



Michigan Silversmiths Guild

CONSTITUTION OF THE MICHIGAN SILVERSMITHS GUILD

Originated May 4, 1986, Amended September 14, 2008

ARTICLE 1. NAME

- Section 1. The organization shall be known as the Michigan Silversmiths Guild.
- Section 2. The territorial limits of this organization shall be the State of Michigan and shall also be open to those outside the State of Michigan.

ARTICLE II. PURPOSE OR OBJECTIVES

- Section 1. To gather together those people who have an interest or proficiency in the broad field of metalsmithing, silversmithing, and jewelry as to make them eager for more advanced information and instruction.
- Section 2. To offer programs such as workshops, lectures, and demonstrations by invited artists and craftspersons in metalsmithing and related fields.
- Section 3. The Guild will not undertake to provide any type of instruction, beyond its membership, which is already being offered through schools, colleges, university and private instruction.
- Section 4. The Guild will invite non-members, students and others to participate in any lecture or activity that would be of interest to a large audience.
- Section 5. The Guild will hold an exhibition of members' work when exhibition space is available and members' interest is high.

ARTICLE III. MEMBERSHIP

- Section 1. There shall be the following classes of membership:
- A. Active: Active membership shall be open to any person interested in the arts and crafts.
 - B. Family: Family membership shall include additional household members for an additional fee each.
 - C. Student: Student membership shall be open to any person enrolled in a metal program offered by a fully accredited college or university, high school or high school level home school.

- D.* Active Life Member: Life membership shall be open to any person interested in the arts and crafts.

ARTICLE IV. MEETINGS AND PROGRAMS

- Section 1. There shall be a minimum of four Board meetings and one General Membership Meeting, the Annual Meeting, per year.
- Section 2. Programs shall be held such time and place as may be designated by the Board of Directors or Program Coordinator.
- Section 3. The Annual Meeting shall be held near the beginning of September.
- Section 4. Special meetings may be called by the President or by the Board of Directors so that important business may be placed before the membership. The purpose of the meeting shall be in the call and at least seven (7) days notice of the meeting shall be given.
- Section 5. Order of Business for Annual Meeting shall be:
1. Call to Order
 2. Reading of Minutes of Last Annual Meeting.
 3. Annual Report of Recording Secretary
 4. Annual Report of Treasurer.
 5. Due Structure Recommendation
 6. Reports of Standing Committees
 7. Unfinished Business
 8. New Business
 9. Election of Officers
 10. Program Projections
 11. Adjournment

ARTICLE V. QUORUM

- Section 1. The majority of the Board shall constitute a quorum at any Board meeting.
- Section 2. Those members attending a regular general membership meeting shall constitute a quorum provided it is either a stated meeting such as the Annual Meeting or one that has been properly called.
- Section 3. Programs shall have no quorum requirement.

ARTICLE VI. BOARD OF DIRECTORS

- Section 1. The Board of Directors shall consist of the Officers, the immediate past President and minimum of six and a maximum of eleven Directors.

- Section 2. The Directors shall be chosen from the body of the membership.
- Section 3. The term of office of the Directors shall be two years each. Directors may stand for reelection for an unlimited number of terms.
- Section 4. In the event of a vacancy in the office of the President, the Vice President shall serve as the President for the remainder of the term. The Secretary shall call a Board of Directors meeting to vote for a board member to fill the vacant Vice Presidency.
- Section 5. Any other vacancy on the Board of Directors, except that of the Immediate Past President, shall be filled by the remaining members of the Board of Directors voting therein by ballot.

ARTICLE VII. DUTIES OF THE BOARD OF DIRECTORS

- Section 1. The Board of Directors shall have general control of the Guild, of all officers and committees, and may, for good cause, declare any office vacant.
- Section 2. The Board of Directors shall have power to transact all business of the Guild not otherwise provided for, to fill vacancies as provided for in Article VI, Section 5, to act upon recommendations for membership, to designate a place for deposit for funds of the Guild, and to elect the Nominations Committee.
- Section 3. The Board of Directors shall be responsible for maintaining master records for the duration of their term and to turn over said records to the Historian at the Annual Membership Meeting. The Treasurer shall retain fiscal records for six years before turning over the fiscal records to the Historian at the Annual Membership Meeting.

ARTICLE VIII. MEETINGS OF THE BOARD OF DIRECTORS

- Section 1. Regular meetings of the Board of Directors shall be held at such time and place as the Board may designate.
- Section 2. Special meetings of the Board of Directors may be called by the President.

ARTICLE IX. OFFICERS

- Section 1. The officers of this Organization shall be President, Vice-President, Recording Secretary, Treasurer, and the Immediate Past President.
- Section 2. The term of office of each officer shall be for two (2) years.

Section 3. No person shall be elected to the Office of President who has not served at least two (2) years on the Board of Directors within the past five (5) years.

ARTICLE X. DUTIES OF OFFICERS

Section 1. The duties of officers shall be such as are implied by their respective titles.

Section 2. The President shall:

- a. Be Chairman of the Board of Directors and a member ex-officio of all standing and special committees, except the committee on nominations.
- b. Preside at all meetings.
- c. Appoint Committee Chairmen as deemed necessary.
- d. Co-sign on bank accounts.
- e. Represent the Guild in the community.

Section 3. The Vice-President shall:

- a. Be prepared to act as President in the absence of the President or whenever required.
- b. Serve as Program Coordinator, arranging dates and places for all programs, engaging speakers and providing for accommodations and transportation for said speakers, with the approval of the President and/or the Board of Directors.

Section 4. The Recording Secretary shall:

- a. Take minutes of Guild meetings and meetings of the Board of Directors, making sure that these minutes contain all necessary information.
- b. Send a notice of a specially called Board Meeting to each Board Member
- c. Send a notice of a specially called general meeting to each Guild Member

Section 5. The Treasurer shall:

- a. Collect all monies due the Guild, keep an accurate record thereof, deposit the same in a bank account in the name of the Guild, pay bills authorized by the Board of Directors, and present a full report at each regular meeting of the Board and to the Guild at its annual meeting, or at any time upon request.
- b. Keep bank records in current condition. File necessary tax reports.
- c. Coordinate with the membership committee on the issuance of a current membership card to each member of the Guild showing the period for which dues have been paid.
- d. Keep reports of all financial records for all committees.

- e. Work with President to create an annual budget, to be presented and voted on at first Board Meeting of the year.

Section 6. Directors shall attend Guild meetings and meetings of the Board of Directors. They shall perform such other duties as may be assigned them by the President.

Article XI. Committees

Section 1. Standing committees shall be Membership, Exhibitions, Newsletter, Nominations, and Solicitations.

Section 2. Chairmen and members of all standing committees shall be appointed by the President unless otherwise provided for.

Section 3. Duties of the standing committees shall be as follows:

A. Membership Committee:

1. Issue a current membership card to each member of the Guild showing the period for which dues have been paid.
2. Compile membership list for distribution to all officers and directors.
3. Promote the growth and retention of the membership, and present ideas for recruitment

B. Exhibition Committee shall:

1. Arrange the dates and the venue for all Guild sponsored exhibitions with Board approval.
2. Publish and distribute all communications related to Guild sponsored exhibitions.
3. Make recommendations to the Board for jury selection.
4. Oversee the installation of the exhibition.
5. Arrange for all activities related to the exhibition.

C. Newsletter Committee shall:

1. Periodically publish and distribute a newsletter to keep the membership informed of Guild activities and upcoming events.

D. Nominations Committee shall:

1. Consist of three members elected by the Board of Directors.
2. Elect a chairman from within the committee.
3. At the annual meeting present a slate of at least one individual for each office, provided consent has been obtained from the nominee.

E. Solicitations Committee shall:

1. Coordinate efforts to raise funds and donations for the various projects the Guild may undertake.

ARTICLE XII. ELECTION OF OFFICERS AND DIRECTORS

- Section 1. All Officers and Directors shall be elected by paper ballot at the Annual Meeting. Nominations may be made from the floor with the approval of the nominee. In the event of a Nomination the Recording Secretary shall read the responsibilities of the nominated position. The Recording Secretary shall then ask the nominee to accept or decline the nomination along with its responsibilities. In the event there is only one nominee for each office, the Recording Secretary may be instructed to cast a unanimous vote.
- Section 2. A majority of all valid votes cast shall be necessary to constitute an election. Any member who receives a majority of all valid votes cast shall be declared elected.
- Section 3. Officers and Directors may meet at any time after their election, at the call of the incoming President, for the purpose of organization and to ratify committee appointments.

ARTICLE XIII. FISCAL YEAR

The fiscal year of this organization shall be from the first day of September of each year to and including the thirty-first (31) of August of the next succeeding year.

ARTICLE XIV. DUES

- Section 1. The annual dues for the next membership cycle for each membership category shall be determined by the recommendation of the Board for the dues structure to the membership for their approval at the Annual Meeting.
- Section 2. Non-payment of dues shall indicate the desire to be dropped from membership unless otherwise stated in writing.
- Section 3. The membership cycle will coincide with the fiscal year.

ARTICLE XV.

- Section 1. The Michigan Silversmiths Guild Bylaws is the governing document of this organization. In the case that consensus can not be reached then the rules of the current edition of Roberts Rules of Order shall govern the guild.

ARTICLE XVI. AMENDMENTS OF BYLAWS

Section 1. These articles may be amended at any regular meeting by a two-thirds vote of members present provided notice of such proposed amendment shall have been mailed to all members at least ten (10 days prior to such meeting.

Section 2. Amends may also be made at the Annual Meeting (the last meeting of the year) without previous notice by unanimous vote.

Bylaws Committee

Marilyn Southern
Chairman

Bill Fitzpatrick
Member

Christine Bossler
Ex-Official Member

Kathy Fitzpatrick
Member

Annette Berenholz
Member

Frederick Hunter
Member