

Ann Arbor Storytellers' Guild

By-Laws adopted on April 4, 2018, Updated January 3, 2019

[With updates after 1/3/19](#)

I. Organization

- Name Ann Arbor Storytellers' Guild (AASG)
- Place of Business Ann Arbor, Michigan and surrounding areas
- Purpose of Business To promote, perpetuate, and celebrate the art of storytelling

II. Members

- Upon payment of dues, anyone may become a member who is age 16 or over and who wishes to tell, learn to tell and/or listen to stories and who supports the mission and goals of the Guild.
- Annual memberships run from September through August. Renewals are paid annually in September. Dues are \$20 for individuals; \$30 for all family members age 16 and over from the same household, and may be changed by the Advisory Board, based on the need of AASG. Members receive a renewal notice via e-mail from the Treasurer prior to the September monthly meeting each year. At the discretion of the Treasurer, in consultation with the President, dues may be waived or reduced for one year in cases of financial hardship.
- Membership dues paid for the first time after April 15 are valid through August of the following calendar year.
- Members who have not renewed after a second reminder via e-mail from the Treasurer will be dropped from membership on November 30 of each year.
- Reinstatement of membership will be effective immediately upon receipt of the current year's dues.
- The Board may, at its sole discretion, remove any member or refuse membership to any applicant.
- Honorary membership can be conferred by unanimous vote of the Board, to any member based on significant personal contributions to the AASG. Reasons for this designation should be stated at the time it is conferred.
- Honorary membership incurs no dues and remains on membership list permanently, except in the case of the honorary member's death or stated wish to be dropped from the list.
- One-time payment of \$300 confers lifetime membership.

III. Advisory Board

General Powers and Responsibilities:

- Establish and modify AASG policies and procedures.
- Approve events proposed for AASG sponsorship or support.
- Provide ongoing general oversight and evaluation for all Guild activities
- There will be 6 Board members, including all 4 Guild officers and 2 At-Large members.

- Tenure on the Board will be 2 years, renewable, for Board members and officers.
- The AASG Advisory Board consists of 6 members with staggered terms, so each year 3 Board members will be selected. On even years, the President, Treasurer, and one of the At-Large Board members will be selected. On odd years, the Vice President, Secretary, and second At-Large Board member will be selected.
- Each year, all Guild members can bring nominations for 3 Board positions, which may include new members and re-election of outgoing Board members who wish to continue serving on the Board.
- Self-nominations are allowed, and encouraged in order to support Guild member participation.
- Once nominations close, all members will vote and the top 3 vote-getters will be installed or renewed on the Board.
- The Board will then implement a selection process for officers.
- A Board member may be removed by unanimous vote of the other members of the Board. Reasons for removal may include, but are not limited to: a pattern of non-attendance at Board meetings, repeated significant violation of by-laws or policies and guidelines, or ongoing inability to carry out Board duties.
- In case of a vacancy on the AASG Board a new member will be appointed by the Board to serve for the remainder of the previous member's term.
- The AASG Board will meet at least quarterly, more often as needed.
- The quorum for a meeting to convene will be 4 members, any combination of elected officers or at-large appointees.
- Anything which could be done at a Board meeting can be done by email or by conference call.

Officers and Responsibilities:

PRESIDENT

- Set agenda for monthly membership meeting in consultation with membership; delegate responsibility for finding meeting spaces, preparing agendas and chairing meetings.
- Set agenda for and convene Board meetings.
- Work with VP to assure all events/meetings are coordinated.
- Appoint volunteer chairs/coordinators for official AASG events, and provide general oversight for events, including developing new events and evaluating existing ones.
- Serve as chief contact person for the AASG.
- Maintain communication with other officers.
- Call special Board meetings if necessary.

VICE PRESIDENT

- In the absence of the president, announce and set agenda for monthly meetings; delegate chair responsibility as necessary.
- Consult with and assist Secretary in handling necessary AASG correspondence, including follow-up with guests and visitors.
- Work closely with President in carrying out his/her responsibilities.

- Acts as Board contact for committees and special functions.
- [Books rooms for all meetings and events, or designates this task for specific events as necessary](#)

SECRETARY

- Take minutes at monthly AASG meetings and distribute to membership in timely fashion.
- Take minutes at Board meetings and distribute to Board, or delegate task if unable to attend.
- Collect contact information and follow up with visitors and guests who attend Guild meetings.
- Handle necessary AASG correspondence in consultation with Vice President and/or Board.
- Maintain membership list.
- Delegate responsibility for note taking and minutes in Secretary's absence.
- Exercise general oversight of meeting schedules to facilitate coordination between those schedules.

TREASURER

- Maintain Guild financial account(s) and serve as principal liaison with bank(s).
- Collect dues and proceeds from AASG events.
- Keep detailed records of revenues and expenditures.
- Report to membership on a regular basis.
- Prepare budget as necessary and directed by Board.
- Coordinate with Secretary on membership.

IV. Contracts and Agreements with others

- The treasurer and one other Board member shall be approved as check signers. The treasurer shall appoint the second signer with the approval of the Board.
- Board can authorize officers to enter into agreements. (ex. Crazy Wisdom, Ann Arbor Artisans' Market)
- AASG can apply for grants and/or contributions
- Board may by affirmative action provide grants to individuals or organizations

V. Insurance

- AASG may purchase insurance for Board members.

VI. Committees

- Standing committees will assume oversight of ongoing activities and events.
- Ad Hoc committees will be formed and dissolved as needed.

VII. By Laws

- By Laws may be amended at any time by a majority vote of the Advisory Board.

VIII. Dissolution

- Upon dissolution of AASG, the Advisory Board shall, after paying or making provisions for the payment of all of the liabilities of AASG, dispose of all of the remaining assets of AASG, to entities or organizations that are focused primarily on charitable or educational endeavors.