

MIDLAND ARTISTS GUILD

SUPPORTING POLICIES AND PROCEDURES

Notice: These procedures were written before the new by-laws of 2009. The MAG by-laws were revised to meet the State of Michigan nonprofit law. These procedures do not conform to the new by-laws and need to be revised.

Membership and Dues:

1. There will be two classes of general membership: Individual and Family.
 - a. Family may include up to four related people residing at the same address.
 - b. Current dues are set at **\$35.00** per annum for individuals and **\$50.00** per annum for families.
 - c. Renewal dues paid after the members meeting in Oct. will be increased by \$10.00.
 - d. Family membership includes only one membership card, **electronic** copy of the newsletter, membership list, etc. Entry and booth fees for exhibitions and fairs will be on an individual basis e.g. all family members may enter all events but each must pay the individual entry fee.
2. Prospective members may be asked to present two slides, photos or examples of their artwork during "Art Talk" prior to exhibiting their work.
3. Membership ID cards expire on **October 31st** of each year. New cards will be issued at the November meeting and/or emailed to members with the directory. Membership dues received after the May members meeting will be applied to membership for the September-to-August season.

Committees:

1. Committee Chairs' General Duties:
 - a. As voting members of the MAG Executive Committee chairpersons of committees are asked to attend Executive meetings and present an up-to-date summary of their activities.
 - b. Create and submit detailed budget to Executive Committee at September Meeting.
 - c. Communicate information to the Webmaster and Newsletter Chairpersons in a timely manner.
 - d. Submit bills and receipts to treasurer in a timely fashion for payment or reimbursement.
 - e. Any proposed contracts between MAG and any other entity must be submitted to the Executive Committee for approval prior to commitments and to give the treasurer permission for payment.
 - f. Anticipated unbudgeted expenses must be presented to the executive Committee for approval prior to commitments and to give the treasurer permission for payment.
 - g. Submit to the Executive Committee Vice President, a report of their committee for the Annual Report to the Board of Directors with accomplishments and recommendations including proposed budget for following year.
2. Hospitality Committee Chair:
 - a. Provide refreshments for general membership meetings.

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- b. Purchase supplies and maintain refreshments at meetings.
 - c. Arrive prior to meeting to set up refreshments
 - d. Clean up after meetings.
3. Exhibition Committee Co-Chairs:
- a. Locate and select venues for showing and selling MAG work, including both two and three-dimensional work.
 - b. Solicit several members to serve as exhibit assistants for venues.
 - c. Determine the guidelines and suitability of work for hanging/displaying at each venue.
 - d. Advertise, schedule and coordinate artists' participation for each venue.
 - e. Artists are expected to help in the hanging and taking down of their work.
 - f. Update "Exhibitions Goals and Guidelines" and "Coordination Duties" and other related documents.
4. Membership Committee Chair – This role is split between the Treasurer and the Members at Large
- a. Treasurer Duties –
 - i. Account for membership fees (renewals & new members)
 - ii. Maintain the address list (names, addresses, phone numbers, email addresses, special interests)
 - iii. Provide up to date member list to Newsletter Editor, Website Publisher, and Executive Committee / Chairpersons as needed
 - iv. Send out annual membership renewal forms and receive updated members renewal forms
 - b. Member At Large Duties –
 - i. Explore ways for increasing membership.
 - ii. Send out an annual membership directory and annual membership cards to all members
 - iii. Provide membership application forms and MAG brochures for potential new members
 - iv. Provide new member information to be included in the monthly MAG Newsletter
5. Publicity Committee Chair:
- a. Promote MAG and its events to the community.
 - b. Liaison for communication media (newspaper, radio, and television).
 - c. Publicize monthly meetings via local news media.
 - d. Write news releases for current member exhibits, annual guild exhibition, artists' market and special events.
 - e. Investigate access to various publicity outlets
6. Newsletter Committee Chair:
- a. Serve as a primary source of information to MAG members regarding MAG and its events.
 - b. Receive and solicit information from Executive Committee, Board members and general membership regarding MAG activities.
 - c. Research articles of interest for inclusion in the newsletter from outside sources.

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- d. Publish Monthly Newsletter August through May and arrange its delivery to members.
 - e. Newsletter should include upcoming events, meetings, elections, shows and any outstanding or newsworthy achievements of members.
7. Program Committee Chair:
- a. Arrange art-related programs for education and entertainment of membership and the general public for each general membership meeting.
 - b. Determine programs for the up-coming year and submit to Executive Committee for approval.
 - c. Arrange each month's program including: confirmation of presenter, requesting background information for introductory purposes and arranging for honorarium as set by the Executive Committee and thank you note.
 - d. Give program information to newsletter and publicity chairpersons as well as general membership.
8. Special Events Committee Chair:
- a. Search for opportunities for MAG members to participate in group events outside of the general membership meetings.
 - b. Develop a written plan and budget and submit to Executive Committee approval for each event.
 - c. Working with treasurer, complete all necessary financial arrangements and payments.
 - d. Communicate all needed information to the membership via announcements at meetings, the newsletter, the website or direct mail.
 - e. Special events are expected to be self-supported financially.
9. Annual Juried Exhibition:
- a. Provide opportunity for an annual juried exhibition for members.
 - b. Make and execute arrangements as specified in the Annual Exhibition manual.
 - c. Work with Hospitality, Publicity, Newsletter, and Website Chairs
 - d. Arrange for independent juror
 - e. Coordinate the acceptance and pickup of work
 - f. Coordinate the hanging of the show.
 - g. Arrange for all awards.
10. Webmaster:
- a. The MAG website shall serve as a primary source of information to MAG members and the public regarding MAG and its events.
 - b. The webmaster shall be the primary person to update and maintain the website and will:
 - c. Receive and solicit information from Executive Committee, Board members and general membership regarding MAG activities and issues.
 - d. Update website information at least monthly.
 - e. Recommend website software purchase to the Executive Committee.
 - f. Recommend a website provider to the Executive Committee.
 - g. The Webmaster shall provide the Board Chairperson or their designee access to password(s) required to access entire website set-up and maintenance. This

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person shall have the software and skills required to update and maintain the website.

- h. A website committee may be formed at the discretion of the Executive Committee to advise the Webmaster.

11. Summer Artists' Market

- a. Provide an opportunity for members to sell their original work by conducting an art market
- b. Collaborate with the Creative 360 and the Midland Downtown Business Association to plan, fund, advertise and carry out market.
- c. MAG members will pay for booth space and provide their own set-up and display equipment and materials.
- d. Members will sign a waiver releasing MAG, its members and its partners from liability.

12. Annual Report Format and Guidelines for Content

- a. The following section provides a template for the format of the annual report
- b. Guidelines for the content of each section in the annual report are included
- c. The annual report is required by Michigan state law for a 501c incorporated non-profit organization. The non-profit status of the organization depends on fulfilling this requirement.

President's Annual Report:

Summary of the key events and activities during the calendar year, starting in August of the prior year and ending on May 31 of the current year.

Vice President's Annual Report:

None – VP coordinates assembly of the annual report

Treasurer's Annual Report:

Prior Year's starting balance for Checking Account and any savings accounts, on May 31, of the previous year.

Summary of income and expenses, categorized by activity, during the June 1 prior year thru May 31 of the current year. For example:

- Membership (Membership fees, directory printing & postage, new member packets & Brochures)
- Annual Juried Show (Entry Fees, prizes, Juror fees, reception costs)
- Artists Market (Entry Fees, concession expenses & income, brochures & forms)
- Holiday Party (Participant fees, catering, cleanup, invitations, refreshments)
- Newsletter (Printing, postage)
- Programs (Speaker's fees, refreshments & snacks)
- Administrative expenses (Liability Insurance, PO Box, Storage)
- Scholarships / Special Prizes

Current Year's ending balances, on May 31 of the current year, and total net income / net expenses / overall income or expenses for the prior 12 month period.

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Explanation of any unusual items, one-time only expenses or income.

Secretary's Annual Report:

Minutes from each of the Executive Committee meetings from June 1 of the previous year thru May 31 of the current year.

Members at Large Annual Report:

Members at Large should document any general membership issues or desires, and comment on the number of brochures consumed to help with planning for printing.

Newsletter Committee Annual Report:

Copies of the Newsletters published between June 1 of the previous year and May 31 of the current year.

Program Committee Annual Report:

Summary of the programs for the June 1 previous year to May 31 current year. If this information is contained in the newsletters, reference to the newsletter articles is sufficient.

Recommendations for programs for the coming year. This could also include a critique of programs that had noteworthy success or particularly poor reception during the prior year. This is an opportunity to give the Board of Directors some input about the type of programming that has been well received and vice versa.

Membership Annual Report – The Treasurer will report on membership statistics.

Members at Large will report on membership activity, membership brochure consumption, etc.

Membership statistics – membership count (individual & family) on May 31 previous year; membership count on May 31 current year. Count of renewals and new members.

Describe any changes to the membership brochures, if a reprinting was needed and how many copies were printed. This information helps plan printing expenses in future years.

Annual Juried Show Annual Report:

Summary of number of members who entered the show, number who were juried in, list of prizes / recipients, and information about the juror.

Short overview of what went well and what should be done differently the next year. Reference to the newsletter issue(s) which provided info about members who were involved in the annual show, their roles etc.

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Exhibitions Committee Annual Report:

List of locations and MAG members who help coordinate exhibitions for MAG members exhibiting work. List of members who exhibited during the June 1 previous year to May 31 current year.

Recommendations about increasing or decreasing exhibition locations and opportunities.

Artists Market Annual Report:

Financial summary of income (fees) and expenses (brochures, publicity etc) and list of individuals who set up booths. Since this has historically been a net income generator, the bottom line income (or expense) is important.

List of MAG members who participated in coordination and running the Artists Market.

Recommendations for changes or improvements to the Artists Market. If the DDA or other partnering organizations are planning to make changes in the upcoming year, a description of plans being considered and key contacts would be useful to include.

Holiday Party Annual Report:

Summary of count of members (& guests) participating, caterer, food menu, and location where the party was held.

Description of special entertainment, games or other activities and critique.

Recommendations for future holiday party.

Publicity Annual Report:

List of routinely used publicity mechanisms, newspaper ads, news stories, radio or TV ads, public service announcements, brochures or flyer distribution.

Recommendations for future publicity mechanisms, especially in cases where prior alternatives proved to be less effective than expected or more expensive than the exposure warranted.

Amendments:

5-13-2015 Removes free memberships and free entry fees to board members and committee chairpersons.