

# North Coast Artists' Guild – Bylaws and Rules

Approved by the Membership October 29, 2012

## 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 promote member artists and the art produced by member artists.

#### Supplemental purposes include:

1. Assist in marketing the art produced by members
2. Enhance art education opportunities for members and the community
3. Make our area more beautiful
4. Develop a creative environment for the arts
5. Assist artists in general.

### ***ARTICLE III – Membership***

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

The membership shall consist of...

- (1) producing artists,
- (2) having full or partial residence in Mendocino and Sonoma Counties,
- (3) who have paid their current yearly dues.

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 NCAG Board of Directors by a NCAG member artist in good standing, followed by approval by a majority of NCAG Board of Directors members. Approval may be done by email or in an NCAG Board of Directors 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 NCAG Board of Directors 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.

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. NCAG members who are willing to serve on the NCAG Board of Directors will have their NCAG membership annual dues waived during their term of office.

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

Artist members 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 NCAG Board of Directors.

## ***ARTICLE IV – Officer Election***

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

Officer titles include:

President

Vice President

Treasurer

Secretary and Newsletter VP

Membership VP

Website/internet VP

Publicity/Venue Chairperson.

One person may hold multiple officer positions at any one time. Board members of NCAG can be members of Gualala Arts Board of Directors, no exclusions.

### **Section 2. Terms**

Officers shall be elected at the October meeting and shall serve for one year: January 1 through December 31. Both newly elected officers and outgoing officers are expected to attend the November meeting together, enabling a good transition.

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

A nominating Committee of two members shall be appointed by the NCAG Board of Directors at its 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 appointment by the NCAG Board of Directors.

## ***ARTICLE V – Meetings***

### **Section 1. NCAG Board of Directors Meetings**

The NCAG Board of Directors shall hold monthly 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 NCAG Board of Directors 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 NCAG Board of Directors shall schedule and organize one general membership meeting each year, in October, plus others if an occasion arises.

The October meeting shall include the election of officers based on the list from the Nominating Committee plus nominations from the floor, and ratification or rejection of any changes in Bylaws.

The NCAG Board of Directors 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, signed and dated.

## ***ARTICLE VI – NCAG Board of Directors***

### **Section 1. Content**

The NCAG Board of Directors shall consist of the Officers and the immediate past president of the North Coast Artists' Guild.

### **Section 2. Budget**

The NCAG Board of Directors shall select two of its members plus the Treasurer to form a Budget Committee each year. The Budget Committee will prepare a proposed budget and submit it to the NCAG Board of Directors before December 31 of each year, for ratification or revision in its January meeting.

## ***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 work with the Budget Committee to prepare a budget for each year and present it NCAG Board of Directors before December 31 of each year, and will present financial results at each monthly meeting. The Treasurer shall oversee the bookkeeper's processing of financial transactions and reports. The Bookkeeper may be paid a monthly fee when this is authorized by the NCAG Board of Directors.

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 monthly newsletters, to include all motions approved at NCAG Board of Director's meetings, 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 email, mail and phone.

The Publicity/Venue Chairperson 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, assist the Studio Tour Director with publicity and work to enhance NCAG publicity and marketing efforts.

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 NCAG Board of Directors 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 NCAG Board of Directors 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. Changes to Bylaws

must be presented to the general membership at its next October meeting for ratification or rejection.

## 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 is this is acceptable to the organization sponsoring the exhibit.)
  - Size of piece when appropriate.
2. All art must be properly prepared for placement and in saleable condition. The artist's name, phone number and title of the piece must be on the back of each piece.

### Venue Rules:

1. The Publicity/Venue Chairperson 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 in some venues, an artist may be required to register with the State of California Board of Equalization and get a Seller's Permit. In all cases, the artist must agree to self insure his/her art and 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 placed 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 should 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 may 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 any agreed sales commissions to the Treasurer of NCAG.