

Group Name: Saugeen Artists Guild

Document Number / Version Number 14: May 2024, October 2018, May 2019, October 2019, January 2021, September 2021, June 2022,



**SAUGEEN ARTISTS
GUILD**

**By-Laws,
Policies and Procedures
of the
Saugeen Artists Guild**

Version Number 14: May 2024

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Saugeen Artists Guild Principles and Bylaws

Bylaws INTRODUCTION: The Saugeen Artists Guild was incorporated on February 5, 2018, under the Co-operative Corporations Act, Ontario Corporation Number 1981919 as a Guild, without Share Capital.

Bylaw 1: The Saugeen Artists Guild is a non-profit corporation with its head office located in Hanover, County of Grey. All policies and activities are based on the letters of incorporation and the associated by-laws and are monitored by an elected Board of Directors. The elected Board of Directors is responsible to the members for the proper conduct of all business. They are responsible for all financial transactions and signing of all official documents. All expenditure of money for the group must have prior approval. The directors shall serve without remuneration and shall not receive, directly or indirectly, any profit from their positions.

Bylaw 2: The corporation shall be carried on without the purpose of gain for its members, and any profits or other accretions to the corporation shall be used in promoting its objects.

Bylaw 3: Record Keeping Requirements: As a not-for-profit corporation, among other things, the guild will meet record keeping obligations such as: proper books of account and accounting records, minutes of meetings of members and directors. An auditor and accountant will be appointed by the Executive.

Bylaw 4: The fiscal year is from January 1st to December 31st.

Bylaw 5: Dissolution: Upon dissolution and after the payment of all debts and liabilities, the Guild's remaining property shall be distributed or disposed of to charitable organizations carrying on their activities solely with Canada.

Our Vision:

To establish an inclusive environment in the Saugeen Watershed community where people of all diversities can experience and value the arts.

Our Mission:

The establishment and operation of the Saugeen Artists Guild for the purpose of:

- *Inspiring, empowering and promoting established and emerging artists
- *Increasing awareness, appreciation, involvement and support of the visual arts
- *Offering mentorship and education

Values:

Artistic expression, Creativity, Individuality, Respect, Inspiration, Integrity, Collaboration, Mentoring

1. Membership (Maximum of 35 members)

After the membership passes 35 in number, all qualified, screened, and acceptable artists will be informed their name will be included on a waiting list until an opening becomes available in their medium.

Prospective Members are welcome to attend ONE meeting before sending the application. Prospective members will be given an Information sheet

(Refer to Appendix 3) and an application. (Refer to Appendix 2) The prospective member will be asked to provide 3 samples of work for acceptance in their category and will be evaluated by the Screening Committee. Submissions can be originals, photos, or digital images. The form and samples can be submitted at a meeting or emailed to the appropriate email address as on the membership form. Once an opening occurs in the medium, the applicant will be invited to join. If a past member, who left in good standing, wishes to return they are encouraged to reapply. The Membership Committee will welcome the new member and review the policies of the Saugeen Artists Guild and give them Appendix 1 to complete.

All members are expected to take normal precautions to protect all the work on display, but the Saugeen Artists Guild does not accept liability for the work of any member that is damaged or stolen. Artists are responsible for insuring their own work. In the event of loss, damage, theft, regardless of the location, whether in the store/show, in transit, or elsewhere, the guild accepts no responsibility.

Renewal of membership depends upon attendance of a minimum of four meetings with active participation in the organization or the operation of any Guild function or event. When a member is inactive or does not volunteer, the Guild Executive may forward a letter asking for an explanation of a year's absence or documentation of participation or volunteer time for the guild. The Guild Executive may ask the artist member not to renew the following year. The Guild is run by volunteers and therefore each member will agree to complete their share of volunteer work either in the committees or special events. See Appendix 5

Each member must always serve on at least one primary committee. (Refer to #7. Roles & Responsibilities). At any point when a committee has reached its maximum for volunteers, then the executive will ask the member to volunteer on another. One committee must be a primary committee.

Each Committee should then appoint a chair for that Committee. When appropriate, the chair shall provide a report at the monthly meetings.

Primary Committees

- Executive Committee/Board of Directors
- Show and Store Committee (with possible sub-committees within the committee)
- Plein Air Committee
- Publicity Committee (Web, Advertising, Social Media, Online store)
- Screening & Membership Committee

Secondary Committees

- Grants and Sponsorship Committee
- Social Committee
- Continuing Education

Membership and Yearly Fees

Annual membership fees are \$85.00 (subject to change annually.) The amount is due by the first Tuesday in January and may be paid in two instalments which are due between December 31st of the prior year and January 31st of the new year and March 1st with a prior arrangement. Renewal forms may be submitted in the prior December at the request of the membership committee. (This does not include art show costs, commission fees or store costs to exhibit and sell artwork). Members will be given a voice, the right to vote, and the right to be elected to the Executive Committee/Board of Directors. Members will be invited to participate in group exhibitions (optional).

The members make these decisions by vote (quorum of 50% plus 1) of any changes to the Guild's Policy, Bylaws and Procedures.

Website

Our website has been posted on the internet since January 2010 and all members shall be offered space for their biography, photos of their work, and contact information. This website also advertises local supporting businesses, application forms, upcoming meetings, art shows and artists' workshops. All minutes and current Policies and Procedures are available to artist members. Membership dues will pay for the maintenance of the Saugeen Artists Guild website and the right to participate in any other marketing projects as identified by the membership. This may include a map of artists' studios, a printed brochure, or local and regional art shows etc.

The group offers mentoring, friendship and inspiration for each other, as well as networking opportunities with other artists and gallery owners. Workshops for specific techniques are offered, and guest speakers may be invited to monthly meetings. All meetings will either be held in person and/or by virtual Zoom meetings.

Each member is expected to participate in special events and volunteer as needed at art shows, store rental, and events. We encourage full participation in the organization, and publicity. Each member will assist with promotion via email, newspapers, brochures, signs, etc.

During Guild events, all participating members pay 15% commission. If a member is unable to volunteer, the commission rate is 30%. These rates may be subject to change with a Guild vote. If a member is unable to volunteer approval would need to be extended by the Guild's Board of Directors. The commission fees include the processing of any credit card transaction and advertising. Participation fees will be variable depending on budget and costs at the time. If at any time non-voting 'guest artists' (on invitation only) participate, the commission rate is increased to 35% (subject to change), and extra rental fees may apply.

Criteria for Members

Guild members are expected to produce and maintain a high level of quality and demonstrate a strong knowledge of technique in the medium for participation in any group show, retail store or online store throughout the year.

At the time of registration or annual renewal all members must complete the membership agreement. Volunteers on Committees are expected to be active participants. (Refer to Appendix 1)

Insurance

Saugeen Artists Guild provides liability insurance for directors and executive. Public liability insurance is provided for Guild venues, group shows and events. Insurance is through the Co-operators Insurance-Hanover. (446 10th Street, Hanover, Ontario, Telephone number: 519-364-4111)

Group shows with the Saugeen Artists Guild will be under this Commercial General Liability Insurance of 2,000,000 (check amounts). The Directors' and Officers' Liability Policy has a \$1,000,000 limit.

The Saugeen Artists Guild's insurance does not cover members in individual shows or promoting their own business.

This insurance will also cover guest artists during the period of time as a guest artist with the Saugeen Artists Guild event. (this needs to be confirmed with Co-Operators) (policy copy and information has been requested)

GUILD STRUCTURE

- A. Directors and Executive will be considered a single Board with ONE VOICE presented to the Guild Members.
Any decision made by the Directors and Executive (now considered members of the Board) must be sent or presented to the entire Board for review and approval. A quorum must be present (50% plus one) prior to presentation, communication, implementation, or vote by the Guild Membership.

- B. Proposed Guild Structure
The recommended structure is based on the experience of the Board sitting on, speaking with, or reporting to, the Board.

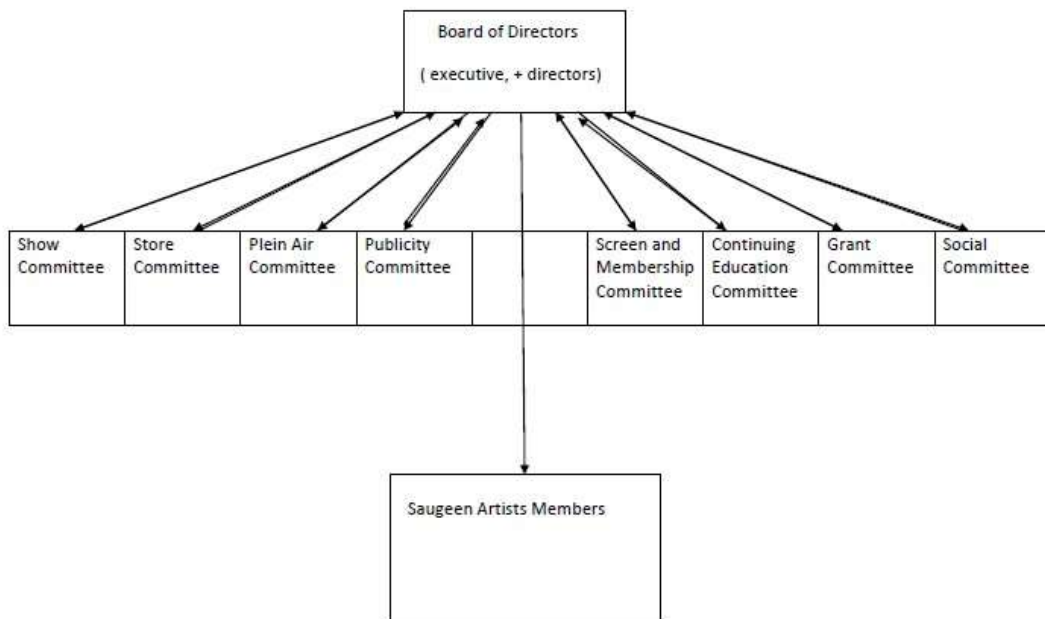
The Goal of this new structure is to recognize that each Guild Member brings a different level of expertise, availability, commitment and experience to their membership of this not-for-profit organization. We believe this proposed structure sets out a meaningful level of involvement in the Guild at every level of the organization. But also defines the level of responsibility and importance of participation at each level.

Roles	Structure
Level 1 The Board	<ul style="list-style-type: none"> I. Ideally the board consists of 9 members; which could be 5 directors, chair and co-chair, secretary and treasurer. II. The roles of 2 Co-chairs, Secretary and Treasurer, voted upon by Guild membership. III. The Bylaws, Policies and Procedures (B,P&P) outline the roles of Board Members.
Level 2 Committee Chairs	<ul style="list-style-type: none"> I. Lead their committee’s delivery of accountabilities as defined by the Bylaws, P&P II. Consult with the Board about the roles, accountabilities and deliverables defined for the committee in the BP&P III. Work with other Committees to request any support necessary. IV. Recruit members to their committee if a sufficient number of Members have not signed up or if specific skills are needed. V. Provide a report as needed to the Guild as needed at monthly meetings. VI. Report to the Board 10 business days prior to each monthly Membership meeting as needed with any updates, issues, requests, or approvals needing review or vote at the meeting.
Level 3 Committee Volunteers from Membership	<ul style="list-style-type: none"> I. Active participation on the committee for which they have been accepted: bring ideas and creative problem solving. II. Positive support of the ideas and decisions made.

	<p>III. Volunteer to take on specific tasks. Don't wait to be asked. But when asked, know your committee chair needs your help.</p> <p>IV. Approach the Board confidentially if you are concerned about how your committee is being led or about the decisions being made.</p>
<p>Level 4 Members participating in Guild Events</p>	<p>A. Respect and accept the decisions of the committee responsible for the event.</p> <p>B. Review the committee reports in the agenda and minutes to understand what is expected of you and how you can effectively participate or help out.</p> <p>C. If dissatisfied, approach the Committee Chair with your concerns or, if necessary, a member of the Board</p>

- C. This is a visual representation of the Structure. This is also for the lines of communication that should go both ways and the committee chairs should have a designated board member (liaison) to interact with as a need arises.

Communication Flow Chart for Saugeen Artist Guild



- D. Report from Committees to the Liaison
- Updates as necessary 10 business days prior to the Monthly Membership meeting
 - Include:
 - i. An update on committee activities as relevant.
 - ii. Any issues and concerns for the Board to review.
 - iii. Requests for assistance from the Board
 - iv. Requests for money or other resources
 - v. Requests for Membership votes

- Any Committee report will be included in the monthly meeting agenda.

Roles and Responsibilities

Defines the roles and responsibilities Board and Committee Activities

Roles	Structure
<p style="text-align: center;">Saugeen Artist Guild Nonprofit Leadership Positions and their Responsibilities</p>	<p>DIRECTORS</p> <ul style="list-style-type: none"> • Directors on the board help to set policies and advise the Executive. Every Director is expected to use their position and expertise to advance the best interests of the Guild, while remaining objective and free from conflicts of interest. Directors are also expected to keep corporate information confidential and uphold the Guild's code of conduct. <p>Responsibilities</p> <ul style="list-style-type: none"> • A minimum of four Directors are to be elected annually at the general meeting prior to December 31st of the year. • Directors must meet with Executive for a minimum of four times in a year. • Directors must take a role within the Board and oversee, Directorship of President, Vice-President, Secretary or Treasurer as per the governing of Non-Profit sector. • Directors must be aware of the information appearing in the following Appendix ("Info for Directors from ONCA (Ontario Not for Profit Corporations Act) • Directors shall be responsible for the annual audit of the financial records. <p>EXECUTIVE</p> <ul style="list-style-type: none"> • Executive are elected annually at the general meeting prior to year end of December 31st by the members of the Guild. Executive may also serve as a Director, however, this is not recommended. • Executive positions may be shared by two members and all executive positions may be held for up to 3 years. <p>Responsibilities</p> <ul style="list-style-type: none"> • Executive oversees disciplinary responsibility. • Executive will secure location for monthly meeting or a virtual meeting platform such as ZOOM. • At any time, when there are more than one member seeking an executive position, then a vote will be held with a quorum of members present.

	<ul style="list-style-type: none"> • Executive is responsible to bring the review of the Policy and Procedures to the Board as needed. Any 'Good Standing' member's written submission for changes in the Policy and Procedure of the Saugeen Artist will be reviewed by the Board. • The Executive will ensure there is a preparatory budget for upcoming shows and events. • The Executive will ensure there is a summary of the financial report of special events such as Art shows or Store Rental (if applicable). • Three 'good standing' members must volunteer to act as signing officers on a bank account for the Saugeen Artist. <p>Joint Responsibilities with Directors and Executive (the Board)</p> <ul style="list-style-type: none"> • It is the Executive/Director(s) responsibility to take care of the aspects of running the organization including administration, program oversight, and other oversight. • The Executive /Directors is responsible for the governance of the non-profit organization. <i>They</i> set the vision for the organization. • Ensures changes to the Board, Guild insurance, business licences etc. are made and documented as needed and or required.
Chair and/or Co-Chairs	<ul style="list-style-type: none"> • Calls Executive and Board of Directors meetings, four times annually and additionally as needed. Sets agendas and presides over general meetings on the first Tuesday of the month.
Secretary	<ul style="list-style-type: none"> • Ensures agenda, minutes, and treasurer reports of monthly meetings must be prepared and sent to members and ensure a copy is stored securely by the secretary and the web page supervisor. • All committee documents updated by the committee and approved by the Executive must be stored securely by secretary and web page supervisor. • Store a list of current passwords.
Treasurer	<ul style="list-style-type: none"> • Accept all membership dues, show participation dues, and other income. Deposit income to the Saugeen Artist Guild bank account and oversee all financial transactions. • Pay all bills in an appropriate time frame. • Financial statement must be reported at monthly meetings by treasurer. Once approved by

	<p>members, treasurer report statements will be included in meeting minutes.</p> <ul style="list-style-type: none"> • Assist committees with projected budgets for special events when requested. • Assures the filing of income tax annually. • Arranges internal auditors annually.
Committees	
All Committees	<ul style="list-style-type: none"> • Each Committee shall choose a Committee Chair. • The Chair and/or liaison of each Committee shall report at monthly meetings to the Guild members as necessary. • The Committee Chair shall keep an ongoing report of monthly activities to be passed to any new Committee Chair. • The Committee Chair communicates with Committee members regularly, for planning and to encourage involvement. • Each Committee Chair is responsible to ensure each member of the committee completes their responsibilities.
Screening and Membership Committee	<p>Screening guidelines</p> <ul style="list-style-type: none"> • Establish standards for new members, look at submissions, and respond to all applications. Acceptance of new members based on originality, appropriateness, and overall impression. • Set criteria for new applicants (see appendix 6) • Communicate these to the membership and be responsible for maintaining those standards. • Communicate with the Board Liaison. <p>Membership</p> <ul style="list-style-type: none"> • Once a new member is accepted by the Screening and Membership Committee, the new member will be provided access to the Saugeen Artist Guild website and informed where the Policies and Procedures are posted. Access to the web site portal will be provided, and new members will be referred to Website Supervisor to add their personal page. • The Committee will keep up-to-date membership list and inform all members of changes. • The treasurer will be informed of the addition of new members. • Provide mentorship to new members and answer questions, etc.... • Committee will be responsible for sending membership renewals in December, along with

	<p>committee sign-up forms. (All renewals must be received by the 15th of January)</p> <ul style="list-style-type: none"> • The Committee will be responsible for filing all applications and renewal forms. Each member will receive a membership card for that current year. <p><i>Previous Members shall be treated as new members and fill out all appropriate application forms.</i></p> <p>Existing Guild Member Adding a Medium</p> <ul style="list-style-type: none"> • The definition of a medium A medium in the art world is the term for the material used to create artwork. Mediums can vary and will be rated for their quality of application regardless of substrate (A substrate is a foundational or base material on which another material is applied or mounted.) • Guild members must maintain quality of the art medium to show in any event and each event coordinator has the responsibility to oversee appropriateness of any submission. • Appendix 4 is required to be filled out and submitted to the Membership Committee for approval before entering any new medium to an event.
<p>Web Page and Publicity Committee (up to 6 members)</p>	<ul style="list-style-type: none"> • Committee members must be trained and authorized to modify and update information on the Saugeen Artist web page. • Assist Website Supervisor (when needed) to update, and load images onto Website. • Website Supervisor will maintain full responsibility of maintaining the site. • Website Supervisor is responsible for ensuring the website is checked for functionality and updated regularly. • Actively pursue marketing avenues for upcoming events. • Contact media & prepare new releases. • Update Facebook and Instagram pages (social media) • Prepare and send Mailchimp newsletters. • Update Marketplace, Hanover etc. for shows and events on a regular basis. • Maintain consistent branding. • And utilize existing content creator software where applicable.

<p>Show and Store Committee (unlimited number of members)</p>	<ul style="list-style-type: none"> • Each member of the committee is expected to act as organizer for a show, store, or event. • Organizers responsible for communicating with the gallery or landlord where the event will take place. • The organizer will communicate the date and time for the event and the take down dates/times to all necessary committees and participants. • Organizer shall ensure the location is properly prepared and cleaned as needed and file any documents (lease, insurance etc.) with the Committee Chair for a record of the show in that year. • Prepare a schedule for artists who will be participating for coverage of store/cash etc. • Oversee art items displayed for appropriateness and overall impression. • On-line store artists must include original art items and may include reproductions of their original art. Artists are responsible for maintaining an up-to-date record online and remove anything that is no longer available. • The Committee chair is responsible to ensure training for protocols, procedures, and transactions.
<p>Social Committee</p>	<ul style="list-style-type: none"> • Plan social events for the Saugeen Artist members.
<p>Continuing Education Committee</p>	<ul style="list-style-type: none"> • Arrange guest speakers and workshops. • Organize and lead 'Friends of the Saugeen Artists Guild.' • When finances are available, the Guild will pay guest speakers fees
<p>Grant Committee</p>	<ul style="list-style-type: none"> • Research grant possibilities, complete registration forms and follow-up with requested information. • Reports back to the Board.
<p>Online Store Committee Is within the Web and Publicity committee</p>	<ul style="list-style-type: none"> • Oversee the operation of the Square Website • Monitor any sales and follow up. • Ensure training for future handling of the online store. • Provide training Artists to use site for their own art. • On-line store artists must have original art items and may have reproductions from their original art.

PERSONAL BEHAVIOUR: ABUSE, HARASSMENT, AND VIOLENCE

The Saugeen Artist Guild is committed to providing an environment which demonstrates mutual respect, free of harassment, bullying and violence.

Definition

a) Harassment is defined as but not limited to any form of physical or verbal conduct that offends or humiliates. It can be a single incident or multiple incidents. It includes threats, intimidation, display of racism, sexism, unwanted physical contact, suggestive.

remarks or gestures, offensive pictures or jokes.

b) Physical Abuse is defined as but not limited to the intentional use of force that can result in physical harm or injury to an individual.

c) Verbal Abuse is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing or repeated put downs.

d) Sexual Abuse is defined as but not limited to unwanted touching, fondling, observations for sexual gratification, verbal or written propositions or innuendos, exhibitionism or exploitation for profit.

e) Emotional Abuse is defined as but not limited to a chronic attack on an individual's self-esteem. It may take the form of name calling, ridiculing, intimidation, threatening, berating, isolating, habitual scapegoating or blaming.

f) Psychological Abuse is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behaviour, intimidation, manipulation and insensitivity to race, gender, sexual orientation or family dynamics.

INCIDENT REPORTING AND FOLLOW UP

Members are responsible for taking appropriate action when unacceptable behaviour is witnessed, reported or suspected. As a minimum, incidents shall be reported to one of the Executive Committee/Board of Directors.

Reported incidents shall be investigated and a written report of the findings and corrective action taken or recommended.

Corrective action up to and including dismissal shall be commensurate to the scope of the prohibited conduct.

Supporting History Information

Since the Saugeen Artist conception in November 2006, decisions had been made during meetings and recorded on meeting minutes. As the group grew through the years, formal documentation of Policy and Procedures had to be developed and followed. All members will be provided with a copy of the Policy and Procedures and will be updated as necessary on the Saugeen Artists Guild Website for member review. 'Good Standing' Saugeen Artists Guild member may submit a written proposal at any time for changes to the Policy and Procedures to the Board for review. Any changes determined to be necessary will be presented at a Guild meeting for a vote.

2024 BOARD

Directors 2024

Sherry Kocher, Jane Jacques, Sharon Kilpatrick and Deb Daoust

Executive 2024

Co Chairs (~~Alishia~~[Alishia](#) Oberle and Jeremy Fyfe) Treasurer (Lynn Coutts) Secretary (Sandy Fyfe)

This space is for
Ministry Use Only
Espace réservé à l'usage
exclusif du ministère

Ontario Corporation Number
Numéro de la société en Ontario
1981919

Ontario
Ministry of Government
and Consumer Services
LETTERS PATENT
This application constitutes the charter
of the corporation which is issued by
these Letters Patent dated this

**Ministère des Services
gouvernementaux et des
Services aux consommateurs**
LETTRES PATENTES
La présente demande forme la charte de la
société constituée en personne morale
par lettres patentes datée le

FEBRUARY 05 FÉVRIER, 2018

Minister of
Government and
Consumer Services
Sarabjit Sachitt
Director / Directrice

Le ministre des Services
gouvernementaux et
des Services aux
consommateurs

Form 2
Corporations
Act
Formule 2
Loi sur les
personnes
morales

**APPLICATION FOR INCORPORATION OF A CORPORATION WITHOUT SHARE CAPITAL
REQUÊTE EN CONSTITUTION D'UNE PERSONNE MORALE SANS CAPITAL-ACTIONS**

1. The name of the corporation is: (Set out in BLOCK CAPITAL LETTERS)
Dénomination sociale de la société : (Écrire en LETTRES MAJUSCULES SEULEMENT)

S	A	U	G	E	E	N	A	R	T	I	S	G	U	I	L	D

2. The address of the head office of the corporation is:

Adresse du siège social:

260 4th Ave, HANOVER, ON N4N2B5

(Street & Number or R.R. Number & if Multi-Office Building give Room No.)

(Rue et numéro ou numéro de la R.R. et, s'il s'agit d'un édifice à bureaux, numéro du bureau)

HANOVER (GREY COUNTY)

Ontario N4N2B5

(Name of Municipality or Post Office)

(Nom de la municipalité ou du bureau de poste)

(Postal Code)

(Code postal)

3. The applicants who are to be the first directors of the corporation are:

Requérants appelés à devenir les premiers administrateurs de la personne morale :

First name, middle names and
surname

Prénom, autres Prénoms et nom
de famille

Address for service, giving Street & No. or R.R. No., Municipality, Prov-
ince, Country and Postal Code

Domicile élu, y compris la rue et le numéro, le numéro de la R.R. ou le
nom de la municipalité, la province, le pays et le code postal

Beverly Ann Morgan

260 4th Ave, Hanover, ON, N4N2B5 Grey County

Donna June Campbell

*214 2nd Ave SW, Chesley, On. N0G1L0 Bruce County
N0G1R0 Grey County*

SANDRA DAWN FyFE

563131 Glenelg-Holland Townline, RRI DURHAM ON

Jane Elizabeth Jacques

133413 Allan Park Rd RR#3 Hanover, ON N4N3B9 West Grey

4. The objects for which the corporation is incorporated are:
Objets pour lesquels la personne morale est constituée:

The establishment and operation of the Saugeen Artists Guild for the purposes of:

- assisting established and emerging artists to network with other artists;
- providing marketing support to all artists;
- striving to increase awareness, appreciation and support of arts and culture;

and such other complementary purposes not inconsistent with these objects.

5. The special provisions are:
Dispositions particulières:

The corporation shall be carried on without the purpose of gain for its members, and any profits or other accretions to the corporation shall be used in promoting its objects.

La personne morale doit exercer ses activités sans rechercher de gain pécuniaire pour ses membres, et tout bénéfice ou tout accroissement de l'actif de la personne morale doit être utilisé pour promouvoir ses objets.

6. The names and address for service of the applicants:
Nom et prénoms et domicile élu des requérants :

First name, middle names and surname Prénom, autres Prénoms et nom de famille	Address for service, giving Street & No. or R.R. No., Municipality, Province, Country and Postal Code Domicile élu, y compris le rue et le numéro, le numéro de la R.R. ou le nom de la municipalité, la province, le pays et le code postal
Beverly Ann Morgan	260 4th Ave, Hanover, ON, N4N 3B5 Grey County
Donna June Campbell	214 2nd Ave SW Chesley, ON N0G 1R0 Grace County Grey County
SANDRA Dawn Fyfe	56213 Glenelg Holland Township, RRI Durham ON
Jane Elizabeth Jacques	133413 Allan Park Rd RR #3, Hanover, ON N4N 3B9 West Grey

This application is executed in duplicate.
La présente requête est faite en double exemplaire.

Signatures of applicants
Signature des requérants

Beverly Ann Morgan
Donna June Campbell
Sandra Fyfe
Jane Jacques

