

## BY-LAWS OF THE MINNESOTA PORCELAIN ART GUILD

Revised 11-2019

### ARTICLE I DUTIES OF OFFICERS

#### Section 1. PRESIDENT

- A. Shall preside at all meetings.
- B. Shall appoint all committee chairmen including but not limited to Sunshine committee, Ways and Means Committee, Website Committee, and Nominating Committee.
- C. Shall appoint the Historian and Parliamentarian who may serve concurrently as advisors.
- D. Shall appoint two auditors to serve on the annual audit.
- E. Shall be an ex-officio member on all committees.
- F. The office of the President shall be limited to two, consecutive two-year terms.
- G. Create a minimum of one challenge piece per year.
- H. Shall bring to the organization necessary Constitution and By-Law changes as recommended by appointed committees.

#### Section 2. FIRST VICE PRESIDENT

- A. Shall, in the absence of the President, conduct the regular meetings.
- B. Shall be in charge of planning and arranging meeting programs.
- C. Shall oversee the publishing of the Lady Slipper.

#### Section 3 SECOND VICE PRESIDENT

- A. Shall, in the absence of the President and the First Vice President, conduct the regular meeting.
- B. Shall plan and develop porcelain art social events with board approval.

#### Section 4 TREASURER

- A. Shall collect all dues. The treasurer shall distribute dues notices at the June meeting and mail notices to absentees. Dues are overdue after the August meeting.
- B. Shall handle all funds and pay all bills upon receipt.
- C. Shall prepare membership master list.
- D. Shall keep permanent financial records.
- E. Shall follow established system for bookkeeping.
- F. The office of the Treasurer shall be limited to two consecutive two-year terms.

Section 5 RECORDING SECRETARY

- A. Shall keep permanent records of all meetings, taking minutes at each meeting.
- B. Shall provide minutes for distribution at next business meeting and for the web site.

Section 6 CORRESPONDING SECRETARY

- A. Shall handle all correspondence pertaining to the business of the organization.
- B. Shall prepare, distribute and/or post the roster based on master list by October 1 of each year.
- C. Shall post an annual schedule.
- D. Shall inform new members about current roster, annual schedule, Constitution and By-Laws and our Website.

Section 7 APPOINTED POSITIONS BY THE PRESIDENT

- A. Historian
  - 1. Shall keep a permanent record of anything pertaining to the history of the organization.
  - 2. Shall occasionally present historical reports to the membership.
  - 3. Shall be a continuous office until resigning with all records passed on to residing President.
- B. Parliamentarian
  - 1. Shall advise the President on Robert's Rules of Order.
  - 2. Shall be available to all Committees.
- C. Webmaster(s)
  - 1. Shall maintain MPAG website [www.porcelainartmn.org](http://www.porcelainartmn.org)
  - 2. Shall monitor site for appropriate information.

ARTICLE II DUTIES OF THE EXECUTIVE BOARD

Section 1. Shall hold periodic meetings to review committee reports and make such recommendations as may be required.

Section 2. Shall make appointments to fill vacancies which may occur during the term of office.

Section 3. Shall confer Honorary Life Memberships.

ARTICLE III MEETINGS

Section 1. Meetings are governed by Robert's Rules of Order.

Section 2. Business Meetings.

- A. Held in June, July, August, September, October, November, March and April.
- B. Held on the fourth Friday of the month whenever possible.

Section 3. Social Meetings

- A. Held in December and May.

- B. During election years, at the May luncheon, the out-going officers will be honored and the newly elected officers will be installed.

#### ARTICLE IV OBLIGATIONS OF MEMBERSHIP

##### Section 1. Dues

- A. Dues are payable yearly by the August meeting and members not paying by then shall be dropped from the roster.
- B. Dropped members may be reinstated during the year by payment of full dues and added to the website roster only.
- C. Reinstatement after one year's absence requires annual dues.

Section 2. Upon joining the organization, member will be informed of the Constitution and By-Laws, a current membership roster, a yearly program schedule, and the website.

Section 3. Current membership rosters will be distributed by email to all paid members.

##### .Section 4. Rights and Responsibilities of Membership

- A. Members shall attend meetings regularly whenever possible.
- B. Members shall actively participate in Guild activities.
- C. Member shall conform to all rules and regulations of the organization.
- D. Members are eligible to vote.
- E. Members are eligible to hold an elective office.
- F. Guild members should inform the Sunshine Chairman of any illness or death among the membership.

##### Section 5. Luncheon Meetings

- A. The meeting room is available only by purchasing a lunch. All attending the monthly meeting must pay for the cost of the lunch, whether it is eaten or not.
- B. Reservations for regular meetings must be called in by the prior Monday by 8:00 p.m. to the designated coordinators.
- C. Persons with permanent reservations or any persons who have made reservations, if unable to attend, must call to cancel by the prior Monday, 8:00 p.m. Failure to cancel obligates the member to pay for the lunch(es) missed. Two failures to cancel will result in removal of the name from the permanent list.

#### ARTICLE V STANDING COMMITTEES

##### COMPETITION CLASSIFICATION

1. Class 1 – Novice: Students may ELECT to compete in this class by their own choice if they have never previously won ribbons. They may compete in this class, if they so choose, until they win a blue ribbon. At

this point, they must move on to the General Competition. No seminar or class piece will be accepted for competition. Painter's integrity is encouraged.

2. Class 2 – General: This class is open to all individuals. A Ladyslipper Award may be given in this class. This automatically moves the winner into the Master Class. An individual may win only one Ladyslipper Award – no class or seminar pieces will be accepted for competition. Painter's integrity is encouraged.
3. Class 3 – Master: This class is composed of individuals who have been awarded a Ladyslipper Award in the General Competition. Only one Best of Master Class Award will be given at each competition. A member may win this award more than once. It is understood that all works submitted must be completely original. Painter's integrity is encouraged.

#### D. JUDGING

Competition in Classes 1, 2, 3 – will be judged by category on individual merit according to the established point system. This information will be given to the membership before each show.

#### E. GENERAL COMPETITION RULES

Entries will be accepted in the classification/categories listed.

1. Each entry will be judged according to its own merit. In the right classification.
2. Entry fees will be determined by current Competition Committee.
3. Each entry must be the entire workmanship of the entrant.
4. Number of entries allowed will be determined by Competition Committee.
5. Name, classification, category and description of piece must be given when registering.
6. Entries will not be accepted without adequate means of display support.
7. Each entry must have name covered with tape and marked with an assigned number.
8. Judging shall be consistent for all classifications and categories.
9. Judges shall not judge in the classification/categories in which they compete.
10. Clerks shall not assist in the classification/categories in which they compete. Judge has option of a clerk.
11. The Minnesota Porcelain Art Guild and the Management of the rental space will not be responsible for entries.

12. The Competition Committee has the right to reject any entry not conforming to the rules.

## Section 2. EDUCATION COMMITTEE

Rules for the MPAG Education Committee:

1. The committee shall consist of a minimum of 5 members plus first and second non-voting alternate members. Alternates may vote only in absence of regular members or to break a tie.
2. The committee shall act as nominating committee for future education committee members. All MPAG members are eligible to be on the committee and shall let current Committee Chair know their desire to serve.
3. Committee shall appoint its own Chairperson(s).
4. Presiding Chairperson(s) shall be for a four-year term with no term limits for Chairman or Committee members.
5. Fiscal year shall coincide with the MPAG fiscal year. The Education Committee keeps its own financial records and is accountable to the Guild Treasurer who will issue reimbursement checks. Receipts will be required.

## Section 4 SUNSHINE COMMITTEE

- A. The Sunshine Committee Chairman shall send a card on behalf of the Guild to:
  1. Members who are ill and /or hospitalized.
  2. Families of members in the event of the death of a member.
  3. Members who have suffered a family illness or loss.
- B. Guild members should inform the Sunshine Chairman of any illness or death among the membership.

## Section 5. WAYS AND MEANS COMMITTEE

1. This committee shall be appointed by the President as needed for the purpose of raising funds.
2. The Executive Board shall approve all projects.

## ARTICLE VI

### DISPOSITIONS OF MEMORIALS AND DONATIONS

The Minnesota Porcelain Art Guild is obligated to honor the designation of any memorial or donation given to the organization. Undesignated gifts will be allocated by the Executive Board after thoughtful deliberation and consultation with the membership, keeping in mind that gifts should benefit the membership as a whole and in keeping with purpose of the organization.

ARTICLE VII            AMENDMENTS

Section 1.    Any amendments to the By-Laws shall be distributed by e-mail to each member with active address and in writing to each member without e-mail at least one month prior to voting.

Section 2.    The By-Laws can be amended by a majority vote of members present at the Guild meetings.

Section 3.    By-Laws will be reviewed by the Board of Directors every two years.