

Group Name: Saugeen Artists Guild

Document Number / Version Number 13: October 2018, May 2019, Oct 2019, January 2021, September 2021, June 2022



By-Laws, Policies and Procedures

Saugeen Artists Guild Executive

Version Number 13: June 7, 2022

TABLE OF CONTENTS

SAUGEEN ARTISTS GUILD PRINCIPLES AND BYLAWS.....	3
BYLAWS INTRODUCTION	3
<i>Mission</i>	3
<i>Values</i>	3
MEMBERSHIP.....	4
MEMBERSHIP ANNUAL FEES.....	4
CRITERIA FOR MEMBERS.....	5
INSURANCE	6
MEMBERS ROLES AND RESPONSIBILITIES.....	7
EXECUTIVE/ BOARD OF DIRECTORS	7
CHAIR OR CO-CHAIR	8
SECRETARY	8
TREASURER.....	8
SUBCOMMITTEES	9
<i>Screening and Membership committee</i>	9
<i>Web Page committee</i>	9
<i>Publicity committee</i>	10
<i>Show & Store committee</i>	10
<i>Social committee</i>	10
<i>Continuing Education committee</i>	10
<i>Grant committee</i>	10
<i>On-line Store committee</i>	10
PERSONAL BEHAVIOUR, ABUSE, HARASSMENT AND VIOLENCE.....	11
DEFINITION.....	11
INCIDENT REPORT AND FOLLOW-UP.....	11
SUPPORTING HISTORY INFORMATION	11
ONTARIO LETTERS PATENT	15
APPROVAL OF REVISED DOCUMENT OF CURRENT EXECUTIVE/DIRECTORS	19
APPENDIX 1- MEMBERSHIP AGREEMENT & RENEWAL FORM.....	21
APPENDIX 2 – MEMBERSHIP APPLICATION	22
APPENDIX 3 – INFORMATION SHEET FOR NEW APPLICANTS	23
APPENDIX 4 CHANGE OR ADD ART MEDIUM APPLICATION FOR MEMBERS	24
APPENDIX 5: SAUGEEN ARTISTS GUILD MEMBER STATUS NOTIFICATION.....	25
APPENDIX 6: Screening Committee Criteria for new applicants	26
APPENDIX 7: Art Submission Form for Retail Store.....	27

Saugeen Artists Guild Principles and Bylaws

Bylaws INTRODUCTION: The Saugeen Artists Guild was incorporated in February 5, 2018 under the Co-operative Corporations Act, Ontario Corporation Number 1981919 as a Co-operative, without Share Capital.

Bylaw 1: The Saugeen Artists Guild is a non-profit corporation with its head office located in Hanover, County of Grey. All policies and activities are based on the letters of incorporation and the associated by-laws and are monitored by an elected Board of Directors. The elected Board of Directors is responsible to the members for the proper conduct of all business. They are responsible for all financial transactions and signing of all documents. All expenditure of money for the group must have prior approval. The directors shall serve without remuneration and shall not receive, directly or indirectly, any profit from their positions.

Bylaw 2: The corporation shall be carried on without the purpose of gain for its members, and any profits or other accretions to the corporation shall be used in promoting its objects.

Bylaw 3: Record Keeping Requirements: As not-for-profit corporation, among other things, the guild will meet record keeping obligations such as: proper books of account and accounting records minutes of meetings of members and directors. An auditor or accountant will be appointed by the Executive.

Bylaw 4: The fiscal year is from January 1st to December 31st.

Bylaw 5: Dissolution: Upon dissolution and after the payment of all debts and liabilities, the Co-operative's remaining property shall be distributed or disposed of to charitable organizations carrying on their activities solely with Canada.

Our Vision:

To establish an inclusive environment in the Saugeen Watershed community where people of all diversities can experience and value the arts.

Our Mission:

The establishment and operation of the Saugeen Artists Guild for the purpose of:

- *inspiring, empowering and promoting established and emerging artists
- *increasing awareness, appreciation, involvement and support of the visual arts
- *offering mentorship and education

Values:

Artistic expression, Creativity, Individuality, Respect, Inspiration, Integrity, Collaboration, Mentoring

1. Membership (Maximum of 35 members)

After the membership passes 35, all qualified, screened and acceptable artists will be informed, of their name to be included on a waiting list till an opening becomes available in their medium.

Guest Artists are welcome to attend ONE meeting before sending the application. Prospective members will be given an Information sheet (Refer to Appendix 3) and an application. (Refer to Appendix 2) The prospective member will be asked to provide 3 samples of work for acceptance in their category and evaluated by the Screening Committee. Submissions can be originals, photos, or digital images. The form and samples can be submitted at a meeting or emailed to membership@saugeenartists.ca.

Once an opening occurs in the medium, the applicant will be invited to join. If a past Active Good Standing, member wishes to return after a personal or health related absence, the current executive may allow the artist to return in their medium when an opening occurs, before a new applicant. The Membership Committee will welcome the new member and review the policies of the Saugeen Artists Guild and given Appendix 1 to complete.

All members are expected to take normal precautions to protect all the work on display, but the Saugeen Artists Guild does not accept liability for the work of any member that is damaged or stolen. Artists are responsible for insuring their own work. In the event of loss, damage, theft, regardless of the location, whether in the store/show, in transit or elsewhere, the guild accepts no responsibility.

Renewal of membership depends upon attendance of minimum of two meetings with active participation in the organization or the operation of any Guild function or events. When a member is inactive or does not volunteer, the Guild Executive may forward a letter for an explanation of a year's absence or documentation of participation or volunteer time for the guild. The Guild Executive may ask the artist member not to renew the following year. The Guild is run by volunteers and therefore each member will agree to do their share of volunteer work either in the committees or special events. See Appendix 5

Each member must always serve on at least one committee. (Refer to #7. Roles & Responsibilities) minimum on one committee per year. At any point when committees have its maximum volunteers, then the executive will ask the member to volunteer on another. Each Committee should then appoint a spokesperson for that Committee. When appropriate, the spokesperson shall provide a report at the monthly meetings.

- Screening & Membership Committee
- Continuing Education
- Web Page Committee
- Grants Committee
- Publicity Committee
- Online Store committee
- Executive Committee/Board of Directors
- Social Committee
- Show and Store Committee

Membership yearly fees

Annual membership fees are \$85.00 due by the first Tuesday in January or may be paid in two instalments due January 1st and March 1st. (This does not include art show costs, commission fees or store costs to exhibit and sell art work) Members will be given a voice, the right to vote, and the right to be elected to the Executive Committee/Board of Directors. Members will be invited to participate in group exhibitions (optional). The members make these decisions by vote (quorum) of any changes to the Guild's Policy, Bylaws and Procedures.

Our website has been posted on the internet since January 2010 and all members will be offered space for their biography, photos of their work and contact information. This website also advertises local supporting businesses, application forms, upcoming meetings, art shows and artists' workshops. All minutes and current Policies and Procedures are available to artist members. Membership dues will pay for the maintenance of the Saugeen Artists Guild website and the right to participate in any other marketing projects as identified by the membership. This may include a map of artists' studios, a printed brochure, or local and regional art shows etc.

The group offers a mentoring program, friendships and inspiration from each other. Workshops for specific techniques are offered and guest speakers are invited to monthly meetings. All meetings will either be held in person and/or by virtual Zoom meetings.

Bev motioned that 'zoom' be part of all our meetings and the Guild meet the first Tues of every month. 2nd by Vicki..... **motion passed.** This provides a networking opportunity with other artists and gallery owners. Members are informed of vendor or teaching opportunities in our local area.

Each member will attempt to participate in special events and volunteer as needed at art shows, store rental and events. We encourage full participation in the organization, and publicity. Each member will assist with promotion via email, newspapers, brochures, signs, etc. During a store rental, all participating members pay 15% commission. If a member is unable to volunteer, the commission rate is 30%. If an artist sells a minimal amount of less than/or equal to \$100 during the store event, the %fee would be waived. The standard fee would also include the processing of any credit card transaction and advertising. Events such as the store, participation fees will be variable depending on budget and costs at the time. If at any time non-voting 'Associate' members (on invitation only) participate, the commission rate is increased to 35% and rental fees may apply.

“Associate member (non-voting)” **ONE** guest artist may be invited to partake during a two-month store rental event when a speciality art medium is not represented. The guest artist must be approved by the screening committee and would require paying \$85. Commission fees of 15% (staff volunteer) or 35% (no volunteer in store). This status will be reviewed yearly.

Criteria for Members

This criterion applies to all members who participate in any group show, retail store or online store throughout the year.

1. Originality:

- Creativity
- Self-expression

2. Overall Impression:

- Visually appealing and acceptable appearance
- Good Quality materials used

3. Appropriateness:

- Subject matter a good fit for shows, retail store and online store

4. Motivation:

- Enthusiasm and Participation
- Willingness to grow

At the time of registration or annual renewal all members must complete the membership agreement and volunteer for at least one committee. Volunteers on Committees are expected to be active participants. (Refer to Appendix 1)

Insurance

Since June 2016, Saugeen Artists Guild now provides liability insurance for executive, individual artists and group shows and events through the Co operators Insurance-Hanover. (446 10th Street, Hanover, Ontario, Telephone number: 519-364-4111)

As of 2018 March, each member (if involved in group shows with the Saugeen Artists Guild) will be under this Commercial General Liability Insurance of 2,000,000. The Directors' and Officers' Liability Policy has a \$1,000,000 limit.

The Saugeen Artists Guild's insurance does not cover members in individual shows or promoting their own business.

This insurance will also cover 'Associate Members' during the period of time as a guest artist with the Saugeen Artists Guild event.

Members Roles and Responsibilities

Defines the roles and responsibilities for Executive and Committee activities.

Report	Responsibilities
<p>Saugeen Artist Guild</p> <p>Nonprofit Leadership Positions and their Responsibilities</p> <p>Executive Committee/ Board of Directors:</p>	<ul style="list-style-type: none">• Executives positions may be shared by two members• Executive gives approval of all committee decisions• Executive oversee final decisions, regarding members submissions to display in any group exhibitions• Executive oversees disciplinary responsibilities• All Executive positions may be held for up to three years• Executive oversees volunteer committee positions annually.• Executive will secure location for monthly meeting or a virtual meeting platform such as ZOOM.• At any time, when there are more than one member seeking an executive position, then a vote will be held with a Quorum of members present.• Revise and update Policy and Procedures as needed• Review any 'Good Standing' member's written submission for changes in the Policy and Procedure of the Saugeen Artist.• Prepare budgets for upcoming shows and events• Summarise financial report of special events such as Art shows or Store Rental (if applicable)• Three 'Good-standing' members must volunteer to act as signing officers on a bank

	account for the Saugeen Artist. All cheques must have at least 2 signing officers' signatures
	<ul style="list-style-type: none"> • It is the Executive/Director(s) responsibility to take care of the aspects of running the organization including administration, program oversight, and other oversight. • The Executive Committee/Board of Directors is responsible for the governance of the non-profit organization. <i>They</i> set the vision for the organization. • Executive Committee is elected annually at the general meeting by the members of the corporation. Committee members serving in office at the time are retired and, if eligible, may seek re-election to resume office for another year; Elections for new Executive November.
Chair and/or Co-Chair	<ul style="list-style-type: none"> • Preside over meetings • Set agenda • Co-ordinate & oversee committee reports
Secretary	<ul style="list-style-type: none"> • All Minutes and treasurer reports of Monthly meetings must be sent to members and stored securely by secretary and web page supervisor. • All Policy and Procedures updated by committee (approved by executive) must be stored securely by secretary and web page supervisor. • Members who do not have email, all correspondence will be mailed by post.
Treasurer	<ul style="list-style-type: none"> • Accept all membership dues, show participation dues and other income. Deposit income to the Saugeen Artist Guild bank account and oversee all financial transactions. • Pay all bills in an appropriate time frame.

	<ul style="list-style-type: none"> Financial statement must be reported at monthly meetings by treasurer. Once approved by members, treasurer report statement must be included in meeting minutes. Assist committees with projected budgets for special events
Sub-Committees	
<p>Screening and Membership Committee (up to 5 members)</p>	<p>Screening guidelines</p> <ul style="list-style-type: none"> Establish standards for new members, look at submissions, and respond to all applications. Acceptance of new members based on Originality, Appropriateness and Overall Impression. Set criteria for new applicants (see appendix 6) Communicate these to the membership and be responsible for maintaining those standards. <p>Membership</p> <ul style="list-style-type: none"> Once a new member is accepted by the Screening and Membership Committee, the new member will be provided a copy of the Saugeen Artist Guild policy and procedures. A web site info sheet will be provided, and new members will be referred to Website Supervisor. The Committee will keep up-to-date membership list and inform all members of changes. Provide mentorship to new members and answer questions, etc.... Committee will be responsible for sending membership renewals in December, along with committee sign-up forms. (All renewals must be received by the first Tuesday of January) The Committee will be responsible for filing all applications and renewal forms. Each member

	will receive a membership card for that current year.
Web Page Committee (up to 4 members)	<ul style="list-style-type: none"> • Members must be trained to modify and update information on the Saugeen Artist web page • Assist Website Supervisor (when needed) to update, and load images onto Website. • Website Supervisor will maintain full responsibility of maintaining the site.
Publicity (up to 6 members)	<ul style="list-style-type: none"> • Actively pursue marketing avenues for upcoming events • Contact media & new releases • Facebook page • Mailchimp newsletters
Show and Store Committee (unlimited number of members)	<ul style="list-style-type: none"> • Organize set up dates/times and take down dates/times • Prepare and clean location • Prepare schedule for artists participating for coverage • Oversee art items displayed for appropriateness and overall impression • Establish Event and/or Store Co-ordinator • On-line store artists must have original art items with or without reproductions
Social Committee (unlimited number of members)	<ul style="list-style-type: none"> • Plan social events for the Saugeen Artist members • Organize refreshments at monthly meetings or special events • Organize painting days for members to get together
Continuing Education Committee (unlimited number of members)	<ul style="list-style-type: none"> • Arrange guest speakers and workshops. • Provide (honorarium \$50) gift from the Saugeen Artists Guild to Non-guild member speakers. Members provide presentation for free. • When finances are available, the guild will pay guest speakers fees

Grant Committee (up to 5 members)	<ul style="list-style-type: none">• Researches grant possibilities, complete registration forms and follow-up with requested information.• Reports back to the Executive Committee/Board of Directors.
Online Store Committee (up to 3 members)	<ul style="list-style-type: none">• Oversee the operation of the Square Website• Monitor any sales and follow up• Training Artists to use site for their own art• On-line store artists must have original art items with or without reproductions

PERSONAL BEHAVIOUR: ABUSE, HARASSMENT, AND VIOLENCE

The Saugeen Artist Guild is committed to providing an environment which demonstrates mutual respect, free of harassment, bullying and violence.

Definition

a) Harassment is defined as but not limited to any form of physical or verbal conduct that offends or humiliates. It can be a single incident or multiple incidents. It includes threats, intimidation, display of racism, sexism, unwanted physical contact, suggestive remarks or gestures, offensive pictures or jokes.

b) Physical Abuse is defined as but not limited to the intentional use of force that can result in physical harm or injury to an individual.

c) Verbal Abuse is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing or repeated put downs.

d) Sexual Abuse is defined as but not limited to unwanted touching, fondling, observations for sexual gratification, verbal or written propositions or innuendos, exhibitionism or exploitation for profit.

e) Emotional Abuse is defined as but not limited to a chronic attack on an individual's self-esteem. It may take the form of name calling, ridiculing, intimidation, threatening, berating, isolating, habitual scapegoating or blaming.

f) Psychological Abuse is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behaviour, intimidation, manipulation and insensitivity to race, gender, sexual orientation or family dynamics.

INCIDENT REPORTING AND FOLLOW UP

Members are responsible for taking appropriate action when unacceptable behaviour is witnessed, reported or suspected. As a minimum, incidents shall be reported to one of the Executive Committee/Board of Directors.

Reported incidents shall be investigated and a written report of the findings and corrective action taken or recommended.

Corrective action up to and including dismissal shall be commensurate to the scope of the prohibited conduct.

Supporting History Information

Since the Saugeen Artist conception in November 2006, decisions had been made during meetings and recorded on meeting minutes. As the group grew through the years, formal documentation of Policy and Procedures had to be developed and followed. All members will be provided with a copy of the Policy and Procedures and will be updated as necessary on the Saugeen Artists Guild Website for member review. 'Good Standing' Saugeen Artists Guild member may submit a written proposal at any time for changes to the Policy and Procedure Committee for review. Committee will respond to the member with their final decision.

Policies Passed from previous years:

Dec 2006: Participation in any Co op event must have: a) a budget approved by the Co Op membership b) sufficient members have to be committed to participate in the event to cover the GROSS budgeted cost of the event.

June 5, 2007: Prospective members may attend a maximum of two meetings for free, before submitting an application.

October 2, 2007: Honorarium: The Co Op should give an honorarium to guest speakers (non-members), if they do not already charge a fee. It was agreed a gift valued between \$20 and \$25 was appropriate.

April 3, 2007: Definition of **"Good standing"** member entitled to one vote on any motion requiring a decision by the membership. A 'Good standing' member is defined as anyone who has paid their annual fee and is NOT in default with respect to any individual event assessments.

Definition of a **Quorum:** For voting purposes a quorum is defined as the lesser 50% of 'Good standing' members plus 1 member.

March 2011: Annual Membership fees increased from \$25 to \$50

March 22, 2013: Definition of **"Non-Compliant"** member is based on past performance with no committee participation and no attendance at least 2 meetings in the past year. The **"Non-Compliant"** member will not be able to renew for 1 year and may re-apply after the year has passed.

May 7, 2013: Executive Incentives moved and approved by members "New policy offering executive members exemption from the Christmas store and show fees for Sights and Sound Festival" as an encouragement for future members to offer their services as Executive. The

executive is required to pay membership and commissions where applicable. This incentive is valid dependant on the bank account funds.

May 21, 2013: Executive changed the number of meetings per year from 12 meetings to 9 meetings per year (eliminating August, December and January)

May 21, 2013: Executive decided to change the "Saugeen Artist Co-op" name to "**Saugeen Artists**" due to the group will not pursue in becoming a Co-operative in 2013.

Feb 24, 2015: Executive reduced & merged committees to encourage increase participation. Standard 15% commission for artist members when an event or store location is sponsored by Saugeen Artists. If no volunteer assistance, member may still participate, but will pay 30% commission.

June 7, 2016: Policy and Procedure revised to increase committees due to recommendation of the group; Group will pursue to liability insurance for group shows and events through the Co operators Insurance.

April 4, 2017: Minor changes Addition to Publicity committee to 6 members and adding Facebook and Mailchimp newsletter

Addition to Appendix 1 Membership fees 1. Instalments of ____ per ____ under the discretion of the Executive

Increase honorarium for guest speakers: Gift value from \$10- \$15 to \$20 and \$25.

December 20, 2017: A vote decision made by members via email of the groups name change due to the requirement of Not-For-Profit. The Saugeen Artists will be known as **** SAUGEEN ARTISTS GUILD **** when application is approved.

Our email voting results (out of 35 current members) 26 members voted

SAUGEEN ARTISTS GUILD: 16

SAUGEEN ARTISTS COLLECTION: 5

SAUGEEN ARTISTS GROUP: 3

SAUGEEN ARTISTS ASSOCIATION: 1

SAUGEEN ARTISTS CIRCLE: 1

Feb 6, 2018: Draft Revision by Executive to Policy and Procedure to include Not for Profit bylaws and **PERSONAL BEHAVIOUR: ABUSE, HARASSMENT, AND LATERAL VIOLENCE**

February 23, 2018: SAUGEEN ARTISTS GUILD Received from Ministry Of Government and Consumer Services "ONTARIO LETTERS PATENT, dated February 05, 2018. Ontario Corporation Number 1981919 Refer to Photocopies Pages 14 to 17

March 6, 2018: Executive /Board of Directors: Increase of annual membership fees from \$50 to \$85 to accommodate increase of liability fees and First Data fees voted by members. New revised Policy and Procedure voted to be accepted by members present.

September 4, 2018: The following motions was put forth and passed unanimously with a member quorum present during the monthly meeting:

A motion was put forth to decrease the membership number to 35. Passed unanimously.

A motion was forth to change membership renewals to match the fiscal year of January to December. Passed unanimously.

A motion was put forth to change the wording in the Policy and Procedure that each member needs to attend 4 meetings each fiscal year, up from the current 2. (Executive may apply grace upon member due to unforeseen circumstances) Passed unanimously.

A motion was put forth that existing members need to go through the screening committee prior to changing or adding their medium that they produce artwork in, to protect quality of artwork in the group. Passed unanimously.

May 7, 2019: The following motion and passed by members present to add of title of document to Bylaws, Polices and Procedure. Addition of Bylaws information on page 3 Page 19 Updated Director and Executive information and Update Appendix 4

August 6, 2019: Meeting did not have a quorum to vote changes in the Guild's Policy, Bylaws and Procedure Manual Email sent August 19th for ALL members to vote:of . Changes below. Results: No responses – 5 members No vote-1 YES – 26 (with 2 members asked to define more explanation which to add to future agenda) ADDITIONS PASSED Renewal of membership depends upon attendance of minimum of two meetings with active participation (from four meetings annually) INSURANCE correction: As of 2018 March, each member (if involved in group shows with the Saugeen Artists Guild) will be under this Commercial General Liability Insurance of 2,000,000. The Directors' and Officers' Liability Policy has a \$1,000,000 limit. The Saugeen Artists Guild's insurance does not cover members in individual shows or promoting their own business.

Revise Appendix 1 to reflect artist commitment #7 I realize this guild is run by volunteers and therefore as a member, I agree to do my share of volunteer work and. If I do not fulfil this commitment, I may be asked not to renew the following year. (committee involvement and volunteer , at show events and store)

October 1, 2019: approved BY MEMBERSHIP "Associate member (non-voting)" **ONE** guest artist may be invited to partake during a two-month store rental event when a speciality art medium is not represented. This insurance will also cover 'Associate Members 'during the period of time as a guest artist with the Saugeen Artists Guild event.

March 3, 2020: Board of Directors/ Executive 2020 motion and carried: President: Kathie Wright, Vice Chair: Jane Jacques, Secretary: Liz Pybus, Treasurer: Donna Campbell

August 4, 2020: New membership year approved by all, changed to January to December to follow the fiscal year. Elections of Director changed to November to ensure that the executive is in place for the fiscal year.

November 22, 2020: (Due to Pandemic: Email voting 15 responses out of 23 members. voted "yes" to the candidates below:

Kathie Wright - Director/President

Group Name: Saugeen Artists Guild

Document Number / Version Number13: May2019, October2019, January 2021, September 2021, June 2022

Jane Jacques - Director/Vice President

Sandy Fyfe - Director/Treasurer

Liz Pybus - Director/Secretary

The Chairperson position will be vacant unless someone is able to volunteer.

January 5, 2021: Our group met 10 times per year, with no meeting in Jan and Feb because of weather road conditions. Now with virtual Zoom meetings the SAG could meet all year long regardless of the weather. Bev Morgan motioned that 'zoom' be part of all our meetings and the Guild meet the first Tues of every month. 2nd by Vicki McKague: **motion passed.**

September 7, 2021: Revised Criteria of Art for submission of new applicants and group shows, retail store and on-line store

Increase Honorarium from \$25 to \$50 for non-guild member speakers; When finances are available, the guild will pay guest speaker fees

June 7, 2022: Membership approval of revision of Vision and Mission Statement

[illegible]

4. The objects for which the corporation is incorporated are:
Objets pour lesquels la personne morale est constituée:

The corporation shall be carried on without the purpose of gain for its members, and any profits or other

The establishment and operation of the Saugeen Artists Guild for the purposes of:

- assisting established and emerging artists to network with other artists;
- providing marketing support to all artists;
- striving to increase awareness, appreciation and support of arts and culture;

and such other complementary purposes not inconsistent with these objects.

5. The special provisions are:
Dispositions particulières:

The corporation shall be carried on without the purpose of gain for its members, and any profits or other accretions to the corporation shall be used in promoting its objects.

La personne morale doit exercer ses activités sans rechercher de gain pécuniaire pour ses membres, et tout bénéfice ou tout accroissement de l'actif de la personne morale doit être utilisé pour promouvoir ses objets.

This constitution is executed in duplicate.
La présente constitution est faite en double exemplaire.

Signatures of witnesses
Récusés en double exemplaire

Emily Smith
Charles Campbell
John Jones

6. The names and address for service of the applicants:
Nom et prénoms et domicile élu des requérants :

First name, middle names and surname Prénom, autres Prénoms et nom de famille	Address for service, giving Street & No. or R.R. No., Municipality, Province, Country and Postal Code Domicile élu, y compris la rue et le numéro, le numéro de la R.R. ou le nom de la municipalité, la province, le pays et le code postal
Beverly Ann Morgan	260 4th Ave, Hanover, ON, N4N 2B5 Grey County
Donna June Campbell	214 2nd Ave SW, Chesley, ON N0G 1H0 Grey County
SANDRA Dawn Fyfe	563131 Glenelg Holland Townline, RRI Durham ON
Jane Elizabeth Jacques	133413 Allan Park Rd RR #3, Hanover, ON N4N 3B9 West Grey

This application is executed in duplicate.
La présente requête est faite en double exemplaire.

Signatures of applicants
Signature des requérants

Beverly Ann Morgan
Donna June Campbell
Sandra Fyfe
Jane Jacques

07109 (2011/05) Page 4 of 4

This document prepared and revised by the 2021 Directors/Executive below:

Approved by:

Board of Directors/ Executive 2021

President: Kathie Wright

Vice President: Jane Jacques

Secretary: Liz Pybus

Treasurer: Sandy Fyfe

Executive Chair: one representative from directors

2021 November Meeting Approved and Carried

Appendix 1: Membership Agreement and Renewal Form

I, _____, by signing at the bottom of this document, agree to renew or become a member of the "Saugeen Artists Guild" and to fulfil my obligations to the group.

My **obligations** are as follows:

1. Work co-operatively with other members to achieve the goals of the Mission Statement.
2. Commit to twelve months of membership (January to December).
3. Remove my work (if on exhibition) after resigning and giving four weeks written notice.

Participate I will:

1. Abide by the Saugeen Artist Guild policies, bylaws and procedures.
2. Attend at least two meetings annually, either in person or virtual Zoom platform.
3. Serve on **at least one** committee. Any member may volunteer to be on as many committees as they wish (minimum on one committee per year)" At any point when committees has its maximum volunteers, then the executive will ask the member to volunteer on another.
4. Co-operate with the members on tasks or commitments as they become necessary for the success of the Saugeen Artists Guild.
5. Participate in a positive and supportive manner with my fellow artists.
6. Take responsibility to keep up to date with all current events, activities & information via email, web site, phone, or by post.
7. I realize this guild is run by volunteers and therefore as a member, I agree to do my share of volunteer work and. If I do not fulfil this commitment, I may be asked not to renew the following year. (committee involvement and volunteer, at show events and store)
8. Pay 15% commission for the standard fee when the event is sponsored and voted by the membership. If a member is unable to volunteer in the store, the commission rate is 30%.

Financial I will:

1. Pay a non-refundable annual membership fee of \$85 paid annually per membership at the time of joining, by a single payment _____ or instalments of _____ per _____ upon the discretion of Executive Committee/Board of Directors. ***Membership dues are due the first Tuesday in January.***

Signature: _____ **Date:** _____

Any member may volunteer to be on as many committees as they wish (minimum one committee per year). At any point when committees have its maximum volunteers, then the executive will ask the member to volunteer on another.

I would like to volunteer for committee(s):

- | | | |
|--|--|---|
| <input type="radio"/> Screening & Membership Committee | <input type="radio"/> Continuing Education Committee | <input type="radio"/> Social Committee |
| <input type="radio"/> Grant Committee | <input type="radio"/> Publicity | <input type="radio"/> Executive Committee |
| <input type="radio"/> Online Store Committee | <input type="radio"/> Show and Store Committee | <input type="radio"/> Web Page Committee |

Appendix 2: Membership Application

Name _____

Mailing Address _____

Phone number _____ Email _____

Website (if you have one) _____

Primary Art Medium _____

Give us a brief description of your art process:

Tell us about your goals and how you hope to grow as a member of our group:

Provide 3 samples of your work for acceptance by the Screening Committee. Submissions can be originals, photos, or digital images. The form and samples can be submitted at a meeting or emailed to the Saugeen Artists' Website membership@saugeenartists.ca. or Mail to: Marilyn Hammer, 797318 East Back Line, RR#3, Holland Centre, ON N0H 1R0

We would also like to know what is most important to you in joining our group. Please check off any that apply to you.

<input type="checkbox"/> Market/ Sell my work	<input type="checkbox"/> Network with other artists
<input type="checkbox"/> Paint with members or socialize	<input type="checkbox"/> Other
<input type="checkbox"/> Learn new techniques or improve my work	

Comments _____

Thank you

Executive of the Saugeen Artists Guild

For administrative use only:

Date Application Received: _____ Artist on Waiting List for Medium: _____

Membership Date Accepted: Yes: _____ No: _____

Payment Received _____ (Paid in full: _____ or Instalments: _____)

Appendix 3: Information Sheet

Are you interested in becoming a member of the Saugeen Artists Guild?

First, we want you to get to know us!

Our Mission is to assist established and emerging artists to network with other artists and market their work. We strive to increase awareness, appreciation and support of arts and culture. The group offers a mentoring program, workshops, guest speakers, friendships, and inspiration from each other.

During Non-covid times, we meet on the first Tuesday of the month (7pm)) downstairs classroom, at the [St Matthews Lutheran Church](#), 356 9th St., Hanover, ON N4N2H5. Zoom meetings will be available for distant members to attend either in person or virtually. Zoom meetings can be held in replace of in person meetings. The Saugeen Artists Guild has a maximum of 35 members and new applicants may apply throughout the year. Your application will be on file and will be notified if a member departs. Sadly, this may mean a long wait for membership in some mediums, but the wait is worth it!

Our definition of Art "Various branches of **creative** activity and skill concerned with the production of imaginative, **original** designs and ideas as applied to representations of the natural world or figments of the imagination."

Second, we want to get to know you!

If you decide to apply, you will need to fill out the information on the membership form. We are interested in the kind of art you do, so we ask that you provide 3 samples of your work for acceptance by the Screening/Membership committee. Submissions can be originals, photos, or digital images and should meet at least 3 of the criteria below. The form and samples can be submitted at a meeting or emailed to the Saugeen Artist Guild Website. Don't hesitate to ask for help if you need it.

Criteria for Submissions:

1. Originality:

- Creativity
- Self-expression

2. Overall Impression:

- Visually appealing and acceptable appearance
- Good Quality materials used

3. Appropriateness:

- Subject matter a good fit for shows, retail store and online store

4. Motivation:

- Enthusiasm and Participation
- Willingness to grow

Members have responsibilities such as attending at least two meetings of the membership annually, sitting on at least one committee, and paying \$85.00 membership dues annually. Upon acceptance, you will sign a membership agreement (Appendix 1) outlining the terms and conditions of the Saugeen Artists Guild.

You are welcome to attend ONE meeting as a Guest artist, if you wish to know more about us, before sending your application. More information is available on our website at saugeenartists.ca. We look forward to meeting you!

Saugeen Artists Guild Executive Committee/Board of Directors

Appendix 4: Saugeen Artists Guild Member Application: to Change or Add to Applicants Medium

Name _____

☐ Change Medium from _____
to _____

☐ Add New Medium _____

Criteria for Submission:

- 1. Originality:**
 - Creativity
 - Self-expression
- 2. Overall Impression:**
 - Visually appealing and acceptable appearance
 - Good Quality materials used
- 3. Appropriateness:**
 - Subject matter a good fit for shows, retail store and online store

As well as the above criteria, submissions are accepted subject to availability of vacancy in the requested medium

Please submit 3 samples of your work either at a meeting or email photos of your samples to the Screening Committee:

Marilyn Hammer: blossomhills01@gmail.com

Liz Pybus: elmwood426@gmail.com

Jeremy Fyfe : fyferjer@gmail.com

Sharon Kilpatrick: s.kilpatrick@bell.net

Susan O'Brien: sobrien@wightman.ca

Date Received _____

Accepted: Yes ☐ No ☐

Comments _____

Appendix 5: Saugeen Artists Guild Member Status Notification

Artist Name _____

Date sent: _____

Date received: _____

This guild is run by volunteers and therefore as a member, you had agreed in your past renewal form to do your share of volunteer work to support the guild, by committee involvement or volunteer at show events or store rentals.

We would very much like to have you renew again this year, but we would like to receive an explanation why you did not attend at least two meetings this year. Please let us know of what has happened due to personal or health related absences.

Have you supported the guild by volunteering or 'behind the scenes' that was not recorded?

Return this form to the executive, and upon your explanation why you did not come or participate throughout the year.

Either you will be welcome to join us again **or** the Guild Executive may decline to renew your membership for the following year. If you had already paid, your payment with this renewal form will be returned.

Your response:

Sincerely Yours, Saugeen Artists Guild Executive

Appendix 6: Screening Committee Criteria for New Applicants

Artist Jury Sheet

Date: _____

ARTIST Name: _____

Medium: _____

1. Originality/Creativity:

Is 60% or more of the piece handmade? (May need to ask for the applicant's process. No kits or projects from instructional classes allowed.) Are there interesting and original ideas and/or materials?

YES / NO

Comments:

2. Appropriateness:

Is the subject matter a good fit for our group's future showings? Are we at capacity for that medium?

YES / NO

Comments:

3. Final Overall Impression:

Is the idea of the work successful? Is it visually appealing and of good quality?

YES / NO

Comments:

Final Comments:

Juror's Name _____ DATE: _____

Appendix 7: ART Submission Form for the Retail Store

Criteria:

1. Original artwork should be 60% handmade.
2. **Original work** along with prints and reproductions must be submitted so customers can see the full scope of work.
3. No kits or instructional projects allowed.
4. All work should be of good quality and be visually appealing.
5. Wall pieces must be ready to hang and be finished properly.
6. All work must be labelled with the artist's name, and the name of the piece if appropriate.
7. Labels should be made using the Saugeen Artists Guild template.
8. The Store committee has the responsibility to monitor all items for suitability.

Member's Name _____

Date of submission _____

Please list in detail the **kind** of artwork and other items that you wish to include in this venue. Titles of individual pieces are not necessary until later.

Group Name: Saugeen Artists Guild

Document Number / Version Number13: May2019, October2019, January 2021, September 2021, June 2022

Store committee comments:
