

Grant County Art Guild, Inc.

POLICIES AND PROCEDURES

Revised 2010

DUTIES OF THE OFFICERS:

PRESIDENT: Presides at all meetings, regular and called; presides at executive board meetings; appoints Chairman of all committees and is an ex-officio member of all committees except the Nominating Committee; arranges meeting hall, and opens and closes hall.

VICE-PRESIDENT: Performs all duties of the President in the absence of the President; acts as host or hostess at all meetings; sees that all new members and guests are introduced; acts as program chairman, arranges for all programs, demonstrations, and workshops; performs any other duties the President assigns.

SECRETARY: Records a complete and clear record of all meetings, executive board meetings; and special called meetings. Keeps the roll of members present, keeps an accurate record of all paid-up members with phone numbers and addresses; notifies the Guild of any change of membership or address. Gives the President the ORDER OF THE DAY obtained from the minutes of the last meeting and notifies members of regular meetings. Sends thank you notes to all guests who present programs, who do not belong to the Guild: sends thank you notes to those places and people who allow us to exhibit in their building.

TREASURER: Collects all dues and has custody of all funds received by the Guild; signs all checks or vouchers for payment of bills after approval by the Guild. Notifies the Secretary of all dues collected so that paid dues can be recorded on membership list. The Treasurer completes the membership cards for each paid member. The Treasurer's books shall be audited by two members of the Guild at the end of the Treasurer's term and then make a report to the Guild.

BOARD OF DIRECTORS: The board shall be made up of the officers of the Guild and at least three members elected by the Guild. The board shall be used in any way deemed necessary, such as Public Relations. Meetings shall be two or more times a year.

CHAIRS: Members appointed by the President as needed.

PUBLICITY CHAIRMAN: Publicizes all meetings and exhibits in the paper and on the radio. When we are members of the Chamber of Commerce notifies the Chamber of Commerce of all new officer's names, phone numbers, and addresses; acts as liaison with the Chamber of Commerce.

NOMINATING COMMITTEE: Shall consist of three persons, one of whom shall be appointed as chairman by the President. The committee shall select Guild members who are willing to be nominees to serve as officers or board members as elected.

MEETINGS: The Grant County Art Guild regularly meets on the second Friday of each month, unless otherwise announced. Meetings are held during the summer, April through October at the Pinos Altos Church Gallery, the former Methodist Church building in Pinos Altos. Dink Tatsch has donated the use of the gallery to the Grant County Art Guild. The monthly winter meetings are held in Silver City at a place announced for each month. Meetings consist of a business meeting and an instructional program in some phase of art.

SHOWS: The Grant County Art Guild generally has 4 shows each year: the Public Library Show, the Members' Only Show, the Purchase Prize Award Show, and the Christmas Boutique.

PUBLIC LIBRARY SHOW: The Guild hangs a show in the Silver City Public Library during the spring. Pictures are taken to the Library on the first and removed on the last day of the month of the show. Members are usually limited to 2 medium pictures due to the limited space. The subject matter should be for family viewing.

MEMBERS ONLY SHOW: The first show at the gallery during the year is the Members Only Show. It is held on the date chosen when making the yearly calendar and is the opening of the season at the Pinos Altos Church Gallery. It is open to the current paid members of the Grant County Art Guild who have scheduled to sit 2 times at the gallery.

PURCHASE PRIZE AWARD SHOW: This is held the last weekend in September and the first weekend of October and is open to artists residing in New Mexico. The Best of Show winner is purchased and will hang in the Gallery. Ribbons are awarded in each category: oil, watercolor, acrylic, and pastel; with cash prizes to First Place and Most Popular. Entries are by slide/photo and are juried by the Board to meet Brochure requirements.

CHRISTMAS BOUTIQUE: The Guild holds a Christmas Gift Sale before Christmas. Members bring all items large and small, that they would like to sell. This is open on a Saturday or Sunday at a selected site. Members must be active at the Gallery to participate.

SHOW RULES:

ORIGINAL: Articles of art or craft must be original, not copies and no kits are allowed. However, in the on-going exhibits at the Pinos Altos Gallery copies are permitted as long as the work is clearly labeled that it is a copy.

LABELS: Labels on articles should be clear, including name of artist, title of item, media or category and price of item. Phone numbers can be included.

READY: Pictures should be ready to hand. They should have wire on the back, eyes at a distance from the top so that the picture does not sag out from the top. The top of the wire should be enough below the top of the frame so that the hanging nail or hook does not show.

RECENT: All items should be recent work. It is not fair to the viewing public to ask them to come and see the same pictures show after show.

LIMITS: Limits are mainly imposed by the size of the display. The Library is limited to 2 medium-sized paintings and small craft items are limited by the size of the display case. The Members Only Show is limited to 2 items for fine arts per category and 5 items for crafts per category. The Purchase Prize Show is limited to three entries.

ACCEPTABILITY: The acceptability of items shown is to be judged by the board. Art is presented to a family market and therefore some items are better off not being shown.

MEMBER'S REQUIREMENTS: A GCAG member who wishes to show must work at the gallery a minimum of two times a season. If you do not work at the gallery, you can not show at the gallery. Failure to meet the obligation will result

in a Board review and possible termination of membership. The Gallery is open from 10:00 a.m. – 5:00 p.m. every Friday, Saturday, Sunday and Holidays from the last week-end of April through the first week-end of October, and one or more members are required to sit at the Gallery when it is open.

The featured artist can take as much of their work up to the Gallery as they wish and set up an individual showing near the front of the Gallery. This leaves the other works in the Gallery visible also. Everyone has chance at a showing during the summer.

Each artist is responsible for the newspaper story and picture advertising their showing for their weekend. They may also announce their showing to the public with the use of radio stations.

Each artist is responsible for sweeping and dusting the gallery and having it in show condition. Members of the public are welcomed to the show. Articles shown are for sale. Sales tickets are to be made out and the money turned over to the respective artists. Instructions are available in the book at the front desk. Each member is expected to do their share in promoting Art in our area to the public by taking their turn at the church gallery. They further their own specialty by demonstrating their methods during their time at the gallery.

Dates for sitting the gallery are listed for the summer in the yearly calendar and on the GCAG website, with the artists signed up to work on those dates.