

**Group Name:** Saugeen Artists Guild

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**SAUGEEN ARTISTS  
GUILD**

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

Version Number 15: February 2026

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# Saugeen Artists Guild Principles and Bylaws

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**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 objectives.

**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 1<sup>st</sup> to December 31<sup>st</sup>.

**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 within 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

## **Membership**

After the membership passes 35 in number, all qualified, screened, and acceptable artists will be informed that 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 members 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 ensuring their own work. In the event of loss, damage, or 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 per year with active participation in the organization or the operation of any Guild function or event. When a member is not active or does not volunteer, the Guild Executive will 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 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 on the committees or at special events. See Appendix 5 GUILD MEMBER STATUS NOTIFICATION if the member does not volunteer or attend meetings. At any point when a committee has reached its maximum for volunteers, then the executive will ask a member if they would be able to volunteer for another committee as we don't have enough on that committee or another.

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

- Executive Committee/Board of Directors
- Show and Store Committee (with possible sub-committees within the committee)
- Promotion Committee (Website, Publicity, Online store)
- Social Committee
- Continuing Education and Community Outreach Committee

### **Membership Yearly Fees**

Annual membership fees are \$85.00 (subject to change annually.) The amount is due by the second week in January and may be paid in two instalments which are due between December 31<sup>st</sup> of the prior year and January 31<sup>st</sup> of the new year and March 1<sup>st</sup> 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**

The Saugeen Artists Guild 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 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.

## **Events**

Each member is invited 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 during the Christmas Store, the commission rate is 30%. If an artist sells a minimal amount of less than/or equal to \$100 during the duration of store event, the %fee would be waived. The store commission fees are used for expenses including 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 10<sup>th</sup> Street, Hanover, Ontario, Telephone number: 519-364-4111)

Group shows with the Saugeen Artists Guild will be under this Commercial General Liability Insurance of 3,000,000. The Directors' and Officers' Liability Policy have a \$1,000,000 limit. This insurance will cover guest artists during the period as a guest artist with the Saugeen Artists Guild event. (Co-Operators must be provided with Guest Artists names prior to event).

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

**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

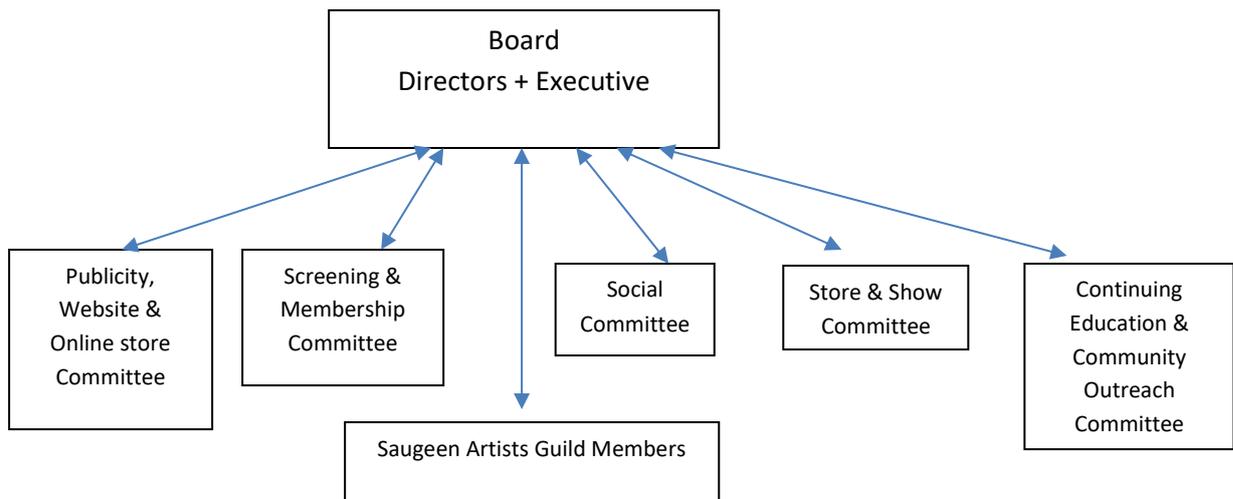
The recommended structure is based on the experience of the Board sitting on, speaking with, or reporting to, the Board.

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 in 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. It also defines the level of responsibility and importance of participation at each level.

Roles	Structure
<p>Level 1 The Board</p>	<ul style="list-style-type: none"> <li>I. Ideally the Board consists of 9 members, which could be 5 directors, chair and co-chair, secretary and treasurer.</li> <li>II. The roles of 2 Co-chairs, Secretary and Treasurer, voted upon by Guild membership.</li> <li>III. The Bylaws, Policies and Procedures (B,P&amp;P) outline the roles of Board Members.</li> <li>IV. Confirms that the Guild Insurance is informed of Guest Artists prior to event for coverage.</li> <li>V. Notifies the Ontario Business Registry of any changes of Directors or Executive. <a href="https://www.ontario.ca/page/ontario-business-registry">https://www.ontario.ca/page/ontario-business-registry</a></li> </ul>
<p>Level 2 Committee Chairs (and/ or Liaison)</p>	<ul style="list-style-type: none"> <li>I. Lead their committee’s delivery of accountabilities as defined by the Bylaws, P&amp;P</li> <li>II. Consult with the Board about the roles, accountabilities and deliverables defined for the committee in the BP&amp;P</li> <li>III. Work with other Committees to request any support necessary.</li> <li>IV. Recruit members to their committee if enough Members have not signed up or if specific skills are needed.</li> <li>V. Provide a report to the Guild as needed at monthly meetings.</li> <li>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.</li> </ul>

Level 2 Committee Volunteers from Membership	<ol style="list-style-type: none"> <li>I. Actively participate on the committee for which they have been accepted: bring ideas and creative problem solving.</li> <li>II. Support the ideas and decisions made.</li> <li>III. Volunteer to take on specific tasks. Don't wait to be asked. But when asked, know your committee chair needs your help.</li> <li>IV. Approach the Board confidentially if you are concerned about how your committee is being led or about the decisions being made.</li> </ol>
Level 3 Members participating in Guild Events	<ol style="list-style-type: none"> <li>I. Respect and accept the decisions of the committee responsible for the event.</li> <li>II. Review the committee reports in the agenda and minutes to understand what is expected of you and how you can effectively participate or assist.</li> <li>III. If dissatisfied, approach the Committee Chair with your concerns or, if necessary, a member of the Board</li> </ol>

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



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

## Roles and Responsibilities

Defines the roles and responsibilities for Board and Committee Activities

Roles	Structure
<p style="text-align: center;">Saugeen Artist Guild Board (Directors + Executive)</p> <p style="text-align: center;"><b>Nonprofit Leadership Positions and their Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Every Board member 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. Board members are also expected to keep corporate information confidential and uphold the Guild's code of conduct.</li> </ul> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• A minimum of four Directors is to be elected annually at the general meeting prior to December 31<sup>st</sup> of the year.</li> <li>• The Board must meet for a minimum of four times in a year.</li> <li>• Directors must take a role within the Board and oversee the Directorship of President, Vice-President, Secretary or Treasurer as per the governing of Non-Profit sector.</li> <li>• Directors must be aware of the information appearing in the Directors Working Manual concerning Directors Information from ONCA (Ontario Not for Profit Corporations Act)</li> <li>• Directors shall be responsible for the annual audit of the financial records.</li> <li>• Executive and Directors are elected annually at the general meeting prior to year end of December 31<sup>st</sup> by the members of the Guild. Executive may also serve as a director.</li> <li>• Executive positions may be shared by two members, and all executive positions may be held for up to 3 years.</li> <li>• Board members oversee disciplinary responsibility.</li> <li>• Board members will secure location for meetings or a virtual meeting platform such as ZOOM.</li> <li>• 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.</li> <li>• Board members are responsible to bring a review of the Policies and Procedures as needed. Any 'Good Standing' member's written submission for changes in the Policy and Procedure of the Saugeen Artist Guild will be reviewed by the Board.</li> <li>• The Board will ensure there is a preparatory budget for upcoming shows and events.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Board will ensure there is a summary of the financial report of special events such as Art shows or Store Rental (if applicable).</li> <li>• Three Board members must volunteer to act as signing officers on a bank account for the Saugeen Artists Guild.</li> </ul> <p><b>Joint Responsibilities with Directors and Executive (the Board)</b></p> <ul style="list-style-type: none"> <li>• Take care of the aspects of running the organization including administration, program oversight, and other oversight.</li> <li>• Be responsible for the governance of the non-profit organization. They set the vision for the organization.</li> <li>• Ensure that changes to the Board, Guild insurance, business licences etc. are made and documented as needed.</li> </ul>
<p style="text-align: center;">Chair and/or Co-Chairs</p>	<ul style="list-style-type: none"> <li>• Calls Executive and Board of Directors meetings, four times annually and additionally as needed.</li> <li>• Presides over general meetings on the first Tuesday of the month. (exception of January &amp; December)</li> </ul>
<p style="text-align: center;">Secretary</p>	<ul style="list-style-type: none"> <li>• Prepares agendas, and minutes reports of monthly meetings, and sends them to members, and stores these securely.</li> <li>• Stores all committee documents updated by the committee and approved by the secretary and web page supervisor.</li> <li>• Stores a list of current passwords.</li> </ul>
<p style="text-align: center;">Treasurer</p>	<ul style="list-style-type: none"> <li>• Accepts all membership dues, show participation dues, and other income. Deposit income to the Saugeen Artists Guild bank account and oversees all financial transactions.</li> <li>• Pays all bills in an appropriate time frame.</li> <li>• Reports financial statements at meetings. Once approved by members, treasurer report statements will be included in meeting minutes.</li> <li>• Assists committees with projected budgets for special events when requested.</li> <li>• Assures the filing of income tax annually.</li> <li>• Arranges internal auditors annually.</li> </ul>

<b>Committees</b>	
<b>All Committees</b>	<ul style="list-style-type: none"> <li>• Each Committee shall choose a Committee Chair.</li> <li>• The Chair and/or liaison of each Committee shall report at monthly meetings to the Guild members.</li> <li>• The Chair will keep an ongoing report of monthly activities to be passed to the new Committee Chair annually in a Working Manual. This Manual will be available with hard copies of past documents, as well as a summary of duties which will also be available online on the Guild's Website.</li> <li>• The Chair communicates with Committee members regularly, for planning and to encourage involvement.</li> <li>• The Chair is responsible to ensure each member of the committee completes their responsibilities.</li> <li>• The Chair communicates with the Board Liaison.</li> </ul>
Screening and Membership Committee (limited 2 to 4)	<p><b>Screening guidelines</b></p> <ul style="list-style-type: none"> <li>• Establish standards for new members, look at submissions, and respond to all applications. Acceptance of new members based on originality, appropriateness, and overall impression.</li> <li>• Set criteria for new applicants (see appendix 6)</li> <li>• Communicate these to the membership and be responsible for maintaining those standards.</li> </ul> <p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• Provide access for new members to the Guild's website portal to become familiar with the information there.</li> <li>• Refer new members to the Website Supervisor to add their personal page.</li> <li>• Keep an up-to-date membership list, committee list, and medium list and inform all members of changes.</li> <li>• Inform the treasurer of the addition of new members.</li> <li>• Provide mentorship to new members and answer questions, etc....</li> <li>• Collect membership renewals in December, along with committee sign-up forms. (All renewals must be received by the second week of January)</li> <li>• File all applications and renewal forms, in both hard copy and computer form.</li> <li>• Provide membership cards annually.</li> <li>• Accept previous members' applications and update their information.</li> <li>• Accept member applications for approval to add a new medium.</li> <li>• Track monthly attendance at meetings.</li> </ul>

	<p><b>Existing Guild Member Adding a Medium</b></p> <ul style="list-style-type: none"> <li>• <b>The definition of a medium</b> 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.)</li> <li>• 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.</li> <li>• Appendix 4 is required to be filled out and submitted to the Membership Committee for approval before entering any new medium to an event.</li> </ul>
<p>WEBSITE, PUBLICITY and ONLINE Committee (up to 6 members)</p>	<p><b>WEBSITE</b></p> <ul style="list-style-type: none"> <li>• Accept training to be authorized to modify and update information on the Saugeen Artists Guild web page.</li> <li>• Assist Website Supervisor (when needed) to update, and load images onto Website.</li> <li>• Website Supervisor will maintain full responsibility of maintaining the site.</li> <li>• Website Supervisor is responsible for ensuring the website is checked for functionality and updated regularly.</li> </ul> <p><b>PUBLICITY</b></p> <ul style="list-style-type: none"> <li>• Actively pursue marketing avenues for upcoming events.</li> <li>• Contact media &amp; prepare new releases.</li> <li>• Update Facebook and Instagram pages (social media)</li> <li>• Prepare and send Mailchimp newsletters.</li> <li>• Update Marketplace for shows and events on a regular basis.</li> <li>• Maintain consistent branding.</li> <li>• Utilize existing content creator software where applicable</li> </ul> <p><b>ONLINE STORE</b></p> <ul style="list-style-type: none"> <li>• Oversee the operation of the Square Website</li> <li>• Monitor any sales and follow up with Artists to confirm shipment.</li> <li>• Ensure training for future handling of the online store.</li> </ul>

	<ul style="list-style-type: none"> <li>• On-line store artists must include <b>original art items</b> and may include reproductions of their original art. Artists are responsible for maintaining an up-to-date record online and inform Supervisor to remove art that is no longer available.</li> <li>• On-line store artists must have <b>original art items</b> and may have reproductions from their original art.</li> </ul>
<p style="text-align: center;">Store and Show Committee (unlimited number of members)</p>	<ul style="list-style-type: none"> <li>• Present store budget to the Board for approval prior to signing lease.</li> <li>• Ensure training for protocols, procedures, and transactions.</li> <li>• Communicate with the gallery or landlord where the event will take place.</li> <li>• Communicate the date and time for the event and the take down dates/times to all necessary committees and participants.</li> <li>• 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.</li> <li>• Prepare a schedule for artists who will be participating for coverage of store/cash etc.</li> <li>• Oversee art items displayed for appropriateness and overall impression.</li> <li>• Each member of the committee is expected to act as organizer for one show, event, or the store during the year.</li> <li>• Set up sales transactions via Square Terminal, Invoice books and Store Artists Sales book.</li> </ul>
<p style="text-align: center;">Social Committee (limited 3 to4)</p>	<ul style="list-style-type: none"> <li>• Plan social events for the Saugeen Artist members.</li> </ul>
<p style="text-align: center;">Continuing Education and Community Outreach Committee (limited 3 to 5)</p>	<ul style="list-style-type: none"> <li>• Arrange guest speakers and workshops.</li> <li>• Organize and lead 'Friends of the Saugeen Artists Guild.'</li> <li>• Organize weekly Community Outreach program</li> <li>• When finances are available, the Guild will pay guest speakers fees</li> <li>• Oversee Bursary applicants for Continuing Education</li> </ul>

## **PERSONAL BEHAVIOUR: ABUSE, HARASSMENT, AND VIOLENCE**

The Saugeen Artists 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**

The Saugeen Artist conception began in November 2006 and a Not-for-Profit organization with new Identity 'Saugeen Artists Guild' evolved in February 2018. As the group grew through the years, formal documentation of Policies and Procedures had to be developed and followed. The history of Past Events is found under the members' page on the Guild Website.

## **2026 BOARD and EXECUTIVE**

Directors:

Bev Morgan, Jane Jacques, Sharon Kilpatrick, Susan Leidel

Executive:

Chair: Position Not filled (Directors will rotate in this position until filled)

Treasurer Position: Polina Peskov

Secretary: Jackie Penfold



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 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, N4N 2B5 Grey County
Donna June Campbell	214 2nd Ave SW Chesley, ON N0G 1L0 Grace Burth N0G 1R0 Grey County
SANDRA Dawn Fyfe	568131 Glenelg Holland Townline, R.R.1 Durham ON
Jane Elizabeth Jacques	33413 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