

Pearl Fincher | **Museum of Fine Arts**
Volunteer Guild



STANDING RULES

IMPLEMENTING AND CLARIFYING
THE GUILD BYLAWS APPROVED
OCTOBER 2009

Revised and Approved August 2010

**PEARL FINCHER MUSEUM OF FINE ARTS
VOLUNTEER GUILD**

STANDING RULES

DUES

The amount of dues payable to the Pearl Fincher Museum of Fine Arts Volunteer Guild (hereinafter referred to as the “Guild”) for membership shall be as follows: \$15 for active/volunteering members, \$23 for active dual members, and \$30 for contributing members. Guild dues for an active member shall not exceed the amount of the established individual museum membership fee.

MEMBERSHIP CATEGORIES

Active members are expected to volunteer; contributing members are not required to volunteer but are welcome to do so. Active dual membership is a membership for two volunteers in the family. Honorary lifetime members may be selected by action of the Guild Board.

PROXIES

In the event that a quorum is needed to vote on a particular resolution at a Guild Board meeting and the President is made aware that a quorum is not going to be present, the President may obtain the necessary proxies by telephone or email of the absent Board members. A quorum shall consist of one-fourth majority of the members of the Guild Board, which consists of President, Vice President, Secretary, Treasurer, Immediate Past President, Members-at-Large and Standing Committee Chairmen and Co-Chairmen.

OFFICERS’ DUTIES

President

The President is liaison between the Guild and the museum, the museum Board of Directors and the museum staff.

Vice President

The Vice President shall train for the position of President. The Vice President may expect to be nominated for President the succeeding year. Upon nomination, the Presidential Nominee shall arrange for the programs for the succeeding year.

Treasurer

The Treasurer, in consultation with the Finance Committee, the President and the committee chairmen, shall prepare an operating budget for the Guild’s fiscal year by July 1st and notify all chairmen of their final budget.

Secretary

Minutes of the Guild Board meetings shall be approved by the President. The Secretary shall mail or e-mail the minutes to all members of the Guild Board prior to the next meeting. The Secretary shall also mail or e-mail Board meeting notices to the Guild Board. If not able to attend a Board meeting, Secretary arranges for minutes to be recorded in her absence.

Members-at-Large

Duties of Members-at-Large are determined at the President's request. Generally, they are expected to assist with special projects of the Guild.

NOMINATING COMMITTEE

The Nominating Committee shall prepare a slate of candidates for the Officers and Members-at-Large for the next year with consideration of the candidates' length of service and leadership abilities. Officers and Members-at-Large shall be eligible for re-election to the same office for one additional consecutive term. The Chairman assigns the duty of calling candidates to members of the committee, who then report back to the Chairman and the committee with the responses received.

The Nominating Committee shall have its first meeting by February 15th. Nominations shall take place in three parts:

- 1) Presidential Nominee and Vice Presidential Nominee shall be presented for Guild Board approval by the February Guild Board meeting.
- 2) The Nominating Committee shall select the rest of the slate and Standing Committee Chairmen as instructed by the Bylaws. Nominations for Secretary, Treasurer and Members-at-Large must be presented and approved by the Guild Board no later than the April Board meeting.
- 3) The Nominating Committee will solicit nominee suggestions for these positions from the Presidential Nominee and from other sources.

COMMITTEE CHAIRMEN

- 1) shall conduct their assigned duties within the framework of their responsibilities and budget for the current fiscal year. If they are unable to operate within their budget, any other expenditure should be approved by the President and the Treasurer before any commitment of expenditure;
- 2) shall notify President and Vice President of all committee meetings;
- 3) shall submit an annual report of their activities to the President and a copy to their successor no later than May 1st. Outgoing chairmen shall work with the incoming chairmen to effect a smooth transition of duties; and
- 4) if desired, co-chairmen may be selected to share the committees' duties and/or train to take the committee chairmanships the following year.