

# Members' Handbook

## Artists Guild of the Santa Ynez Valley

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MONTHLY EXHIBITS BY MEMBERS IN THE *GUILD ROOM*,  
LOCATED IN GALLERY LOS OLIVOS  
2920 GRAND AVENUE, LOS OLIVOS  
CALIFORNIA

<b>Table of Contents</b>	<b>Page</b>
Overview of the Artists Guild of the Santa Ynez Valley .....	2
Showing Your Art in the Guild Room .....	3
Display Standards.....	3
Your Own Original Creation .....	3
Matting, Framing & Non-Framing.....	4
Hanging Wall Art .....	4
Displaying Three-Dimensional Works.....	4
Shrink-Wrapped Art .....	5
Greeting Cards .....	5
Labeling Shrink-Wrapped Art & Cards .....	5
Commissions on Sales.....	5
By-Laws of the Artists Guild of the Santa Ynez Valley .....	6

## Overview of the Artists Guild of the Santa Ynez Valley

Welcome to the Artists Guild of the Santa Ynez Valley (AGSYV)! The Guild is a non-profit, 501(c)(3) organization open to artists and supporters of the arts. Its mission is “to encourage artists in the Central Coast area to grow in artistic ability, to enable them to exhibit their works for sale, and to promote artistic awareness in the community-at-large.” Guild members includes both amateur and professional artists, who work in a wide range of media: oil, acrylic, watercolor, colored pencil, collage, mixed media, photography, photo-based digital art, three-dimensional work, and fiber art. Membership runs from January 1 to December 31 and there is no residency requirement.

The Guild rents an exhibit room at Gallery Los Olivos, 2920 Grand Avenue, Los Olivos, California. Shows are changed monthly. The ingathering of original art from members occurs on the first Wednesday of the month, 11 am to 1 pm, in the Guild Room. Ingathering fees are charged. Also provided are a print rack and a card rack for display of matted unframed art and greeting cards and pedestals for three-dimensional fine art.

The Guild sponsors educational programs that may include presentations, demonstrations or discussions on creating, viewing, or understanding art and the creative process. Sometimes plein air workshops, field trips and/or social events are planned. A recent innovation has been the Art Salon. Art lovers and artists gather monthly to exchange ideas with and be inspired by the fellow creators.

Special community exhibits enable Guild members to display their work in public places such as wine tasting rooms, coffeehouses, restaurants, etc. As part of its community outreach, the Guild also sponsors various art events. In the past these have ranged from art supply sales and studio tours to special weekend exhibits and joining other community organizations and individuals to present an Art Festival.

The Guild always welcomes creative and innovative ideas about possible future special events.

The Guild has an active scholarship program. Each year it gives substantial art merit awards to local graduating high school students enrolling in accredited art schools, colleges, or universities. Funds for this program come from generous donations from members and supporters of the arts, fundraising events, and Guild memorial funds.

The Guild also sponsors an annual student art exhibit. For the last two years we have partnered with Arts Outreach in presenting this show as part of their *Applause—Young Artists Program*.

A brand new initiative is the formation of Santa Ynez Valley Arts under the aegis of the Artists Guild. This group takes the place of the former Los Olivos Gallery Organization (LOGO) and encompasses the whole Santa Ynez Valley. More details will be forthcoming about this exciting plan!

The Guild's new online newsletter, as well as periodic e-mail announcements and its web site, [www.agsyv.org](http://www.agsyv.org), keep members informed about events and shows, member activities, and art opportunities in the Central Coast area.

Aside from a contract bookkeeper, the Artists Guild is wholly staffed by volunteers. We always can use more volunteers. If you want to help (and have fun too!) give your name to one of the ingathering volunteers or send an e-mail to [ArtistGuildSYV@gmail.com](mailto:ArtistGuildSYV@gmail.com).

## SHOWING YOUR ART IN THE GUILD ROOM

*"Ingathering"* — art is "gathered in" or submitted for entry to the coming month's show.

Ingatherings are held in the Guild Room, Gallery Los Olivos, 2920 Grand Avenue, Los Olivos on the **first Wednesday of every month, from 11 am to 1pm**. Currently we are not scheduling juried shows; you will be notified when jurying resumes.

Bring your art (up to three pieces) ready for hanging or display. The Guild Room has three pedestals for displaying three-dimensional fine art and will soon have a display case for fine art jewelry. Ingathering fees currently are \$15 per artwork for regular, non-juried shows. (See note on size limitations below.) Please pay by check or cash; no credit cards accepted.

**NOTE:** Because of space limitations, we cannot accept artwork that is **too big**, that is, more than 48" wide, framed. For regular shows, **oversized work** (32" to 48" wide, framed) may be hung, but the ingathering fee is \$30 and only one work may be entered.

If an artwork sells, the artist may, without an additional fee, hang a replacement of similar size and compatible color in the same location, without moving other artists' works. You must neatly print a new listing on the entry list posted on the wall. Use the next available number. Prepare a Guild replacement labeling card (see top Guild drawer in Gallery Storeroom) and affix it to the wall with Velcro next to the replacement artwork.

Artwork from the previous month's show must be picked up **before 5:00 pm on the day of the ingathering**. There is no place to store these paintings. If you cannot come, make arrangements for someone else to get your work. Otherwise, a late pick-up fee may be charged.

## DISPLAY STANDARDS

You must follow all Artists Guild and Gallery Los Olivos display standards. (The Artists Guild as an organization is a member of the Gallery). Ingathering volunteers will check your work as you fill out the ingathering form. Artwork that does not conform to display standards will not be accepted unless the problem is suitably corrected.

**Your Own Original Creation.** Only signed original fine art may be entered into Artists Guild shows. (Wall art and three-dimensional works may be signed on the back.) Gallery Los Olivos requires that *"all displayed art must be your own original creation. . . Unless you have written permission from the artist or publisher, you cannot copy another artist's painting, drawing, or photo to create your own artwork. 'Another artist's work' includes the original work as well as reproductions published in books, magazines, calendars, greeting cards, newspapers, on the internet, etc.*

*You also may use reference photos which were given to you by a friend or relative if you have written permission to use them. . . . when permission is granted to you with the condition that you give attribution to the original creator of the work (photo, drawing, etc), you cannot display the resulting piece of art at the gallery. . . .*

*With respect to collage, it should not be possible to identify a unique source for any component in the collage. For example, a flower clipped from wallpaper or seed catalog would be permissible, but not a flower from a copy of a painting by Georgia O'Keefe."*

**Matting, Framing, & Non-Framing.** Mats and backing boards should be archival. Mats which have yellowing or browning in the core (see cut edge) must be removed since this indicates the mat is not acid free.

1. *Top-quality mats are museum board or 100% rag mats, like Bainbridge Alphasag, Crescent RagMat Museum, and Crescent Rag. These are fine.*
  2. *Next in quality are archival or conservation mats, like Bainbridge Alphamats, Crescent Select, Crescent Moorman, Crescent Accents, Larson-Juhl Artique Conservation Board. These are fine.*
  3. *Mats labeled "acid free" may only be acid-neutralized, buffered, or pH balanced and may turn yellow or brownish in the core (see cut edge). Bainbridge Papermats, Crescent Papermats, Crescent Decorative Mats, and some pre-cut mats will discolor *and are NOT SUITABLE for Gallery use.**
- Cradled panels (such as cradled Claybord and other such products by Ampersand, cradled birch panels, etc.) can be hung if the cradle is at least 1 1/2 " deep and finished with paint, stain, or varnish.
  - Unframed paintings on gallery-wrapped canvas are acceptable if no staples or nails show and sides are finished with paint or a continuation of the image. Gallery prefers 1 1/2" depth.
  - Watercolor paintings (on paper, canvas, or panel) that have no glass or plexiglass must be sealed with a protective coating.
  - Framing must be clean, undamaged, and sturdy. Glass or Plexiglas must be clean, free of scratches and not touch the artwork. Unframed canvases must have fully wrapped sides that are finished with paint.
  - ***No wet paintings are allowed.***
  - We discourage decorative wires, strings, leather cords, etc that are visible on the front of the artwork.

**Hanging Wall Art.** Wall art must be wired to hang on standard picture hooks and nails. (Note that fiber art has its own hanging standards involving a rod, eye hooks, and picture nails). Hanging wire must be strong enough to support the picture safely. Attach the wire one third of the way down on either side of the frame. **The top of the wire should be at least 1 1/2" inches below the top of the frame. Neither wire nor picture hook can show.** Wrap wire ends with tape.

**Displaying Three-Dimensional Works.** The Artists Guild now has its own pedestals for three-dimensional fine art; soon we hope to have a case for fine art jewelry. **Contact the Ingathering Coordinator\* before ingathering.** (Neither the Guild nor the Gallery accepts craft items for display.)

If you think you have an artwork that is professionally finished and presented but seems to fall outside these guidelines, check with the Ingathering Coordinator\* before you come to ingathering.

\*The current Ingathering Coordinator is Syd McCutcheon, 688-6860 or [floozy@verizon.net](mailto:floozy@verizon.net).

**Shrink-Wrapped Art.** The Guild Room has a rack for shrink-wrapped, unframed art, either **original art by members or reproductions** of their original art. All reproductions, including Giclée prints, should be printed with the highest quality inks on archival media and clearly labeled “*Reproduction of an Original Work by (your name).*” Each art work in the rack must be:

- Signed by you
- Appropriately backed and matted with archival materials or floated on a decorative backboard
- Shrink-wrapped neatly or enclosed in a close-fitting clear plastic sleeve (or envelope) no more than 1/2 " larger than the mat. Semi-opaque polyethylene bags are *not* acceptable.

Members may have up to three original artworks and/or reproductions in the rack at one time and are responsible for keeping their own inventory. Change unframed works every three months. Reproductions are never allowed to be hung on the wall in Gallery Los Olivos!

**Greeting Cards.** The Guild Room also has a rack for greeting cards made from **original art by members or reproductions of their original art**. Greeting Cards must be packaged in clear plastic envelopes made for the purpose and ***the price must be at least \$10 per package***, in order to cover bookkeeping costs. The number of cards in each package is up to the artist.

**Labeling Shrink-Wrapped Art and Cards.** Members must label each shrink-wrapped artwork and greeting card package they have in the Guild Room with the *self-stick labels provided by the Guild*. **These are located in a large brown envelope at the back of the shrink-wrap rack.** These labels will ensure that if your work is sold, the Gallery sitter will credit the sale to the Guild, and our Treasurer will send the money due to you. Always make sure you completely fill out and affix a Guild label to each of your card packages and shrink-wrapped artworks.

## COMMISSIONS ON SALES

All artwork on display must be for sale. Currently, Gallery Los Olivos takes a 15% commission on members' sales to help cover business costs and the increasing rent paid for the building. The Artists Guild, to cover some of its expenses, takes a 20% commission on sales. Take these charges into account when you set the price of your artwork.

**At the end of every month, Guild art sales are processed**, first by the Gallery Los Olivos bookkeeper and then by the Guild bookkeeper. The latter writes & mails a check (minus the commissions) to each Guild member who has sold art. You will probably receive your check by the middle of the month AFTER the month in which the artwork sold.

# **Bylaws of the Artists Guild of the Santa Ynez Valley**

Amended November 15, 2005

## **1. NAME**

The name of our organization is the Artists Guild of the Santa Ynez Valley.

## **2. PURPOSE:**

To promote awareness of the arts in the Santa Ynez Valley. It is our goal to support one another in our artistic growth. We strive to encourage artists in this area to constantly improve their artistic abilities, to provide exhibition opportunities to members, and to benefit the local communities through our continued commitment to art.

## **3. GOALS:**

- A. To have exhibitions, workshops, and art-related activities to enhance the membership.
- B. To sponsor art activities for the cultural benefit of the community.
- C. To vitalize the Guild so as to attract the beginning artist as well as the professional artist.

## **4. MEMBERS:**

### **A. General Membership:**

- 1. Open to anyone upon payment of annual dues, year beginning January 1 and ending December 31.
- 2. General membership entitles a member to vote, attend meetings, and to exhibit in our Guild shows.
- 3. Any general member, after acceptance in two juried shows, is eligible to exhibit his/her work in Guild sponsored shows held downtown and around the Santa Ynez Valley.

### **B. Sponsor Membership:**

Has all the privileges as General Membership but is recognized for his/her contribution to the Guild.

## **5. EXHIBITIONS:**

Exhibitions will be organized and held at the discretion of the Board, in order to promote art as a benefit to our community.

## **6. OFFICERS:**

The officers of the Guild shall be: President, Vice President, Secretary, and Treasurer. All officers must be paid-up members of the Guild. In addition to these officers, committee chairpersons may be selected to coordinate special needs of the Guild. The number of committee chairpersons will be in accordance with the needs of the organization.

## **7. DUTIES OF THE OFFICERS:**

- A. **President:** The President shall preside at all meetings of the Guild and of its executive board.

- B. **Vice-President:** The Vice-President shall, in the absence of the President, assume all the duties and responsibilities of the President, and shall assume other duties assigned by the Board, unless unable to perform, and then shall delegate such duties to responsible parties.
- C. **Secretary:**
  - 1. The Secretary shall record business transactions and take minutes of business meetings of the Guild and of the Board, retaining these in a permanent book.
  - 2. The Secretary shall take a roll call of members in attendance at all Executive Board meetings.
  - 3. The Secretary shall provide a copy of all minutes to the President.
  - 4. The Secretary shall attend to all correspondence for the Guild and the Executive Board, and shall keep a copy of all such correspondence on file, at the discretion of the Board.
- D. **Treasurer:**
  - 1. The Treasurer shall receive all monies and shall disburse same upon approval of the Executive Board. These funds shall be deposited in a bank.
  - 2. The Treasurer shall maintain a record of the accounts in a ledger book and keep this record accessible at all times.
  - 3. The Treasurer shall be prepared to give a financial report at the Board meetings and shall prepare an annual report.
  - 4. At the Board meeting, copies of bank statements, the cleared checks, and copies of the past month's ledger pages shall be provided to the Secretary, and such records shall be accessible for inspection by members.

## **8. MEETINGS:**

- A. General meetings will be held and may include announcements and pertinent information to the membership. Such programs will be open to the public. Donations will be accepted at the door to help defray program costs.
- B. Executive Board meetings will be held prior to each general meeting.

## **9. ELECTIONS:**

- A. The Executive Board shall appoint a Nominating Committee in September each year for the purpose of presenting a slate of candidates for offices. The Committee shall contact candidates for their acceptance of nomination prior to the November meeting.
- B. Officers shall be elected to serve a term of one year. The President and Vice-President may not serve more than two consecutive terms in the same office, although in special circumstances the board may vote to extend this limit to three consecutive terms. Term limits do not apply to the Secretary or Treasurer.
- C. If vacancies occur on the Board they shall be filled by a majority of the remaining directors, although less than a quorum.

**10. AMENDMENTS TO THE BYLAWS:**

These bylaws may be amended at any regular meeting by a two-thirds vote of the quorum present and voting, provided that the membership has been notified of said pending amendments at least 30 days in advance of the vote.

**NOTE:** A roster of all Artists Guild members plus a list of Guild officers and committee chairs are available on our website: [www.agsyv.org](http://www.agsyv.org). Please make use of this resource!