
STANDING RULES

The Standing Rules Committee:

Shall consist of a Chairperson appointed by the President, and two members selected by said Chairperson for the purpose of reviewing and updating existing Standing Rules, and the apportionment of responsibilities. The Committee will then present the updated documentation to the President and Board of Directors for approval and a vote of acceptance

The standing Rules may be amended, suspended, or repealed at any regular Board meeting of the WSAG Board with a majority of votes of those attending.

MEMBERSHIP:

Classes of Membership:

- Associate Membership
- Exhibiting Artist Membership
- Honorary Life (an honorarium is bestowed by the board of directors)

Membership Fees for each class are determined by a majority vote of the Board of Directors.

An Associate member must jury in for Artist Membership. The associate member should submit three matted and/or framed pieces, or portfolio representation of their work, as well as a brief biography. Jurying for

Exhibiting Artist's status is scheduled with the artist jury chairperson and normally held prior to the start of a regular monthly program meeting.

Membership Books will be published and distributed as needed. It is a members responsibility to update their own membership book with changes and new members as published in the Guild's Newsletter.

DUES AND FEES:

- Annual Dues are collected at the beginning of each new fiscal year beginning in September.
- Dues are considered delinquent after October 31st, and the member's name will be deleted from the Membership register, and Newsletter mailing list.
- A 20% Commission is requested for any work sold through any Guild sponsored art exhibits, with the exception of Art in the Park where entry fees are paid.
- Only those approved by the Board of Directors may solicit funds for the Guild.
- Guests and non-members attending Guild program meetings are requested to donate a nominal fee as determined by the program or event.

ART WORK AND EXHIBITIONS

- All artwork must be properly framed, wired and ready to hang.
- All entries must be the artists' own work in concept and execution.
- The Guild reserves the right to exclude any artwork that is judged obscene or damaging to the Guild's character and standards.
- Only Exhibiting Artist members in good standing (paid up dues) may exhibit their artwork in Guild sponsored exhibits and shows.
- Awards and qualifications are determined for each specific exhibit and show by the appointed chairperson and committee members.
- Although care is taken with the art, the West Suburban Artists Guild is not responsible for any loss or damage to the artwork exhibited in any Guild sponsored exhibition or show.

COMMITTEE RESPONSIBILITY GUIDELINES

Annual Fall WSAG Exhibit Chairperson :

- Organizes the exhibit strategy and selects a Co-Chair.
- Selects the Theme no later than the end of February.
- Secures the date and location as soon as possible following the previous year's exhibit.
- Reviews the rules and awards procedure from past exhibits and makes any changes necessary. Conveys the information to the membership by June through the News letter. Entries must have been completed within the last two years.
- Award recognition may be in the form of Ribbon Awards and/or professional presentation citations. "The Peoples Choice" award is awarded a complimentary membership for the next year.

The Board of directors shall set the total amount of money from the wsag treasury for Awards or Prizes, and that amount may be divided as the Exhibit Committee sees fit. The Chairperson shall also be responsible for selection of the Sub-Committees that are needed to:

- Acquire monies from outside sources i.e., banks, businesses etc... to help defray the cost of the exhibit; design, produce and distribute promotional announcements for the exhibit i.e., mailers-invitations program cover, program and citations award ribbons etc
- Determine an artist entry fee.
- Oversee the requests for entries; confer with the Membership Chair for eligibility;
- install the exhibit.
- Obtain citations and/or any other recognition and inform the Publicity Chair of exhibit details.

ARTIST JURY CHAIRPERSON

- Establishes a time and place for the Associate Member(s) to be juried into the Exhibiting Artist category.
- Selects an Ad-Hoc committee of qualified artist members to serve on the jury.
- Notifies candidate member(s) of pass or fail status.
- Notifies Membership Chairperson, Newsletter Editor, and Board Members of the new membership status.
- Advises the new artist member of the additional fee for exhibiting artist status.

AUDITING AND BUDGET COMMITTEE:

The Audit Committee shall consist of the WSAG President and at least one other member whose duties shall be to conduct the annual examination of the Guild's Treasurer's Ledgers and Records, and make a report to the Board of Directors.

The Budget Committee shall consist of the Audit Committee plus the Treasurer, and shall prepare a budget for the coming year's expenditures to be presented at the June or August meeting of the Board of Directors.

COURTESY AND HOSPITALITY: (Corresponding Secretary)

The Corresponding Secretary sends out all outside correspondence including conveying the wishes of the entire membership by sending appropriate greeting cards to members in case of illness, or death in their immediate family, and with Board approval, arranges for a memorial token gift for a deceased Guild member.

FEATURE EXHIBITS:

The committee will locate suitable locations for WSAG Exhibiting Artists to display their art works: public buildings, hospitals, village halls, banks and libraries. They are to oversee and manage all necessary arrangements for successful exhibits and notify the Board of Directors, Publicity Chair and Newsletter Editor of all exhibit details.

HISTORIAN:

Accumulates and maintains the collection of Guild news releases, photographs, newsletters and related memorabilia of Guild activities, provided by members.

MEMBERSHIP CHAIRPERSON:

- Maintains the current membership roster.
- Presents new member applications to the Board for their acceptance.
- Helps orient the new members, maintains the Guest Sign-in-book, and assists at the reception desk.
- Manages the publication and distribution of the Membership book and updates the Membership list.
- Issues the Dues notices to the membership, membership cards upon payment and gives the Constitution, by-laws and standing rules to new members.
- Publishes and distributes the Membership Directory.

PROGRAM CHAIRPERSON: (1st Vice-President)

- Drafts the program/meeting schedule for the year.
- Submits the budget to the Board for approval.
- Secures, schedules and presents the artists for program meetings.
- Provides advance notice of all scheduled programs for Newsletter Editor, Publicity Chairperson and Alliance Delegate, Triton Liaison, etc. to publicize and prepare for program(s).
- Co-operates with the Triton Liaison for notice of special equipment or arrangements needed.

PUBLICITY CHAIRPERSON:

Promotes the Guild's scheduled monthly meeting and events by informing the media. Writes the publicity press releases for WSAG and arranges the photo coverage.

SCHOLARSHIP CHAIRPERSON:

- Contacts Triton College for list of eligible candidates no later than the end of March; collects names, addresses and phone numbers, and initiates follow-up.
- Communicates with candidates explaining scholarship competition, art work presentation, date, time location etc.
- Greets candidates and introduces the students and their artwork at the program meeting in May. Helps display their art work, counts the ballots, and notifies the President of the winner(s).
- Notifies Newsletter Editor, Membership Chairperson, Publicity Chairperson, Treasurer and Board of winning candidate(s).

SOCIAL CHAIRPERSON:

Arranges for volunteer help to provide refreshments at regular meetings; schedules volunteers to help and provide coffee and other refreshments paid for by the Guild.

TRITON LIAISON:

- Acts as an intermediate between the Art Guild and Triton College; arranges for meetings on the third Friday of each Month and arranges the room.
- Contacts the Program Chairperson for making provisions with the Triton Art Gallery Director, requesting equipment or special arrangement needed for the meeting.
- Obtains the exhibition dates for the Annual Member's Exhibit and informs the Board and annual Exhibit Chairperson.
- Contacts the Security Office for entrance to and closure of the Art Gallery. Re-arranges the meeting room after the meeting.

WAYS AND MEANS COMMITTEE:

Performed by the entire Board; the President for each fund raising event assigns Chairperson.