

**CREATIVE ARTISTS GUILD Inc.**  
**2016 Bylaws**

**ARTICLE I – NAME**

The name is Creative Artists Guild, Inc., a not-for-profit organization

**ARTICLE II – OBJECTIVE**

The objective is to provide a meeting place for members to hold educational and art related programs, and to encourage public awareness and interest in the arts

**ARTICLE III – MEMBERSHIP**

- The Guild shall meet a minimum of eight (8) times a year
- The Membership Year shall be from January 1<sup>st</sup>-Dec 31<sup>st</sup>
- Dues are payable by February 1 for the ensuing year

**ARTICLE IV – BOARD OF DIRECTORS**

The Board of Directors shall consist of 11 members

Only Board Members shall be able to vote

A voting quorum shall be 2/3's percent of board members

Term of Office:

- Directors shall serve a two (2) year term.
- Officers shall serve a one (2) year term.
- Treasurer shall serve a two (2) year term.
- Vacancies shall be filled by a vote of the Board
- The Board shall determine if more than two (2) absences shall warrant dismissal

**ARTICLE V – OFFICERS**

The elected officers shall be: 6 Directors (from which the President and Vice President shall be elected by the board), 2 alternate Directors, Corresponding Secretary, Recording Secretary, Treasurer, Assistant Treasurer and Sergeant-at-Arms

**ARTICLE VI – DISSOLUTION**

In the event of the dissolution of the Guild and after all financial obligations are paid, assets should be disposed of in accordance with the Not-For-Profit Act of the State of Florida

**ARTICLE VII – AMENDMENTS TO THE BYLAWS & STANDING RULES**

The Bylaws of the Guild may be amended at any regular meeting of the Guild by a two-thirds (2/3) vote of the members present, provided the amendment has been submitted in writing to the newsletter and at the previous meeting

The Standing Rules of the Guild may be amended by being presented at a regular meeting of the Guild and the vote being carried by a majority

# **CREATIVE ARTIST GUILD, Inc.**

## **Standing Rules**

### **Membership**

- **Membership in the Guild (CAG) shall be open to all who are interested in working to fulfill the objectives of the organization and pay the yearly dues**
- **All Prospective new members shall complete an application and return it to the membership chairperson with a check payable to CAG in the amount of the current dues**
- **There are two (2) types of membership**
  - Exhibiting member's work has been jury-approved for exhibiting**
  - Non-exhibiting members may not show under the CAG umbrella**
- **Each member shall have the right to make motions, debate, and vote and hold office, receive the newsletter and participate in all club activities**
- **Exhibiting which is reserved for the Exhibiting members**

### **Yearly Dues**

- **Changes to dues shall be voted on by the general membership as recommended by the board**
- **Yearly Dues are \$25.00 and any new member joining after September will pay \$15.00 for the rest of that year**
- **Club Dues are due in January**
- **If your dues are not paid by February you will not be included in any of Creative Artist Guilds events, shows, activities or our next directory**
- **They are payable at a monthly meetings or can be mailed to Creative Artist Guild, PO Box 324, Dunedin, FL 34698**

### **Officers**

- **Only elected officers, or acting directors in the absence of a director shall be eligible to vote on business that comes before the board**
- **The term of the office shall begin at the of the installation of officers at the Spring Luncheon**
- **The term of office shall be limited to two (2) years unless extended by the board**
- **Two Alternate Directors shall attend all board meetings without voting unless they are filling the position of an absent or resigned Director.**
- **The term of the other officers shall be 2 years and may be extended**
- **Any elected officer shall hold office only one office at a time**

### **Duties of Officers**

## **President of the board**

- Be the official representative of the Guild
- Subject to Board approval
- Sign official papers in the name of the Guild
- Preside at all meeting of the guild
- Be ex-officio member of all committees except the nominating committee

## **Vice Chair**

- Perform all of the duties of President in his/her absence
- Chair the Bylaws/Standing Rules Committee

## **Recording Secretary**

- Keep the book containing the minutes of all Guild meetings
- Provide the President and the newsletter editor with the minutes of the regular meeting in time for publication
- Provide the President and officers with board meeting minutes

## **Corresponding Secretary**

- Attend to Guild correspondence including thank you notes
- Send cards, to members who are ill or suffered a loss of a loved

## **Treasurer**

- Be the sole custodian (collect, record, report, pay bills) of Guilds funds
- Gain Board approval of any expenditure over Fifty dollars(\$50.00)
- Be prepared to give a complete financial report at each board meeting and a brief report at the regular meetings
- Have books, bank statements, etc. ready for the review be the approved auditor by the end of May
- After Audit the records are turned over his/her successor all monies, vouchers, books, and papers of the Guild that are in her/his custody
- Pay the State of Florida Corporate Fee
- Notify members that their dues are delinquent by Feb. 1<sup>st</sup>

## **Assistant Treasurer**

- Fulfill the duties of the Treasurer in his/her absence

## **Sergeant of Arms**

- Provide parliamentary direction as required at Guild meetings
- Assure proper meeting room set-up

## **Duties of the Board of Directors**

- Excepting the President of the Board, Directors are to volunteer to be Chairpersons of, or oversee the duties of one or more CAG working committees
- The position is filled at the first Board meeting after officers are elected

## **Nominations and Elections**

- The Chair of the Nominating Committee, chosen by the Board of Directors in January, shall choose a committee of no less than five (5) members
- Any member may make suggestions to the Nominating Committee for nominees for office
- The slate of nominees shall be presented by the Nominating Committee at the regular meeting in March (provided that person has consented to serve if elected) with further nominations accepted from the floor
- If there is but one nominee for each office, a vote for the slate may be made by acclamation

## **Committees**

- Chairpersons of all committees shall prepared to make a brief report of committee activity at the Board and regular meetings

### **Art in the Park Committee**

- Make arrangements for all Art in the Park Shows
- Chairperson or designee shall give written or oral critiques of each show at the board meeting

### **Brushfire Editor and Committee**

- Shall be responsible for composing, having printed and sending out the Guild's newsletter to the members by E-Mail or sending via USPS if requested

### **Bylaws and standing rules committee**

- A minimum of five (5) members shall review the Bylaws and Standing rules in January or as requested by the Board
- Format any Standing Rules or Bylaw changes to give to members
- Written changes will be taken home or emailed and considered in private. Vote decline or except changes
- Ballots will be emailed or returned at the March meeting
- The Chair will count and inform all members at April's meeting what changes had passed by a 2/3's quorum

### **Historian**

Keep a scrapbook of photographs and a narrative of Guild activities

### **Hospitality Committee**

- Arrange for the refreshments at the general Guild meetings

### **Jury Committee**

- Shall be composed of at least three(3) members and an alternate, if needed, who decide on the acceptability of work of the prospective members being juried in as an exhibiting member

- It may also include an additional member with expertise in a particular Art
- Keep a record book of exhibiting members and media accepted

### Luncheon Committee

- Make all arrangements pertaining to time, place, menu, reservations, relating to the luncheons
- Recruit Volunteers to provide table decorations
- Recruit volunteers to create place cards
- Select and arrange for the judges
- Recruit volunteers to check in displaying artists

### Membership Committee

- Provide new members folders containing pertinent Guild information and yearly updated roster. It shall include a disclaimer releasing the Guild of any liability
- Collect new member applications and direct them to the Treasurer to pay dues
- Have 2 greeters at each meeting to welcome new members and answer any questions
- Maintain member database for the creation of the roster of members

### Program Committee

- Arrange for speakers, demonstrations, etc. for the general meetings

### Publicity Committee

- Submit appropriate news releases to local newspapers

### Rotating Exhibits Committee

- Maintain a record of all exhibit sites and notify Brushfire Editor of exhibiting information

### Shows Committee

- Make arrangements for all indoor/outdoor shows
- Make arrangements for all indoor shows
- Chairperson or designee shall give written or oral critiques of each show at the board meeting

### REPRODUCTION:

Unless specifically noted, CAG shall have permission to photograph and reproduce, for publicity purposes and publication on our web page, any or all works of art placed on exhibition.

### DISCLAIMER:

The artist agrees to hold harmless the Creative Artists Guild for any theft or damage to art being exhibited in any venue. The artist agrees that CAG or the City of Dunedin, or any municipality where a CAG show is being held or any private business in which art

is hung, is not responsible for providing insurance or has any responsibility against such occurrence. CAG is not responsible for loss or damage by any cause and all entries are submitted and received subject to this condition.

By entering any CAG event or venue, it is understood that the entrant understands and complies with all of the above

## **GENERAL EXHIBITION RULES AND PROCEDURES**

All exhibitors, showing their work at any CAG venue or exhibition, are urged to familiarize themselves with these rules and procedures. Please keep this on hand and refer to it prior to entering any show, venue or competition.

- Art having received a previous CAG award can't be entered again
- Artists will supply display easels or stand
- Entry Fees will not be returned under any condition
- All artwork must be tasteful and appropriate for all audiences
- Judges are to be chosen or approved by the board

### **Eligibility**

- Only exhibiting members in good standing (annual dues current) and having been previously juried in by the CAG Jury Committee.

### **Acceptable to Show:**

- Juried Exhibiting artists may only exhibit in the media previously juried
- Copies of photographs from magazines and copies of other artists' works are never acceptable for show or sale as part of CAG

### **Artist of the Month**

- All juried Exhibiting members are encouraged to submit a work of art at each general meeting
- Art needs to be brought by 12:30
- 2-dimensional art must be properly framed or a wrapped canvas and be able to hang
- 3-dimensional work must be properly supported to be easily shown
- The "Artist of the Month" is selected by membership vote
- The Artist of the Month is not eligible to compete the following month

### **Competitions: Juried Indoor Show & Exhibits**

- Judges are to be chosen by the board
- The Judges are not to be accompanied by any club members, or their friends or anyone who might influence the judge's choices during the judging
- Categories: Oils and Acrylics- Watercolor- Mixed Media(pastel, alcohol ink, Collage, colored pencils), other media(Sculpture, Pottery, Glass, Photography or any others not originally specified)
- Categories: Oils and Acrylics- Watercolor- Mixed Media(pastel, alcohol ink, Collage, colored pencils), other media(Sculpture, Pottery, Glass, Photography or any others not originally specified), Teachers Category( for all categories)

## ● Rotating Exhibits

- CAG Exhibit cards must be placed in the lower right-hand corner of paintings displayed at the venues, a sale price should be on the exhibit card
- Any problems should be directed to the Exhibit Chairperson
- Setup/Removal times shall be coordinated with incoming and outgoing artists
- Substitutions must be coordinated through the Exhibit Chairperson
- Must have Guild dues paid up to date

## Originality

- Must be their own designs and not copies of others art work, including samples done while in a class or workshop

## Outdoor Shows

- Tents are not allowed to be used as not to block any other artist's work, either from walkers or Drivers passing by
- No Electricity is to be used
- Easels, tables or anything shall not be placed on the sidewalk
- General Exhibition Rules and Procedures
- **Entry Fees:** All fees will be paid by the first of the month of the show
- **Entry fees will not be returned under any circumstances**
- You must have been juried in for the medium showing, if not you must get the jury committee approval. If not following this rule you may be blocked from exhibiting. This allows for keeping the standards of the Guild as a Fine Art Guild-not a craft club
- Absolutely no discounting your complete inventory. Discounts on multiple quantities purchase's only
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## Jury Guidelines for Club New Members Original Work

- Must contact the Jury Chair to make an appointment for jurying before the meeting. They will be juried before our normal monthly meeting
- Must be a paid member for at least one month and be juried in for each medium shown.
- **3 pieces framed or ready to be shown**
- You must be juried for each medium separately and bring three examples of that medium. You may bring more than one medium to be juried but have three examples of each medium
- See Outdoor Show rules (if showing a medium not yet juried in it must be accepted/juried before showing)
- **The Jury makes a decision based on Originality, Composition, Quality and Presentation**

- **Categories include but are not limited to: Oil, Acrylics, Watercolor, Mixed Media, Pastel, Alcohol ink, Collage, Colored pencil, Sculpture, Glass, Jewelry and Photography. If you have a question please call the Chairperson.**
- **The Jury makes a decision based on Originality, Composition, Quality and Presentation.**
- **Judging is subjective and based on the experience of the Jury Committee. We base our decision on these criteria:**
  1. **Originality: Artwork should be your own design.**
  2. **Composition: Good composition is a matter of learned technique.**
  3. **Quality: Work should be presented cleanly and be done in the last two years.**
  4. **Presentation: Framable art should be mounted and framed to gallery/show specifications.**
  5. **Art on canvas can be unframed if using a wraparound canvas**

## **Information for our Website**

Photo & name of Artist with contact information you want listed

- Short bio up to one page) including
- Medium you work in, Style, Subject matter
- Where your current work can be seen
- Education, Awards
- And other art related information about your self
- Up to 5 photos of your work

**Send all information to Loraine Ulen**

**Via E-Mail: [lulen@tampabay.rr.com](mailto:lulen@tampabay.rr.com) (CAG WEBSITE in subject line)**

Photos should be attached to the e-mail and the text can be in the e-mail or as a Word document, keeping photos and text separate!



**Via USPS Mail:** Type or clearly print your information, regular photos or on a CD. Send to Lorraine Ulen/ Creative Artist Guild, PO Box 324 Dunedin FL, 34698