



Saugeen Artist Principles

Our Mission:

The Saugeen Artist assists 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.

Values:

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

Appendix A. Membership

Prospective members may attend a maximum of two meetings before joining. Prospective members will be given an Information sheet (Refer to Appendix 2) and an application. (Refer to Appendix 1) The prospective member will be asked to provide 3 samples of 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 membership@saugeenartists.ca. Once approved, the Membership Committee will welcome the new member and review the policies of the Saugeen Artist.

Each member must be on **at least one committee** at all times such as (Refer to #7. Roles & Responsibilities):

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. Each Committee should then appoint a spokesperson for that Committee. When appropriate you will need to give a report on the committee that you belong to at the monthly meetings.

- Screening & Membership Committee
- Continuing Education and Social Committee
- Web Page Committee
- Grants Committee
- Executive Committee

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Author: Policy and Procedure Committee

Document Status: Original March 20,12

Revised Aug 23, 2012, Feb 5, 2013, August 23, 2013, Feb 24, 2015

Membership yearly fees

Annual membership dues are \$50.00 renewed by the first Tuesday in March. (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. Members will be invited to participate in group exhibitions.

Our website has been posted on the internet since January 2010 and all members will have a biography, photos of their work and contact information. This website also advertises local supporting businesses, upcoming art shows and artists' workshops.

Membership dues will pay for the maintenance of the Saugeen Artists 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 members make these decisions together. 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. This provides a networking opportunity with other artists and gallery owners. Members are informed immediately of opportunities in our local area.

As a membership requirement, each member will attempt to participate in special events and volunteer as needed. For example, at shows, store rental and events, we encourage full participation in organization, publicity, and involvement. Each member will assist with promotion via email, newspapers, brochures, signs, etc.. 15% commission will be the standard fee when the event is sponsored and voted by the membership. If a member is unable to volunteer, the commission rate is 30%.

At the time of registration or renewal all members must complete the membership agreement and volunteer for at least one committee. (Refer to Appendix 3)

Criteria for Members

This criteria applies to all members who participate in any group show, event or store throughout the year.

1. **Originality:**
 - Innovation
 - Creativity
 - Self expression
 - Freshness of aspect, design or style
2. **Quality:**
 - Includes design, composition and technique, etc...
 - Appropriateness to show
3. **Presentation:**
 - Enhances your art piece.
 - Acceptable appearance

Members Roles and Responsibilities

Defines the roles and responsibilities for Executive and Committee activities.

Report	Responsibilities
Saugeen Artist Executive	<ul style="list-style-type: none">• Executive gives approval of all committee decisions• Executive oversee final decisions regarding artist members submissions to display in any group exhibitions• Executive oversee disciplinary responsibilities• All Executive positions may be held for up to two years• Executive oversees volunteer committee positions annually.• Executive will secure location for monthly meeting• At any time, when there are more than one member seeking an executive position, then a

	<p>vote will be held with a Quorum of members present.</p> <ul style="list-style-type: none"> • 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
<p>Chair and/or Co-Chair</p>	<ul style="list-style-type: none"> • Preside over meetings • Set agenda • Co-ordinate & oversee committee reports
<p>Secretary</p>	<p>All Minutes and treasurer reports of Monthly meetings must be sent to members and stored securely by secretary and web page supervisor.</p> <ul style="list-style-type: none"> • 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.
<p>Treasurer</p>	<p>Accept all membership dues, show participation dues and other income. Deposit income to the Saugeen Artist bank account and oversee all financial transactions.</p> <ul style="list-style-type: none"> • Pay all bills in an appropriate time frame. <p>Financial statement must be reported at monthly meetings by treasurer. Once approved by members, treasurer report statement must be included in meeting minutes.</p> <ul style="list-style-type: none"> • 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, Quality and Presentation. • Set criteria for all members for all shows or events. • 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 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 January, along with committee sign-up forms. (All renewals must be received by the first Tuesday of March) • The Committee will be responsible for filing all applications and renewal forms. Each member will receive a membership card for that current year.
<p>Web Page Committee (up to 4 members)</p>	<ul style="list-style-type: none"> • Members must be trained to modify and update information on the Saugeen Artist web page • Assist Web site Supervisor (when needed) to update, and load images onto Web site.

	<ul style="list-style-type: none">• Web Site Supervisor will maintain full responsibility of maintaining the site.
Social and Continuing Education Committee (unlimited number of members)	<ul style="list-style-type: none">• Plan social events for the Saugeen Artist members• Look after refreshments at monthly meetings• Organize painting days for members to get together• Arrange guest speakers and workshops.• Provide (honorarium) gift from the Saugeen Artist
Grant Committee (up to 5 members)	<ul style="list-style-type: none">• Researches grant possibilities, complete registration forms and follow-up with requested information.• Report back to the Executive.

Supporting 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 Artist Website for member review. 'Good Standing' Saugeen Artist 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:

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Document Status: Original March 20,12

Revised Aug 23, 2012, Feb 5, 2013, August 23, 2013, Feb 24, 2015

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 \$10 and \$15 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 members.

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.

Project Name: Saugeen Artist

Document Number / Version Number5: February 24, 2015

Approvals

This document prepared and revised by the current Executive below:

Approved by: _____

(Co-Chair) Liz Pybus

(Co-Chair) Dan Nolan

(Secretary) Cindy Matthews

(Treasurer) Bev Morgan

Approval Date: February 28, 2015 _____

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Author: Policy and Procedure Committee

Document Status: Original March 20,12

Revised Aug 23, 2012, Feb 5, 2013, August 23, 2013, Feb 24, 2015

Appendix 1

Membership Application

Name _____

Mailing Address _____

Phone number _____ Email _____

Website (if you have one) _____

Art Medium _____

Give us a brief description of your art journey:

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 Artist Website membership@saugeenartists.ca. or Mail to: Kathie Wright, 073030 10th Sideroad SDR, RR#1, Hanover, ON N4N 3B8

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

_____ Market/ Sell my work

_____ Network with other artists

_____ Paint with members or socialise

_____ Other

_____ Learn new techniques or improve my work

Comments _____

Thank you

Executive of the Saugeen Artists

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For administrative use only:

Date Received _____ Membership Accepted: Yes: _____

No: _____

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



Instalments: _____

Appendix 2: Information Sheet

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

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, friendships, and inspiration from each other.

Workshops for specific techniques are offered and guest speakers are invited to monthly meetings.

This provides a networking opportunity with other artists and gallery owners. We meet on the first Tuesday of the month (7pm), upstairs classroom, at the [P&H Centre](#) , 269 7th Ave. Hanover, ON N4N2H5.

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 Co Op Website. Don't hesitate to ask for help if you need it.

1. Originality:

- Innovation
- Creativity
- Self expression
- Freshness of aspect, design or style

2.

3. Quality:

- Judged according to each art medium.
- Includes design, composition and technique, etc...

4.

5.

6. Presentation:

- Enhances your art piece.
 - Acceptable appearance
- 7.

8. Current:

- Must have been created within the last two years
- 9.

10. Motivation

- Goals
- Enthusiasm
- Willingness to Grow

© March 2012

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Document Status: Original March 20,12

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11. Members have responsibilities such as attending at least two meetings of the membership annually, sitting on at least one committee, and paying \$50.00 membership dues annually. (After September \$25 dues) Upon acceptance, you will sign a membership agreement (Appendix 3) outlining the terms and conditions of the Saugeen Artists.
12. You are welcome to attend up to two meetings without joining, while you start to make new friends and see how we function. More information is available on our website at saugeenartists.ca. We look forward to hearing from you!
Saugeen Artists Executive

13. Appendix 3

Membership Agreement and Renewal Form

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

15. 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 (March to March).
3. Remove my work (if on exhibition) after resigning and giving four weeks written notice.

16.

17. **Participate** I will:

1. Abide by the policies and procedures.
2. Attend at least two meetings of the membership annually.
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.
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. Attempt to participate in special events and volunteer as needed. For example, at shows, store rental and events, we encourage full participation in organization, publicity, and involvement. Each member will assist with promotion via email, newspapers, brochures, signs, etc..
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, the commission rate is 30%.

18.

19. **Financial** I will:

1. Pay a non-refundable annual membership fee of \$50, paid once per membership at the time of joining, by a single payment _____ or instalments of _____ per _____.
2. If membership occurs after September 1st, payment is half of the yearly membership.

20. Membership dues are due the first Tuesday in March.

21.

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22. **Signature:** _____ **Date:** _____

23. 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.

24. I would like to volunteer for committee(s):

- | | | |
|---|--|---|
| <input type="radio"/> Screening & Membership
Committee | <input type="radio"/> Continuing Education & Social
Committee | <input type="radio"/> Web Page Committee
27. |
| <input type="radio"/> Grant Committee | 25. | 28. |
| <input type="radio"/> | 26. | |

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