



P.O. Box 2242
Longmont, CO 80502
720-340-7545
info@LongmontArtistsGuild.org

Welcome!

On behalf of the Longmont Artists' Guild, we would like to extend a warm welcome to you as a Member of our Guild. We are thrilled that you have chosen to be a part of our community of artists and enthusiasts, and we look forward to getting to know you and supporting your artistic journey.

The Longmont Artists' Guild is a vibrant and inclusive organization dedicated to promoting and fostering the arts in our local community. Our mission is to promote the creation of original art work, provide educational programs to our members and stimulate community art appreciation through exhibitions and shows.

As a member of the Longmont Artists' Guild, you will have access to a wide range of benefits and opportunities. Here are just a few highlights:

1. **Networking and Collaboration:** Our guild is a hub for artists to connect with like-minded individuals who share their passion for art. Through our regular meetings, workshops, and events, you will have the chance to meet fellow artists, exchange ideas, and collaborate on projects.
2. **Educational Resources:** We are committed to providing our members with educational resources to enhance their artistic skills. From workshops and demonstrations by renowned artists to informative lectures and panel discussions, we strive to offer diverse learning opportunities that cater to different interests and skill levels.
3. **Our monthly member meetings** held on the 2nd Wednesday of each month from September through May. They are FREE and open to the public. We encourage you to invite your friends.

At these meetings, you'll have the opportunity to meet and network with other local artists in a supportive and inspiring environment. Whether you're a painter, sculptor, photographer, or any other type of artist, our diverse community welcomes all art forms and skill levels.

Each meeting features a variety of engaging activities and discussions tailored to enhance your artistic journey. Here's what you can expect:

- Guest Speakers
- Interactive Activities
- Painting Demonstrations
- Bi-Annual Art Supplies Swap

3. Exhibition Opportunities: One of the most exciting aspects of being a member of the Longmont Artists' Guild is the chance to showcase your artwork in our exhibitions. We organize regular shows at local galleries and venues, giving you the opportunity to gain exposure, receive feedback from art professionals, and potentially sell your work.

In addition to these benefits, we also organize social events through our MeetUp Group (<https://www.meetup.com/longmont-artists-guild/>) which include, art outings and networking opportunities throughout the year. These activities provide opportunities for members to socialize, explore new artistic styles or techniques, and network with other artists in an informal setting.

We encourage you to take full advantage of your membership by actively participating in our events and engaging with fellow members through volunteering opportunities. Your unique perspective and creative voice will enrich our community, and we are excited to see the contributions you will make.

If you are interested in volunteering on any of our committees, please contact us at info@longmontartistsguild.org

We encourage you to stay updated on all the latest news, events, and opportunities, by visiting our website and social media channels regularly and by continuing your subscription to our newsletter. Our website serves as a comprehensive resource where you can find information about upcoming events, member profiles, resources, and more.

Once again, welcome to the Longmont Artists' Guild! We are delighted to have you as part of our arts family. If you have any questions or need assistance, please do not hesitate to reach out to us. We are here to support you on your artistic journey.

Warm regards,

Jill Rumley
President, Longmont Artists' Guild

Helpful links:

Website: www.LongmontArtistsGuild.org

Facebook: <https://www.facebook.com/LongmontArtistsGuild>

Instagram: @LongmontArtistsGuild

LinkedIn: <https://www.linkedin.com/company/longmontartistsguild>

MeetUp: <https://www.meetup.com/longmont-artists-guild/>

General information email: info@LongmontArtistsGuild.org

Executive Board Members

President	Jill Rumley	President@LongmontArtistsGuild.org
Vice President	JoAnnThomas	VP@LongmontArtistsGuild.org
Treasurer	Lisa Larsen	Treasurer@LongmontArtistsGuild.org
Secretary	VACANT	Secretary@LongmontArtistsGuild.org

Board Members

Wira Babiak	Board Member	info@LongmontArtistsGuild.org
Rob Birt	Venue Director	Venues@LongmontArtistsGuild.org
Katie Bowman	Inapiration Community	info@LongmontArtistsGuild.org
Fran Gordon	Workshops Director	Workshops@LongmontArtistsGuild.org
Brianna Hoyt	PR Director	PR@LongmontArtistsGuild.org
Jessica Marshall	Board Member	info@LongmontArtistsGuild.org
Sean Nichols	Board Member	info@LongmontArtistsGuild.org
Chris Pash	Board Member	info@LongmontArtistsGuild.org

Non Board Department Directors

Lara Mann	Shows Director	Shows@LongmontArtistsGuild.org
Jill Musser	Meetings Director	Meetings@LongmontArtistsGuild.org
VACANT		
VACANT		
VACANT		

BYLAWS OF THE



The Longmont Artists' Guild was first formed in 1957

These revised Bylaws were approved by the LAG Board of Directors.

These Bylaws are the most current and were revised and adopted
by the LAG General Membership, _____ 2014.

Effective date: _____ 2014

David W. Daignault
President. Longmont Artists' Guild

*This document is under revision. Areas highlighted in yellow are wording from the current version of this document. Areas highlighted in green are the proposed revisions to be ratified by the membership on September 13th, 2023.

Longmont Artists' Guild Bylaws Index

Index	Page 2
Article I: Name and Purpose	Page 3
Article II: Membership	Page 3
Article III: Meetings	Page 4
Article IV: Board of Directors	Page 4
Article V: Officers	Page 5
Article VI: Duties and Authority of the Officers	Page 6
Article VII: Committees	Page 7
Article VIII: Amendments	Page 7
Article IX: Conflict of Interest	Page 7
Article X: Dissolution	Page 8
Article XI: Statement of Nondiscrimination	Page 8
Article XII: Standing Rules	Page 8
Article XIII: Communication	Page 8
Article XIV: Authority	Page 8
Article XV: Parliamentary Authority	Page 8

Longmont Artists' Guild
Bylaws, Revised, 2014

ARTICLE I: NAME AND PURPOSE

Section A; Name:

The name of the corporation shall be Longmont Artists' Guild, herein referred to as the Guild.

Section B; Purpose:

The Guild, as a non-profit 501(c)3 organization, incorporated under the laws of Colorado, shall be to promote the creation of original art work through educational opportunities such as artist demonstrations, art classes, workshops, public art shows and other events; promote and provide educational programs to its members and the community; stimulate community appreciation or art through public exhibits, demonstrations and shows.

ARTICLE II: MEMBERSHIP

Section A; Eligibility for Membership:

Guild membership is open to anyone 18 years or older interested in furthering their art education/appreciation and in supporting the Guild's purpose as set forth in Article I above.

Section B; Membership Levels and Obligation:

There shall be several levels of membership as set forth in the Guild's Standing Rules. All Guild members are required to commit four (4) hours of service at Guild activities such as committee membership, shows, exhibits, and other sponsored events.

Section C; Membership Annual Dues:

The amount of the annual dues shall set by the Board and approved by the General Membership and are listed in the Standing Rules.

Section D: Membership Year:

The fiscal/membership year shall be September 1st through August 30th 31st. Members joining during June, July and August after June 20th shall be considered paid in full through August 30th 31st of the following year.

Section E: Delinquent Dues:

Members are considered delinquent if dues are not received by September 15th October 31st. Delinquent members shall be notified of non-payment. If dues are not received by October 15th, December 31st, these delinquent members shall have their name(s) removed from the active Guild roster and will be considered forfeiting their membership.

Section F: Membership Rights and Privileges:

Members in good standing shall be entitled to: one (1) vote in General Membership meetings; eligible to participate in all Guild's activities ~~to include~~ including but not limited to shows, exhibits, discounted Guild sponsored workshops and miscellaneous events. ~~and submission to juried events.~~

Section G: Membership Resignation/Termination:

1. Resignation: Any member may ~~resign by filing~~ file a written resignation via email or on paper with the Guild Secretary or President. Resignation shall not relieve a member of unpaid dues or other charges previously accrued. Memberships are non-refundable. Any member who does not renew their membership by the 31st of December shall be considered as a voluntary resignation.
2. Termination: Any member may have their membership terminated by a majority vote of the General Membership.

ARTICLE III: MEETINGS

Section A: General Membership Meetings:

General Membership meeting shall be held ~~monthly~~ most months as designated in the Standard Rules, at a time and place designated by the Executive Committee of the Board of Directors. Meetings shall be held from September to May. Notification of meetings shall be communicated to the membership each month through a notification by email newsletter, posted on the Guild website, and publicized through Guild social media.

Section B: Annual Membership Meetings:

The Annual Membership Meeting shall be held during the month of May at a time and location designated by the Executive Committee of the Board of Directors. The General Membership will be notified of the time and location of the meeting at least two weeks in advance through notification to the last email on record. ~~The Secretary shall notify all active members of the time and location of the meeting two weeks prior to the meeting date.~~ An update on the Guild shall be presented at the Annual Meeting.

Section C: Special Membership Meetings:

Special Membership Meetings can be called by the Board of Directors or requested by a written petition (via email, website contact form or on paper) to the Board by any ~~10~~ ten active members of the Guild. Notice of such meetings shall be made to all members two weeks prior to the meeting through notification to the last email on record

Section D: Quorum:

A quorum for all membership meetings shall be the active members present at the meeting. A simple majority vote of the members present (quorum) shall constitute passage or defeat of motions.

ARTICLE IV: BOARD OF DIRECTORS

Section A: Responsibility:

The Board of Directors is responsible for the overall policy, direction and operation of the Guild. The Board designates the day to day functioning of the Guild to the Executive Committee and the Guild Committees. The Board shall be authorized to spend funds as appropriate and necessary to further and promote approved activities of the Guild.

Section B: Members, Officers and Terms of Office:

1. Members: There shall be up to eleven (11) elected to the Board of Directors by the General Membership at the Annual Meeting.
2. Officers: Annually following the election of necessary new Board members the new sitting Board shall elect a President, Vice President, Secretary and Treasurer for the year.
3. Terms of Office: Each Board member shall be elected for a two year term with the possibility of re-election. The Board shall attempt to stagger the terms of membership in as much as possible.

Section C: Nomination and Vacancies:

1. Nomination: A Nominating Committee shall nominate active members to serve on the board as needed each year.
2. Vacancies: Board vacancies shall be elected by the Board from nominations presented by the Nomination Committee. The elected successor shall complete the term of the vacant Board member's position to the end of the current membership year.

Section D: Meetings and Quorum:

1. Meetings: The Board shall meet monthly at a time and location designated by the President with notice given ~~by the Secretary~~ through to the last email on record, at least two weeks prior to the meeting.
2. Quorum: At least fifty (50) per cent of the current sitting Board must be present to conduct business and pass upon motions.

Section E: Resignation; Termination; Removal for Cause:

1. Resignation: Board members may resign by submitting a letter of resignation via email or in writing to the Board Secretary and/or President.
2. Termination: Board members may be terminated by the Board due to excessive unexcused absences from Board meetings of two or more within a membership year.
3. Removal for Cause: Board members may be Removed for Cause by a three-fourths (3/4) vote of the current Board members.

Section F: Guild records and property:

All Guild records, files and properties shall be delivered to the newly elected Board no later than ~~June~~ July 1st following the election.

ARTICLE V: OFFICERS

Section A: Officers and Executive Committee:

1. Officers: There shall be four officers elected from the Board each year; President, Vice President, Secretary and Treasurer.
2. Executive Committee: The Executive Committee shall be the President, Vice President, Secretary and Treasurer. The Executive Committee shall have the authority to act for the Board in all matters granted to it by the Board or these Bylaws.

ARTICLE VI: DUTIES AND AUTHORITY OF THE OFFICERS

Section A: President:

The President shall be the Principal Executive Officer of the Board of Directors and the Guild and shall supervise and direct all business of the Board, subject to the approval of the Board and shall:

1. Preside at all meetings of the Guild, the Board and the Executive Committee
2. Be an ex-officio member of all committees except the Nominating Committee
3. Appoint all committee chairs
4. Have the power to name any special committees as the need arises
5. Sign for the Guild, or designate a representative to sign, any instrument of writing pertaining to the Guild
6. Be a community liaison and spokesperson between the Guild and the Longmont community
7. Prepare an annual written report on the activities of the Guild for the Annual Meeting

Section B: Vice President:

The Vice President shall perform the duties of the President in the absence of the President and shall chair the Nomination Committee

Section C: Secretary:

The Secretary shall:

1. Keep the minutes of all Guild, Board and Executive Committee meetings. The records shall be stored electronically and are open at all times to reasonable inspection by any active member of the Guild.
2. In the absence of the Secretary, a temporary Secretary shall be appointed by the President.
3. Minutes of Board meetings and Executive Committee meetings shall be communicated to all Board members within one week following the meeting.
4. Report on past minutes at all Guild, Board and Executive Committee meetings.

5. The Secretary shall maintain all permanent file, minutes, records and Guild letters electronically stored in the Guild's online (cloud) drive to be passed on to the next Secretary.

Section D: Treasurer:

The Treasurer shall be the Chief Financial Officer of the Guild and shall:

1. Have charge and custody and be responsible for all funds and securities of the Guild
2. Record and give receipts for all such funds
3. Deposit such funds in the name of the Guild in such banks as the Board shall designate
4. Pay bills maintaining proper electronic copies of invoices to be stored in the Guild's online (cloud) drive.
5. Prepare a monthly report of cash receipts and disbursements for each Board meeting
6. Prepare a report of cash receipts and disbursements for the Annual Meeting
7. Prepare for an annual audit of Guild books by an audit committee
8. Ensure Guild tax documentation and forms (990) are reported and current to maintain the Guild's 501(c)3 status
9. Chair the Finance Committee and prepare a draft annual budget for submission to the Board
10. Expend funds for the operation of the Guild on approved items up to \$150.99 \$299.99. Expenditure of funds over \$151.00 \$299.99 shall require the approval of the Board.
11. All expenditures in excess of \$500.00 shall require two authorized signatures. Those being authorized shall be the Treasurer, Vice President and President.
12. Maintain all permanent financial Guild records electronically stored in the Guild's online (cloud) drive and backed up to an external electronic storage device.
13. Maintain a current roster of the names of all members to include level of membership.
14. Notify delinquent members of late payment.

ARTICLE VII: COMMITTEES

Section A: Standing Committees:

The President of the Guild and the Board shall create committees as needed for the operation of the Guild. The President shall have the authority to appoint all committee chairs. Each committee chairs shall maintain and up-date a procedure folder stored electronically in the eGuild's online (cloud) drive to pass on to the following chair. All committees will submit a budget to the Board for approval prior to expending funds. Committee organization and functions are listed in the Standing Rules.

Nominating Committee:

Finance Committee:

Newsletter/Web Site Committee:

Show Committee:

Guest Artist Member Meeting Committee:

Venue Committee:

Publicity Committee:

Workshop Committee:

History/Yearbook Committee:
Member Care Committee

Section B: Special Committees:

Other committees as required to comply with the purpose of the Guild and to operate the Guild shall be listed in the Guild's Standing Rules.

ARTICLE VIII: AMENDMENTS

Bylaws of the Guild may be altered, repealed or amended by the affirmative vote of two-thirds (2/3) of the members present and voting at any General Membership or Special Meeting of the Guild. Proposed revisions in the form of new Bylaws must be available to the membership at least 30 days in advance of the meeting. Clarifying and/or cosmetic changes do not need the approval of the membership and maybe completed by a majority of the Board. Approved changes, new Bylaws shall be effective as of the date of approval.

ARICLE IX: CONFLICT OF INTEREST:

All members of the Guild's Board of Directors shall abide by the Guild's Conflict of Interest Policy.

ARTICLE X: DISSOLUTION:

Upon dissolution of the Guild, the Board of Directors shall, after paying or making provision for payment of all liabilities of the Guild, including the costs and expenses of such dissolution, dispose of all the assets of the Guild exclusively for the exempt purposes of the Guild or distributed to ~~The Longmont Council for the Arts,~~ any suitable art affiliated an organization described in Section 501 (c)(3) or 170 (c)(2) of the Internal Revenue Code, 1986 or the corresponding provisions of any future federal law, as shall be selected by the last Board of Directors. None of the assets will be distributed to any officer or director of the Guild. Any such assets so disposed of shall be disposed of by, and in the manner designated by, the state court having jurisdiction over the matter.

ARTICLE XI: STATEMENT OF NONDISCRIMINATION:

Notwithstanding any provision of these bylaws, the Guild shall not discriminate against any director, officer, employee, applicant, or participant on the basis of race, color, ethnic or national origin, ancestry, age, sex, gender, sexual orientation, gender identity and expression, religion, creed, political beliefs, or disability in employment. ~~sex, race, color, ethnicity or national origin.~~

ARTICLE XII: STANDING RULES

The Board of Directors of the Guild shall adopt Standing Rules as may be necessary for the proper conduct of the Guild's daily work. The Standing Rules may be revised at any regular Board meeting without previous notice.

ARTICLE XIII: COMMUNICATION

Any and all electronic communication by the Guild and members of the Board shall be considered to be official to include signatures.

ARTICLE XIV: AUTHORITY

These Bylaws shall govern the Longmont Artists' Guild in all instances.

ARTICLE XV: PARLIAMENTARY AUTHORITY

The current Robert's Rules of Order shall be the Parliamentary Authority for the Guild.



Longmont Artists' Guild Exhibit Policy

1. Member dues must be current to be eligible to exhibit at Longmont Artists' Guild (LAG) sponsored exhibits.
2. Artwork must be ready for display, dry, suitably framed, and securely wired for hanging.
3. No sawtooth hangers and no bare glass edges. Painted gallery-wrapped work is acceptable.
4. Artwork must be properly identified with a card on the back with the artist's name, phone, title, and price. A business card is acceptable
5. All work must be for sale.
6. For some exhibits, the buyer will contact the artist directly. The Exhibit Coordinator must be contacted if work is sold or is to be otherwise removed from an exhibit.
7. LAG may collect a commission between 15% and 35% on any artwork sold through a LAG exhibit or show. If the commission is required, each exhibit application will specify the commission to be collected. Venues and shows may require a different commission percentage.
8. Artists may be responsible for sales tax reporting on individual sales. LAG and some venues will collect sales tax when sales are processed on behalf of the artist. Any tax collected at the time of sale and paid by LAG or the venue will be paid and reported to the appropriate city, county, and state agencies.
9. Member artists will deliver and pick up artwork at the designated time and place (only exceptions are for artists who have made prior arrangements.) Artists who have not made special arrangements for delivery or pickup must obey the designated time and place.
10. All artwork will be handled with care. Submitting artwork for exhibit automatically waives any claim for damage or loss against LAG, its members, or assigns.
11. Artwork for LAG art shows should have been completed within the last two years. Venue artwork has no age limitations.
12. Giclees (non- original artwork prints) can only be displayed as bin work for sale. Photography and digital art are exempted
13. Each exhibit may have different or additional requirements that will be explained on the specific application for the exhibit.
14. As a LAG member, you are required to volunteer 4 hours per year. Helping with venues and shows count toward your hours!

Failure to comply with the Longmont Artists' Guild exhibit policy could result in loss of eligibility for future LAG-sponsored exhibits.

_____ (initial here) I have read and fully understand the exhibit policy for participating in exhibitions and art shows with the Longmont Artists' Guild.

REV: March 29, 2023