

LONE STAR ART GUILD CONSTITUTION AND BY-LAWS

ARTICLE I – NAME

The name of this club shall be Lone Star Art Guild (LSAG).

ARTICLE II – OBJECT

The object of this club shall be to advance the study of fine art in all its forms by mentoring artists and art leagues, and through competition-related critiques.

ARTICLE III - MEMBERSHIP

Section 3.01. Member Clubs: Any art club within a radius of two hundred (200) miles of Houston, Texas and whose members are interested in furthering the promotion of art is eligible for membership. All members of Member Clubs are automatically members of the Lone Star Art Guild.

Section 3.02. Member Club requirements: Each Lone Star Art Guild member club must host at least one and no more than two (2) Judged Open Show(s) each year. Member Clubs may co-host an open show on record as their Open Show in the Database. Member Clubs must assist with the Annual Convention and Art Exhibit as listed in the hosting schedule.

ARTICLE IV – DUES

Section 4.01. The annual dues for each Member Club shall be one dollar (\$1.00) per member with a minimum of fifteen dollars (\$15.00) per club. The LSAG does not recognize “family” groups, only individual artists; therefore Member Clubs must pay the LSAG dues of \$1.00 per individual artist.

Section 4.02. The Treasurer shall send a notice for Fall dues by October 15 each year to all Member Clubs. Dues shall be payable to Lone Star Art Guild by November 15.

Section 4.03. The Treasure shall send a notice for additional member dues by March 15 each year to all Member Clubs. This collection is only for any additional new members joining since the Fall dues. Additional member dues shall be payable to the Lone Star Art Guild by April 15 and as necessary 10 days after the final show of the season.

ARTICLE V – FISCAL YEAR

The Lone Star Art Guild fiscal year shall be from July 1 through June 30.

ARTICLE VI – MEETINGS

Section 6.01. Executive Board shall meet at least twice a year.

Section 6.02. Board of Directors shall meet at least twice a year.

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a. Fall Meeting – Discuss business of the guild and disseminate information about the LSAG Annual Convention. The Auditor’s written report shall be provided and recorded in the minutes. The President shall appoint a Chairperson for the Nominating Committee and elect two additional members from different clubs.

b. Spring Meeting – Discuss guild business and coordinate plans for the LSAG Annual Convention. The Nominating Committee shall present the slate of officers for the coming year. The President shall open the floor for additional Officer Nominations and then proceed with the election process. Vote on amendments to the Constitution and By-laws or Show/Annual Convention Exhibit Rules, if required.

c. Other meetings – Held as necessary or requested by the Member Clubs.

Section 6.03. Quorum:

a. There must be at least fifty per cent (50%) of the Executive Board members present to constitute a quorum.

b. There must be at least fifty per cent (50%) of Member Clubs represented at a Board of Directors meeting to constitute a quorum.

ARTICLE VII ANNUAL CONVENTION

Section 7.01. The LSAG Annual Convention shall be held during May or nearest available date. The LSAG Convention shall include a Juried Art Exhibit, Convention Activities (i.e. Art Program, demonstration, workshop, etc.) and a Board of Directors meeting with the installation of the Executive Board.

Section 7.02. Each LSAG member club must participate in the planning and organizing of the Annual Convention and Art Exhibit based on the member club hosting group schedule. The member clubs are placed in “hosting” groups with the Annual Convention and Art Exhibit duties rotating every few years between these host groups. The hosting groups and rotation schedule will be published online in the LSAG handbook. The Executive Board may make changes to the hosting rotation as necessary.

Section 7.03. The Convention Steering Committee will determine Annual Convention fees. A Convention registration fee (includes attending the convention activities, luncheon and entering the Juried Art Exhibit) will be charged to each person attending the Annual Convention. An exhibition fee will be charged for each artwork an Artist submits. Artist not attending convention but entering art work will be charged an Art Show registration fee and an exhibition fee will be charged for each artwork an Artist submits.

Section 7.04. If a host member club is unable to fulfill their convention duties due to unforeseen circumstances, that member club must notify the LSAG President, First Vice President and Second Vice President prior to the Fall Meeting or as soon as possible to allow the Convention Steering Committee to find suitable substitutes for those duties. Host clubs that are unable to fulfill their convention responsibilities will not be eligible to participate in the convention that year.

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ARTICLE VIII – SHOW/CONVENTION JURIED ART EXHIBIT

Section 8.01. Show/Convention Juried Art Exhibit rules are contained in Appendix 1 of this document. Shows must be judged and conducted under the LSAG Show/Convention Juried Art Exhibit Rules to be eligible for the Convention Juried Art Exhibit.

Section 8.02. Reporting winners. LSAG Shows shall be shows reporting winners to the LSAG Database for that year. Each member club must report the winners from their show within ten (10) days after each club show, in addition each LSAG Show must be held and their winners recorded by the published show cutoff date for that year's LSAG Annual Convention.

Section 8.03. Open Show - Each LSAG member club must host at least one and no more than two Open Shows during the current competition year. Open Shows must be open to all LSAG members.

Section 8.04. Art work that has won a First place ribbon or Any Judged Best of Award in a LSAG Show during the year may not be entered in any other LSAG Show.

Section 8.05. Convention Juried Art Exhibit:

a. Eligibility - Within the current competition year, Convention Art Exhibit entries are juried by winning Any Judged Best of Award, First, Second, Third or First Honorable Mention ribbons at their Home Show or any LSAG Judged Open Show. An artwork can be entered in the Convention Juried Art Exhibit one time only.

b. Best of Ribbons – The following “Best of” Ribbons Awards will be made a single time honoring the best artwork from the Juried Art Exhibit:

1. BEST OF SHOW - Adult

2. BEST FLORAL—DOROTHY HARGRAVES MEMORIAL RIBBON

3. BEST OF SHOW – School Student

4. Two additional “Best Of” awards may be decided by the current year Convention

Steering Committee for the next years' Annual Convention. The additional “Best Of” awards will be announced at the current year Annual Convention and be posted on the Website.

c. Place Ribbons - The following Ribbon Awards will be made in each Artist Division and Art Category as appropriate.

1. FIRST PLACE

2. SECOND PLACE

3. THIRD PLACE

4. FIRST HONORABLE MENTION

5. HONORABLE MENTION AS AWARDED BY THE JUDGE(S)

d. A SINGLE WORK OF ART MAY RECEIVE NO MORE THAN TWO AWARDS.

ARTICLE IX – EXECUTIVE BOARD

Section 9.01. The Executive Board shall consist of President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Secretary, Treasurer, Historian and immediate Past-President.

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Section 9.02. The Executive Board shall have the authority to sign contracts, carry out decisions authorized by the Board of Directors, or the Convention Steering Committee and make decisions requiring immediate action.

Section 9.03. At least four Member Clubs must be represented on the Executive Board. Only two votes are allowed each Member Club represented on the Executive Board.

Section 9.04. In the event the immediate Past-President holds an elected office; he/she will have one vote only.

Section 9.05. The Executive Board will be installed at the Annual Convention and take office July 1 or one month after the Annual Convention whichever is later. All officers, appointed positions and committees will continue with their responsibilities until July 1 or one month after the Annual Convention whichever is later.

Section 9.06. The President shall notify Executive Board Members of issues to be discussed, and voted on.

ARTICLE X- OFFICERS AND DUTIES

Section 10.01. PRESIDENT – Shall:

- a. Preside over all meetings and preserve order, serve as Chairperson of the Executive Board, Board of Directors and the Convention Steering Committee.
- b. Call the meeting to order with a prayer.
- c. Put to vote all motions that have been officially presented and announce the results of the vote.
- d. Plan for the best interest of the Guild.
- e. Serve as Chairperson for the Convention Steering Sub-Committee for registration.
- f. Appoint the Historian.
- g. Appoint Committee Chairperson to work during the term of office.
- h. Appoint an Auditor to examine the books of the Treasurer within one month after the Annual Convention.
- i. Other duties applicable to the office.
- j. Maintain a written record of duties and responsibilities completed as “pass along book” for the future President.

Section 10.02. FIRST VICE-PRESIDENT – Shall:

- a. Serve on the Executive Board and the Convention Steering Committee.
- b. Serve as Chairperson with Convention Steering Sub-Committees for Program, Banquet and Door Prizes.
- c. Serve as the Parliamentarian.
- d. Assist the President as required and preside over meetings when the President is not available.
- e. Other duties applicable to the office.
- f. Maintain a written record of duties and responsibilities completed as “pass along book” for the future First Vice-President.

Section 10.03. SECOND VICE-PRESIDENT – Shall:

- a. Serve on the Executive Board and the Convention Steering Committee.

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- b. Serve as Chairperson with Convention Steering Sub-Committees for Exhibits, Judging, Art Panels and Art Sales.
- c. Manage Show Data Base.
- d. Provide Historian a list of winners from the LSAG Juried Art Exhibit.
- e. Assist the President as required.
- f. Other duties applicable to the office.
- g. Maintain a written record of duties and responsibilities completed as “pass along book” for the future Second Vice-President.

Section 10.04. THIRD VICE-PRESIDENT – Shall:

- a. Serve on the Executive Board and the Convention Steering Committee.
- b. Recruit new Member Clubs, and ensure new Member Clubs have information about the LSAG website and the online LSAG Handbook.
- c. Introduce new Member Clubs at the Convention and the Board of Directors meetings.
- d. Serve as Chairperson with Convention Steering Sub-Committees for Convention Activities (i.e. workshop, demo artists).
- e. Other duties applicable to the office.
- f. Maintain a written record of duties and responsibilities completed as “pass along book” for the future Third Vice-President.

Section 10.05. SECRETARY – Shall:

- a. Serve on the Executive Board and Convention Steering Committee.
- b. Send meeting notices to all LSAG Member Clubs at least three weeks prior to meetings.
- c. Record the minutes of all proceedings (Executive Board meetings, Board of Directors meetings, and Convention Steering Committee and Special Called meetings) and read minutes at each meeting. The Minutes of Spring meeting shall include the slate of officers presented and elected.
- d. Email a copy of all minutes to the Web Master, each Member Club President, and each Executive Board member and as appropriate, committee chairpersons.
- e. Call roll at meetings to determine quorum and voting members.
- f. Maintain a list of Member club delegates and forward information to the Web Master for posting on the Website.
- g. Maintain written copy and separate computer file as the “Book of Minutes”. The Book of Minutes shall be turned over to the incoming Executive Board after the Annual Convention minutes are prepared.
- h. Other duties applicable to the office.
- i. Maintain a written record of duties and responsibilities completed as “pass along book” for the future Secretary.

Section 10.06. TREASURER – Shall:

- a. Serve on the Executive Board and the Convention Steering Committee.
- b. Send notices to all Member Clubs for fall dues by October 15 each year and for additional member dues by March 15 each year.
- c. Receive, collect and pay all Guild money, subject to the vote of the Executive Board or Board of Directors.
- d. Render at each meeting a signed itemized statement of all money received and disbursed.
- e. Prepare an end-of-year Financial Statement and email the statement to Executive Board Members and each Member Club President.
- f. Maintain all financial records and prepare financial records for the annual audit within one month after the Annual Convention or June 30 whichever is later.

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- g. When authorized by the Convention Steering Committee, provide funds for Annual Convention facility, other deposits required and related expenses.
- h. Other duties applicable to the office.
- i. Maintain a written record of duties and responsibilities completed as “pass along book” for the future Treasure.

ARTICLE XI – BOARD OF DIRECTORS – The Board of Directors shall consist of:

- a. The elected Officers of the Guild; President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Secretary, and Treasurer.
- b. Chairperson of the Standing Committees.
- c. Three Delegate representatives from each Member Club.
- d. Historian.
- e. Immediate Past President.

ARTICLE XII – ELECTIONS

Section 12.01. The elected Officers of the Guild are President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Secretary, and Treasurer.

Section 12.02. Officers shall be elected to serve a one year term and may serve terms in succession.

Section 12.03. At the Fall Meeting, the President shall appoint a Chairperson for the Nominating Committee and two members from different clubs shall be elected from the floor to serve on the Nominating Committee.

Section 12.04. The Chairperson for the Nominating Committee shall present the new slate of officers at the Spring Meeting at which time the election shall be held. Nominations may be made from the floor. If there is but one nominee for an office, election shall be by voice.

Section 12.05. The Executive Board shall fill vacancies occurring after installation of officers. Prior to installation, the Nominating Committee shall fill vacancies.

ARTICLE XIII - VOTING

Section 13.01. Votes may be cast in person or by written proxy or absentee ballots or electronic method (i.e.; email, etc.). All voting methods count toward the establishment of a quorum.

Section 13.02. At Executive Board and Board of Directors meetings, all members present shall vote individually. A simple majority shall carry of the members present, except changes to Bylaws and Show/Convention Juried Exhibit Rules which requires a two-thirds vote.

Section 13.03. Voting Power at Executive Board meetings shall rest with each member except no more than two votes per Member Club.

Section 13.04. Voting power at Board of Directors meetings shall rest with three designated delegates from each Member Club. If the designated delegates from Member Clubs are unable to attend they must notify the LSAG President and Secretary of their Alternate Delegate or provide a written proxy, or absentee ballot or electronic method.

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ARTICLE XIV – PAST PRESIDENTS

Section 14.01. The immediate Past-President shall serve on the Executive Board and the Board of Directors.

Section 14.02. Past-Presidents shall be listed in the LSAG Website in the order of service.

ARTICLE XV – STANDING COMMITTEES

Section 15.01. Convention Steering Committee:

- a. Consist of the Executive Board and the Host Member Clubs.
- b. The LSAG President is the Committee Chairperson.
- c. Shall make decisions on matters and authorize funds for the Annual Convention
- d. Host Member Club Sub-committees:

1. Registration – Prepares registration packets after online registration closes, greet convention participants, handout packets, take in art and assist with the art tags, and assist the President.

2. Show – Arrange for pickup, set up, and tear down of art panels, hanging art in the Convention Juried Art Exhibit, research and help arrange judges, assist judge as needed, record judges results, place ribbons on art, and assist 2nd Vice President.

3. Luncheon/Banquet – Research and help arrange catering options (if outside the venue), prepares table centerpieces, assist in table set up, guest seating arrangements for the luncheon, and assist 1st Vice President.

4. Convention Activities – Researches and help arrange guest demonstrators and art activities, provides support to demo artists, acquires travel/tourist information to promote local activities near the Annual Convention and assist 3rd Vice President.

Section 15.02. Historian

a. Appointed by the President.

b. Responsible for compiling a Scrapbook with a record of pictures and articles of noteworthy events pertaining to the Guild for that year. The yearly Scrapbook shall include documenting the Annual Convention, photos of the winners of the Convention Art Exhibit and a selection of photos from Member Clubs.

Section 15.03. Nominating – Chairperson, appoint by the President and two elected members from different clubs must develop and present a slate of officers at the Spring meeting. In addition to developing the slate of officers, at least forty (40) days prior to the Spring meeting the chairperson of the nominating committee will contact all Member Club presidents and solicit any additional nominations for any of the Officer positions.

Section 15.04. Webmaster - Ensures information is current pertaining to Constitution and By-laws and LSAG Show/Annual Juried Exhibit Rules, clubs officers, show dates and meeting dates of all member clubs.

Section 15.05. Other committees as appointed by the President.

ARTICLE XVI PARLIAMENTARIAN –

Section 16.01. The First Vice President shall serve as the Parliamentarian.

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Section 16.02. Shall see that activities and meeting are conducted according to LSAG Constitution and Bylaws.

Section 16.03. The latest edition of Robert's Rules of Order newly revised is the parliamentary authority.

ARTICLE XVII – AMENDMENTS -

Section 17.01. The Constitution and By-laws or Show and Convention Juried Exhibit Rules may be amended at Spring meeting by two-thirds vote of the Member Clubs present or by proxy or absentee ballot or electronic method, provided a forty (40) day notice has been given to all Member Club Presidents prior to the Spring meeting.

Section 17.02. PROCEDURES FOR SUBMITTING AMENDMENTS

a. Any league member proposing changes should thoroughly study, recognize and understand the existing problem or omission. The same criteria should be applied to any proposed solution. Member artists must submit a written formal proposal to their Member Club President.

b. The Member Club President will submit the proposal to their club for consideration. If the Member Club votes to endorse the written proposal it is forwarded to the LSAG President along with any appropriate supporting material.

c. The LSAG President will forward the proposal to the Executive Board to study the proposal and make any appropriate revisions. If necessary, the LSAG President may appoint a committee to study the proposal prior being sent to the Executive board. If the Executive Board supports the proposal with or without revisions, the LSAG President will forward the proposal to all Member Club Presidents at least forty (40) days prior to the Spring meeting.

d. The proposed amendments will be voted on by the Member Clubs present at the Spring meeting in person, by proxy or absentee ballot or electric method.

Section 17.03. If adopted, any Changes to the Constitution and By-laws or Show and Convention Juried Exhibit Rules will become effective with the start of the next fiscal year, July 1 or after the Annual Convention, whichever is later and will be updated in the LSAG handbook on the Website.

Section 17.04. Revision dates; Revised April 13, 1963; October 6, 1963; October 1965; March 9, 1967; May 1, 1970; May 14, 1977; May 1987; May 1991; May 6, 1995; May 17, 1997; March 20, 1999; May 20, 2000, May 12, 2001; May 18, 2002; May 17, 2003; May 22, 2004; May 2006; May 2008; May 2010; May 2011; June 30, 2012; July 1, 2017;

ARTICLE XVIII– DISSOLUTION

In the event that the Lone Star Art Guild shall disband, the net amount of funds on hand in the Treasury at that time shall be pro-rated according to size of membership of each current Member Club.