

EAG website web page: <https://www.elmhurstartistsguild.org/members-meetings/handbook>

Elmhurst Artists' Guild Member Handbook

Updated: March 2020

Located at the Elmhurst Art Museum, 150 S. Cottage Hill Avenue, Elmhurst IL 60126
Phone: 630-279-1009 Website: www.elmhurstartistsguild.org Email: info@elmhurstartistsguild.org

Mission

Founded in 1946 by eleven artists from the Elmhurst community, the mission of the Elmhurst Artists' Guild continues as the charitable and not-for-profit functions of shows and exhibitions, workshops, lectures, classes and other similar activities which further the purpose of encouraging, promoting, advancing and assisting art education and instruction, and the advancement and development of the arts.

Membership

Membership in the guild is not limited to residents of Elmhurst, but is open to any artist or lover of art in sympathy with and willing to work for the promotion of the objectives of the Elmhurst Artists' Guild with full participation not to be denied to any person on account of race, color, religion, sex, age, national origin, or disability.

Our Home

The Elmhurst Artists Guild Gallery is located within the Elmhurst Art Museum, free to the public, and open during normal business hours of the museum. More information about visiting the museum and the guild gallery may be found here: <https://www.elmhurstmuseum.org/visit/>

As stipulated by agreement when the museum was originally constructed, the gallery resides rent free on the museum campus, and a portion of all art sales from the gallery goes towards the general operations of the museum. Guild members are encouraged to support the museum financially and otherwise to assure the continuing arrangement so beneficial to both EAG and EAM. All guild members in good standing may obtain a discounted membership to the museum by visiting here: <https://eam-shop.myshopify.com/products/membership-active-eag-members>

Questions and further information about the museum may be directed to the respective museum staffer found here: <https://www.elmhurstmuseum.org/contact/>

Board of Directors

Current list of our Board Officers, Committee Chairs and former presidents may be found here: <https://www.elmhurstartistsguild.org/board-of-directors>

Member Meetings and Programs *Bylaws: Article 3, Section 1-5*

Member Meetings are held on the third Thursday of the month, September through May, at the Elmhurst Art Museum, 150 Cottage Hill, Elmhurst, IL 60126. Free for all members in good standing and invited guests, meetings start with a period of socializing with fellow members followed by a program. The topic and nature will be announced in the current Member Newsletter and the Programs and may consist of a presentation followed by a demonstration. Questions about programming may be directed to the Programs Chair, programs@elmhurstartistsguild.org.

Meeting Agenda

- Doors open: 7:00pm
- Programming: 7:30pm - 9:00pm

More information may be found here: <https://www.elmhurstartistsguild.org/members-meetings>

Gallery Exhibitions

Members are invited to participate in four juried gallery exhibits per year. Solo or group members show opportunities are available by application. We also feature invitational shows for important Midwest artists or groups of artists in our gallery. All shows are announced on the guild website, in the member newsletter, and in various social media and news outlets.

Member Shows

The four member shows are scheduled loosely each calendar quarter during the respective seasons: Fall, Winter, Spring, and Summer. Each member in good standing is entitled to submit one piece of artwork for display in the Guild Gallery. All work must be original, made within the last three years by the artist, and has never been shown in prior EAG member shows. Additional terms and conditions are detailed in the exhibition entry form and contract, which is published in the Member Newsletter one month before the show. Hanging fee applies.

Awards are given by an independent impartial juror selected by the Board of Directors:

- Best of Show: \$125
- First Place: \$100
- Second Place: \$75
- Third Place: \$50
- Up to five Honorable Mentions
- Memorial Award: Various
(Given on occasion in honor of loved ones with various monetary amounts.)

Member Directory

Twice a year, a digital copy of the Member Directory, will be updated on our members only section of the website. All members in good standing have been provided a password in the membership welcome letter. Please be sure to update your address book to include the @elmhurstartistsguild.org domain so you do not miss out on guild emails. The Directory will include the name, email address, telephone number, and mailing address of each member gathered at the time of joining or renewing their membership. Each member may opt-out of disclosing some or all of their contact information in the directory.

The use of the Member Directory is for the member's personal use. Members may not use the information contained in the directory to conduct any solicitation of sales of merchandise or services or to otherwise promote their business or that of other third-parties.

Any questions or to request a hard-copy of this directory may be sent to the attention of the Membership Chair at membership@elmhurstartistsguild.org or in writing by postal mail. There are five classes of membership: active, student, life, honorary and sustaining.

Life Members

- K.C. Barnes
- Angelo Campagnolo, Jr.
- Diana Cardosi
- Cecilia Chaves
- Karen Exiner
- Sarah Jo Hermanson
- Jeanne Mueller
- Bruce Peterson
- Lorraine Ptacek
- Louise Steinbach
- Alice Tangalos
- John Trapp
- Gary Wick

Honorary Members

- Dorothy Finch
- Winifred Gutman
- Robert Kameczura
- Annette Perone Leiber
- Janet Rowe

Sustaining Members

A sustaining member is any person, group, organization, business, or corporation that wishes to actively support the guild. The newsletter editor may include logos of sustaining members in our sponsorship section of the newsletter.

Volunteer Opportunities

Serve on our Board of Directors *Bylaws Article 2, Section 1-12*

There are 7 elected board officers, 4 appointed committee chairs and an AFA delegate for a total of 12 seats on the board. Needs for committee chairs may fluctuate from year to year.

- **President**
- **1st Vice President/Programs Chair**
- **2nd Vice President/Membership Chair**
- **3rd Vice President/Ways and Means Chair**
- **Secretary**
- **Treasurer**
- **Museum Delegate**
- Communications/Publicity Chair
- External Exhibits Chair
- Internal Exhibits Chair
- Hospitality Chair
- *AFA Representative/Delegate*
- *President Emeritus*

President *Bylaws Article 2, Section 4.*

President is an elected position and is considered an officer of the board.

- Presides at all guild meetings.
- Ex-officio member of all committees except the nomination and election committees.
- One of the two guild representatives assigned to the Guild on the Board of the Elmhurst Art Museum.
- Appoints committee chairpersons and their reporting responsibility.

Vice President - Programs Chair *Bylaws Article 2, Section 5.*

1st Vice President is an elected position and is considered an officer of the board. Director of programs and chair to the programs committee. First in line to act in place of the president in the event the president cannot perform the duties.

Vice President - Membership Chair *Bylaws Article 2, Section 6.*

2nd Vice President is an elected position and is considered an officer of the board. Chairperson of the membership committee and second in line, after the 1st vice president, to act in place of the president.

Vice President - Ways and Means Chair *Bylaws Article 2, Section 6a*

3rd Vice President is an elected position and is considered an officer of the board and serves as chair to the ways and means committee.

Secretary *Bylaws Article 2, Section 7*

Secretary is an elected position and is considered an officer of the board. Keeps minutes of all board and membership meetings, maintains all other current and historical documents except for those of the treasurer, possesses the guild seal and is responsible for the filing of the annual report to the Secretary of State.

Treasurer *Bylaws: Article 2, Section 8:*

Treasurer is an elected position and is considered an officer of the board.

- Custodian of all Guild bank accounts keeping full accurate account of receipts and disbursements in the books belonging to the Guild
- Maintain Guild budget as established and agreed upon by the board
- Pays out money only as directed by the board on checks countersigned by the president when the amount of a transaction exceeds \$500.00.
- Make reports to the board when requested and a full report to the Guild at the September meeting with respect to prior year closing finances.
- Maintains a copy of exhibit contracts for our records

Museum Delegate *Bylaws Article 2, Section 9*

Museum delegate is an elected position and is considered an officer of the board. Fills the second seat on the Elmhurst Art Museum board alongside the president. In this position the delegate is to promote the interests of the Guild within the Museum and act as communication liaison between the museum and Guild board and membership.

President Emeritus *Bylaws Article 2, Section 10*

Thank you for your service! We appreciate your willingness to continue to serve on the board of directors as President Emeritus. Your term is not to exceed that of the presiding president. The duties shall be to maintain and provide historical continuity, guidance in the interpretation of past actions taken by the preceding board, and otherwise support the board. If unable to serve, the post shall remain vacant. If the President Emeritus holds another voting board position the individual is limited to one board vote.

Join a Committee or Serve as Chairperson!

Bylaws Article 5, Section 1

We have regular committees and temporary subcommittees that take care of most of the tasks needed to keep our gallery and our organization running throughout each year.

Election Committee *Bylaws Article 6, Sections 1-3 and Article 8, Section 1-6*

election@elmhurstartistsguild.org

Temporary committee formed from **March to April** by members from general membership for the purpose of nominating board members on an annual basis. Committee may not include current board officers but may include committee chairs not currently serving as officers.

- Composed of three members: one selected by the board, who is designated chairperson, and two from the membership chosen at the **March** meeting.
- Find nominees (call, email members). Encourage members to add their name or nominate a candidate to include for each electable board position to be included
- Verify nominees willingness to serve before adding name to official ballot
- Create the ballot for the **May** election to distribute at the **April** member meeting
- Tally the votes of the **May** election

Programs Committee *Bylaws Article 5, Section 2*

This committee is led by the Chairperson serving the office of the 1st Vice President and attends board meetings.

- Schedules monthly member meeting presentations,
- Schedules guild sponsored workshops, or
- Leads the implementation of any guild sponsored educational activities.
- Introduces the guest presenter at the monthly member meeting.
- Responsible for communication with other chairs and committee members to ensure the following:
 - Publicity committee is able to get the word out to the membership
 - Hospitality has enough snacks and drinks available
 - Treasurer issues check to ensure speaker fees are paid
 - Arrange to have AV equipment for the presentation as needed via the museum or the Elmhurst library (unless and until the guild purchases its own equipment)
 - Additional volunteers may assist the chairperson to fulfill any of the aforementioned duties pertaining to the operations of member programs

Membership Committee *Bylaws Article 5, Section 3*

membership@elmhurstartistsguild.org

Chairperson serving the office of the 2nd Vice President is expected to attend board meetings

- Coordinates with the Treasurer to obtain information regarding paid memberships
- Updates membership spreadsheet and Mailchimp contact list using data from membership application
- Creates and distributes pdf of member directory with respect to member's privacy preferences

- May coordinate with other committees and invite the help of other volunteers to find ways to solicit new members and reach out to lapsed members to encourage them to return to the guild

Ways and Means (Development) Committee: Bylaws: Article 6, Section 5

waysmeans@elmhurstartistsguild.org

Chairperson serves the office of the 3rd Vice President and is expected to attend board meetings. The ways and means committee is responsible for the devising of *ways and means* to raise funds for the advancement of Guild projects and directing the execution of such *ways and means* after consideration of, and approval by the board.

- Develop community outreach programs, ensure a successful program by coordinating with other chairs as needed
- Fosters relationships within the community in the pursuit of projects that ultimately lead to community participation in support of the guild
- Seek opportunities for fundraising via community outreach
- Volunteers would assist chairperson in brainstorming opportunities and fulfilling set goals
- This committee is responsible for gallery promotional material with the help of the publicity committee by request.
- When necessary or pertinent to the project, solicitation of grants may be desired

Exhibits Committee:

- *External Exhibits Chairperson* external.exhibits@elmhurstartistsguild.org (Article 5, Section 4): Coordinates with artists and outside venues to create opportunities to exhibit and sell members' art (Note: EAG does not collect a commission on sales occurring at our external exhibits)
 - Manages the schedule of all external exhibits
 - Coordinates with external venues
 - Organizes participation with Art in the Park
 - Manages Pop-up shop events held within the EAG gallery occurring above and beyond scheduled exhibits
- *Internal/Gallery Exhibits Chairperson* gallery.exhibits@elmhurstartistsguild.org (Article 5, Section 7): Coordinates with volunteers to complete all tasks relating to exhibits happening in our gallery space at the museum and attends board meetings to provide and gather information about all upcoming exhibits
 - Manages the schedule of all gallery shows
 - Manages exhibitor contracts:
 - Conveys all instructions and expectations of duties of the artist,
 - Establish responsibilities of the guild according to the contract,
 - Ensure all deadlines are met, and
 - Fees are collected and transferred to the Treasurer on schedule
 - Selects and schedules Judges for shows as needed
 - Presents the Awards at juried shows
 - Facilitates communication with artists to provide images and text (bio/statement) to the publicity chair for press releases, newsletter and social media promotions

- Coordinates with hospitality chair for reception requests
- Communicates with museum
 - Exhibit date
 - Reception date/time
 - Show title for lettering/signing needs
 - To learn of any art sales happening in the gallery
- Notify the artists of art sales
- Notify Treasurer of sales to ensure payment is collected from the museum

Gallery Operations (Volunteer) Committee: Bylaws: Article 5, Section 8

Chairperson serves as Gallery Coordinator and coordinates with the Internal Exhibits Chair and Hospitality chair to manage the schedules of the ongoing need for volunteers. To help out with any of the below tasks throughout the year contact: volunteer@elmhurstartistsguild.org

Gallery Docent

- Docent volunteers are needed to be present in the gallery to tell visitors about the current exhibit as well as raise awareness about the guild and its mission.
- The presence of a docent also helps facilitate sales from our exhibits by directing sales inquiries to the museum's front desk.

Exhibit Volunteers

- Hanging of the member shows
- Check-in art at the member show drop off
- Create/Maintain the inventory list for all shows
- Use inventory list to create show labels
- Provide inventory list to museum to assist in tracking sales
- commission is collected, and artist is paid
- Supervise the install of solo, group or invitational exhibits
- Clean-up, repair walls, general maintenance of gallery space

Hospitality Volunteers

- Assist the Hospitality chairperson with shopping and set up for events (see hospitality committee section for more details).
- Basset licensed bartenders are needed whenever alcohol is to be served. Please provide your license number to the volunteer coordinator/gallery operations chair.

Communications/Publicity Committee: Bylaws: Article 5, Section 5

publicity@elmhurstartistsguild.org

Chairperson oversees communication with the following volunteers and attends board meetings. Manages the publicity schedule and participating publications for all types of shows we host in our gallery.

- *Publicity/Print Media:* Creating/Submitting Press releases to traditional print media, newspapers, etc. about each of our gallery exhibits
 - Member shows:

- Before each member show, reach out to randomly selected members from our active members list to see who would like to be featured in the press release. They must provide text and images of the art they will be submitting to the show to the publicity team before the deadline date.
 - Manage a checklist of artists featured to maintain a fresh rotation of artists being featured
 - Solo or group show participants:
 - Provide our EAG logo for them to include on their promotional materials which they are expected to create for their event.
 - Request materials needed (text, images, or finished ad layout) for a successful press release to deliver to the publications
 - Invitational Shows:
 - Provide our EAG logo for them to include on their promotional materials which they are expected to create for their event.
 - Request images, text or designed ad pieces to deliver to publishers
- *Publicity/Social Media:* Use materials provided for print publicity and adjust to work within the limitations of social media publications. Manage additional announcements or event reminders on Social media. (Note: Mailchimp links to facebook and instagram for integrated marketing, these steps may end up as a single task)
 - Update Facebook page with relevant publicity related information
 - Update Instagram (May need to create account)
 - Use Mailchimp email service to share promotions and event reminders to subscribers on our emailing list
- *Newsletter Editor:* Coordinates with the chairperson as needed to create a newsletter that promotes future events, include editorial photography from our member shows to record and recognise the award recipients, member news, calls for art, sustaining membership logos, calls for art, workshops or other events of interest. May want to enlist the help of the following:

○ Photographers	○ Editors
○ Writers	○ Graphic designers
- *Website/Webmaster:* Core function is to manage the digital infrastructure in order to communicate with the public and allow access to participation in events either via volunteer opportunities or attendance to events. This management also applies to the functionality of executing board duties via file sharing and email communication.
 - Updating current, upcoming and past exhibition sections of the website with images and press releases. Coordinate with Communications chair and Gallery chair for details.
 - Adding upcoming events to the calendar
 - Maintaining resource pages for members and BOD documents
 - Updating artists pages as needed
 - Coordinating with membership chair to ensure availability of the members' directory

- Maintaining domain, email server and email admin settings
- Transferring roles and responsibilities when transitioning webmaster board chairs

Hospitality Committee:

Hospitality chair is expected to attend board meetings and help lead volunteers in completing hospitality tasks

- Coordinate with the Gallery Operations chair to ensure enough volunteers are available to help out for each event
- Coordinate with the Program Director to address refreshment table and seating needs for monthly member meeting presentations.
- 3rd Thursdays: Set up refreshments by 7pm for pre-meeting mingling
- Coordinate with the Program Director to address refreshment table shopping and bartending needs for any opening receptions (guild may provide a table and table cloth upon request in contract agreement for solo/group shows, typically it would be the responsibility of the artist to stock and provide service for their event as well as clean up after the event, to return it to the manner of which it had been provided).
- Member show reception night, arrive ½ - 1 hour beforehand to set up refreshment table
- Manage pantry inventory of non-perishable items and paper/plastic supplies located in the guild closet
- Shopping: Purchase a variety of cookies, pastries, cheese, crackers, veggie trays, etc., and wine, water and soft drinks for the reception tables at our member shows. Request reimbursements to the Treasurer by submitting shopping trip receipts.
- Schedule Bartending as needed for seasonal member shows. Note: We invite any member with an active Basset license to help serve wine at our opening event nights
- Hospitality donations are always welcome, don't be afraid to put out a cash bowl to encourage donations.

Curatorial Gallery Committee Bylaws: Article 5, Section 6

Curatorial Gallery chairperson attends the board meeting and is responsible for:

- Volunteers assist with curatorial duties per chair instructions
- Management of the guild's permanent art collection (descriptions, inventory, opportunities for display and sales)

AFA Representative

The AFA Representative serves as both an EAG Board Member and an Alliance of Fine Arts (AFA) Delegate and is expected to attend all monthly meetings and required events of both organizations

- Corresponds with EAG Board Members to update the status on initiatives.
- Corresponds with AFA members as needed via email and telephone; and reports back to the EAG Board with current news and status.
- Promotes the activities of the EAG and, in turn, broadcast the AFA initiatives to the EAG membership.
- "Best of the Best" Show:

- Coordinate the invitations, delivery, and hanging of eligible EAG member's artwork in the annual "Best of the Best" (BoB) show hosted by the AFA.
- Gather the list of award winner details from the EAG Member Shows,
- Send invitations to award winners,
- Coordinate the delivery of artwork to the venue,
- Assist with hanging and reception,
- Document the artwork on display for historical purposes.
- EAG Student Scholarships:
 - Coordinates the awarding of two \$500 scholarships to two students from Elmhurst high schools: York High School, IC Catholic Prep, and Timothy Christian.
 - Contact teachers or department heads at the high schools to kick-off the program,
 - Provide ongoing communication with the high school's contacts,
 - Gather scholarship applications from the three high schools,
 - Arrange judging and awarding of scholarships,
 - Arrange the Award Ceremony at the last EAG member meeting of the season.
- AFA Student Scholarships:
 - Coordinate the invitation of EAG student scholarship winners to participate in the AFA Scholarship Show.
 - Complete the AFA registration forms of the EAG Student Scholarship award winners,
 - Coordinate transportation of artwork to the venue (Naperville Art League),
 - Ensure the student attends the AFA Scholarship Award Ceremony and Reception.

The Alliance of Fine Arts is a non-profit organization that brings together the following twelve arts organizations to *promote fine art awareness and appreciation in our community, support art education in our schools, share resources and provide educational as well as exhibition opportunities for artists:*

Addison Art League
 Downers Grove Artists Guild
 DuPage Art League
 Elmhurst Artists Guild
 LaGrange Artists Guild
 Lemont Artists Guild

Midwest Collage Society
 Naperville Art League
 Oak Brook Art League
 Plainfield Art League
 Studio 630 (Lombard Arts Coalition)
 Yellow House Artists