

Pen Artisan Guild
By-Laws
September 22, 2017

Article I. NAME

The name of this organization shall be Pen Artisan Guild, hereafter known as PAG.

Article II. OBJECT

PAG shall be organized and operated exclusively for promoting the art of pen making within the Section 501(c)(3) of the Internal Revenue Code of 1954. All activities of PAG shall be educational and shall be for the promotion of the art of pen making and the advancement of educating the artisans who create pens. PAG is not organized for profit and no part of its earnings shall inure to the benefit of any individual or entity. The specific objectives of this permanent organization shall be:

1. To encourage excellence in the custom pen making art.
2. To further the artisans knowledge and skill in the art of custom pen making.
3. To promote artisan pens to the public.

Article III. MEMBERSHIP

Section 1. Membership shall consist of two classes: **Full** and **Associate**.

Section 2. **Full Members** are persons engaged in creating PAG qualified writing instruments. Applications will be accepted in conjunction with pen shows and PAG contests. The applicant must submit a qualified pen to be physically viewed by no less than three members of the advisory board. Applicant will be required to pay for all shipping costs.

An Associate Member may apply for **Full Membership** within their first year and must apply before their second year as Associate is complete. The Associate would be given Full Member benefits beginning the next January 1.

The **Full Member** will have all benefits of Associate Member plus permission to use the PAG logo in accordance with stated rules. Full Member will also be promoted on the PAG website and have voting privileges.

The **Full Member** has agreed to be prompt in their financial responsibilities to the organization and abide by the PAG code of conduct.

The **Full Member** must show within each quarter of each calendar year a minimum of one new pen of Guild qualification. Meaning, a total of four pens within each calendar year. The member must present these pens on the PAG Facebook page for all other members to see, and include an explanation of what they have done and how they have improved and are progressing in their craft. Pens may be shown early within the year but not late for a given quarter. Failure to comply with quarterly quota will result in the removal of that member from the Guild.

Section 3. **Associate Members** are persons seeking to attain Full Membership. The Associate Membership application must include pictures of pens made by applicant. Associate Member applications are accepted during the fourth and first quarter for membership from January 1 - December 31.

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Associate Membership must be maintained for one fiscal year before application to Full Membership. Associate members may apply for full membership during their first year as associate and must apply in their second year. Only one extension will be considered.

The **Associate Member** will have full access to all information on the PAG website and be included on the PAG Facebook page. They will not be permitted to use the PAG logo. The Associate will not be promoted on the PAG website. The Associate Member has no voting privileges.

Section 4. PAG does not discriminate based on age, race, religious affiliation, gender, ethnicity or sexual orientation.

Article IV. FISCAL YEAR

The fiscal year of PAG shall be from January 1 through December 31.

Article V. DUES

Full Membership dues are \$100 per fiscal year.

Associate Member dues are \$50 per fiscal year.

Dues shall be determined by the governing Board. Dues are payable upon receipt of the official dues notice. Dues are considered delinquent if not paid by January 31.

Article VI. OFFICERS

Section 1. The officers of PAG shall be of two classes: elective and appointive. The elective officers are President, Vice-President and three Directors. The appointive are Secretary/Treasurer, and an undetermined number of Advisors. The President shall appoint with Director's approval.

Section 2. **The President** shall have general supervision of the affairs of PAG including the authorization of bills up to \$100. The President will serve a two year term. No term limit. Election for office of president to be held in odd years.

Section 3. **The Vice-President** shall act as the assistant to the president and shall, in the absence of the president, be the presiding officer at council and membership meetings. In the event of a vacancy in the office of president, the vice-president shall succeed to the office for the unexpired term. The vice-president will serve a two year term. No term limit. Election for vice-president to be held in even years.

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Section 4. **The Directors** shall assist the President in decision making and directing the PAG organization. There shall be three Directors, each serves a two year term. One director being elected in even years and two Directors being elected in odd years. No term limit. The President can call for an election should a Directors position be vacated prematurely.

Section 5. **The Secretary/Treasurer** shall be appointed by and serve at the discretion of the President. The Secretary/Treasurer shall record the minutes of meetings. They shall receive, collect, hold and disburse monies for PAG according to the approved budget and directives of the Board. They shall keep a detailed account of all monies received and expended and shall present a financial report to the Board quarterly and to the General Membership bi-annually.

Section 6. **The Advisory Committee** shall be appointed by and serve at the discretion of the President. They must be Full Members in good standing.

Article VII. NOMINATION AND ELECTION OF OFFICERS

Nomination for officers will be open December 1 with voting taking place during the last week of December beginning in 2018. Each elected officer shall serve a two year term. Two Directors and the President being elected on odd years and one Director and the Vice-President on even years. The elected will assume their duties of office January 1.

Article VIII. MEETINGS

Section 1. Meetings will take place via social media as a general rule and at the discretion of the governing Board.

Section 2. Members present at a general or called meeting either via social media or in person shall constitute a quorum.

Section 3. Motions may be passed by a majority vote unless otherwise stated.

Article IX. PEN QUALIFICATIONS

A PAG qualified pen consists of entirely hand made components made using manual machine tools. The only exceptions being the nib and the filler system. If a PAG member chooses to use other pre-manufactured parts the following rules apply:

1. The existence of pre-manufactured parts must be cited in all media.
2. No PAG logo or mention of PAG membership is to be used on any media where these non PAG qualified pens are advertised.
3. Images of non PAG qualified pens on a member's website, social media or in print must not have any mention of PAG or use the PAG logo. PAG logo may be used on a separate website page with images of PAG qualified pens.
4. Member's displays at trade shows or other venues must have a clear delineation between PAG qualified pens and pens with pre-manufactured parts. Both visual and physical delineation if the PAG logo is present on their table.

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Collaborations: A member collaborating with another artisan is acceptable as long as the contribution follows PAG guidelines and is properly cited. Collaborations can include but are not limited to engraving, scrimshaw, lacquer work, hand painting and other art forms.

Article X. CODE OF CONDUCT

Full and Associate members are expected to:

1. Follow Article IX in their pen making.
2. Exemplify the core values of the guild in all behaviors and activities.
3. Use their experience and talents to further the good of the guild.
4. Conduct all pen making affairs ethically, encouraging and fostering high ethical standards as an example to others.
5. Be fair in all dealings with others and treat them with respect.
6. Promote recognition and respect for the guild and its members.
7. Offer their talents to provide opportunities for other members.
8. Honor the trust that PAG and fellow members provide and never bring disfavor to the group.
9. Not seek a privilege or advantage not normally accorded to others in guild relationships.

Article XI. CAUSE FOR TERMINATION

Any Full or Associate member found in violation of Article X will have their membership terminated and their dues will be forfeited.

Article XII. AMENDMENTS AND REVISIONS

By-laws amendments and revisions that have been formally requested by a member in good standing to the President and discussed by the general membership shall be adopted by a two-thirds majority vote of members present at advertised meeting (social or in person). Proposed amendments and revisions to the By-Laws must be made available to all members prior to the meeting at which a vote will be taken.

Article XIII. DISSOLUTION

In the event of the dissolution of PAG for any reason, any funds or other assets of PAG remaining after settlement of the liabilities of PAG shall be disbursed to all members in good standing at 1/2 share to Associate Members and 1 share to Full Members.

By-laws amended December 2018.

By-laws amended December 2019.