

**CONSTITUTION AND BY-LAWS OF
THE SOUTHEAST COLORADO
ART GUILD**

(Revisions adopted January 20, 2007)

“ART IS SEEING. YOU HAVE GOT TO USE YOUR EYES AS WELL AS YOUR EMOTION,
AND ONE WITHOUT THE OTHER JUST DOESN'T WORK.”

—ANDREW WYETH

1st printing 1970
2nd Printing 1980
3rd Printing 1987
4th Printing 1993
5th Printing 1997
6th Printing 2007

**CONSTITUTION
OF
SOUTHEAST COLORADO ART GUILD
ARTICLE I - NAME**

The name of this organization shall be "Southeast Colorado Art Guild," hereinafter referred to as the Guild.

ARTICLE II - OBJECTIVES

Section 1. The principle objective of the Guild is to maintain an outlet for artistic expression.

Section 2. The purpose of this organization is to secure the advantages arising from the free interchange of ideas and to promote an appreciation for visual art.

Section 3. Provision shall be made for the display and disposition of art works produced by members and the public as well as avenues of learning created by way of lectures, workshops, demonstrations, and art awards.

ARTICLE III - MEMBERSHIP

The membership shall be any person interested in encouraging visual art in the area. The membership shall consist of dues-paying members, producing, displaying, selling their art and/or actively participating in the affairs and business of the organization.

ARTICLE IV - OFFICERS

Section 1. The officers of the Guild shall consist of President, First Vice President, Second Vice President, Secretary, Treasurer, Assistant Treasurer, and two (2) Directors. Elected officers shall perform such duties as prescribed for their offices by the Constitution and Bylaws of this organization.

All officers shall be nominated by a nominating committee and presented to members present at the November meeting. Officers may serve consecutive terms. A term shall be for one year, from January 1 to December 31.

Section 2. The PRESIDENT shall preside at all meetings, shall be ex-officio member of all committees, and preside as chairperson of the Executive Board. The President shall appoint all committees with the help of each committee chairperson early in the president's term of office.

The President shall make arrangement for securing meeting locations in conjunction with the Program Committee. The President will be responsible for notifying the membership about meetings and other Guild information.

The FIRST VICE-PRESIDENT shall preside at all meetings in the absence of the President and shall assume such duties as assigned by the President. The First Vice President shall serve as chairperson of the nominating committee and serve on the judging committee.

The SECOND VICE-PRESIDENT shall preside at all meetings in the absence of both the President and First Vice President and shall assume such duties as assigned by the President. The Second Vice President shall serve on the judging committee.

The SECRETARY shall keep a record of all the meetings and read them at the following meeting, and shall conduct the correspondence of the organization, read all letters, preserve all papers, and submit a written report of the year's business at the end of the November Meeting. The Secretary shall also maintain a membership roll including names, addresses, phone numbers, and special interests.

The TREASURER shall receive all monies and pay all bills promptly, shall collect dues, keep those records and notify members when their dues are in arrears, and shall give a financial report at each

meeting as well as submit a year end financial statement at the November Meeting. The Treasurer shall use practiced accounting procedures. The Treasurer shall provide a new list of members by January 1.

The ASSISTANT TREASURER shall assist the Treasurer at the time of the Autumn Art Show.

The TWO (2) DIRECTORS shall be voting members of the Executive Board, representing the consensus of the general membership. They shall be the immediate past two presidents.

ARTICLE V - EXECUTIVE BOARD

Section 1. The EXECUTIVE BOARD shall consist of the officers of the organization, who have been elected as prescribed in Article IV.

Section 2. The EXECUTIVE BOARD shall authorize the payment of all recurring bills and all non-recurring bills over \$100.00. This Board shall generally supervise the business transactions of this organization, meeting when business so dictates.

Section 3. The EXECUTIVE BOARD shall be allowed to call special meetings of the membership.

Section 4. The majority opinion of votes cast shall rule.

ARTICLE VI - MEETINGS

Section 1. REGULAR MEETINGS of the Guild shall be held quarterly in January, April, September, and November; the date, place, and time of meeting subject to change at the discretion of the organization. Members will be notified of meetings in a timely manner.

Section 2. An ANNUAL MEETING for the purpose of electing officers and evaluating the Autumn Art Show shall be held by November 30, each year. Officers elected at this time shall be voting members of the Executive Board and shall include: President, First Vice-President, Second Vice-President, Secretary, Treasurer, Assistant Treasurer, and two (2) Directors. The Guild year begins and the new officers take office on January 1 of each year.

Section 3. A NOMINATING COMMITTEE shall be appointed by the President by the September meeting. They will present a slate of officers to the November meeting for election. Members shall be allowed to nominate from the floor. The First Vice President shall be chairperson of this Committee.

ARTICLE VII - AMENDMENTS

This constitution may be amended by three-fourths (3/4) vote of the members present provided that notice of the proposed amendment is submitted and read at the previous meeting.

ARTICLE VIII - POWER AND RATIFICATION

Any prior constitution, bylaws or rules governing this organization become null and void upon ratification of this Constitution by a majority vote of members present. Upon ratification, this constitution and accompanying By-Laws become the sole governing instrument of this organization.

**BY-LAWS
OF
SOUTHEAST COLORADO ART GUILD**

(Revisions adopted January 20, 2007)

ARTICLE I - MEMBERSHIP

Section 1. Any person may become a member of the Guild if interested in any form of art and are willing to take part in the affairs and business of this organization upon enrollment and payment of dues. Each member shall have one vote on any issue brought before the membership at a meeting.

Section 2. Annual dues and entry fees shall be reviewed each year. Dues are payable to the treasurer on or before the Annual Meeting each year for the period from November through October. Members who have not paid dues or participated in guild meetings or activities for any total year will be dropped from membership.

Section 3. Personal disputes between individual members must be resolved between said members privately, and must not be brought up in any Guild meeting or activity. Members who engage in disruptive behavior as determined by the executive committee will be verbally and privately warned. If warning fails to curtail the disturbance, disorderly members will be asked to withdraw from the Guild.

ARTICLE II - QUORUM

Section 1. A quorum for regular meetings consists of three (3) officers and any members present.

Section 2. A quorum for the Executive Board consists of four (4) board members.

ARTICLE III - STANDING AND SPECIAL COMMITTEES

Section 1. There shall be the following standing committees: Program, Publicity, Nominating, Workshop, and Audit.

Section 2. There shall be the following special committees: Judging, Registration, Awards, Hanging, Refreshment Table, Program, Monitor and Hospitality, Guild Photographer, Building and Cleanup, Check-Out, Schools and Special Groups, Historian. The President is authorized to appoint other special committees as the need arises.

Section 3. The President shall appoint all committees and committee chairpersons and with their help, appoint committee members.

Section 4. All committees shall fulfill the duties as prescribed being bound by the Constitution and By-Laws.

ARTICLE IV - DUTIES OF STANDING COMMITTEES

Section 1. The ACTIVITIES COMMITTEE shall provide adequate programs for all meetings of the year. Bringing interesting speakers, critics, artists, and study material to the meeting for the advancement and benefit of the members.

Section 2. The PUBLICITY COMMITTEE shall publicize all public functions of the Guild through public announcements, using newspapers, radio, and visual aids in the southeastern Colorado area when necessary. It shall be this committee's duty to bring the name and activities of this group before the public as often as possible and to make the public aware of the products and creations of the members, furthering the objectives of this organization whenever possible. The judge and dates for the Autumn Art Show shall be publicized in September and October.

Section 3. The NOMINATING COMMITTEE shall consist of a minimum of three (3) members including the First Vice President, who shall serve as chairperson. The committee shall be appointed for the purpose of presenting a slate of officers for election at the annual November meeting. The Nominating Committee is expected to monitor all possible candidates for officers throughout the year in order that the selection of the most qualified candidates can be accomplished.

Section 4. The WORKSHOP COMMITTEE shall act as representatives for the Guild in the organization and operation of workshops in the visual arts.

Section 5. The AUDIT COMMITTEE shall consist of at least two (2) members, not including the Treasurer. Their duties shall be to audit the Treasurer's records at the end of the year, between November and January.

ARTICLE V - DUTIES OF SPECIAL COMMITTEES

Section 1. The JUDGING COMMITTEE shall be responsible for securing a qualified judge. The fee to be paid the judge selected is not to exceed \$200 without the approval of the executive committee. The Judging Committee shall be responsible for securing accommodations and transportation as required by for the judge and will be responsible for placement of the place awards as the judge so desires. They shall be responsible for obtaining the place awards necessary, and for providing a method of determining the most popular entry and obtaining this award, The committee shall direct the judge to award in at least the following categories; Best of Show-Professional, Best of Show Non-Professional, and Best of the Show Student. The committee shall inform the judge as to previous protocol if necessary, The First and Second Vice-Presidents shall be members of this committee.

Section 2, The REGISTRATION COMMITTEE shall be responsible for the proper registration and collection of fees for each entry to the Autumn Art Show, approve entries as prescribed by the show rules and requirements, maintain those records, compile a list of all entries to be given to the Program Committee, and be responsible for getting entry fees to the treasurer for proper accounting.

Section 3, The PRIZE COMMITTEE shall be responsible for obtaining prizes, the quality, value, and method of awarding these awards will be determined by the committee as tradition and circumstances dictate.

Section 4, The HANGING COMMITTEE shall be responsible for the exhibit of all art works entered in the Autumn Art Show. They are expected to create an atmosphere conducive to viewing ease as well as one that gives equal opportunity to help promote the sale of each entry. The chairperson of this committee has authority to close the room to all but the Hanging Committee for this process.

Section 5, The REFRESHMENT TABLE Committee shall be responsible for arranging for and maintaining the refreshment table at the Autumn Art Show according to the dictates of tradition and circumstances, provided such table is deemed necessary and appropriate.

Section 6. The PROGRAM COMMITTEE is responsible for producing and publishing the programs for the Autumn Art Show.

Section 7. The MONITOR AND HOSPITALITY COMMITTEE shall be responsible for staffing the Autumn Art Show during public showings. Monitors will always make visitors welcome, Each Monitor is expected to acquaint themselves with the arrangement of the exhibit in order to give assistance and promote sales, Monitors will handle any sales transactions while on duty according to the provision of the Treasurer. It is the responsibility of this committee to keep the exhibition area neat, clean, and secure. The monitor and hospitality committee is responsible for obtaining and displaying a guest register at the Autumn Art Show in the form of a permanent book that can be kept by the organization.

Section 8. The GUILD PHOTOGRAPHER is responsible for making a permanent photographic record of the annual Autumn Art Show as well as of other affairs of the organization when asked by the President.

Section 9. The BUILDING AND CLEANUP COMMITTEE is responsible for setting up, taking down, transportation, repair, and proper storage of display panels. The committee is also responsible for cleaning the exhibit other areas used during the Autumn Art Show at its immediate conclusion.

Section 10, The CHECKOUT COMMITTEE is responsible for all art leaving the premises at the conclusion of the Autumn Art Show, They will cross-check the exhibitors receipts for their entries with any art being removed by exhibitors. They are responsible for placing in storage any art for which an exhibitor had made prior arrangements at the time of registration. All art removed from the show must be signed out by either the exhibitor or his/her representative.

Section 11. The SCHOOLS AND SPECIAL GROUPS COMMITTEE will arrange for and be responsible for any organization that wishes to have a pre-arranged viewing of the Autumn Art Show. It is the responsibility of this committee to promote, schedule, and conduct such showings to as many groups as possible.

Section 12. The HISTORIAN will be responsible for maintaining a Guild scrapbook containing memorabilia of all activities and photographs taken by the Guild Photographer for the benefit and enjoyment of all the members.

ARTICLE VI - AUTUMN ART SHOW

Section 1. This organization shall organize, plan, and operate an annual autumn art show each year for the benefit of all area artists to display and sell their works.

Section 2. The show shall be open to all artists who meet the exhibition requirements, pay the entry fees assessed, and agree to the commission charge of 20% assessed by if a piece of art is purchased. Members of may be charged a reduced entry fee but must otherwise meet all requirements.

Section 3. The dates for the Autumn Art Show are from Saturday, the second week of October through Saturday, the third week of October each year. If circumstances prevent keeping these dates, alternate dates need to be approved by the Guild.

Section 4. This organization shall be responsible for registration, exhibiting, and returning all entries (if proper arrangements are made in advance by the artist, in the case of shipping art) and will handle all sales transactions.

Section 5. No art work shall be removed from the Autumn Art Show before its conclusion except by special pre-arrangement with the President.

Section 6. This organization shall publicize and advertise the show in accordance with its capabilities and funds. Every effort will be made to make the show a success for both the organization and the individual exhibitor.

Section 7. The Guild does not guarantee the sale of any art.

ARTICLE VII - DISTRIBUTION AND HANDLING OF FUNDS

Section 1. The General Fund shall receive all monies. These monies are used for general operation expenses incurred by the business and activities of this organization. These monies shall also be used as cash awards for entries selected at the Autumn Art Show and for the benefit of the members of, students or public as deemed appropriate and voted on by a majority of members present.

Section 2. Only the President and/or Treasurer shall be authorized to sign checks and/or deposit and withdraw money.

ARTICLE VIII - AMENDMENTS

These By-Laws may be amended by three fourths (3/4) vote of the members present, provided that notice of the proposed amendment was submitted and read at the previous regular meeting.