

**Convention Artists Guild Mission statement:**

It is our intention as a group, to provide: Support, trust, collaboration, aid, resources, information, motivation, community, education and inclusiveness both within our core group and with the community in general.

Convention Artists Guild (CAG), will be a place where ideas are freely exchanged, where we will help, and support each other and a place where art will flourish.

We will no longer be creating in a vacuum, but we will provide an environment for community, and sharing of knowledge, experience, expenses, workload and care for each other.

We will foster a safe environment for our members and a general promotion of the arts to all who are interested.

Outreach and education will be a priority, as well as promoting our own work in the community.

**Guild positions/officers:**

- **Guild Master or Advocate Primus:** Peri
- **Guild Second or Advocate Secundus:** Rubiee
- **Guild Master Treasurer:** Carolyn
- **Guild Masters Advertizing & Graphics:** Chaz & Mikey
- **Guild Master Events:** As needed per event
- **Guild Master Outreach:** As needed
- **Guild Master Social Media:** Melanie U.
- **Guild Master Property:** (*Track location of Guild common property*) Rubiee
- **Guild Webmistress:** Brenna
- **Guild Master Research and Archives:** William

**Board Members (2020-2025):**

- President: Peri Charlifu
- Vice President: Rubiee Tallyn Hayes
- Secretary: Brenna Deutchman
- Treasurer: Carolyn Kemp

**By-laws**

The following by-laws have been discussed by a quorum of active members in good standing and were revised January 5, 2020 at a regularly scheduled Guild meeting. Minor edits to Sections 2 & 6.2 were done by the Board on January 25, 2022 to reflect changes necessitated by the pandemic.

Members in attendance:

Rubiee, William, Melanie U., Blair, Mitzi, Mikey, Carolyn, Chaz, Peri, Brenna, Brooke, Lee, Jessica, Amy, Craig

**Section 1: Guild Core Rules**

- 1) There is always time for pie.
- 2) Don't be a dick.
- 3) Voting on all matters will be done by a quorum of 2/3 of the Guild Core.

The following section is an overview of guidelines pertaining to these members.

1. The Guild Core is defined as the current active members in good standing.
2. The Guild Primus does not vote unless a tie needs to be broken. Simple majority rules; ties will be broken by Advocate Primus or Advocate Secundus in the event the Primus is not in attendance.
3. The group will meet once a month, at a time to be decided by attending members at the meeting previous to the following month, to account for show and other scheduling priorities.
4. Any major votes, such that alter, add, or remove existing by- laws, will be announced not less than three weeks before the next meeting to give all who want to attend a chance to do so.
5. Minor voting will be decided by a majority of an attending Quorum (7 or more members in attendance will be considered a Quorum). Depending on membership size.
6. A member can only be removed from the guild by a vote of  $\frac{3}{4}$  of the active members, or if the member fails to meet their obligation to the Guild as detailed in [Section 3](#).

7. Any voting member can place a subject before the Guild to vote on provided that the resolution be announced in advance of the meeting—on the Guild Discord, or through group email.
8. Proxy votes allowed when a serious reason prevents a Core member from attending a meeting. Reasons such as, but not limited to: Illness or injury, either self or family, death in the family, physically unable to attend or other acceptable reason.
9. Officers
  - a. Any active member in good standing can become an officer by a simple majority vote.
  - b. Officers will be reappointed annually. Officers may at that time step down, or may challenge an existing officer for the position. A 3/4 vote is required to remove an existing officer in favor of a challenger.
  - c. Officers can resign from their posts at any time, but we ask that they give at least a month notice. If an officer is unable to fulfill their duties for any reason, they may appoint an interim member to take their place.

## **Section 2: New Membership and Apprenticeship Rules**

In the fullness of time, the Guild will add new members. This section outlines that process.

New members will be known as associate members until their trial period has expired and they become full Guild members.

Application for new membership will be open year round. The Guild will consider each applicant when they have met all criteria (interest form, application, portfolio submission, portfolio review) and an interview shall be scheduled thereafter. Application response times may vary depending on circumstances. Applicants shall be informed of their status as soon as we are able.

Nominated or sponsored artists may be allowed to join at any time, following the process in **Section 2.1**.

The following rules apply to those being indoctrinated into the guild:

1. **Advocacy:** An artist may be brought into the guild by a Guild member in good standing (See Section 3). A member in good standing will be their Advocate for entry into the guild. This is different than the relationship of Master/apprentice covered below.

An Advocate will be defined as: Any Master in good standing, who is willing to be responsible for the introduction and behavior of their candidate, until such time as they are asked to leave or they have become full members.

In the event that a candidate is asked to leave the group, it will be the advocate's responsibility

to inform them thusly.

**2. Self Application:** An artist may petition the guild for membership without benefits of an Advocate. In this case, the candidate has no advocate in the group, but must still pass all requirements as listed below.

In the event that the candidate is asked to leave the group, a member of the Guild will be asked to fulfill this duty. If no member volunteers to do so, one will be chosen at random, excluding those who may have already had this duty.

**3. Conditions and expectations of application to CAG:**

- a) Each applicant will submit a portfolio for review by the membership. The portfolio must be digital and include at least 8 examples of the artist's work for consideration. A digital copy of the portfolio will become property of the Guild for as long as the applicant is a member of the Guild and items within may be used for Guild promotional items with proper attribution. The member can request the return of the portfolio upon leaving the group. \*All members are expected to submit a portfolio to create the larger Guild portfolio.\*
- b) Along with the portfolio, an application must be turned in which includes a letter of intent stating why the Candidate wishes to become a member of the guild, and what they can offer the guild as a whole. The Candidate should also tell us what they expect from the guild.
- c) The applicant must have participated in at least one convention art show per quarter: in person, or by mail, as a vendor, or in programming in the last year. (This requirement may be waived, depending on circumstances, such as a global pandemic.) Sales at other venues or online marketplaces may be substituted for convention sales experience.
  - i) The applicant will provide a list of shows, places of sales, awards (if applicable), and other evidence that they are serious about their art.
- d) The applicant must provide five panel, workshop, classes, or demo ideas that may be used in programming at conventions. These will be added to the master guild program list, should the applicant be accepted.
- e) The applicant must have a face-to-face interview with active members of the Guild. This can be done with a quorum or with a committee chosen in advance as determined by the active membership, or by the Board. The applicant may have their advocate in attendance if they wish.
- f) The applicant will be accepted into the Guild with a vote of  $\frac{3}{4}$  of the members.
  - i) If accepted, the applicant becomes a Candidate and must serve a trial period of one year before becoming a full Guild member.
    - (1) During this trial period the Candidate will be expected to perform as any member in good standing. Failure to do so will result in their final acceptance into the Guild being denied. Candidates will be made aware of all responsibilities by being provided with the Bylaws and access to the Guild Discord server.
    - (2) Candidates must attend at least 10 of the 12 meetings during their trial period to qualify for membership. Exceptions will be considered on a case-by-case basis.

#### 4) Apprentices and Mentees

For purposes of the Guild, an apprentice or mentee will be considered a Primary Student of one of the founding Guild members who is receiving training from their Master or Mentor. Typically, a Master only has one or two such students at any one time.

- a) An Apprentice or Mentee will be allowed to participate in Guild activities so long as they are in good standing with their Master or Mentor.
- b) These students will not be considered members of the Guild until they have fulfilled all requirements listed above for new members. Some requirements may be waived. These will be handled on a case-by-case basis.
- c) The student will not have voting privileges, but can participate in Guild activities, and is expected to participate in meetings, outreach activities, and other Guild activities, and to purport themselves as if they were a member.
- d) The student's Master/Mentor will automatically be considered their Advocate.
- e) At any point after one year, if all requirements have been met, the Mentor or mentee can petition the Guild for full membership for the mentee.

### Section 3: Member Descriptions & Definitions

- 1) **Member in Good Standing:** These are members that fulfill their obligations to the Guild and to each other by meeting the responsibilities in Section 4.
- 2) **Active Members:** These are members that have attended the required number of meetings and who are Members in Good Standing.
- 3) **Inactive Members:** These are members who have not attended the required number of meetings because of a legitimate reason such as illness or work related problems, or who have trouble meeting their obligations because of reasons beyond their control, such as finances, health, or personal/family crisis.
  - i) **Inactive Members will not be able to vote.** Voting privileges can be reinstated by fulfilling their obligations and attending two meetings in a row. They can also be reinstated by petitioning for a Vote of Confidence, where they will be allowed to explain why their membership became inactive. After which, the membership will vote, carried by a simple majority as outlined in Section 1.
  - ii) **Inactive members who have not taken steps to reinstate their membership in good standing within 6 month of inactivity, will no longer be considered guild members.** Such persons must petition the guild for membership as a new artist, and follow the same criteria as any new artist. Furthermore, they will only be allowed to submit an application to the guild during open enrollment periods.
    - (1) **Guild members who are inactive with prejudice:** ie: have an acceptable excuse for the reason they became inactive, will be considered and this addendum may be waived by a vote of confidence from the guild body, simple majority rules. These Inactive members can be sponsored by a member in good standing, and must follow the rules for application as listed in [Section 2](#).
- 4) **Probationary Members:** These are members who have become problematic and disruptive. These members are a drain on Guild resources or make for a hostile environment. Probationary members will be given a chance to defend themselves

before the Guild, however, the core will have final say, in a vote of 2/3 majority for dismissal or reinstatement into the Guild.

- 5) **Remote members:** Artists from outside the Colorado area can become remote members or honorary members. This is done on a case by case basis. Such members can become guild members by invitation, petition and sponsorship. In any case, a majority of a quorum must vote to allow the applicant into the guild. Since the member is remote, attendance rules will be waived, but they must still pay their dues and participate to the best of their abilities. In exchange they will have access to all guild information, Discord, and any correspondence that other guild members receive. In addition they will be expected to comport themselves as members of the CAG. Remote members may be agented for or agent for any Guild members.

#### **Section 4: Maintenance and Responsibilities of Guild Membership**

The following section deals with maintaining good standing in the Guild.

- 1) **Payment of Dues:** Members will pay their share of dues for Guild business, such as, but not limited to: printing costs, guild purchased displays, show fees, anything that is purchased for the guild to help with outreach, education, sales, promotions or other guild business.
- 2) **Meeting Attendance:** Each member is required to attend meetings. Membership will become inactive if a member misses three Business meetings in a row (One quarter), or misses 6 Business meetings in a year. Missing classes, special events, sales or critiques will not count against this, nor will missing meetings due to attending professional events or activities.
- 3) **Outreach:** Since the main focus of this guild is to provide outreach and education, Guild members will be expected to participate in outreach programs, such as, but not limited to: participating in convention art shows or vendor rooms, participating on panels, demos and classes at conventions, judging art contests, mentoring young artists and promoting each other's art as well as their own.
- 4) **Community and support:** You will be expected to give demonstrative support to other guild members. This can be, but is not limited to: financial support, community, collaboration, physical aid such as moving boxes or setting up a show, help with sales or ride share. It includes emotional support when necessary, and the sharing of information and education with fellow guild members.
- 5) **Be kind and loving to each other.** Remember that this is our community and we are all better when we lift each other up.

#### **Section 5: Disputes and Mediation**

If at any point, a situation arises where there is conflict between Guild members, and such conflict cannot be resolved privately, and such conflict becomes disruptive to the harmony of the Guild, Mediation will be offered.

- 1) Mediation will be offered if requested by BOTH parties, or will be suggested by Guild members or one of the parties. However, both parties must agree to Mediation for it to go forth.

- 2) Once Mediation is agreed upon, both parties must consent to abide by the Mediator.
- 3) The parties may choose a Mediator from the Guild, or an impartial member will be chosen for them.
- 4) In the event that Mediation is ineffective, one or both parties may be asked to resign from the Guild.
- 5) If the parties asked refuse to resign, then there may be a vote of no confidence and their membership(s), may be revoked.

## **Section 6: Rights and Obligations of Guild Members**

### **1. Rights**

- a. All members are entitled to free access to any and all information posted to the group, as well as any archived information stored either electronically, or as hard copied in the archives. It will be the member's responsibility to research the archives; the Guild is only obligated to provide them the opportunity and access. Each member is responsible for their own information or finding what they need.
- b. All members have the right to be heard and have problems, concerns, and suggestions handled in a respectable and timely manner, and with kindness and understanding. It is important that members speak up or find someone to speak for them.
- c. All members in good standing will benefit equally from any situation where the Guild has primary focus, such as conventions, shows, and outreach. This does NOT include personal sales, or aspects of individual businesses.
- d. All Guild members will have access to any resource belonging to the Guild, such as Guild purchased displays, equipment, information, etc. Members are expected to communicate with the Property Master to arrange use of such items.
- e. Members in good standing are allowed to vote.
- f. Members are allowed Mediation (set out in [Section 5](#)) in any dispute within the Guild, including but not limited to: personal disputes, financial disputes involving Guild finances, and censure or punitive action taken by the Guild.

### **2. Obligations**

- a. Any work done for the Guild, will become property of the Guild, such as, but not limited to: Designs, Logos, forms, electronic documents, social media platforms, archival documents, or items purchased solely for Guild use.
- b. Applicants and members will be expected to present themselves in a professional manner (clean person and dress), and will be expected to bring a positive attitude and drive to progress in their art.
- c. Make every effort to remain a Member in good standing.
- d. Promote the Guild in any way you can. Members will act with dignity, honor and professionalism.
- e. Participate in outreach and education activities.
- f. Attend the required meetings.
- g. Volunteer to teach classes and do demos, both to the community and for internal Guild functions
- h. Pay your share as needed, including staying current on monthly dues.

- i. Be proactive and innovative for the Guild. Help expand the Guild's influence and outreach.

### **Section 7: CAG Chapters**

The following section outlines the rules for creating a new CAG chapter.

- 1) Any new Chapter must be willing to follow and uphold our Mission Statement. They can use the Bylaws as guidelines, but are not required to use them all as long as they uphold the spirit of the Guild. Prior to acceptance as a new Chapter, the applicant's bylaws must be approved by the founding Guild (Colorado Chapter).
- 2) A new CAG Chapter will be required to abide by the following rules:
  - a) Advocate and sponsor members from other chapters when they are able. I.E: Agent for them at local shows, and promote other artists from other chapters.
  - b) Follow all requirements that the guild has written in reference to how we treat each other, whether your local membership or from other chapters.
  - c) Remain in contact with other chapters and the founding chapter. Share information and any resources possibilities between the groups. A Discord server will be created for other chapters.
    - i) Members from other chapters will be encouraged to join each other's chapter Discords.
  - d) Make an effort to meet at a conventions or shows, either in state or traveled to. This is not a requirement, but would be really nice.
  - e) Develop and foster outreach programs and help other artists.
  - f) Be the best you can be, with each other, the community, and with the public. Represent CAG with honor and professionalism.
  - g) Uphold the spirit of the Guild. Make it a shining example of what artists, writers, and other creatives can be.

### **Section 8: Rules Pertaining Specifically to the Non-profit Governing Board.**

- 1) Four Board members shall be elected as the governing body of the non-profit arm of the Guild every five years by quorum of the Guild Core: President, Vice-President, Treasurer, and Secretary
- 2) Board Members must be available to meet twice yearly, or as needed by Guild business.
- 3) A tie-breaking member of the Board will also be elected from the Guild membership, but will only be called upon if needed for tie breaking.
- 4) Board members may be removed by a vote of 2/3 of the Guild Core, or by resignation.
- 5) A bank account for the Guild will be opened and overseen by the Treasurer and the President. The Treasurer will be responsible for maintaining transparent bookkeeping, and for filing appropriate tax paperwork yearly.