

# Campbell Artists' Guild

# Bylaws



**Campbell Artists' Guild • Est. 1965**

*[www.CampbellArtistsGuild.org](http://www.CampbellArtistsGuild.org)*

*Fully revised with Guild membership approval May 2017.*

*Minor revisions made by Executive Board June 13 and  
September 12 of 2019 for clarity of intent.*

*Update with Guild membership approval March 27, 2021.*



## Welcome to the Campbell Artists' Guild

The Campbell Artists' Guild (Guild) was founded by artist Judy Howland in March of 1965 when the first meeting was held in the Campbell Adult Education's main office building which had previously been a funeral home on Winchester Boulevard behind Campbell High School (now closed since 1980). Sixty artists attended this first meeting and an Executive Board was established for setting goals and objectives.

The Campbell Artists' Guild continues to thrive as it encourages the practice and appreciation of all visual arts. It unites those who have an interest in art and wish to work together to promote creative expression and foster artistic development by making available workshops, demonstrations, speakers, and discussion of common interest.

This printable PDF version of the Bylaws has been downloaded from the Guild's website:  
[www.CampbellArtistsGuild.org](http://www.CampbellArtistsGuild.org).

## **Article I • Name and Objectives**

*(Revised May 27, 2017)*

This organization shall be known as the Campbell Artists' Guild (Guild) and shall be open to all. Its purpose is to unite those who have an interest in art and wish to work together to promote creative expression and to foster artistic development by making available workshops, demonstrations, field trips, and discussions of common problems.

Sales of work by members are promoted by the Guild in sponsoring exhibits at locations available to the buying public. Any political- or religious-oriented connotation shall be avoided.

## **Article II • Membership**

*(Revised March 27, 2021)*

**Section 1** – Membership shall be open to anyone 18 years of age or over.

**Section 2** – The membership of this Guild shall be defined as:

**Active Membership** – entitles member to all privileges of membership including participation in competitions and exhibitions.

**Associate Membership** – Associate Membership encourages artist to take an active role in meetings and hold office but does not compete or exhibit.

**Section 3** – A copy of the Guild's tri-fold brochure will be available to guests at all Membership Meetings. If they show an interest in joining, the Membership Chair shall provide them with a Membership Application. Upon receipt of dues, they shall receive a copy of the Guild's Bylaws booklet. Members of the Guild are expected to abide by its Bylaws and to uphold its best interests.

**Section 4** – New members must attend one meeting before being eligible to compete.

**Section 5** – Active members must attend at least one of three meetings immediately prior to any competition to be eligible to compete.

## **Article III • Dues**

*(Revised May 27, 2017)*

**Section 1** – Dues of the Guild shall be payable annually by January 1 and are considered delinquent after February 1. Dues for the current year must be paid in full before art is submitted for competition or exhibition. Dues for membership are prorated as follows:

**Active Membership** - \$30 per year

January–June \$30      July–December \$15

**Associate Membership** - \$15 per year

January–June \$15      July–December \$7.50

**Section 2** – Members whose dues are delinquent shall be dropped from membership. A member who has been dropped may be reinstated upon full payment of delinquent dues for the year. The Treasurer will inform the Membership Chair of dues paid. Dues are payable to Campbell Artists' Guild and sent to the Treasurer.

## **Article IV • Executive Board and Chair Duties**

*(Revised March 27, 2021)*

**Section 1** – The Executive Board of the Guild shall consist of a President, Vice President, Secretary, Treasurer.

**Section 1A** – Chairs shall consist of Annual Art Show, Awards, Communication and Outreach, Exhibits, Hospitality, Membership, Newsletter, Programs, Photographer, Publicity, Webmaster, and other chairs as deemed necessary.

**Section 2** – Any elected Executive Board member who is absent for more than three successive Membership Meetings without a valid reason shall be considered retired and the vacancy will be filled by majority vote at the next meeting.

**Section 3** – The President shall preside at all meetings of the Guild and Executive Board and supervise the activity of the Guild. The President shall also give notice of the time and place of special meetings both of the Guild and the Executive Board.

**Section 4** – The Vice President shall perform all the duties of the President's office in his/her absence and, in case of a vacancy, shall become President.

**Section 5** – The Secretary shall attend all meetings of the Guild and Executive Board and shall record minutes and maintain hard copy archives of minutes.

**Section 6** – The Treasurer shall deposit all dues as they are received, shall keep an itemized account of all receipts and disbursements, and render a written report of same to the Executive Board at its February Business Meeting. Checks in payment for goods or services to the Guild must be signed by two members of the Board for expenses over \$151.00.

**Section 7** – The Art Show Chair shall be responsible for directing and organizing the Annual Art Show.

**Section 8** – The Awards Chair shall be responsible for the set up and display of monthly artwork for competitions, keeping a monthly tally of participants and winners, and shall be responsible for collecting votes and designating ribbons for artists' awards at each meeting. Competition records will be maintained for three years.

**Section 9** – The Communication and Outreach Chair shall be a support to the Membership Chair and contact members experiencing a personal illness or loss. Assists Membership Chair quarterly in contacting members who have been absent from meetings.

**Section 10** – The Exhibit Chair shall organize and supervise artwork placed at individual locations (e.g., city halls, offices, banks, libraries) and other ongoing locations.

**Section 11** – The Hospitality Chair shall handle refreshments for Membership Meetings and make arrangements for member participation.

**Section 12** – The Membership Chair shall receive all applications for membership. Upon receipt of dues, new members will receive a copy of the Guild's Bylaws. The Membership Chair shall keep name tags and membership roster up to date, correspond with potential members, among other duties.

**Section 13** – Newsletter Chair shall recruit written contributions from the Executive Board and Chairs and publish a monthly newsletter. This serves as the vehicle in chronicling the Guild's history.

**Section 14** – The Photography Chair shall photograph members at special events, speakers/demonstrators at Membership Meetings, send photos to Newsletter Chair from competitions, and provide access of photographs to the membership.

**Section 15** – The Programs Chair along with members, shall be responsible for monthly programs, make arrangements with guest speakers/demonstrators, and introduce him/her at the meetings.

**Section 16** – The Publicity Chair shall arrange news articles, announcements and advertisement of the Guild to appear in as many news media as possible.

**Section 17** – The Webmaster shall keep the Guild's website, [www.CampbellArtistsGuild.org](http://www.CampbellArtistsGuild.org), current from input directly provided by the Newsletter Editor and Art Show Chair.

## **Article V • Election of the Executive Board**

*(Revised March 27, 2021)*

**Section 1** – Candidates for executive positions shall be selected by members.

**Section 2** – A President, Vice President, Secretary, and Treasurer shall be elected at the Membership Meeting in December by majority vote and will take office in January to continue in office for one year. The Executive Board may be re-elected the following year but shall not hold the same office for more than two consecutive years unless agreed upon by majority vote of membership present.

**Section 3** – At the January Membership Meeting, the President shall request membership participation for the following Chairs: Art Shows, Awards, Communication and Outreach, Exhibits, Hospitality, Membership, Newsletter, Photography, Programs, Publicity, Webmaster, and other Chairs as deemed necessary.

## **Article VI • Meetings**

*(Revised March 27, 2021)*

**Section 1** – Membership Meetings of the Guild shall be held once a month. Minutes will not be taken at the Membership Meetings unless determined necessary by the Executive Board at which time a summary of announcements will be available in the monthly newsletter.

**Section 2** – A monthly Business Meeting shall be held by the Executive Board to conduct the official business of the Guild. All members are invited to attend or submit items for discussion to any Executive Board member. Minutes of the Business Meeting shall be taken and published in the monthly newsletter. The President may call an additional Business Meeting at any time when deemed necessary. The various Chairs may be asked to attend if it's within their purview.

**Section 3** – Special meetings and field trips may be called by the President.

**Section 4** – Outgoing Executive Board and Chairs shall meet with the incoming Executive Board and Chairs to provide help and advice.

**Section 5** – Twenty percent (20%) of the members present shall constitute a quorum.

## **Article VII • Guild Funds**

*(Revised March 27, 2021)*

**Section 1** – Any contributions or donations to groups or individuals for whatever purpose must be approved by the Executive Board and presented to membership before being voted on at a Membership Meeting.

**Section 2** – In the event of dissolution of the Guild, any cash or assets will be donated to another organization as voted upon by majority vote of the membership present before dissolution of the Guild.

## **Article VIII • Amendments**

*(Revised March 27, 2021)*

Amendments to the Guild's Bylaws may be presented at any Membership Meeting or at any Business Meeting called for the purpose; and upon a majority vote, shall be presented and submitted for a vote at the next Membership Meeting, requiring two-thirds of the membership present for adoption.

## **Article IX • Copyright Liability**

*(Revised June 13, 2019)*

In order to avoid liability issues with copyright infringement, it is the responsibility of every Guild artist to honestly abide by the following requirements. The Guild reserves the right to disqualify artwork if there is reasonable doubt about copyright infringement or plagiarism. The Guild is not liable if artists does not abide by these requirements.

1. Art entered for a monthly competition or exhibit must be the artist's original work in concept and execution.
2. Art entered for monthly competitions and exhibits which are deemed to be copied from another artist's work (e.g., a published photograph, images off calendars or the Internet unless they are copyright-free photos, greeting cards, etc.) will be immediately disqualified unless the art is a derivative of the original.

3. **Derivative Art** is an expressive creation that includes major copyright-protected elements of the original, previously created first work. Derivative work is acceptable only when it becomes a second, separate work independent in form from the first. The derivative work must be substantial enough and bear its author's personality to be an original and thus protected by copyright.
4. Artwork cannot be the reproduction (copy) of a painting created by another artist even if the original artist is acknowledged.
5. Creating a copy of a historic painting is unacceptable and will be disqualified.

## **Article X • Participation in Competitions**

*(June 13, 2019)*

**Statement of Purpose** – The intent of monthly competitions by Active members is to encourage participation in developing new work and creative expression.

## **Article XI • Awards**

*(Revised September 12, 2019)*

Award competitions run from January through December of each year. Active members must attend at least one of three meetings immediately prior to any competition to be eligible to compete. Art must be original in content and execution and created in the last five years - not a copy, giclée print or reproduction of another artist's work. See *Article IX • Copyright Liability*. Fragile mediums (e.g., watercolor, pastel, charcoal) must be matted and framed with protective covering. All art must be dry to handle.

**Awards** – First, second and third place ribbons will be awarded in the Artist-of-the-Month competition with the following exceptions:

1. if two art pieces are competing, a first place ribbon will be awarded,
2. if three art pieces are competing, first and second place ribbons will be awarded,
3. if four or more art pieces are competing, first, second and third place ribbons will be awarded.

### **A. Artist-of-the-Month (AOM)**

*(Revised September 12, 2019)*

Active members who have attended at least one of three meetings immediately prior to any competition are eligible to enter one piece of art to be voted upon. There must be at least two art pieces by different artists to hold the AOM competition. Art must be original in content and execution and created in the last five years – not a copy, giclée print or reproduction of another artist's work. See *Article IX • Copyright Liability*. Once a member has won a first place ribbon in AOM, that member is now eligible to enter art in the Blue Ribbon Gallery.

A first place winner in December's AOM competition is now eligible to participate in the Blue Ribbon Gallery starting in February of the new calendar year.

### **B. Blue Ribbon Gallery (BRG)**

*(Revised September 12, 2019)*

Active members who have won a first place ribbon in the AOM competition (January–December) and who have attended at least one of three meetings immediately prior to this competition are eligible to compete in the BRG for the remainder of the year. Previously awarded art from AOM competition cannot be submitted. A minimum of two art pieces are required to hold a competition by two different artists; one first place ribbon will be awarded. Art must be original in content and execution and created in the last five years – not a copy, giclée print or reproduction of another artist's work. See *Article IX • Copyright Liability*.

### **C. Artist-of-the-Year Competition (AOY)**

*(Revised March 27, 2021)*

Active members who have attended at least one of three meetings immediately prior to this competition are eligible to enter one piece of art to be voted upon. First, second and third place ribbons for AOY are awarded at the January Membership Meeting. First place ribbon recipients in the Blue Ribbon Gallery may enter a new or a previously awarded piece of art for this competition. There must be at least two art pieces by different artists to hold the AOY competition. Art must be original in content and execution and created in the last five years – not a copy, giclée print or reproduction of another artist’s work. See *Article IX • Copyright Liability*.

### **D. Annual Art Show**

*(Revised September 12, 2019)*

The Guild may hold an art show once a year. Active members must attend a minimum of three meetings the year of the art show for eligibility to participate.

1. Art entered for exhibit shall represent the best original works of its members.
2. Art entered should be original in content and execution and created in the last five years – not a copy, giclée print or reproduction of another artist’s work. See *Article IX • Copyright Liability*.
3. Art should be dry, matted and framed (when appropriate) and ready to hang. See Page 9 “Guild’s Framing and Hanging Requirements.”
4. All art including winning postcard art must be in the exhibit for the duration of the show.
5. The Art Show Chair will establish specific times for the delivery and pick up of art. No late entries will be accepted after the specified time – no exceptions.
6. The number of art pieces a member may exhibit will be determined by the number of exhibitors and available wall space by the Art Show Chair.
7. Gallery Identification Tags are created by the Art Show Chair from information provided by the artist.
8. Any art piece may be exhibited provided it has never received a ribbon in any of the Guild’s previous annual art shows.
9. The Guild Executive Board reserves the right to decline entries considered inappropriate for a public exhibit. An individual member’s objection to a piece of art should be brought to the attention of the Executive Board for final decision.
10. A non-refundable entry fee will be required and Liability Waiver, Proxy, and Art Information forms must be completed prior to delivery of art.
11. A ten percent (10%) commission of the sale price of any art (including prints) sold at a Guild-sponsored event will be donated to the Guild, payable to Campbell Artists’ Guild and sent to the Treasurer.
12. The Guild is not responsible for damage or loss that may occur while artwork is on exhibit.
13. All exhibitors are required to be at the Opening Reception to help setup, tear down and provide refreshments. If the artist is unable to attend the Opening Reception, a monetary payment established by the Guild’s Board will be required and payable to Campbell Artists’ Guild two weeks prior to the show.
14. All exhibitors are required to host the gallery.

15. When the show is judged, the judge shall be a professional who is well versed in art.
16. There must be a minimum of two individuals competing in any given category in order for an award to be issued.
17. When the show is judged, three ribbons (first, second, third) will be awarded in the following eight categories:
  1. Oil
  2. Acrylic, Monoprints
  3. Watercolor
  4. Mixed Media (any art involving more than one medium)
  5. Charcoal, Ink, Graphite
  6. Pastels, Colored Pencils
  7. Alternate Mediums (sculpture, linocuts, 3D assemblage, mosaic)
  8. Photography
18. A special ribbon will be awarded for “People’s Choice” and “Best of Show.”

### **E. Alternate Venue Exhibits**

*(Revised September 12, 2019)*

Separate from the Annual Art Show, the Guild uses the following guidelines for displaying art at various establishments organized by the Exhibit Chair.

1. Active members must attend a minimum of three meetings the year of any exhibit.
2. Art exhibited should be original in content and execution and created in the last five years – not a copy or reproduction of another artist’s work. See *Article IX • Copyright Liability*.
3. When displaying art, frames must be clean and in good condition with no chips; clean glass (when appropriate), clean and neat liners/mats if they are so equipped. Framing should be free of dust/dirt.
4. Sawteeth, clamps, clips, staples or screw eyes cannot be used for hanging unframed and framed art. See “Guild’s Framing and Hanging Requirements.”
5. All art must be removed on the day and time the Exhibit Chair designates.
6. New art must be displayed on the date and time the Exhibit Chair designates.
7. Gallery Identification Tags are created by the Exhibit Chair from information provided by the artist.
8. A ten percent (10%) commission of the sale price of any artwork (including prints) sold at a Guild-sponsored event will be donated to the Guild, payable to Campbell Artists’ Guild and sent to the Treasurer.



## **Guild's Framing and Hanging Requirements**

### ***How to Properly Display Your Art***

- Art should be original in content and execution and created in the last five years by the submitting artist.
- Art must be properly framed and ready to be hung as follows:
  - Original watercolors and photographs should be framed and under glass or preferably clear Plexiglass protecting the art. Photographs (e.g., Giclée print) printed and wrapped on canvas are acceptable unframed.
  - Original art created on wrap-around canvas (gallery wrap) are acceptable without frames provided the painting continues around all edges. Staples visible on the outside edges are unacceptable.
  - All framed art must have suitable wire to accommodate the weight of the art and must have flat type wire connectors (D-rings) secured approximately 1/3 of the height from the top of the frame to avoid damage to walls and other art. (See Figure 1 below.)
  - All wires, whether coated or not, must be securely wrapped with masking tape at the ends. Please advise your framers of this requirement.
  - No sawteeth, clamps, clips, staples or screw eyes can be used for hanging artwork.
  - All artwork should be thoroughly dry prior to exhibiting.
  - All frames must be clean, free of chips or damage. The backing on your frame should be secure; if it is not, it will be eliminated from the exhibit.
  - Wrap and pad your art securely when transporting to avoid chips and other damage that can occur to frames in transit.



*Figure 1 • Proper hardware and its application for framed and unframed art.*