

# **Constitution of the Hamilton Calligraphy Guild – amended 2010-01-06**

## ***Article I Name***

The name of this organization shall be the Hamilton Calligraphy Guild hereafter referred to as HCG

## ***Article II Purpose***

The purpose of the HCG is to promote the study, practice and appreciation of calligraphy as an art form. It is also to encourage excellence and foster a wider appreciation and deeper understanding of its history and application.

## ***Article III Membership***

There will be two categories of membership:

**III .1** Regular members are those persons who have paid their annual dues and support the purpose of the HCG by involvement in Guild activities.

**III .2** Honorary members are those persons who have made a significant contribution to calligraphy and its related arts, or to HCG in particular. Honorary members do not pay dues but enjoy all the benefits of regular membership. An honorary membership may be conferred by

a) by a written majority vote of the members of HCG

**OR**

b) Upon the signed recommendation by five members of the Executive, the HCG shall vote to confer honorary membership at the final meeting of the season. (June meeting).

## ***Article IV Dues***

Dues shall be renewable at or before the September meeting, the beginning of the HCG program year. After the January meeting it will be one half the annual rate for that year. The annual membership dues shall be determined by the Executive on a yearly basis at the beginning of each new term of office for the Executive. Non payment of dues within 6 weeks of the due date will result in the loss of membership provided members have been notified by mail.

## ***Article V Government***

The affairs of HCG shall be conducted by the members elected to the Executive and comprised of eight (8) members. Other positions within the Guild will be filled by election but are ex officio members of the executive.

**V.1** These Executive members shall be composed of the following officers (President, Vice President, Treasurer and the Chairs of the following standing committees: Program, Workshop, Newsletter, Library, Membership. The chairs of all other standing committees are ex officio members and do not generally have a vote (Webmaster, Niblet, Refreshment, Telephone, Guild Historian, Newsletter Exchange, Public Relations and such other positions that are deemed important by the membership of HCG). Immediate

Past President shall be an ex-officio member of the Executive. Each Executive member so elected shall hold office for one year.

**V.2** All nominations shall have prior acceptance from the nominee. A nominating committee shall be formed consisting of 2 members: one being the Vice-President and the other being a non-office holding member. Each incumbent office holder shall be placed in nomination for an office if that person requests it. Nominations will be made from the floor with the consent of the nominee. Elections will be held at the June meeting and election shall be by acclamation if only one member stands or by written ballot if 2 or more are standing for election. The newly elected Executive members will assume office directly after the June meeting.

**V.3** When a vacancy occurs on the Executive the Vice President will solicit names of persons who are willing to serve from the general membership and present them to the Executive. Vacancies on the Executive shall be filled by a majority vote of the remaining voting Executive members. An Executive member so chosen shall hold office until the next June meeting.

**V.4** There shall be a minimum of one regular Executive meeting each year. Other meetings may be called by the President or by a majority of the Executive (5 members). A majority of the Executive shall constitute a quorum. The President shall vote only in the case of a tie.

**V.5** The Executive as a whole is responsible for developing and carrying out the policies and programs based on the purpose of the HCG and in conformity with the desire of the members.

**V.6** The job descriptions for the executive members are attached to the by-laws as Appendix 1 and are subject to change upon approval of the Executive.

#### ***Article VI Standing Committees***

There shall be twelve standing committees to implement the purposes of the HCG. The committees are:

1. Newsletter
2. Program
3. Workshop
4. Library
5. Membership
6. Web Master
7. Telephone
8. Refreshments
9. Public Relations
10. Niblet
11. Newsletter Exchange
12. Guild Archivist

**VI.1** The Chairs of Newsletter, Program, Workshop, Membership and Library Committees are deemed executive members. The Chairs of the Niblet, Webmaster, Telephone, Refreshment, Newsletter Exchange, Public Relations Committees and Past President are ex officio members of the executive.

**VI.2** There shall be special committees appointed by the President to carry out special tasks when needed. The committee shall dissolve when the committee's function is accomplished.

**VI.3** The job descriptions for the standing committees are attached to the by-laws as part of Appendix 1 and are subject to change upon approval of the Executive.

**Article VII Parliamentary Authority**

Roberts Rules of Order (revised) shall govern HCG whenever they are not in conflict with these by-laws.

**Article VIII Amendments**

The procedure to amend the by-laws shall be:

- a) The Executive may propose the amendment to the by-laws by resolutions setting forth the proposed amendment and direction that it be submitted for adoption at a general meeting of the members, or:
- b) Any 5 members may set forth a proposed amendment by a petition signed by them and filed with the secretary of HCG for submittal for approval at a general meeting of the members.

Notice of the meeting of the members, stating the purpose, including the proposed amendment, shall be given to each member entitled to vote on the proposed amendment and to each executive member at least 10 days prior to the meeting. If the notice herein has been given, the proposed amendment may be adopted by any meeting of the members. When a majority of the members voting has approved a proposed amendment it is adopted.

**Article IX Dissolution**

On dissolution of HCG, The Executive shall, after paying off the liabilities of HCG, dispose of the assets of HCG by donating them to an organization which has similar objectives or is in some way agreeable to a majority of the members.

## **Appendix 1: Executive Job Descriptions**

### **President:** shall

- a) if present, preside at meeting of the general HCG and the Executive
- b) be an ex-officio member of all committees and work to assure that HCG purposes and policies are being adhered to and implemented effectively.
- c) Have the power to call special meeting of HCG or the Executive and convene special committees when necessary
- d) Have the power to approve bills for payment (Treasurer also has this power) and to sign cheques for HCG in the absence of the Treasurer.

### **Vice President:** shall

- a) Preside at general meetings of HCG if the President is not in attendance.
- b) chair nominating committee
- c) *Record the minutes of the executive meeting and fill out the template to record Guild meeting activity for the history records. This includes the results of issues that have required a vote. (for historical purposes).*

### **Treasurer:** shall

- a) attend Executive meetings and report to the Executive
- b) Keep a record of and administer HCG's finances
- c) deposit the organizations funds in a bank or trust company designated by the Executive.
- d) have the power to approve bills for payment (the President also has this power).
- e) assure that the signature authorizations for the bank account are kept current each time the officers change
- f) prepare a verbal report for regular meetings of the Guild, a year end (final – July 31, report for the Executive meeting before the start of a new program year and publish a summary in the first newsletter of a new program year.
- g) Be prepared to respond to any financial questions posed at any regular meetings.

### **Immediate Past President:** shall

- a) attend Executive meetings for the single year following his/her term of office. If the immediate past president is elected to another position on the Executive the position of past president shall be vacant.

### **Program Chair:** shall

- a) attend Executive meetings and report to the Executive
- b) work with a group of members to ensure the presentation of relevant, interesting programs that enhance the stated purpose of the HCG
- c) submit expenses to the treasurer for payment

### **Workshop Chair:** shall

- a) attend Executive meetings and report to the Executive
- b) organize a slate of classes that enhance the stated purpose of the HCG.

- c) produce a brochure or other form of communication to advertise the classes and to inform the webmaster so it is placed on the website
- d) request assistance/volunteers (non-executive status)
- e) forward any funds to the Treasurer

Membership Chair: shall

- a) attend Executive meetings and report to the Executive
- b) receive new and renewal memberships and process membership information
- c) produce a Guild membership list for Guild use only
- d) forward any funds to Treasurer

Library Chair: shall

- a) Attend Executive meetings and report to the Executive
- b) recommend where it is appropriate new additions for the library, may spend up to \$75. to replace or add to Guild resources without prior approval. Executive/membership approval must be sought for expenditures over \$75.
- c) ensure that the library is open at every meeting (by themselves or by someone designated)

Newsletter Chair: shall

- a) Attend Executive meetings and report to the Executive
- b) works with a committee to solicit/ produce articles of interest for the newsletter
- c) arrange for mailing of the newsletter and/or distributes it at a meeting