



Members Handbook

All information in this hand book is
available on the guild website

<http://summervilleartistguild.com>

Forms and Documents in this handbook
are available on their respective pages
as well as the Membership page under
Forms & Documents
as well as a copy of this handbook.

Welcome!

The Summerville Artist Guild is pleased you have joined us. Our aim is to be a friendly place for you to get to know other artists, to learn and to express yourself with art.

This handbook will give an introduction to what the Guild does and what we offer local artists. The Guild's website is also an invaluable tool; most of your questions can be answered there. If you need more information or clarification, please do not hesitate to contact the President or one of the other Board members.

Happy Painting!



The Summerville Artist Guild
Governing Board



Welcome to the

Summerville Artist Guild

Our Mission: The Summerville Artist Guild is dedicated to stimulating interest in Visual Arts, encouraging all levels of artistic ability, and promoting Art education within the Summerville, South Carolina community.

What We Do:

We offer monthly meetings with art demonstrations, member shows and art workshops throughout the year. For a schedule of upcoming events, please check our meetings, workshops and shows pages on our web site.

The Guild's initiative, Summerville ROCKs!, is an annual event that raises funds to support two scholarships for Dorchester District II students. These awards go to seniors entering accredited programs in the arts—one for art education and one for performance/studio art.

We welcome new members

The Summerville Artist Guild welcomes new members, both artists and those interested in supporting the local art community, throughout the year. Our membership ranges from the beginner to the professional level artist. By joining, you will be able to experience motivational and instructional demonstrations as well as access to other viewpoints. We offer a range of workshops and local exhibition opportunities to help advance your skills as an artist.

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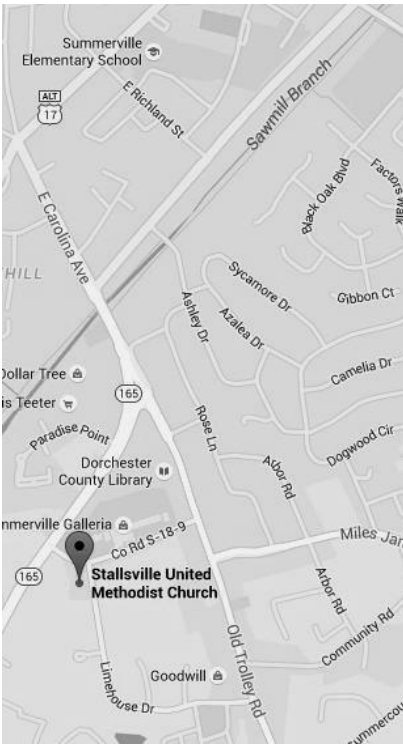
Location & Contact information

Meetings: Stallville United Methodist Church
255 Stallville Rd. Summerville, SC 29485

Mailing Address: P.O. Box 3216, Summerville, SC 29484

Web site: <http://summervilleartistguild.com>

Driving Directions:



255 Stallville Rd. in Summerville just off of Old Trolley Road near the Dorchester County Library.

From downtown Summerville, take Trolley Road south.

Turn right onto Stallville Road which is the first stoplight after the Dorchester/Summerville Library and Applebee's.

The church is about 1/4 mile down on the left with a white steeple.

Turn left just before the church and enter into the side parking lot.

Additional parking is available in the lot just past the brick office building.

Enter the double doors on the left and proceed to the Fellowship Hall straight ahead and to the right.

Meetings

September - May

1st Thursday of each month unless otherwise announced

6:30 - Social

7 - 8pm - Meeting & Demo

Check the website for information on this month's demo.

LOCATION: Stallville UM Church 255 Stallville Rd.

Social

Social portion of our meeting is the time to get to know other artists. The Social Chairman organizes volunteers for refreshments, meeting setup and clean up. Contact the Social Chairman to volunteer.

Demos

Most meetings include an artist or guest speaker who gives a presentation or demonstration on their particular field of expertise. The Vice President is responsible for scheduling all demonstrations.

Membership Dues

Membership dues are paid yearly and cover the guild year September through May. Returning member dues for the guild year are \$30 thru the October meeting and \$35 afterwards. New members joining pay \$30.00 regardless of the time of the guild year.

Newsletter & Web

Our web site: summervilleartistguild.com

Our Newsletter: *Summerville Palette*

To contribute to *Summerville Palette*, the Summerville Artist Guild Newsletter, our website or Facebook page, please send us an email at summervilleartistguildnews@gmail.com.

Membership in the Guild:

Associate Member: any adult may join the Guild regardless of painting experience. Associate Members can participate in all meetings and fieldtrips, receive a discount on workshops and exhibit in the All Member's Show in December. Guidelines for this show are on page 8.

Exhibiting Member: any Associate Member who has successfully juried in to receive Exhibiting Status. Associate Members who are current with their dues and have attended at least two regular meetings may submit paintings for consideration on a jury-in date. Upcoming dates to jury in as an Exhibiting member are in November & February. For How to Jury In turn to page 10. For Jurying Guidelines turn to page 11. If you are an Associate member who is interested in jurying-in, please contact our President. Upon obtaining exhibiting status, the member is eligible to participate in the Judged Show held in March, at which monetary prizes are awarded, and to add your website link to our Artists Websites page on the Guild website.

Junior Member: any student aged 14-18 may apply for Junior Membership with the recommendation of his/her art teacher. Junior Members can participate in all meetings and fieldtrips, receive a discount on workshops and exhibit in the All Member's Show in December.

Patron: any Guild member or other interested person may become a Patron for a minimum \$25 donation. The Patron's contact information will appear in each Guild Newsletter, in each Exhibit Program and on the Guild Website. You will receive a copy of the newsletter, can attend meetings and participate in field trips. This is a good way to show extra support for our Guild!

Workshops

The Guild offers several workshops each year, usually with an instructor who has demonstrated at a meeting. **Policy:** Reservation for a workshop is secured by full payment of fees. Since absenteeism prevents someone else from attending the class and in some cases could cause the class to be cancelled, **NO REFUNDS WILL BE ISSUED.** Currently the cost for members is \$55, and non-members \$65. If you cannot attend a workshop contact the Workshop Chairman (Vice President) to help find someone willing to take your place ASAP.

Field Trips

Field trips are a great opportunity to gather new material, get inspired and to get to know each other. We make new friends, share knowledge and experience. It's also an opportunity to invite guests to enjoy a guild event. Join us, bring your cameras, your sketch books, bring your paints and join the fun!!! Unless otherwise indicated we meet at the Summerville Parking Garage and car pool. Meeting times will be posted in the newsletter and website for each field trip. Please contact our Field Trip Chair if you are interested in attending and for more information. You will be put on the email list so we don't leave anyone behind!

Opportunities

The Low Country art community offers our members many opportunities to showcase their talents outside of Summerville Artist Guild events. Check our newsletter and website to find listings for area shows, competitions and exhibits.

Groups

The Guild is dedicated to stimulating interest, developing artistic ability and education. The Guild hosts several member organized groups that follow the Guild's Mission . We encourage you to visit our Group's page on our website for more information.

All-Members Show Guidelines

These guidelines represent the Guild standards for display in our shows. From year to year there may be more specific guidelines and standards for each show. Please check our website <http://www.summervilleartistguild.com/> for more information pertaining to this year's shows including but not limited to size and quantity.

- This show is open to all members of the Summerville Artist Guild.
- Members must have paid their dues and be in good standing in order to be eligible to exhibit in this show.
- Artwork must be two-dimensional, completed within the past twelve months and may be a painting or a photograph not previously exhibited in a Summerville Artist Guild Sponsored Show.
- Work must be original and done without assistance from an instructor. See *What is Original Art* (pg 13) Artworks created from other artists' work or inspired by published photography will not be accepted, including wetcanvas.com and other internet derived images. Source material must be furnished upon request.
- Works must be dropped off within the posted time span. Late paintings will not be accepted and will be removed.
- Only properly framed and wired paintings will be accepted. See *How to prepare for hanging your art* (pg. 15)
- Subject matter must be "family friendly".
- Giclees and paint-over works will not be accepted.
- Although the greatest of care will be taken, *participation signifies agreement to hold the Summerville Artist Guild and the exhibiting facility harmless from any liability.*
- Each Artist is responsible for making their own pickup arrangements of their artwork.

Cover Design Contest

Any member may submit an **ORIGINAL DESIGN** for this contest.

This design will be used for Guild business during the next calendar year, including the front cover of our Annual Judged Exhibit program and Guild note cards used by our Correspondence Secretary.

The design must be no larger than 8" x 10" and must be black and white (grey scale).

Print artist name & phone # on back of artwork.

Winner will be announced the evening of SAG All Member Show Reception, after voting is complete.

There is a cash award for the winner plus bragging rights!

All artwork submissions for our Cover Design Contest must be received the same day and times as the members are required to bring their artwork to our All Member Show.

How to Jury In

Summerville Artist Guild offers the opportunity to Jury in as an exhibiting artist twice a year, once at our November meeting and again at our February meeting.

After reading the *Jurying Guidelines for Exhibiting Status*, (pg. 11) and *How to preparing for hanging your art* (pg. 15), you are ready to make the next step.

1. In November or February several days prior to the scheduled meeting you will need to contact the current President to let her/him know you are ready to be juried in. (It is important you let the President know so arrangements can be made for Judges).
2. Bring your 3 works of art prepared as stated in the guidelines at 6:00pm. There will be a separate room set up in the Church for the Jury-in process. Leave your work in that room. This is a private procedure and is done behind closed doors.
3. Go to the meeting.
4. After the meeting go back to the room and pick up your work.
5. You will be notified prior to the next meeting if your work met the requirement for an Exhibiting member. This notice will be sent out as quickly as possible, however we ask for your patience, sometimes it takes longer than expected.

Jurying Guidelines for Exhibiting Status

Associate Members who are current with their dues and have attended at least two regular meetings may submit paintings for consideration on a jury-in date. The Jurying Committee is appointed by the Executive Board and will receive work for jurying on the regular November and February meeting days. The Summerville Artist Guild requires three works of art completed within the previous two years for jurying.

Original work shall comply with ALL of the following criteria:

- 1) The work is the artist's original creation and is not, in whole or in part, a copy of any other person's work or photograph, including non-copyrighted works.
- 2) The work was created solely by the artist and not under supervision of an instructor.
- 3) The work is not a photographic, computer generated or any other electronically generated work.

Presentation of an artist's work is also important. Work must be properly framed, with no damage to the molding or dustcover. Canvases other than gallery-wrap style canvases must be properly framed. No clip frames will be accepted. All work must be properly wired.

The following areas will be considered by the jurying committee:

Originality: Focus on imagination and creativity, development of original ideas, themes, and handling of subject matter.

Technique: Proficiency and skill in use of medium.

Composition: Strong effective use of line, form, color, value, center of interest

Drawing Skills: Good general ability with understanding of proportion, perspective (within context of artistic style used)

Presentation: Quality and condition of mat and frame. Must be compatible with art and not detract. Lack of a frame adds to the integrity of the piece.

Judged Exhibition Guidelines

These guidelines represent the Guild standards for display in our shows. From year to year there may be more specific guidelines and standards for each show. Please check our website <http://www.summervilleartistguild.com/> for more information pertaining to this year's shows including but not limited to size and quantity.

- Exhibiting Members in good standing must have attended at least **two** meetings and paid their dues in order to be eligible to exhibit in this show.
- Artwork must be two-dimensional and completed within the past **twelve months**. Categories are Under Glass and Not Under Glass
- Artwork cannot have been previously exhibited in a Summerville Artist Guild Sponsored Show.
- Work must be original and done without assistance from an instructor. Artworks created from other artists' work or inspired by published photography will not be accepted, including wetcanvas.com or other internet-derived images. Source material must be furnished upon request. See *What is Original Art* (pg 13)
- Works must be dropped off within the posted time span. Late artworks will not be accepted and works hung afterwards will be removed for judging.
- Only properly framed and wired artworks will be accepted. See *How to prepare for hanging your art* (pg. 15)
- Subject matter must be "family friendly".
- Although the greatest of care will be taken, participation signifies agreement to hold the Summerville Artist Guild harmless from any liability.
- Each Artist is responsible for making their own pickup arrangements of their artwork.

What is original art?

Original art is created from an idea, in whole or in part, that you conceived and conceptualized on your own.

Can I copy another artist's painting?

No. All works are protected by federal copyright law. These works are protected whether the artist registered them or not.

Can I paint from published photographs?

No. Photographs are copyright protected by the photographer and cannot be used as reference material. Even copying similar compositions could be a problem.

Can I paint from non-copyrighted photographs?

You can use these materials as references, but the paintings cannot be entered in an art show as original work. You must be careful when selling "original art" when using photographs that are not your own. Original art is an idea that you conceived and conceptualized on your own.

Can I paint from photographs that I took off the television or computer?


No. This material is also copyrighted as are all advertisements, brochures, etc. *The safest way to avoid any problems is to take your own photographs.*

Can I paint from photographs that my spouse, friend, or relative took?


If you receive permission, you may paint from a photo, but you cannot enter that painting in an art show because it was not your composition. You **MUST** exercise caution when using another person's photograph. They may change their mind about the permission.

 **Can I enter a painting in an art show that I did in a class or workshop?**

No. All paintings done under the supervision of an instructor are prohibited. All entries must be individual work. If you got a critique, that painting was not done by you alone.

 **Can I enter a painting in an art show that I did at home from a painting, sketch, or photograph in a class or workshop?**

No, because it was not your original composition.

 **Can I create a painting from my “how to” painting books or from online lessons?**

You may use the lessons you learn to create a painting of your own; but only from your own photograph, composition, or idea.

 **Can I use published images in my collage?**

If you can make it unrecognizable, you may be safe. If it is part of public domain (100 + years), you are pretty safe. Using an unaltered image and giving credit to the artist or photographer is a risk that has generated lawsuits. When in doubt, DON'T.

The bottom line: *It is YOUR responsibility to ask whether your art is original. We have provided some FAQs, but all circumstances may not have been included. If in doubt, chances are that it will not be considered original.*

How to prepare for hanging your art

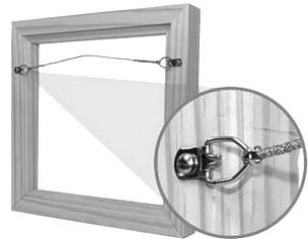
Poor presentation can make great art look terrible. Good presentation can make terrible art look great

- Works on deep gallery wrapped canvases need not be framed, but must have all edges neatly sealed and painted.
- Frame molding varies greatly in style and quality. Avoid overpowering your art with framing materials that distract from the work visually.
- Photographs and other two-dimensional works on paper should be matted and covered with glass or Plexiglas in a frame.
- Mats should cleanly cut and appropriately proportioned for the work being framed.
- All work must be presented ready-to-hang, with screw eyes or D-rings and wire attached to the frame between one-third and one-half of the way down the sides of the piece. Stainless steel picture wire works best.

Screw-Eyes



D-Rings



- **DO NOT** use saw tooth hangers
- **DO NOT** use saw spring clips
- **DO NOT** use saw standing photo frames

If you are not sure or need help, please feel free to ask for help.

By Laws

CONSTITUTION AND BY-LAWS OF THE SUMMERVILLE ARTIST GUILD (revised September 3, 2015)

ARTICLE I: ORGANIZATION

- A. The name of the organization shall be the Summerville Artist Guild, hereinafter referred to as the Guild.
- B. The Guild will operate under the rules and regulations of the United States, the state of South Carolina, the county of Dorchester, and the City of Summerville.
- C. The Guild is an unincorporated association organized exclusively for charitable and educational purposes. The making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Codes, or the corresponding section of any future federal tax code, will be included in such purposes.

ARTICLE II: PURPOSES

- A. The Summerville Artist Guild is dedicated to stimulating interest in visual arts, encouraging all levels of artistic abilities, and promoting art education within the Summerville, South Carolina, community.
- B. Artists are defined as members working in the fields of painting, sculpture, and visual arts.
- C. The Guild was formed in 1979 under the Constitution and By-laws of the Summerville Artist Guild, last revised on September 4, 2008.
- D. No part of the net earnings of the Guild will be used for the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except that the association shall be authorized and empowered to pay

reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section A of this Article.

- E. No substantial part of the activities of the association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Guild shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- F. The Guild shall not carry on any other activities not permitted to be carried on by an organization exempt under section 501(c)(3) of the Internal Revenue Code.

ARTICLE III: MEMBERSHIP

- A. Associative Members shall consist of individuals interested in the objectives and purposes of the Guild.
 - 1. New Members aspiring to Exhibiting Status enter the Guild in this classification.
 - 2. After payment of dues and attending at least two (2) meetings prior to the Exhibiting Members Show, an Associate Member may apply for Exhibiting Status by submitting three (3) recent original works of art to the Admissions Board for review.
 - 3. The Admissions Board will accept submissions for review at designated fall and spring meetings.
- B. Exhibiting Members shall consist of creative artists who have been accepted by the Admissions Board review process.
 - 1. Exhibiting Members shall be required to attend at least two (2) meetings per year.
 - 2. By payment of annual dues, members who leave the area may retain membership in the Guild.
 - 3. Qualified exhibiting members, in good standing who are disabled are exempt from the required attendance. The President also has the power to

exempt members from the two-meeting rule in extenuating circumstances.

- C. Honorary Members are members who have contributed significantly to the Guild or to the development of interest in the Fine Arts. Honorary Members can be named by the executive board and then ratified by a majority vote of the membership. They are exempt from annual dues.
- D. Junior Members are high school age artists who have been recommended by a teacher as non-voting member of the Guild. Dues for Junior Members will be \$15 a year.

ARTICLE IV: RULES OF ORDER

Robert's Rules of Order or a similar edition of another authority preferred by the Executive Board shall govern all meetings of members, committees and boards, if a procedural authority is deemed necessary.

ARTICLE V: AMENDMENTS:

The constitution and by-laws of the Guild may be amended by a vote of two-thirds of the members present at any meeting, but only after written notice of any proposed amendment has been given to the members at least ten days prior to voting.

BY-LAWS

ARTICLE I: OFFICERS AND THEIR DUTIES

Officers shall consist of a President, Vice-President, Secretary, Treasurer, and Past President. In the absence of a Past President, the Membership Director shall fill that role. Officers shall be elected for one year at the May meeting and shall take office at that time. All duties of officers shall be set out in a formal job description and that description shall be provided to officers.

- A. The President shall preside at all meetings of the Guild and shall be ex-officio member of all committees. The President shall be informed of all decisions of committees.
 - 1. If the President is unable or unwilling to attend four consecutive meetings, the Vice-President shall take office after confirmation by the members at a regular or special meeting.
- B. The Vice-President shall be Chairman of the Program Committee and ex-officio member of all committees. The Vice President shall perform the duties of the President in the absence of the President. The Vice-President shall arrange for an educational feature in the Fine Arts at each regular meeting and be responsible for all workshops and classes.
- C. The Secretary shall keep the minutes of the Guild meetings and Executive Board Sessions. The Secretary shall preside at meetings in the absence of the President and Vice-President.
- D. The Treasurer shall collect and manage all monies of the Guild. The Treasurer shall draw and endorse checks, pay all accounts when due, and present financial statements at regular meetings. The Treasurer shall work within the limits of the budget as approved by the Executive Board. The Treasurer shall preside at meetings in the absence of the other officers. The books may be audited at any time by vote of the Executive Board.
- E. The Past President shall sit on the Executive Board for one year and act as an advisor to the new Guild President.
- F. The Membership Director, if serving in the absence of a Past President, shall also continue performing Membership duties.

ARTICLE II: SELECTION AND ELECTION OF OFFICERS

- A. At least thirty days prior to the May meeting, the President shall appoint a nominating committee of three members in good standing. The nominating committee shall

nominate one person for each office. Agreement to serve must be obtained from each candidate before presentation of the slate to the membership at the May meeting.

- B. Nominations will be accepted from the floor.
- C. Election of officers shall be held at the May meeting.
- D. A quorum of 15 members is necessary to conduct elections.

ARTICLE III: EXECUTIVE BOARD

- A. The Executive Board shall consist of the current Officers. It will meet as needed, separately or in conjunction with the full Guild Governing Board..
- B. The full Guild Governing Board shall consist of the Guild Officers and those acting in the following positions or as chairs of the following committees: Exhibition, Membership, Field Trips, History, Social Committee, Correspondence, Publicity, Website, and/or any other committees that may be authorized by vote of the Guild Governing Board.
- C. The Executive Board and the Guild Governing Board shall meet regularly to discuss matters pertinent to the Guild.
- D. The Executive Board shall appoint an Admissions Board.

ARTICLE IV: ADMISSIONS BOARD

- A. The Admissions Board shall consist of an odd number of members, never less than three.
- B. In the fall and the spring, the Admissions Board shall judge works of art submitted by Associate Members, in good standing, applying for Exhibiting Membership. Applicants will be notified of their status by letter.
- C. An Exhibiting member whose membership has lapsed for two years or fewer is not required to re-submit art work to retain their status as an exhibiting member after they are readmitted to the Guild.

- D. The Admissions Board shall accept or reject any works of art if their compliance with the Guild's exhibition rules is questioned by any member of the Exhibition Committee.

ARTICLE V: MEETINGS

- A. Members of the Guild shall meet regularly on the first Thursday of each month of the year, unless an alternate date is approved by the Guild Governing Board.
- B. Special meetings of the Guild, of a Board, or a committee may called by the President.
- C. The first annual meeting of the new administration shall be held before the first Thursday in June.
- D. A quorum of fifteen members present shall be necessary to conduct all Guild business.

ARTICLE VI: COMMITTEES

- A. The Guild shall have the following committees: Exhibition, Membership, Field Trips, History, Social Committee, Correspondence, Publicity, and any other committee that may be authorized by vote of the Guild Governing Board.
- B. Committee chairs shall be appointed by the President as soon as possible after the May meeting.
- C. Duties of the committees:
 - 1. Exhibition: shall be responsible for all exhibits sponsored by the Guild.
 - 2. Membership: shall maintain the roll of members, see that application forms are completed and filed, distribute information about the Guild, and introduce new members. The Membership Director maintains an up-to-date roster for the Guild and keeps accurate Attendance Records
 - 3. Field Trips: shall arrange for plein air painting or other educational opportunities.
 - 4. History: shall keep newspaper clippings and other data of the Guild in a scrapbook and/or electronically.

5. Social: shall be responsible for all receptions and social events, including the delegation of bringing refreshments to regular meetings.
6. Correspondence: shall assist the Secretary, as needed.
7. Publicity: responsible for all public press releases and announcements, as well as for the dissemination of Guild events and information to members via the website and through other means.

ARTICLE VII: EXHIBITIONS

- A. There shall be at least one judged exhibition per year and other exhibits as the membership desires.
- B. Work based on photographs from newspapers, magazines, other publications or on copies of another artist's work will not be accepted for jurying-in as an Exhibiting Member or for any Guild exhibition.
- C. Works submitted for a judged exhibition must be entirely the work of the artist, completed during the previous twelve months, and not previously shown in any Summerville Artist Guild show.
- D. The Exhibition Committee will issue any additional rules pertinent to a particular exhibition at one month prior to an exhibition.
- E. Any question regarding the acceptability of a work of art shall be referred by the Exhibition Chairman to the Admissions Board.

ARTICLE VIII: DUES AND FINANCE

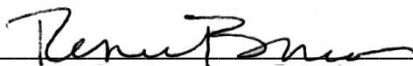
- A. The fiscal year shall run from 1 September through 31 August.
- B. Membership dues must be paid on or before the October Guild meeting or a \$5 penalty will be charged.

- C. Members joining in August may defer payment of dues until 1 September. Members joining in April and May will be deemed to have paid their dues for the following year.

ARTICLE IX: DISSOLUTION

Upon dissolution of the Guild, the officers, after paying or making provision for the payment of liabilities, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code (or the corresponding provision of any future federal tax code), or shall be distributed to the federal government, or to a state or local government for a public purpose. Any assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction in the county in which the principal activities of the Guild are then taking place, and exclusively for such purposes or to such an organization(s), as said Court shall determine, which are organized and operated exclusively for such purposes.

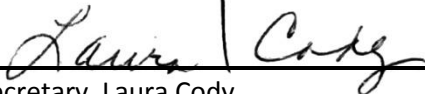
In witness whereof, we subscribe our names this 3rd day of September, 2015.



President, Renee Bruce



Vice President, Claire Hudson



Secretary, Laura Cody



Treasurer, Diane Watkins

