

Capital City Scribes Bylaws

Article I – Name

This organization shall be known as Capital City Scribes, a calligraphy guild, hereinafter referred to as the guild.

Article II – Purpose

Capital City Scribes is a non-profit organization formed for the exclusive purposes of sharing in the appreciation of and the education in the art of calligraphy and of fostering both community and personal growth through the art of beautiful writing; within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954.

Article III – Membership

- 3.1 Members are persons who believe in the purposes of the guild and demonstrate that belief by paying annual dues.
- 3.2 Each guild member shall be entitled to one vote at the business meetings of this organization.
- 3.3 The dues for membership in the organization are due and payable annually. This clause shall be retroactive to September 1, 1985.
- 3.4 Membership is nontransferable and non-assignable.
- 3.5 Membership may be terminated upon the failure of a member to pay the annual dues by the end of the month of renewal.
- 3.6 Honorary life memberships will be given by the guild to persons who have made an outstanding contribution to the calligraphic arts. They are so designated by a simple majority of the Executive Board. They pay no dues and are not voting members.
- 3.7 A charter member is a member who joined the guild before June 1, 1983.

Article IV – Executive Board

- 4.1 The Executive Board, as a whole, is responsible for developing and carrying out policies and programs of the Capital City Scribes, based on its purposes and in conformance with the desires of the members.
- 4.2 The Executive Board shall be composed of as many as seven officers: Presidents, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Historian.
- 4.3 The officers shall be elected annually by the general membership at the May meeting.
- 4.4 Terms shall be for one year, beginning in September. No person shall serve more than two one-year terms consecutively in the same office.

- 4.5 A Nominating Committee shall be appointed by the President, with the approval of the Executive Board, at the March meeting. The Nominating Committee shall consist of one officer selected by the Executive Board and two members-at-large. It shall be the duty of this committee to secure qualified members of the guild for the required officers and to report one name for each office, first in the newsletter prior to the May meeting and again at the May meeting. At that meeting, nominations will be taken from the floor.
- 4.6 Voting shall be by written ballot, counted by two tellers appointed by the President. Election shall be by majority vote of members present.
- 4.7 Should an office become vacant, except that of President, the President, with the consent of the remaining officers, will appoint a guild member to fill that vacancy.

Article V – Duties of Officers

- 5.1 The President shall:
 - a. Preside at all meetings of the guild and of the Executive Board;
 - b. Be an ex officio member of all committees except the Nominating Committee;
 - c. Be the representative of the Capital City Scribes in all official communications and,
 - d. Meet frequently with the Executive Board on guild business.
- 5.2 The First Vice-President shall assume all duties of the President in case of the President's absence and be a voting member of the Executive Board and share in the board responsibilities of looking after the committees.
- 5.3 The Second-Vice president shall be a voting member of the Executive Board and share in the board responsibilities of looking after the committees.
- 5.4 The Recording Secretary shall record minutes at general meetings, record minutes at Executive Board meetings and Council meetings, and be a voting member of the Executive Board and share in the board responsibilities of looking after the committees.
- 5.5 The Corresponding Secretary shall be responsible for all guild correspondence, be a voting member of the Executive Board and share in the board responsibilities of looking after the committees.
- 5.6 The Treasurer shall be custodian of all guild funds, making disbursements from the funds as directed by the Executive Board; keep record of accounts and funds, giving a report thereof to the guild at each meeting; submit financial records for the annual audit in January after the records are closed for the year; be a voting member of the Executive Board; and share in the board responsibilities of looking after the committees.
- 5.7 The Historian shall maintain a diary and/or calendar of events, as they occur, involving the guild as an organization as well as individual members (i.e. exhibits, interviews, workshops, seminars, etc.); maintain a scrapbook containing pictorial references to events, activities, invitations, newspaper articles, and other materials published or received by the guild or related to the guild; be a voting member of

the Executive Board; and share in the board responsibilities of looking after the committees.

Article VI – Committees

- 6.1 Standing committees shall be:
- a. Program: Responsible for providing appropriate programs for all general meetings.
 - b. Membership: Responsible for upkeep of membership roster and for issuing statements of renewal notices.
 - c. Hospitality: Responsible for setting up a welcome table and arranging for refreshments at guild functions and for greeting guests.
 - d. Publicity: Responsible for public notices to promote guild activities.
 - e. Workshop: Coordinates and arranges for workshops sponsored by the guild.
 - f. Library: Responsible for collecting and organizing newsletters, books and other publications into a reference file for the purpose of loaning them to the membership.
 - g. Exhibit: Responsible for a yearly showing of calligraphic art generated by the guild.
 - h. Resource: Responsible for group orders or supplies for guild members.
 - i. Project: Responsible for various fund-raising activities.
 - j. Newsletter: Responsible for editing and putting newsletters together and mailing them to active members.
 - k. Website: Responsible for maintenance, update, and upkeep as needed on the guild website.
- 6.2 All committee chairpersons shall be appointed by the newly elected officers.
- 6.3 Special committees may be authorized and appointed at the discretion of a majority of the members of the Executive Board.

Article VII – Meetings

- 7.1 A general meeting will be held monthly. The September meeting will include reading of the annual reports and the installation of new officers.
- 7.2 The Executive Board will meet monthly in preparation for the general meetings. A quorum will consist of four persons.
- 7.3 Council meetings will consist of the Executive Board and all committee chairpersons and will meet at the discretion of the Executive Board. A quorum will consist of a simple majority of the total number of Council members.
- 7.4 Special general meetings may be called by the Executive Board upon written notice that includes the specific purpose of the meeting.

Article VIII – Finances

- 8.1 The Treasurer shall be responsible for maintaining adequate books of the financial records.

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- 8.2 All expenditures must first be approved by the Executive Board before funds may be disbursed.
- 8.3 Bills must be submitted in writing before the funds are drawn upon.
- 8.4 Fiscal year for Capital City Scribes shall be September 1st thru August 31 of each year.

Article IX – Amendment Procedures

The articles of organization may be changed or amended at any general meeting or special meeting of the guild by two-thirds of the members present, providing that notice of a proposed change has been mailed to all members at least one week prior to such meeting and that the substance and contents of the proposed change or amendment shall have been described.

Article X – Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the guild in all cases to which they are applicable and in which they are not inconsistent with these articles of organization or any special rules of order the guild may adopt.

Article XI – Final Disposition

Upon the dissolution of the guild or the winding up of its affairs, the Executive Board, after paying or making provision for the payment of all the liabilities of the guild, shall distribute all remaining assets of the guild to one or more organizations organized and operated exclusively for charitable, literary or educational purposes.