

The Detroit Graphic Professionals

aka The Detroit Club of Printing House Craftsmen



CONSTITUTION & BY-LAWS

CONSTITUTION

ARTICLE I – Name

This organization shall be known as The Detroit Graphic Professionals.

ARTICLE II – Object

MISSION STATEMENT: The Detroit Graphic Professionals are dedicated to fostering a vibrant community of graphic arts enthusiasts and professionals. Our mission is to promote social and networking opportunities, share knowledge and support educational efforts and scholarships within the graphic arts industry.

We strive to support our members through engaging events, educational programs and collaborative initiatives that enhance professional growth and industry innovation. By embracing diversity and inclusivity, we aim to create a dynamic and supportive environment where all members can thrive and contribute to the advancement of the Metro Detroit graphic arts community.

ARTICLE III – Membership

Candidates for membership shall be persons who will dedicate themselves to the Club's motto, "Share Your Knowledge".

Life Membership may be conferred on those members having 25 years or more membership in the Club. They shall be awarded a Life Member Pin and be eligible to have all dues and assessments for membership and the charge for all regular dinners paid by the Club. Application shall be made to the Board of Directors needing two-thirds of those present and voting to approve.

ARTICLE IV – Officers

The officers of the Club shall be President, Vice President, Recording Secretary, Treasurer, Immediate Past President and 1-5 Executive Board members.

ARTICLE V

The Club shall be incorporated under the laws of the State of Michigan as a non-profit organization.

BY-LAWS

ARTICLE I – Members

SECTION 1: Each candidate for membership must be recommended by two members in good standing and be required to complete an application form, giving their full name, business address, mailing address, e-mail address, name of establishment with which they are connected, their position and all pertinent information thereon. The membership chairperson must notify each new member of their acceptance into the Club and have each new member inducted in a timely manner of their acceptance into the Club. The membership

chairperson shall see that the membership certificate, lapel pin and name badge is available for the new member. The Treasurer shall report all new members to the Crafttopics chair/editor with the proper mailing information. The Treasurer will issue an invoice for membership dues as soon as the new member's application has been approved by the Executive Board.

SECTION 2: Application for Membership shall be referred by the Membership Chair to the Executive Board at stated meetings of the Board for acceptance or rejection and then shall be turned over to the Treasurer for processing.

SECTION 3: In case of the rejection of a candidate a second ballot may be taken at any time before the adjournment of the Executive Board meeting, or upon the demand of any member of the Executive Board. Three-fourths majority of the Executive Board are needed to admit the candidate into the Club. Should the candidate again be rejected they shall not be balloted for membership again for six months.

SECTION 4: Annual membership dues shall be determined by the Executive board yearly. Corporate membership packages shall be available for organizations in the following tiers: Corporate Bronze (2 members), Corporate Silver (3 members) or Corporate Gold (4 members). The members may be named or a floater. The annual corporate membership dues package pricing shall be determined by the Executive Board.

SECTION 5: Members of this Club may be terminated as follows:

- (a) By voluntary resignation.
- (b) For being 3 months arrears in dues, or other indebtedness to the Club, provided that such member has been notified in writing by the Treasurer.
- (c) For conduct unbecoming a Graphic Professional or injurious to the Club. Such charges shall be submitted in writing addressed to the Executive Board, in which case the Executive Board shall serve a copy of the charges upon the accused member and notify them of the time and place of the inquiry. If the Executive Board shall be satisfied of the truth of the charge and that the same demands such action, it may, after giving them an opportunity to be heard, request the accused member to resign, or it may suspend or expel them, subject to approval of the majority of the members present at a regular meeting of the Club.

SECTION 6: Any person having resigned, in good standing, and wishing to again become a member of the Club, must be proposed and balloted for membership as a new candidate.

SECTION 7: Any member who has been suspended for non-payment of dues may be reinstated upon written application.

SECTION 8: Every member shall immediately notify the Treasurer of any change in their mailing address or business affiliation. The Treasurer shall notify the membership chairperson and the Crafttopics chairperson/editor.

ARTICLE II – Election of Officers

SECTION 1: "Nominations"

(a) The Past Presidents for the Detroit Graphic Professionals will hereinafter be the official nominating committee and will meet during the month of March each year to consider nominations for elective offices to the Club. These considerations are to include eligibility of candidates for such offices.

(b) The Immediate Past President will be the Chairperson of the nominating committee and will announce the March committee meeting date, time and place at the membership meeting prior to the selected March meeting date.

(c) All nominations for elective offices shall be submitted to the Immediate Past President, ten (10) days prior to the meeting of the Nominating Committee in March each year. Any Officer or Executive Board member with a minimum of one year experience on the board (prior to the term of President beginning), may be selected as incoming President.

(d) All nominations for elected Officers and Board of Directors shall be members in good standing verified by the Treasurer.

SECTION 2: Election shall be held at the general membership meeting immediately preceding the Annual Meeting, and installation of Officers must be made at the Annual Meeting in May each year. New officers will begin their term of office at the beginning of the fiscal year, which shall be July 1. New officers and directors shall be expected to attend the fiscal board meeting in June, but they shall have no vote.

SECTION 3: The terms of each Officer and Executive Board member shall be for one year, or until their successor shall have been elected and qualifies. In the event of a vacancy of the Executive Board, the President, with the approval of the voting members of the Executive Board, shall fill the vacancy for the period of the unexpired term.

SECTION 4: In the event of a vacancy in the office of President, the Vice President shall succeed to that office, and a new Vice President shall be appointed by the President with the approval of the voting members of the Executive Board to fill the unexpired term.

SECTION 5: When balloting, two members in good standing shall pass out ballots and have charge of counting the same. No members of the Executive Board shall serve as an Inspector of Election.

ARTICLE III – Duties of Officers

SECTION 1: The President shall preside at all meetings and enforce all laws and regulations of the Club, the President shall appoint all committees unless otherwise ordered and fill vacancies in any of the committees, and as chief executive shall supervise the work and activities of the Club and make a general report of such at the Annual Meeting.

SECTION 2: The Vice President shall perform the duties of the President in case of the absence or resignation of that Office and shall also discharge the duties of the Chair when called upon to do so by the President, and shall act as Chairperson of the Executive Board, and Chairperson of all educational and social meetings of the Club.

SECTION 3: The Recording Secretary shall keep a full and complete record of the proceedings of all meetings of the Executive Board and a record of all other matters concerning which a record shall be deemed advisable by the Executive Board and shall submit such records at the next Executive Board meeting or electronically. The Recording Secretary shall conduct all official correspondence of the Club. The Recording Secretary shall be relieved of all Club dues and assessments.

SECTION 4: The Treasurer shall keep the financial accounts of the Club. The Treasurer shall submit statements, collect all dues, and send out notices of arrearages and all matters pertaining to finances of the Club.

The Treasurer can only write checks or make payments for items in the approved general budget, the approved budget of a committee, or items approved by the Executive Board. The Treasurer shall, at each regular meeting of the Executive Board, make a written financial report. The financial records of the Club shall be made available to any member upon written request to the President of the Club. The Treasurer's records shall be subject to audit by the Executive Board at any time; furthermore, a complete audit shall be made at the end of the fiscal year, by a member appointed by the President. The completed audit will be presented to the Executive Board at the meeting preceding the second regular meeting of the year. The Treasurer shall also act as Treasurer of all Committees.

The Treasurer shall be bonded in such sum as deemed necessary by the Executive Board. The Treasurer shall be relieved of all dues and assessments.

SECTION 5: The Immediate Past President oversees and provides guidance to the Board of Directors. Organizes (location/date) and sets agenda for the Past President's meeting to approve the slate of officers for the following year. They also lead the Dick Burr Memorial Graphic Professional of the Year committee as outlined in Section 9 below.

SECTION 6: The Executive Board shall conduct the business of the Club between meetings when necessary and exercise a careful supervision of all records of the Club. Any member of the Executive Board who shall absent themselves from three consecutive regular meetings of the board, without permission from the President, shall be considered as having resigned as a member of such board, and ceases to be a member thereof.

SECTION 7: Committees are to be appointed by the President for various purposes, and their duties and powers defined as the need may arise, and shall be discharged by the President when their tasks have been completed. Examples of committees would be Membership committee, Education committee, Golf outing committee and Constitution / Bylaws Committee.

SECTION 8: In case of death of a member or in their immediate family or sickness of the member or spouse of any member of the Executive Board, the Club will send flowers or other appropriate gift as an expression of sympathy of the Club.

SECTION 9: Dick Burr Memorial Graphic Professional of the Year Award committee will be all the Past Presidents with the Immediate Past President acting as Chairperson. The committee will meet each year, no later than two months before the presentation of the award, to select the Dick Burr Memorial Graphic Professional of the Year.

SECTION 10: A proposed budget will be submitted to the Board of Directors no later than the last week of August and approved no later than the September Board meeting. The committee shall consist of a chairperson or presidential designee, the current president, treasurer and no less than two other members in good standing chosen by the chairperson. It will be the treasurer's responsibility to prepare a comparison of the last year's proposed budget and the actual income and expenditures. This must be a line-item comparison, and the results will be presented at the September Executive Board meeting.

ARTICLE IV – Meetings

SECTION 1: The Installation of Officers Meeting shall be held in the month of May each year at a time and place selected by the Executive Board.

SECTION 2: Fifteen members shall constitute a quorum at a regular meeting of the Club.

SECTION 3: Special meetings shall be called by the President on application of a majority of the Executive Board or ten (10) members of the Club who are in good standing. Notice to be sent to all members of the Club at least forty-eight (48) hours in advance of such special meetings stating the business to be transacted. No other business to be transacted except on a call for another meeting.

SECTION 4: The Executive Board shall meet monthly, on a day determined by said board at the first meeting each year. Special meetings may be called at the discretion of the Executive Chairperson when business conditions so warrant. Fifty percent of the Executive Board shall constitute a quorum.

SECTION 5: Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and By-Laws of the Club.

ARTICLE V – Order of Business

Unless otherwise decreed the order of business at all Executive Board Meetings shall be:

- Roll Call
- Reading and approval of Minutes
- President's Report
- Treasurer's Report
- Report of Standing Committees
- Report of Special Committees
- Old Business
- New Business
- Approval of Bills to be Paid
- Good and Welfare
- Announcements

ARTICLE VI – Amendments

These By-Laws may be amended by a vote of two-thirds of the membership present at any meeting provided such proposed amendment has been submitted to the Executive Board in writing, who shall report its approval or disapproval at the next meeting. Each amendment shall lay on the table one month and final action to come on the following meeting.

ARTICLE VII – Dissolution

Discharge of Assets: Upon final dissolution or liquidation of the Club, and after discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the Club shall be conveyed, transferred or assigned to a charitable organization selected by the Executive Board of Directors, which is exempt from Federal Income taxation under Section 501(c) 3 of the Internal Revenue Code of 1987 or subsequent amendments of the Internal Revenue Code.

Adopted: April 2025