

# North Coast Artists' Guild -- Bylaws and Rules

As of January 1, 2007

## North Coast Artists' Guild – Bylaws

### *ARTICLE I*

The name of this organization shall be “North Coast Artists' Guild.” North Coast Artists' Guild is an affiliate of Gualala Arts, a not-for-profit California corporation.

### *ARTICLE II*

The principle purpose of the North Coast Artists' Guild shall be to assist in marketing the art produced by its membership.

Supplemental purposes include: enhancing art education opportunities for members and the community, making our area more beautiful, developing a creative environment for the arts, and assisting artists in general.

### *ARTICLE III -- Membership*

#### **Section 1. Definition of Membership**

The membership shall consist of (1) producing artists and supporters of the arts, (2) having full or partial residence in Mendocino and Sonoma Counties, (3) who have paid their current yearly dues. People outside Mendocino and Sonoma Counties may join NCAG for informational reasons or simply to support the arts, but they may not show art in NCAG shows or venues. We encourage them instead to show art in their own local art communities.

There is one exception to the membership rules above: Artists Emeritus. Artist Emeritus status may be granted to past NCAG members who have demonstrated continuing support and participation in NCAG professional activities. This designation requires a written request to the Steering Committee by a NCAG member artist in good standing, followed by approval by a majority of Steering Committee members. Approval may be done by email or in a Steering Committee meeting. In order to participate in NCAG Studio Tours, Artists Emeritus are required to be sponsored and share studio space with current NCAG members, plus pay normal Studio Tour fees and perform required Studio Tour work.

#### **Section 2. Annual Dues**

The annual dues for the following year shall be determined by the Steering Committee at its October meeting and any changes for the following year shall be announced to the membership before December 31. Annual dues will be renewed on January 1 of each year.

Dues are to be paid to the Treasurer either in person or by mail.

Current annual dues are \$25 for regular members, with larger amounts for the different levels of business members/sponsors. No dues are charged to the “honorary members” who were the founders of the Guild and still live in its service area. Honorary members are Marji Ingersoll, Leslie Bates and Roy Austin. Starting in 2005, NCAG members who are willing to serve on the board will have their NCAG membership annual dues waved during their term of office.

### **Section 3. Members' Duties**

Artist members (as opposed to business members/sponsors) are expected to hold office or serve on committees and help in the general affairs of North Coast Artists' Guild. Failing to comply may result in loss of membership at the discretion of the Steering Committee.

## ***ARTICLE IV - Officer Election***

### **Section 1. Officers Named**

Officer titles include: President, Vice President, Treasurer, Secretary and Newsletter VP, Membership VP, Studio Tour Director, Venue VP, Meetings and Hospitality VP, Exhibition Chairperson for Showcase Exhibition, Website/internet VP, Publicity/Fund-raising Chairperson. One person may hold multiple officer positions at any one time.

### **Section 2. Terms**

Officers shall be elected at the October meeting and shall serve for one year: November 1 through October 31.

### **Section 3. Nominating Committee**

A nominating Committee of two members shall be appointed by the Steering Committee at the July meeting, and present its selections to the membership prior to the October meeting.

### **Section 4. Vacancies**

Any vacancy occurring in an office between October and July shall be filled via Steering Committee appointment.

## ***ARTICLE V - Meetings***

### **Section 1. Steering Committee Meetings**

The Steering Committee shall hold quarterly meetings at dates and times they select. The Secretary shall produce and keep official minutes of each of these meetings, and distribute the minutes to the Steering Committee before the next meeting, to be approved at the next meeting. A proposed agenda for each meeting will be prepared by the President and distributed to the members at least one week prior to the meeting. Decisions on important issues will be marked by motions, seconds and votes, and will be published to the membership immediately after the meeting.

### **Section 2. General Membership Meetings**

The Meetings VP shall schedule and organize one general membership meeting each year, in October, plus others when an occasion arises.

The October meeting shall include the election of officers. The Steering Committee must give the general membership at least 30 days notice of the date and place of the October Meeting. Absentee voting will be allowed if votes are submitted in writing, complete with signatures.

## *ARTICLE VI – Steering Committee*

### **Section 1. Content**

The Steering Committee shall consist of the Officers and the immediate past president of the North Coast Artists' Guild.

### **Section 2. Budget**

The Steering Committee shall accept or reject the budget submitted by the Treasurer.

## *ARTICLE VII – Duties of Officers*

The President shall prepare meeting agendas and preside at all meetings.

The Vice President will succeed the president and will take direction from the President. In the absence of the President, the Vice President will fulfill the duties of the President.

The Treasurer shall prepare a budget for each year and present it to the Steering Committee in January, plus progress reports and financial results at each quarterly meeting. The Treasurer shall also receive and pay money and maintain the accounts of the North Coast Artists' Guild. The Treasurer will give copies of our Budget and all Financial Reports to Gualala Arts and keep copies of all checks deposited with Gualala Arts. The Treasurer may be paid a small monthly fee when this is authorized by the Steering Committee.

The Secretary/Newsletter VP shall write and maintain a file of minutes of each meeting and conduct the correspondence of the North Coast Artists' Guild. The Secretary shall use the meeting minutes and write the quarterly newsletters and make sure they get distributed to the membership.

The Membership VP shall assist new members in enrolling, send a current copy of these Bylaws to new members, keep track of the membership, both paid and unpaid, and follow up with unpaid members by both mail and phone. The Membership VP may be paid a small quarterly fee when this is authorized by the Steering Committee.

The Studio Tour Director shall plan and coordinate all aspects of the Studio Tour events.

The Meetings and Hospitality VP shall schedule and organize the general membership meeting each year, find accommodations for outside speakers, and keep an updated list of docents to staff NCAG shows when this is required.

The Venue VP shall solicit additional venues, maintain lists of the active venues and their requirements, either coordinate and schedule shows in the venues or get artists to coordinate and schedule these shows.

Publicity/Public Relations/Fund-raising Chairperson shall work to get NCAG grant funding, and help with the Studio-Tours fundraising effort.

The Exhibition Chairperson for Showcase Exhibition will coordinate that show, including publicity.

The Website/internet VP will oversee the NCAG website so the site presents a crisp, professional introduction to the public to better present and market the art work of the NCAG members. This may cover:

- Submitting the web url periodically to directories and search engines.
- Generating cooperative cross linking to regional and art related sites.
- Verifying site information is updated regularly and is not stale.
- Generating new web page functions as needed.

#### *ARTICLE VIII - Quorum*

A Quorum necessary for the transaction of business shall be 4 officers at Steering Committee meetings. A Quorum shall be 12 members at the annual membership meeting.

#### *ARTICLE IX - Amendments*

Proposed changes to the Bylaws and Rules must be submitted to the President in written form. These proposed changes must then be read to the Steering Committee by the Secretary at the next meeting, after which they will be discussed and voted on. A two thirds (2/3) majority of the votes cast is required for the passage of changes.

## North Coast Artists' Guild – Rules

### General Rules

1. All material for exhibit must be properly labeled, including:
  - Title of the piece
  - Medium
  - Artist name
  - Price (or NFS if this is acceptable to the organization sponsoring the exhibit.)
  - Size of piece when appropriate.
2. All paintings must have wires for hanging and frames that are in saleable condition, clean and without significant nicks, scratches or gouges. The artist's name, address, phone number and title of the painting must be on the back of each painting.

### Venue Rules:

1. The Venue VP will keep track of each venue's requirements and which NCAG artist is scheduling the venue (Scheduler) and report this information to the Newsletter person each quarter for publication.
2. Each member artist who wants to display art at a venue (Displayer) must contact the Scheduler for that venue and agree on dates and times the show will be hung and taken down. Then the Displayer is responsible for hanging and taking down at those dates/times. If for any reason the Displayer cannot participate in the venue as agreed, the Displayer must immediately report the problem to the Scheduler at the earliest possible time.

To become a Displayer, an artist must register with the State of California Board of Equalization and get a Seller's Permit, and the artist must agree to self insure his/her art. The artist agrees to hold NCAG and the venue owner harmless with respect to loss or damage of the art.

3. Art is to be taken down at a venue by the existing Displayer, and hung by the new Displayer on the same day, at the time scheduled by the owner of the premises with the Scheduler. The dual objective is to minimize hassles for the owner of the venue and avoid empty hooks. Sold pieces must be replaced by the Displayer within 48 hours to avoid empty hooks.
4. The Displayer is responsible for all hanging materials and for hanging the show in accordance with the rules specified by the owner and Scheduler. This will sometimes include rules like using only existing hangers (no new holes) in some venues. The Displayer is also responsible for...
  - Preparing labels and labeling
  - Publicity posters on local bulletin boards and publicity to media
  - Sales administration, sales tax payment to the State, and paying the agreed sales commissions to the Treasurer of NCAG.