents/reports on those activities at the Board Meeting. Each Board Member coordinates an important portion of the activities of the Guild’s membership. As a group, the Board informs each other and makes decisions that impact each other’s areas. They vote on general policies and major procedures that affect the members before bringing them to a vote of the members. They move forward the activity of the Guild between Membership Meetings.

### WHAT DO THE MEMBERS VOTE ON?

Guild members with voting rights vote to elect the Board and amend the Governing Documents. They vote on an annual budget and a general calendar of events which guide the Committees and the Board to function and conduct business throughout the year. They must vote on all financial matters exceeding 2,500.00. Members vote on fundraising activities and use of the proceeds. They vote on policies approved by the Board that impact the organization, such as a change of meeting dates or times, or the Guild membership in specific organizations. The Board should bring controversial issues to a formal vote of the membership or conduct an informal “straw poll” to see where the membership stands.



## STANDING RULES 2026

*There are certain articles in the Standing Rules which shall be maintained from one administration to the next (legal issues, mandates from Robert's Rules or important structural instructions). These are currently indicated using italics in this section only.*

### SECTION I. THE ART GUILD AND ITS GOVERNING DOCUMENTS

#### A. Purpose and Objectives

##### 1. Annual Review

The purpose, objectives, and mission of the Art Guild at Fairfield Glade (the Art Guild) should be reviewed each year by the incoming Executive Board.

##### 2. *Non-profit Status*

*The legal status of the Art Guild is a non-profit, 501(c)(3), incorporated tax-exempt organization and an equal opportunity provider. The incorporation Charter acts in lieu of a constitution.*

##### 3. Motto

The current motto of the Art Guild is: Visual Arts: Teach, Learn, and Inspire.

#### B. Emphasis

Since the non-profit status of the Art Guild centers on education and promotion of art in the community, the primary focus of Guild activities shall be on Outreach Services, and educational Programs and Activities.

#### C. Guidelines for Governance

##### 1. *Use of Robert's Rules*

*The guidelines contained in the latest 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.*

##### 2. Decision-Making

In keeping with the principle of the Guild being fundamentally run by its members, in general, *decisions (as well as any resulting recommendations) are made after discussion and vote by the appropriate committee, rather than individual Board Members acting unilaterally.*

#### D. Definitions and Contents of Governing Documents and Manuals

##### 1. *The Charter*

*The Charter incorporates the Art Guild as a non-profit organization. It lists the name, address, purpose, initial officers, and trustees (at the time of incorporation).*

##### 2. *The Bylaws*

*The Bylaws are the framework upon which the organization depends. It delineates the basic purpose, membership, and structure of the Art Guild, as well as amendments and dissolution.*

##### 3. *The Standing Rules*

*Standing Rules include policies, guiding principles, and procedures representing the most important organizational detail needed to run the Art Guild. They should be kept to a minimum, and be kept current and usable (e.g., with index).*

- a. They provide membership with basic information, such as dues, hours of operation, specific responsibilities, etc.*
- b. They serve as the current Executive Board's guidelines/rules for that year.*
- c. Policies that affect the Art Guild/membership, plus policies that impinge on more than one area of responsibility, are recommended to the Board by the appropriate Board Member/committee. After Board approval, the membership shall vote on them. Those policies approved by the members, shall become a standard part of the Appendices of the Standing Rules, and remain in force from year to year until rescinded or modified by vote of the membership. *Official policies of the Art Guild shall be in the Appendix of the Standing Rules and are considered part of the governing documents.**
- d. Members who have suggestions for new or revised policies or procedures may present them to the appropriate committee or Board Member, who will forward them to the appropriate committee.*

##### 4. *The Committee Manuals*

*The details of organizing and running the various committees and individual jobs are outlined in specific committee/job manuals. They shall be updated by the current committee/job holder and approved by the appropriate Board Member. These are not considered part of the Standing Rules.*

##### 5. *Amendments/Changes To Documents*

- a. The Charter is amended by membership vote following one month's notice, according to the Bylaws. Changes in the Charter must be submitted to the Federal Government (IRS) and the State of Tennessee (Dept. of State, Div. of Business Serv.).*
- b. Bylaws are amended by membership vote following one month's notice, according to the Bylaws. Substantive changes in the Bylaws must be submitted to the Federal Government (IRS) and the State of Tennessee (Dept. of State, Div. of Business Serv.).*
- c. Changes to the Standing Rules generally do not have to be voted on by the members except for policies. Procedures that affect the day-to-day running of the Art Guild shall be amended by a simple vote of the Executive Board, upon recommendation by the appropriate Board Member's committee.*

- As decisions/recommendations are approved by the Board, those that are appropriate shall be included in the Standing Rules, with appropriate notation of date. These dates provide guidance to the next Governing Documents Review Committee, then the notation may be eliminated.
  - *There are certain articles in the Standing Rules which shall be maintained from one administration to the next (legal issues, mandates from Robert's Rules and/or important structural instructions). These are currently indicated using italics. Recommended changes to these italicized rules shall be submitted to the Governing Documents Review Committee for consideration.*
- d. *Official policies of the Art Guild, having been voted on by the members, shall be revised or rescinded with a vote of the membership.*

## E. Approvals and Votes

### 1. Committees

- a. Items to be recommended must be thoroughly researched, and voted on by a *majority of the committee members* present at that meeting.
- b. Committees present ideas, procedures, and policies to the appropriate Board Member. If a sub-committee, the recommendation goes to the overseeing committee.
- c. Unless there is a problem, missing information, or other difficulty with the recommendation, the Board Member shall approve it.
- d. If the committee recommendation impinges on the Art Guild as a whole, or involves other Board Members' areas of responsibility, the appropriate Board Member shall present it to the Board.

### 2. The Executive Board

- a. *The Executive Board shall approve the committee's recommendations, unless there is a problem such as missing information, or other major difficulty with it.*
- b. *After such approval, if it impinges on the Art Guild as a whole, involves more than one area of responsibility, or is to become a policy of the Art Guild, the appropriate Board member shall present same to the membership for a vote.*
- c. The Executive Board may recommend changes to the essential (italicized) parts of the Standing Rules to the Governing Documents Review Committee.

### 3. The Membership

*At the membership meetings, the members shall vote on items listed in the Bylaws requiring member approval, including but not limited to the following:*

- a. *Financial matters, especially on non-budgeted items.*
- b. *Fund raisers, including the use of their proceeds.*
- c. *Policies that will become official Guild policy until rescinded.*
- d. *Guild membership in other organizations.*
- e. *Recommendations for amending the Charter or Bylaws, following one month's notice.*
- f. *Election of Executive Board Members, following one month's notice.*
- g. *Change of date, time, or frequency of membership meetings, following one month's notice.*

h. Other items the Executive Board would like membership input on.

F. Archival and Historical Records

1. Records Management Policy

*The Art Guild shall have a Records Management Policy that includes a Records Retention Schedule.* This Records Management Policy( see Appendix 7) and retention schedule shall outline what Guild items will be kept, how and where they are kept, and for how long.

2. Photo Archive

A photo archive of yearly Guild activities shall be maintained digitally for the use of the membership and for publicity purposes. Official Guild photographs of members may be taken and shall be considered part of the Policy on the Privacy of Art Guild Information (see Appendix 5).

3. Forms

Art Guild forms are to be kept current, and a list of same shall be maintained by the Secretary.

G. Art Guild Membership in Other Organizations

The Art Guild may hold membership in organizations which the Executive Board feels are important for networking purposes, but not as a charitable contribution. The members shall vote before the dues are paid.

## SECTION II. MEMBERSHIP

A. Types of Membership Levels, Dues, and Fees.

The Art Guild shall establish various types of membership levels to accommodate possible members.

1. Levels, Dues and Privileges

Membership levels and dues, with appropriate privileges, are published in Guideline 1: Membership Levels and Fees.

2. Timelines for Dues

Membership renewal dues for the next year shall be paid by December 31 of the current year.

- a. New members joining on or after November 1 of the current year shall have their membership for the next year included (up to 14 months total).

B. Volunteering

1. Posting of Hours

The Art Guild is a non-profit organization whose goals in the larger community are met through the work of volunteers. Volunteering provides a fun way to meet interesting people and make new friends. The Art Guild asks its members to join one or more committees to contribute to the functioning of the Art Guild at Fairfield Glade.

- A. Hours of volunteering besides hosting should be detailed by members on the volunteer hours sheet posted at PCAC. This is primarily to provide details for grant writing.
- B. Those who do not wish to volunteer are eligible for a Patron Non-Volunteer or Non-Volunteer Family Membership.

## 2. Member Volunteer Interests

With every membership renewal, the member shall indicate his/her volunteer interests for the next calendar year. This information is used by Member Services to ensure that committees and job titles are filled.

## 3. Volunteer List

Lists of that year's volunteers are maintained by each Coordinator and should be provided to the Vice President upon request.

## 4. Volunteer Opportunities Descriptions (see Guidelines #2).

### C. Communication

#### 1. Notifications

Members are notified of meetings as delineated in the Bylaws through email, newsletter, website or by phone.

#### 2. Newsletter – Art-I-Facts

There shall be a newsletter made available to members monthly throughout the year. Non-members may sign up to receive the newsletter by email. The newsletter is posted on the website as well.

#### 3. E-Mail

By providing the Art Guild with an email address, a member is giving permission to be contacted by the Art Guild electronically.

### D. Rosters

#### 1. Roster Information

A roster of members that includes name, address, e-mail address, and phone shall be maintained by the Member Services and made available to all members.

#### 2. Confidentiality of the Roster

All old rosters and committee lists shall be destroyed, to ensure the privacy of members. No person shall use a roster to conduct personal business or advance non-Guild ideas or events, nor may the roster be sold to outside persons or organizations.

### III. STRUCTURE AND ADMINISTRATION

#### A. Organizational Structure As Represented by the Organizational Chart (see Appendix 2)

##### 1. Members

The Organizational Chart represents the “bottoms up” philosophy of the Art Guild. Members come first and determine the objectives of the organization and how they are to be achieved.

##### 2. Standing Committees

All the work that is needed to fulfill the membership goals is organized into areas of responsibility. These are grouped into Standing Committees as specified in the Bylaws.

##### 3. Coordinators

Each area of responsibility/Standing Committee has a Coordinator representing that function on the Executive Board.

##### 4. Functional Committees

Other functional committees may be established as needed/desired under the auspices of each area of responsibility and shall be coordinated by the appropriate Board Member.

- a. The Organizational Chart, in Appendix 2 of the Standing Rules, shall include the functional committees the Standing Committee has committed to for that year.

##### 5. Outsourcing of Work

Various jobs may be outsourced to paid professionals. The following shall be the criteria for this decision:

- a. The job is essential to the functioning of the organization, and
- b. There is money in the budget for outsourcing this function.
- c. There is an annual review of approved outsourced jobs to be sure the criteria are still fulfilled.

#### B. Executive Board Members in General

##### 1. Co-Coordinators

- a. Those wishing to have a Co-Chair or Co-Coordinator are encouraged to do so, especially if it is a new member. Officers and Coordinators who wish to share their duties should have their partners go through the Nominating Committee at the same time if possible, and both parties must be voted in by the membership. Co-Coordinators share one vote on the Executive Board and only one speaks during the meeting for the pair.
- b. The members may elect a Co-Coordinator mid-term if necessary. In such a case, that Co-Coordinator’s first “term” is retroactive to when the current Coordinator was elected.

##### 2. Resignation

Board members who find they must resign should provide the Executive Board with a written resignation.

### 3. Conflict of Financial Interest Policy (see Appendix 3)

A Conflict-of-Interest Statement is signed annually by each Board member, the current CPA Firm, Sales Manager, and any Chairs with monetary responsibilities.

### 4. Responsibility for Committees/Jobs

Board members have Standing Committee(s) they oversee. To accomplish their goals, each Board Member, in conjunction with his/her Standing Committee, shall decide which functional committee(s) or jobs will be operative that year. It is not necessary that the Board Member chair any of the committees under them but must carefully oversee their work and report on their activities to the Executive Board.

## C. Executive Board in General

### 1. The Executive Board's Charge

The Board's authority is limited to the power to supervise, and to determine the details of the implementation of the decisions of the Art Guild's Membership, and, in a manner consistent with such decisions, to address any business of the Art Guild that cannot wait for the next meeting.

### 2. Sunshine Law

- a. The Executive Board follows the Sunshine Laws in that a meeting of a majority of its members to discuss any aspect of the Art Guild is considered an official meeting and open to general membership attendance.
- b. The Executive Board may schedule training sessions that are not subject to the Sunshine Laws.
- c. The Board may invoke Executive Privilege, make declaration moving to Executive Session and dismiss non-board members from their meeting at its own discretion.

### 3. Acceptance of Recommendations

Carefully considered recommendations made by the committee to their Coordinator and/or the Executive Board should be accepted unless there is good reason not to.

### 4. Electronic Votes

If a Board Member feels an item needs to be brought to a vote by the Board before their next scheduled meeting, s/he may ask the President for an electronic vote. If the President agrees, the Secretary transmits the wording to each Board Member electronically as a motion made by that Board Member. A second must be obtained, and any discussion via electronic transmission entertained. The Secretary then asks for a vote to be returned electronically by a certain time/date. The President then announces the result the same way. The date, motion, second, and resulting vote shall be read into the minutes of the next Board meeting.

## D. Board of Trustees

### 1. Number

The Art Guild Board of Trustees shall be carefully chosen from the community at large for their potential contribution in their sphere of influence or expertise they might bring to help fulfill the

Art Guild's objectives. Three to six Trustees are appointed by the Executive Board. These are listed on the website.

2. Term

The term for Trustees shall be three years. If a Trustee vacates office during the term, the Executive Board may appoint a successor to complete the term of office.

3. Meeting

A meeting of the Trustees should be held at least once annually with the Executive Board to review the financial status and operations of the Art Guild, and to elicit the expertise or help of the Trustees in the Art Guild's activities for that year and objectives for the next.

4. Materials

Copies of minutes of the Membership meetings, monthly Treasurer reports, and newsletters shall be made available to the Board of Trustees.

## SECTION IV. MEETINGS

### A. Membership Meetings

1. Schedule

a. Membership meetings shall be scheduled as needed during the year.

2. Agenda and Minutes

a. A proposed agenda and minutes of the previous meeting shall be made available to the members at least three days prior to the meeting.

3. Non-Member Participation

a. The public may attend any membership meeting as a guest.

b. All non-members, other than guests introducing themselves, may not address the members at a membership meeting without being cleared to speak by the President beforehand.

### B. Executive Board Meetings

1. Schedule

The Executive Board generally meets once a month several days before the general membership meeting. However, Board meetings may be called whenever necessary.

a. The general membership shall be made aware of when the Executive Board meetings are scheduled.

2. Agenda and Minutes

a. A detailed Agenda shall be sent to Board members a minimum of three days before the Executive Board Meeting.

b. The Board, as a regularly meeting small group, may vote to arrange the Executive

Board Agenda as they wish, rather than using the order prescribed by Robert's Rules of Order.

- c. The Agenda shall include reports on their committees from each Board Member. When presenting recommendations from a committee, the Board Member shall ensure that they represent the majority of the committee.
- d. The President, with consent of the rest of the Board, may invite non-board members to speak.
- e. Members who wish to bring matters before the Board should do so by going through the appropriate committee/coordinator. If not satisfied, they shall be put on the Board Agenda.
- f. Each Board may establish how detailed they wish the Minutes to be.
- g. A draft of the Minutes of the Executive Board Meeting shall be sent electronically for review not only to the Board, but to all those attending that meeting.
- h. The final version of the Minutes shall be sent out three days before the next Executive Board Meeting.
- i. Minutes of the previous Board meeting shall be sent to all Guild members after they have been approved.

### 3. List of Decisions

An on-going list of decisions made by the Executive Board shall be maintained by the Secretary until appropriate items are included in the Standing Rules.

## C. Committee Meetings

### 1. Schedule

Members who have been assigned to a committee or project shall be notified of a meeting a minimum of 3 days prior to the meeting date.

### 2. Agenda and Minutes

A list of participants and attendees shall be included in notes/minutes/reports of project meetings. All committees shall submit a report of each meeting to the Coordinator with oversight responsibilities.

### 3. Communications to the Board

Reports, requests, evaluations, and recommendations resulting from all meetings shall be presented, as appropriate, to the Executive Board through the overseeing Coordinator. Any recommendation going to the Board shall have been approved by a majority of committee members participating in that vote.

## **SECTION V. COMMITTEES**

Committees are the backbone of the Art Guild, where the mission and purpose of the Art Guild

become reality. Their recommendations are the basis of Executive Board action. There are three types of committees:

### **Types**

Standing Committees are mandated by the Bylaws and are usually general committees that meet occasionally to do overall planning, identify goals for the year, make assignments, identify and trouble- shoot problems, etc. for that function as a whole. They are an “umbrella” committee and may have functional committees they oversee. A Standing Committee is made up of members who have expressed an interest that year in serving on it, who fulfill any qualification in the Bylaws, and who have been notified that they are on it. (The final decision as to how many and who are on any committee is made by the Coordinator and/or Member Services.) It is recommended that the Chairs of any functional committees be members of the Standing Committee.

Functional Committees are those important to the fulfillment of the Art Guild’s objectives, but that are not mandated by the Bylaws. They may be functionaries of an umbrella standing committee or its Coordinator. Those under the auspices of a Standing Committee may have sub-committees of their own that act independently. A functional committee is made up of members who have expressed an interest that year in serving on it and who have been notified that they are on it.

Ad Hoc Committees are those that are formed on an as-needed basis, work from a specific charge and within a specific period. An ad hoc committee is made up of members who have expressed an interest in serving on it or who have been appointed, who fulfill any qualification needed, and who have been notified that they are on it. They serve until their charge is complete.

The following list of committees is arranged alphabetically, with appropriate functional committees and/or job titles that might be under them. For job titles falling under one of the Officers, see Section VII: Duties and Responsibilities of Administrative Officers.

### **Listing of Committees:**

- A. Archives Committee  
Supervisor: Secretary

Type: Functional Committee

Purpose: Implement the Records Management Policy of the Art Guild by collecting Guild records and storing them appropriately as per Appendix 7.

Possible members: Members who express interest each year in serving on this committee, and who are notified they are on it.

Possible Functional Committees/Job Titles: N/A

B. Member Communications Committee

Supervisor: Administrative Assistant

Type: Functional Committee

Purpose: Ensure communication from the Executive Board to the members and vice versa.

Possible members: Newsletter Editor.

Possible Functional Committees/Job Titles: N/A

C. Exhibits Committee

Supervisor: Exhibits Coordinator

Type: Standing Committee

Purpose: Plan, organize, and produce displays of art at PCAC or Art Guild exhibits in other venues. Guidelines for display, procedures for hanging/display, and signage for exhibits are determined and implemented. (See Guidelines #4).

Possible members: Community Exhibits Chair, Chair of the Jury, and Chairs of each show.

Possible Functional Committees/Job Titles:

- Community Exhibits Committee is a functional committee, overseen by the Exhibits Coordinator, whose purpose is to plan and implement members' participation in exhibits outside the Center, such as Crossville City Hall, Palace Theater and Tent events, and to facilitate projects suggested by the Membership.
- Show Committee(s) is a functional committee, overseen by the Exhibits Coordinator, whose purpose is to plan and implement Guild shows housed at PCAC. Guidelines for participation, categories, this Committee organizes fee collection, sales, hosting, display, and judging. If the show is juried, this Committee works with the input of the Jury Committee or Judge. There may be an overall Show Committee, or a sub-committee for each individual show overseen by this committee.

D. Finance Committee (further details regarding this Committee are found in SR VI.C.)

Supervisor: Treasurer

Type: Standing Committee

Purpose: Assist in ensuring the Art Guild's money is managed efficiently and effectively, and to assist in developing methods for the handling of the Art Guild's funds. The Committee develops and reviews procedures for sales, purchases, commissions, collection of fees and dues, and develops recommended fiscal policy.

Possible members: Ways and Means Coordinator, and up to four members at large.

Possible Functional Committees/Job Titles: N/A

E. Financial Review Committee

Supervisor: President/Executive Board

Type: Standing Committee

Purpose: Review the financial records and procedures of the Art Guild and present a written report of findings and recommendations to the Board (if any).

Possible members: This committee shall not be a sub-committee of the Finance Committee. Although members may serve on both, the Financial Review Committee shall not have more than 50% of their members also serving on the current Finance Committee. No accounting system functionaries shall be active members of the FRC. However, accounting system functionaries can serve in an advisory capacity if needed.

Possible Functional Committees/Job Titles: N/A

F. Governing Documents Review Committee

Supervisor: President/Executive Board Type: Ad Hoc Committee

Purpose: Review the official documents of the Art Guild (Charter, Bylaws, and Standing Rules with Appendices and Guidelines) and make recommendations for change as well as point out compliance issues to the Board. This committee shall be convened a minimum of every three years as specified in the Bylaws.

Possible members: This committee shall consist of a minimum of four members, some of which should have been a member for more than five years and have at least one member conversant with the latest edition of Robert's Rules of Order.

Possible Functional Committees/Job Titles: N/A

G. Hosting Committee

Supervisor: Hosting Coordinator

Type: Functional Committee

Purpose: Manage the Hosting at the Front Desk

Possible Members: Members with hosting training and experience.

Possible Functional Committees/Job Titles: N/A

H. Long Range Planning Committee

Supervisor: President

Type: Standing Committee

Purpose: Develop detailed Five-Year and Ten-Year Plans for the future of the Art Guild. The Plans should cover the Art Guild's mission, goals, and measurable objectives. The Committee also reviews the plans annually, noting progress, and suggests revisions if needed.

Possible members: The Committee may consist of between five (5) and seven (7) members. A wide range of interests and experience should be represented.

Possible Functional Committees/Job Titles: N/A

I. Member Services Committee

Supervisor: Member Services Coordinator

Type: Functional Committee

Purpose: Collectively deal with any services rendered to the members. The Committee shall assist in training, offer hospitality, compile the official roster, etc.

Possible members: Chairs of the Hospitality Committee, Mentoring Committee, and Nominating Committee.

Possible Functional Committees/Job Titles:

1. The Hospitality Committee is a functional committee, overseen by the Member Services Coordinator, whose purpose is to provide refreshments and greeters as needed at Guild sponsored functions, and to oversee the use and supplies of the PCAC kitchen.
2. The Membership Coordinator, whose purpose is to ensure that new members are welcomed and provided with information about their duties and privileges as well as the organizational structure of the Art Guild, exhibit guidelines, etc., and to ensure that appropriate forms are completed.

J. Nominating Committee

Supervisor: Vice-President

Type: Ad Hoc Committee

Purpose: Provide the membership with a slate of Officers and Coordinators for an annual vote. The Committee will ensure that each candidate is clear on the duties and tenure of the office, and that they are willing and able to serve. If a Board position becomes vacant during the year, this Committee shall assist in filling it.

Possible members: no less than three members appointed by the Vice-President, approved

by the Executive Board.

Possible Functional Committees/Job Titles: N/A

K. Plateau Creative Arts Center Management Committee

Supervisor: PCAC Coordinator

Type: Standing Committee

Purpose: facilitate the use, operations, and care of the Plateau Creative Arts Center

Possible members: the Building Maintenance Committee Chair, Landscaping/Grounds Committee Chair.

Possible Functional Committees/Job Titles:

- The Building Maintenance Committee is a functional committee, overseen by the PCAC Coordinator, whose purpose is to ensure that the physical plant of the Plateau Creative Arts Center is clean, safe, and fully functional. The committee works with the Programs and Activities and Hospitality Committees to see that set ups/take downs of PCAC furniture and equipment for each event are managed efficiently and correctly.
- Landscaping/Grounds Committee is a functional committee, overseen by the PCAC Coordinator, whose purpose is to ensure that the grounds of the Plateau Creative Arts Center are neat, safe, and maintained. This committee also may recommend and implement placement of permanent outdoor ornaments, seats, paths, and sculptures.

L. Creative Development Committee

Supervisor: Creative Development Coordinator

Type: Standing Committee

Purpose: Plan and implement programs and events that highlight art, arrange for classes and workshops of interest to the members and the public that relate to art, arrange for field trips, and provide for social interaction among the members of the Art Guild. This Committee is an important part of the non-profit status of the Art Guild.

Possible members: Instructors and members at large that express interest in serving.

M. Retail Sales Committee.

Supervisor: Retail Sales Coordinator.

Type: Standing Committee.

Purpose: Facilitate, promote, and assist retail sales. Make recommendations as to how the Guild can develop retail sales programs. Develop plans for the management of retail sales

space(s) and online programs.

Possible Members: Exhibit Committee members, Hosting Coordinator, PCAC Coordinator and Electronic Technology Coordinator.

Possible Functional Committees/Job Titles:

N. Marketing Committee

Supervisor: Marketing Coordinator

Type: Standing Committee

Purpose: Produce and implement a recommended plan for promoting the Art Guild, arrange for the publicity of all Guild events, and aid in the promotion of Guild members' artistic endeavors.

Possible members: Photographer, Presenters, Publicists and Webmaster Possible Functional

Committees/Job Titles:

- a. Photographer reports to the Marketing Coordinator. Takes pictures of events, artists, and artwork as assigned. Sees that pictures are saved to online storage for use by Marketing Committee.
- b. Presenter reports to the Marketing Coordinator. Makes presentations about the Art Guild and its activities to Timeshare people and other outside organizations.
- c. Publicist reports to the Marketing Coordinator. Writes articles and/or public service announcements to publicize Guild activity. Coordinates with the webmaster for web content.
- d. Webmaster reports to the Marketing Coordinator. Oversees the Art Guild's web site. May serve on the Marketing Committee and cooperates with the Photographer and Publicist.

O. Ways & Means Committee

Supervisor: Ways and Means Coordinator

Type: Standing Committee

Supervisor: Ways And Means Coordinator

Purpose: Investigates and recommends short- and long- term plans for the financial well-being of the Art Guild. Activities such as grant writing, encouraging endowments, creating a foundation, as well as suggesting items for sale, dues increase, recommendations for fund raising events, etc. are in its purview.

Possible members: Grant Writer, and Chairs of any major fund- raising events.

Possible Functional Committees/Job Titles:

- a. Major fund-raiser committees function as ad hoc sub-committees and are overseen

by this committee.

b. The Fundraising Committee is a functional committee, overseen by the Ways And Means Coordinator, whose purpose is to plan and implement minor fund-raising projects as assigned by the Ways And Means Committee. (Major fund-raising events have their own committees.)

c. Grant Writer reports to the Chair of the Ways and Means Committee and serves on that committee. Researches, applies for, and administers grants for the Art Guild.

**P. Senior Outreach**

Supervisor: Senior Outreach Coordinator

Type: Functional Committee

Purpose: To encourage and engage senior community members in pursuing artistic expression, creative development and camaraderie.

Possible Members: Any interested member, potential instructors

**Q. Children Outreach**

Supervisor: Children Outreach Coordinator

Type: Functional Committee

Purpose: To encourage and engage children in the community in pursuing artistic expression, creative development and camaraderie.

Possible Members: Any interested member, potential instructors

**SECTION VI. FUNDS**

**A. Governing Policies and Procedures**

**Policies**

**1. Debt**

No member has the right to borrow/or invest funds in the name of the Art Guild unless approved by the Finance Committee and authorized by the Executive Board and authorized by the membership.

**2. Records**

Historical financial records shall be kept according to the Art Guild's Records Management Policy. See Appendix 7).

### 3. Investment Philosophy

- a. Funds shall be held in interest-bearing accounts if available and are to remain liquid as required by the needs of the organization.
- b. No debt shall be incurred without Board and Membership approval and shall follow Art Guild governing documents and existing constraints.

### 4. Insurance Policies and Bonding

The Finance Committee shall annually determine that the insurance purchased by the Art Guild is adequate to replacement coverage, liability, and appropriate member-bonding needs.

### 5. Internal Controls

- a. The person who writes checks will not sign checks or receive and/or reconcile Art Guild bank accounts.
- b. Each approved non-budgeted expenditure shall be documented with relevant details, and such attached to payment documentation.
- c. Not all job titles(s) with monetary responsibility shall be supervised by the same person.

### 6. Checks/Cash Off Premises

At no time will funds be stored away from the PCAC.

### 7. Review of Documentation

Each account signatory shall review supporting documentation for adequacy and accuracy prior to signing any check(s).

## **Procedures**

### 1. Oversight of Procedures

Overall procedures for administering funds and handling of monies are the purview of the Finance Committee under the oversight of the Treasurer.

### 2. Accounting System Used

The Art Guild shall use a cash accounting system.

### 3. Computer Record Keeping

- a. The CPA Firm -shall maintain the master financial records through technological media.. Said records must be accessible only to the CPA Firm and Treasurer unless otherwise directed by the Executive Board. Passwords shall be accessible to the President or another representative of the Executive Board.
- b. Computer files shall be backed up no less than once a week.
- c. Computer back-up files of all financial records shall be kept off-site, with proper regard for security and fire protection. Archived financial records shall be stored in accordance with the Records Management Policy (see [Appendix 7](#)).

#### 4. Depreciation

Only improvements made to the PCAC and costs more than \$2,500 shall be depreciated, or per IRS guidelines.

#### 5. Fiscal Calendar

A calendar of fiscal events shall be reviewed annually and updated appropriately.

#### 6. Review of Fiscal Laws

State and federal laws pertaining to the handling of funds by a non-profit will be reviewed annually. Changes pertaining to the Art Guild will be brought before the Finance Committee. Requirements of any lenders will be implemented as required.

#### 7. Conflict of Interest

As per the Conflict of Financial Interest Policy (See Appendix 3), Conflict of Interest Statements are to be signed at the beginning of each year by each Board member, as well as Retail Sales Manager, and any Chairs of committees which expend funds. The Secretary shall compile these, and see they are filed in accordance with the Records Management Policy (see [Appendix 7](#)).

#### 8. Bank Statement Reconciliations

All bank statement reconciliations shall be dated and signed. Those statements, together with other documentation such as sales logs and receipts, shall be retained in accordance with the Records Management Policy (see [Appendix 7](#)).

### B. Accounts

#### 1. Bank Accounts

The Art Guild shall maintain the number and type of bank accounts necessary for conducting the business of the Art Guild.

##### a. Current accounts are:

- operating account
- purchase account
- money market account

b. The purchase account shall be used for purchasing supplies only, be accessible only by debit card with the Treasurer and any Purchasing Agent each as authorized signatories and should have a balance of no more than \$1,000.

c. All payment of expenses necessary for the operation of the Art Guild and the PCAC shall come from the Operating Account. In an emergency (as determined by the Board), the discretionary portion of the money market account may be used.

#### 2. Deposits

All Art Guild funds shall be deposited in Art Guild accounts in a timely manner.

#### 3. Signatories

a. Checks written on all accounts for amounts over \$2,000 shall require two signatures.

#### 4. General Ledger Account for Major PCAC Expenses

A General Ledger account in the amount of \$20,000.00 shall be maintained for deferred maintenance, and replacement expenses. Whenever possible, repair and maintenance shall be paid from operating account funds.

#### 5. Transfer of Funds

The Treasurer and CPA shall have the authority to transfer Art Guild funds to, from and/or between Art Guild accounts in order to meet the needs of the Art Guild and/or to accomplish the best interest rates, and may do so without prior approval of the Finance Committee or the Executive Board so long as there will be no change in the existing risk level and/or liquidity. Any proposed transfer of funds resulting in a change in the existing risk level or liquidity must be recommended by the Finance Committee and approved by the Executive Board. Any transfers shall be recorded in the monthly report of the Treasurer.

### C. Job Responsibilities

#### 1. Separation of Duties and Oversight in General

- a. Coordinators and Committee Chairs will work independently within their respective budgets and, when necessary, check with the Treasurer for guidance with established purchasing, reimbursement, and check-writing procedures.
- b. Accounting System functionaries (Treasurer and Bookkeeper) shall maintain strict separation of duties.
- c. The Treasurer/Finance Committee will monitor all budget adherence and intercede when warranted.

#### 2. Job Requirements

- a. Upon the recommendation of the Finance Committee and Treasurer and the meeting of the criteria for outsourcing (see Finance Committee, below), the Board may outsource the duties of Bookkeeper at a fee approved by the Executive Board and Membership. The paid position must be reviewed against the criteria annually.

#### 3. Finance Committee

- a. Recommends the overall fiscal policy, procedures, and guidelines for the Art Guild.
- b. Reviews annually: the budget and recommends same to the Executive Board and Ways and Means Committee; checks for relevant changes to state and federal laws, investment policy, and the Art Guild's insurance/bonding.
- c. Reviews requests for outsourced services against criteria and recommends compensation. Reviews each position annually to see that the outsourcing criteria continue to be met.
- d. Reviews/recommends any proposed transfer of funds resulting in a change in the existing risk level or liquidity of Guild monies.
- e. Reviews overall accounting procedure.

- f. May investigate alleged misappropriation of funds or incorrect accounting procedures if directed by the President.

#### 4. Treasurer

##### Overall Responsibilities:

- a. Is responsible for all adherence to the fiscal policies and approved fiscal procedures of the Bylaws, the current Standing Rules and Appendix 1, Procedures Supporting Financial and Accounting, Class Fees and Reimbursements.
- b. Chairs the Finance Committee.
- c. Oversees the CPA Firm, and sees that in-house procedures are up to date.
- d. Completes and files all government reports and pays all fees as required by County, State and Federal Statutes in a timely fashion.
- e. Annually reviews state and federal laws pertaining to the handling of funds by a non-profit. Any changes pertaining to the Art Guild shall be brought before the Finance Committee.
- f. Is available to the Secretary for questions on posting and policies.
- g. May use, or authorize others to use, the purchasing account's debit card for authorized purchases.

##### Accounting Duties:

- h. Maintains a month-by-month list of work necessary to oversee the finances of the Art Guild and provides it to the Finance Committee to review annually.
- i. Reviews, together with the President when appropriate, supporting documentation prior to signing checks.
- j. Reconciles all accounts monthly, dating and signing each reconciliation.
- k. Makes account adjustments when necessary.
- l. Depreciates capital expenditures over \$2,500.00.
- m. Obtains a voucher (including amount, payee, expense data, and approval date, with signature) from the Secretary for each Member-approved and/or Board-approved non-budgeted capital expenditure and attaches it to respective check documentation.

##### Budgeting Responsibilities:

- n. Collects, in October, Coordinators' and event Chairs' projected budgets for the coming year; is available to Coordinators to help with budgeting process.
- o. Prepares a preliminary annual budget and present said budget to the Finance Committee in November.
- p. Reviews unanticipated proposed revisions to the annual budget with the appropriate Coordinator, and reports on same to Board.

##### Reviewing and Reporting:

- q. Presents a monthly financial report to the Executive Board and membership which includes, but is not limited to, a Profit & Loss Statement and Balance Sheet.
- r. Presents information to the Finance Committee and auditor/Financial Review Committee when requested.
- s. Sees that financial records are maintained at PCAC, and that back-ups are done and stored off site.

- t. Provides to the President upon receipt a list of donors, including the donor's mailing address and amount donated.
- u. Reviews all contracts prior to their signing by the President (or Co-President).
- v. Sees that event transactions have been posted accurately and presents a final financial report for each event to the Board.

5. CPA Firm

- a. Works cooperatively with the Treasurer and the Finance Committee.
- b. Follows Appendix 1, Policy on Procedures Supporting Financial and Accounting, Class Fees and Reimbursements.
- c. Processes all items from the financial pouch and manages them appropriately.
- d. Makes all deposits into the Art Guild's bank account(s).
- e. Enters all transactions into the Art Guild's accounting software and backs up the data at each session.
- f. Generates the checks, supplies their supporting documentation, and obtains the required signatures.
- g. Pays all obligations of the Art Guild.
- h. Works with the Treasurer to develop an initial draft of an annual budget for the Finance Committee to review.

6. Executive Board Members

- a. Each Board Member is responsible for informing/training their committee chair(s) about important fiscal procedures.
- b. For IRS reporting purposes, the Outreach Services and Creative Development Coordinators will provide the Treasurer with the number of individuals who have participated in programs during the previous year.
- c. Event Chairs shall report anticipated expenses and needed breakdowns of accounts, prior to their event.

D. Procedures Supporting Financial Accounting

1. Commissions

The Art Guild retains a 25 percent commission of the net sales price after taxes from each member's sale of an item sold under its auspices.

2. Sales

- a. Credit cards will only be accepted for transactions of \$10 or more.
- b. Classes Refund Policy is in Appendix 6 of these Standing Rules.
- c. Each transaction should be processed through the Square system. Square records the details of each transaction. If the Square system cannot be used, a hardcopy numbered sales receipt in triplicate should record the transaction (check or cash) with white copy to cash pouch, yellow to customer, pink remains in book.
- d. Sales receipt books shall be numbered and used consecutively, and new books kept secure.

3. Class Fees

The Art Guild shall retain a portion of all class session fees. Fees for classes shall be set by the Program Coordinator in coordination with the Treasurer and Finance Committee. Fees are listed in Appendix 1.

4. Reimbursements

- a. The Art Guild will not reimburse anyone for personal supplies used for Art Guild purposes when the Art Guild can supply that item or service. The appropriate Coordinator may waive this rule in extraordinary circumstances.
- b. Unauthorized purchases by committees shall not be reimbursed.

E. Budgets

1. The Annual Budget Process

- a. Board Members will present detailed budget estimates determined to be appropriate to meet their needs for the coming year.
- b. The Treasurer will compile all the budget submissions into a worksheet for use by the Finance Committee in its review of the whole budget.
- c. The Finance Committee will present the resulting proposed budget to the Ways & Means Committee to determine how adequate funds will be raised in the coming year to meet the requirements of the proposed budget.
- d. Once the proposed budget is in balance, it will be distributed to the newly elected Board for review prior to their vote at their January meeting.
- e. Once the new Board has approved the proposed budget, it is presented to the Membership for a vote by the Treasurer at the Annual Meeting in January.
- f. The current expiring year's budget shall continue in force and effect until the new budget is approved by the membership.

2. Board Member Budgets

- a. Board Members and their Chairs should not exceed their budget.
- b. Any unauthorized purchase will not be reimbursed.
- c. Any unanticipated revisions to the approved budget for an event shall be reviewed by the Treasurer together with the appropriate Coordinator.
- d. Following each event, the Treasurer and/or Bookkeeper together with the Event Chair will make sure all transactions (including reimbursements) have been posted accurately.
- e. The Treasurer will present a final event accounting to the Executive Board and Membership with the Financial Report of the following month.

F. Monetary Donations

1. Responsibility of Ways & Means Committee

- a. All donor programs are under the purview of the Ways and Means Committee.

- b. Ideas and plans for soliciting donations, as well as other fund-raising projects, will be submitted to and/or originate from the Ways and Means Committee which will then determine if/when/ how/by whom these ideas will be executed.

G. Non-Monetary Donations

1. Determination of Usefulness

All non-monetary donations to the Art Guild will be processed through the Studio Manager. After consultation with other Coordinators as necessary, s/he will determine if the donation is useful to the Art Guild and retained, or if the Art Guild should dispose of the donation through donation elsewhere, or recycling.

2. Fundraising Articles

- a. All items made for fundraisers by members working together collectively become the property of the Art Guild.
- b. Items donated by a member for a fundraiser, if not used, shall be returned to the member.

H. Audits

1. Refer to Bylaws.

2. Financial Review Procedures

- a. The Financial Review Committee will use accepted confidential protocol, financial systems, and practices to determine adherence to Art Guild accounting and governing documents as they may exist.

3. Misappropriation of Funds and/or Unacceptable Accounting Practices

- a. The CPA firm is responsible for filing all required state and federal forms. The CPA firm is responsible for following all appropriate accounting practices.

**SECTION VII. DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS**

Standing Rules Sections VII and VIII contain overall responsibilities and duties of each Board Member, including who they oversee and important duties for them personally. Important procedures for their committees/functional areas but not related to them personally are found in section IX: Functional Operating Procedures.

A. PRESIDENT

Overall Responsibility: Functions as the official representative of the Art Guild

Chair of: Executive Board

Oversees:

- Long Range Planning Committee (Standing Committee)
- Financial Review Committee (Standing Committee)

- Governing Documents Review Committee (mandated Ad Hoc)
- Special Committees (all those not falling under Coordinators below)

Duties:

1. Determines the agenda for Executive Board and membership meetings, as well as any specially called meetings of these two bodies.
2. Presides over Executive Board and membership meetings.
3. Signs contracts.
4. Reviews supporting documentation and signs checks when appropriate.
5. Follows protocol outlined in SR Section VI. Funds are suspected of misappropriation of funds.

B. VICE-PRESIDENT

Overall Responsibility: Assumes the role of the President should that position become vacant

Chair Of: Executive Board or Membership Meeting if the President is absent.

Oversees: Appoints the Nominating Committee (Standing Committee) subject to Board approval.

C. SECRETARY

Overall Responsibility: Serves as Secretary to the Executive Board

Duties:

- Archives Committee (Functional Committee)
- Member Communications Chair (Functional Committee)
  1. Oversees the Archives Committee (Functional Committee)
    - a. Oversees the keeping of the archival records of the Art Guild. S/he shall see that the Archives Committee has an approved Records Maintenance Policy (see Appendix 7), and it is followed.
    - b. Sees that the Archives Committee maintains the approved Records Retention Schedule, follows it, and keeps it updated as needed.
    - c. Sees that Art Guild forms are kept current, and a list thereof is maintained.
  2. Assists Board Members in the fulfillment of their duties.
    - a. Works with the President to develop Board Agendas, keeping track of unfinished business. Sends out agendas in a timely fashion.
    - b. Compiles list of Board decisions and adds appropriate items to the Standing Rules.
    - c. Takes accurate minutes of Board meetings including the amount of detail requested by the Board. Distributes same in the time and manner

requested by the Board.

- d. Provides Treasurer with a voucher for any vote of approval for a member and/ or board approved non-budgeted expense. It shall include the body voting, the date of meeting, expenditure detail, and amount.
  - e. Sees that Conflict-of-Interest Statements are signed in January by each board member, CPA Firm, Purchasing Agent, Sales Manager, and any chairs of committees which expend funds, and sees they are filed in accordance with the Records Management Policy (see [Appendix 7](#)).
  - f. Mails thank you notes to donors, including the amount donated and the Art Guild's tax id number, as well as a donor card for using to secure discounts at PCAC. Oversees any additions to Donor Recognition Mountain at PCAC.
3. Works with the Executive Board and President to develop and promulgate the agenda and minutes to membership meetings.
    - a. Takes accurate minutes of membership meetings.
    - b. distributes minutes to members in a timely manner.

#### D. EXECUTIVE ASSISTANT

Overall Responsibility: Responsible for the day-to-day management of the Plateau Creative Art Center, home of The Art Guild at Fairfield Glade, located at 451 Lakeview Dr., Crossville, TN. The position reports to and is responsible to the Executive Board. This is a part-time, contracted position paid by the hour, approximately 21 hours per week. The suitable candidate will have organizational, communication and computer skills and an interest in the work of The Art Guild.

##### Duties:

1. Serves as Accessibility Coordinator to ensure persons with disabilities are accommodated.
2. Working knowledge of Microsoft Office products, (Word, Publisher, Excel). Familiar with accessing the internet and web browser applications.
3. Manages the maintenance of all office machines, including computers and software, and coordinates with the Web Master to ensure information posted on the website is timely and accurate.
4. Responsible for general appearance of the building, such as ensuring that information posted on bulletin boards is neat and up-to-date and that the classroom is set up appropriately for events.
5. Maintains the building security system and 'Call List' for emergencies. This position is 'On Call' to respond to alarm and notify members of emergency closings, such as due to winter inclement weather, etc.
6. Assists the PCAC Coordinator by contacting contractors and vendors, such as HVAC, exterminator, floor cleaning plumbing, snow removal, tree trimming and minor repair work.
7. Ensures PCAC calendar is up-to-date, and refills the 'Forms Rack.'
8. Maintains the Guest Register and Volunteer Hour logs, supplying forms as needed. Using the information collected from the various logs and pertinent reports.

9. Calendars and the Outdoor Announcement cabinet.
10. Responsible for all email into and out of the PCAC, including e-blasts.
11. Responsible for setting up tables and chairs for classes and meetings.
12. Responsible for janitorial duties.

E. TREASURER

Overall Responsibility: is responsible for the accurate and timely accounting and reporting of the Art Guild's finances, as well as other financial fiduciary duties.

Chair Of: Finance

Committee Oversees: CPA

Firm

Duties:

The detailed duties of the Treasurer, Finance Committee and Bookkeeper are specified in SECTION VI. Funds of these Standing Rules.

1. Keeps a confidential copy of the financial accounting software password(s).

### **SECTION VIII. DUTIES AND RESPONSIBILITIES OF COORDINATORS**

The Bylaws outline the overall responsibilities of each Board Member. Sections VII and VIII of these Rules are further delineations of those, including who they oversee and important operating guidelines for them personally. Important procedures for their committees/functional areas, but not related to them personally, are found in SR Section IX: Functional Operating Procedures.

A. Exhibits Coordinator

Overall Responsibility: all exhibits and shows under the auspices of the Art Guild.

Chair Of: Exhibits Committee

Oversees The Following Optional Functional Committees/Jobs:

- Show Committee(s) (e.g., Judged and Juried, Fall)
- Jury
- Community Exhibits Committee

Duties:

1. Oversees shows and monthly exhibits of member's work at PCAC galleries as well as other venues (See Guidelines #4 for Display Procedures and Requirements).
  - a. Provides rules for exhibiting.
  - b. Provides for an orderly entry process, proper labeling of artists' work,

and appropriate display for a wide variety of visual arts.

- c. Ensures that entrants to exhibits/shows understand and comply with the quality standards of the Art Guild and requirements of entry.
4. Oversees the collection of all show fees.
5. Assures that publicity for exhibits and shows is managed in a timely manner, in cooperation with the Marketing Coordinator.

B. Hosting Coordinator

Overall Responsibility: Oversees Hosts

Chair Of: Hosting Committee

Oversees The Following Optional Functional Committees/Jobs:

- Front Desk
- Trains Hosts
- Maintains Host Schedule

C. Plateau Creative Arts Center Coordinator

Overall Responsibility: The operation and maintenance of the Plateau Creative Arts Center

Chair of: PCAC Management Committee

Oversees the Following Optional Functional Committees/Jobs:

- Building Maintenance Committee
- Landscape/Grounds Committee

Duties:

1. Sees that the physical plant and its environs are clean, neat, and well-maintained.
  - a. Provides an up-to-date maintenance schedule.
  - b. Recommends and puts in place approved equipment and furniture.
  - c. Arranges for adequate storage.
  - d. Liaisons with the community re: the sculpture trail.
  - e. Maintains file of all current contracts pertaining to PCAC.
2. May see that the various committees and Board Members are supported in their goals by offering office help, including but not limited to the use of office equipment, mailings, organized file space, in-boxes, and forms.

D. Creative Development Coordinator

Overall Responsibility: Planning and implementing art classes and workshops in the visual arts at the PCAC facility, as well as other activities for member enhancement.

Chair of the Creative Development Committee

Oversees the Following Optional Functional Committees/Jobs:

- Instructors

Duties:

1. Creates an annual calendar/schedule of events for the Art Guild.
2. Oversees the provision of classes and workshops in the visual arts.
  - a. Assures the procurement of qualified instructors.
  - b. Oversees an efficient procedure for members, non-members, and donors to sign-up for classes.
  - c. Works with the Marketing Coordinator to ensure promotion of Guild educational events, receptions, and field trips.
  - d. Develops and maintains classes evaluation forms and feedback.
3. Initiates and implements activities for members.
  - a. Develops a series of activities/events of interest to the membership.
  - b. Works with the Member Services and Marketing Coordinators to encourage comradery among members, and the enrichment of their experience of art.

E. Retail Sales Coordinator(s)

Overall responsibility: Oversees the Guild Retail Program and spaces. Oversees the Guild's Online Sales Program, technology upgrades and maintenance.

Chair of: Retail Sales Committee.

Oversees the Following Optional Functional Committees/Jobs:

- \* Retail Shop Committee

Duties:

Facilitates, promotes, and assists retail sales.

Makes recommendations as to how the Guild can develop retail sales programs. Develops plans for the management of retail sales space(s) programs.

Develops yearly budgets for the functional requirements and successful operation of these activities. Reports to the Board about Retail Sales activities.

F. Marketing Coordinator

Overall Responsibility: Promoting the Art Guild and its activities to the public.

Chair of: Marketing Committee

Oversees the Following Optional Functional Committees/Jobs:

- Photographer(S)

- Webmaster(S)
- Publicists

Duties:

1. Provides local media with information regarding the activities of the Art Guild in a timely fashion.
2. May coordinate the photographing of Art Guild functions and member artists.
3. May oversee an Art Guild presence on the Internet that:
  - a. Promotes the Art Guild and its activities.
  - b. Promotes individual Art Guild members (may include a fee)
  - c. Provides a secure “members only” section for the posting of Guild Governing Documents, certain forms, calendars, etc. of interest to members.

G. Ways And Means Coordinator

Overall Responsibility: Providing the Art Guild with possible means to attain its short-term budget/monetary goals.

Chair of: The Ways and Means Committee

Oversees the Following Optional Functional Committees/Jobs:

- Major fundraising committee(s) not relating to art (e.g., Golf Tournament Committee)
- Fund-Raising Committee

Duties:

1. Matches the suggested annual budget with projected income and suggests methods of meeting any deficit.
2. Coordinates monetary (non-art) event committee(s) whose goal(s) is over \$1000 net.
  - a. Deliberates costs versus income to determine the best possible projects for the Art Guild to undertake.
  - b. Presents project(s) to the Executive Board and Membership for approval.
  - c. Sources a committee to undertake any approved major fundraising project.
  - d. Oversees approved major fund-raising project committee(s).
3. May coordinate a fund-raising committee for activities netting under \$1000.
4. Works with the Executive Board and membership to achieve other financial goals as may arise throughout the year.

## IX. FUNCTIONAL OPERATING PROCEDURES

This section of the Standing Rules delineates some of the most important on-going procedures to be used

by each functional unit of the Art Guild.

#### A. Administration

These are Procedures related to Presidential, Secretarial or Administrative Management duties; Treasurer- related items are in Section VI. Funds.

1. Communication to Members
  - a. The Art-I-Facts newsletter, the official monthly membership publication, shall be sent electronically; printed copies shall be made available at PCAC as well. Upon special request, the newsletter may be mailed to members unable to use email or pick up their copy monthly.
  - b. A bulletin board at PCAC shall be made available for members to post items of interest to fellow artists. This includes, but is not limited to, exhibits, shows, awards, or classes not sponsored by the Art Guild, but do not include personal business cards or promotional items not related to art.
2. The Art Guild official logo should appear on all Art Guild public publications and correspondence.
3. Volunteer Opportunities (see Volunteer Opportunities Descriptions).
  - a. A hosting manual shall be maintained outlining the duties and procedures necessary for housekeeping, sign-ups, and sales.

#### B. Exhibits

1. PCAC Galleries/Exhibits
  - a. PCAC Exhibit Guidelines should be reviewed annually and promulgated among the membership.
  - b. No unauthorized photos shall be taken in the Galleries.
  - c. No individual artist advertisement, such as a business card, is allowed in the galleries.
  - d. A featured artist is allowed to hold a reception at their own cost. They must check the calendar so there is no conflict for the date and inform the Exhibits Coordinator of such. Arrangements for publicity for the event may be requested of the Marketing Coordinator or handled by the artist. Hospitality shall be managed by the artist unless the Hospitality Committee wishes to assist.
  - e. Galleries exhibits guidelines can be found in Guidelines #4 for Display Procedures and Requirements.
2. Shows

No art may be exhibited at a People's Choice show that was previously exhibited in an Art Guild Open judged show.
3. Jury Decisions
  - a. All work that is displayed must be original with the artist. The use of molds or patterns from a pre-existing design are not acceptable.
  - b. Reprints or copies must be so labeled and placed in the display racks.

- c. Size and weight restrictions must apply due to gallery and display limitations. Display Rules are in the Appendix.
- d. Objects made in a class under supervision are not eligible for display.
- e. Pieces that exceed the display guidelines cannot be displayed.

4. Guidelines for Purchase of New Display Equipment/Furniture

- a. Should serve at least 20% of the membership.
- b. Should preserve the integrity of a "Fine Art Gallery."
- c. Should be secure, well-lit, and portable.
- d. Should be located for easy access by Host.
- e. Shall be purchased after consultation with PCAC Coordinator and be within budget.

C. Member Services

1. Mentoring

- a. A mentoring program should be maintained so that new members are introduced to the structure and activities of the Art Guild quickly and comfortably. The Vice President leads this activity.

2. Hospitality

- a. A Hospitality Committee would oversee:
  - The planning and implementation of the annual Holiday Luncheon.
  - The PCAC kitchen area (paper products, coffee, serving utensils, equipment, etc.).
  - Receptions as requested by other Coordinators; in such case, the sponsoring committee's budget for food shall be used.

D. Children Outreach

1. Classes

- a. Possible quarterly classes during the school year may be offered with a fee.

2. High School Student Art Contest

- a. The Art Guild may display the art from an art contest held by the local high schools. The top four winners will receive a one year youth membership. An additional prize for the top winner may be offered such as a cash prize or art supplies.

E. Senior Outreach

1. Senior Outreach

- a. The Art Guild may offer off-site art classes for senior citizens. The goal will be to encourage senior artists in pursuing artistic expression.

F. Plateau Creative Arts Center (PCAC)

1. General Administration

- a. Hours

- Regular Hours: PCAC shall be open to the public April 1 through December 23, Monday-Saturday, 9:00 a.m. to 4:00 p.m. PCAC shall be closed on New Year's Day, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, and Christmas.
  - Winter hours (December 24 through March 31) shall be Monday through Saturday, 10:00a.m. until 2:00 p.m.
  - The decision to close during posted hours due to inclement weather or emergency is made by the President or Vice President .
  - PCAC may be open at times other than posted hours or alter the previous schedules for special events or extraordinary circumstances.
- b. All non-monetary donations to the Art Guild shall be referred to the Studio Manager. The Manager will determine, in consultation with other Coordinators, when necessary, what shall be accepted. The document, Guidelines for Donation of Art Supplies, can be found in the Table of Contents or on the PCAC website.
- c. The Wi-Fi availability at PCAC shall not be publicized to the public.
- d. Bulletin Boards/Calendars
- A large wall bulletin board shall be available for general Guild business, which may include a calendar scheduling use of the studio and other items pertaining to Guild business such as Committee List, Volunteer Hours Sign-In, etc.
  - An additional display board in the studio is for visual arts and news. Any member can post items that pertain to art.
  - A large wall calendar shall be posted in the office area showing reservations for computer use or small meetings in the library/office area.
  - The lobby reception desk and all flat surfaces in the lobby should not have anything on them that is not Art Guild related.
- f. Any structure permanently attached to the building requires Executive Board approval.
- g. Fees for rental of any part of the PCAC are listed on the Studio Rental Form.
2. Office Management
- a. In-boxes shall be provided for each Coordinator/function.
- b. Documents that have members' names, photos, and any personal information should be destroyed when no longer used (see Appendix 5, Policy on the Privacy of Art Guild Information).
3. Electronic Technology
- a. An Art Guild computer or other technological device shall be maintained that contains all official records of the organization. Coordinators and authorized members shall have access to it during regular PCAC hours.
- b. An off-site back-up system shall be employed for safeguarding the Art Guild's records.
- c. All software used by the Art Guild shall be purchased (not copied) and placed in safekeeping.
- d. Access to the Internet shall be maintained through a common provider.
4. Maintenance
- a. Interior

- A preventative (deferred) maintenance schedule shall be developed and maintained. This shall be done by a PCAC Coordinator.
  - A chart of life expectancy for equipment and appliances will be created and maintained, with replacement costs both annualized and forecast for 25 years.
- b. Exterior
- Landscape elements such as trees, shrubs, and flowers shall be planted and maintained to present a pleasant exterior to the PCAC. They may be done by a Landscaping/Grounds Committee.
  - The Board shall approve any outdoor structures that are to be permanent additions to PCAC.

5: Contracts or Use of Building

- a. A file of current contracts pertaining to the PCAC facility and activities therein shall be maintained by the PCAC Coordinator at PCAC.
- b. No “private” (non-Guild) business should be undertaken or promoted at PCAC; however, the Art Guild reserves the right to communicate with the public on behalf of an artist. The Art Guild will not encourage outside sales of any exhibited items at PCAC, for example, by having piles of business cards near the items.

6. Security

A special list of emergency names and phone numbers shall be posted in the Hosting Manual.

7. Purchasing Supplies

The PCAC Coordinator shall be responsible for purchasing supplies for the day-to-day operation of the PCAC.

G. Creative Development

1. Classes and Workshops

- a. For classes or workshops costs and fees (see Appendix 1).
- b. For fees, see the Guidelines #1, Membership Levels and Fees.
- c. The Refund Policy for classes and workshops is provided in Appendix 6.

2. Instructors

- a. Instructors are responsible for the cost of copies made on the PCAC photocopier, as well as other costs associated with their presentations.
- b. Hours of instruction shall take into account the expenses of tying up the Studio.
- c. Guest (i.e., non-member) instructors submit a proposal to the Coordinator which states the details of the class.

3. Calendar

- a. A calendar of fixed events for that year sponsored by the Art Guild shall be prepared by Creative Development Coordinator for Board and membership approval no later than the January meeting.
- b. A large calendar of fixed events and meetings for the Studio shall be displayed in the Studio.

- H. Retail Sales
1. Intake and Outake procedures should follow the Endless Possibilities Manual.
  2. Proper hanging of art in the gift shop as well as the galleries should follow the requirements (See Guidelines #4).
- I. Marketing
1. Publicity
    - a. Detailed information about each class shall be forwarded in a timely manner to the Marketing Coordinator or his/her designate by the class instructor for publicity purposes.
    - b. Instructors and/or event chairs may elect to do their own publicity. The Marketing Coordinator shall be informed of such a decision as soon as possible.
- J. Ways And Means
1. Annual Planning
    - a. From the annual proposed budget compiled by the Finance Committee using budget requests submitted by individual Coordinators, the Committee develops an annual plan for how to meet operating and capital expenses other than from gallery sales and classes.
    - b. If the demands of the proposed budget exceed the reasonable efforts of the Ways & Means Committee to devise methods to raise the necessary funds to meet that budget, said budget will be returned to the Finance Committee for further refinement.
    - c. Components of the Annual Plan should include but not be limited to the following:
      - Number of fund-raising events with monetary goals for each.
      - Other sources of revenue such as direct appeals, grants, potential sponsorships, etc.
      - Possible cost-cutting practices in areas of the Art Guild operations.
  2. Possible Long Range Financial Planning
    - a. The Ways And Means Committee may offer proposals to develop funds required to reach the goals of the approved Long-Range Plan.
    - b. These means would be in addition to the activities designed to meet annual operating expenses, and may include:
      - Recommendations for use of “leftover” funds toward debt retirement
      - Investigation/implementation of capital improvement campaigns, such as endowments, etc.
  3. Fund-Raising Events
    - a. At any time, the Ways & Means Committee may form new subcommittees to manage plans for specific Fundraising events, campaigns and/or solicitations.
    - b. Ad hoc fundraising event sub-committees are under the oversight of the Ways And Means Committee and are charged by them after Board/membership approval. The aim is no more than three fundraisers per year or as need dictates.

## SECTION X. MISCELLANEOUS

### A. Contracts

#### 1. Line of Authority

Contracts should be negotiated by the Art Guild representative overseeing the project; the Coordinator or their appointed representative will then review it to be sure it is in budget, and the Art Guild President will then sign it. The Board shall be informed of all contracts as they are signed.

#### 2. Approved Contract Forms

Contract forms currently approved for use are:

- Studio Agreement Form
- Lending Agreement
- Non-Member Display Release Form
- Judge Contract (online)

### B. Discretionary Purchases

#### 1. Priority List

All discretionary purchases are made according to the Long-Range Planning Committee priority list and any monies collected for special purchases shall be so applied.

#### 2. Display Equipment/Furniture

- a. Should serve at least 20% of the membership.
- b. Should preserve the integrity of a "Fine Art Gallery."
- c. Should be secure, well-lit, and portable.
- d. Should be located for easy access by Host.
- e. Shall be purchased after consultation with PCAC Coordinator and be within budget.

#### 3. Reimbursement

- a. Unauthorized purchases shall not be reimbursed.

\*\*\*\*\*END OF STANDING RULES\*\*\*\*\*