

PEARL FINCHER MUSEUM OF FINE ARTS

VOLUNTEER GUILD



STANDING RULES

IMPLEMENTING AND CLARIFYING THE GUILD BY- LAWS

APPROVED OCTOBER 2009

Updated August 2016

Updated March 2017

Updated April 2022

DUES

The amount of dues payable to CCFAA (Cypress Creek Fine Arts Association) for membership shall be as follows: \$30 for active/volunteering members, \$40 for active dual members, and \$50 for social members.

MEMBERSHIP CATEGORIES

Active members are expected to volunteer as members of a committee; effective June 1, 2017, they are required to volunteer fifteen (15) hours per year. Waivers to this requirement will be determined by the Board on a case by case basis. Social 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 the liaison between the Guild and the Museum Director, the museum Board of Directors and the museum staff.

Vice President

The Vice President shall assume the duties of President in the event of absence, shall be a member of all committees, shall assist the President in arranging the programs and meetings for the current year, and shall render such assistance as the President requires.

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

The Secretary will record the minutes of the Guild Board meetings. Minutes shall be reviewed by the President and then e-mailed to the Board for review and approval at the following month's meeting. 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 by the President. 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. 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. The President, Vice President, Treasurer and Secretary (Executive Committee) Nominees, the Standing Committee Chairmen and the Members-at-Large must be presented to the Guild Board in March and approved by the Board no later than the April Board meeting.

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.