



HANDBOOK 2022

Who We Are:

The Milton Artists' Guild (MAG) is a non-profit 501 (C) 3 arts organization with members throughout northwestern Vermont. The MAG was formed in 1988 by Lorinda Henry, Kathleen Redman, and Lorraine Manley in Milton, Vermont. Their intention was to share their creative endeavors with other artists, promote artistic expression, and encourage each member to value time spent creating. In 2004, MAG broadened its mission to include the work of artisans in addition to that of fine artists. In 2011 we achieved our nonprofit 501 C (3) status. Our future goals are to become more visible in our community and continue to stimulate appreciation of the arts in Milton and beyond.

Mission Statement:

Supporting the creative endeavors of its members and stimulating appreciation of the arts in Milton, Vermont.

Membership:

New members are always welcome and we are open to artists of all media and artistic ability, as well as anyone who appreciates art. Membership is renewable annually. Member meetings are held on the third Thursday of the month, alternating between mornings (11 am -12 pm) on odd months and evening (6 pm – 7 pm) on even months. There is no meeting in December. Our Annual Meeting is held on the third Thursday of June, or at another date assigned by the board, and details are sent via email. All meetings are held at the Gallery or on Zoom.

Members are encouraged to explore artistic opportunities and exhibition possibilities, as well as announce shows and gallery openings. In addition, a goal of MAG is to increase the awareness and value of the arts in the town of Milton, and to promote the importance of a strong, viable arts presence in the community. We welcome event ideas/suggestions and have a process for formally submitting a proposal to the Board.

Milton Artists' Guild Members must be living artists and represent their own work within the gallery. If a member should pass away, the Guild will remove their work from the display, and keep it in storage. The family of the deceased member has 3 months to pick up the artists' work. If after 3 months' time, the family has not come to claim the artists' work, the Milton Artists' Guild will consider it a donation to the Guild to do with as the organization sees fit.

MAG supports the creative endeavors of members and to stimulate appreciation of the arts. We advise our membership to get involved, share activities that resonate with them, and help promote and grow art. We are focused on fundraising for MAG to sustain and grow our organization, and to that purpose, do not share other organization's fundraising activities.

The Benefits of Membership:

- An opportunity to exhibit at our Art Center & Gallery (approximately 16 square feet of space per artist)
- A gallery page on the MAG website with the availability of a link to your personal/business website
- Opportunities to sell on the MAG online store
- External Exhibition
- Volunteer Opportunities
- Teaching Opportunities
- Professional Development Opportunities
- Town and Community Growth and Improvement
- Artistic Community
- Art Excursion Opportunities
- Public Art Opportunities
- Publicity + Advertising both Online and in Print
- Discounts on Gallery Activities
- Participation in Open Studios, and other State-Wide Art Experiences
- Opportunities to sell and promote your artwork!

Format and Guidelines for Exhibits

MAG seeks artists and artisans who strive for high quality, professional presentation of original and unique artwork displayed in any Guild-sponsored show or at the Art Center & Gallery. The art will be displayed in the ways to best showcase each piece. Any work not meeting the standards listed below will be rejected from the show until corrected. Should the Art Center & Gallery be at maximum capacity, the new members' artwork will be put on a waiting list, until further notice. We will do our best to assure exhibit space within a 2-3 week rotation period.

All artwork to be hung in any MAG show must meet the following standards:

- All hanging artwork must have a secure hanging wire system in place. The wire should be 2-3" below the top of the frame or canvas when hung on the wall so the hanging hook does not show. DO NOT USE the "zigzag" bars or the "D" clips found on the cardboard backing of some frames as they may not be secure enough to support your piece.
- Mats must be clean and neatly cut.
- The glass and frames must be clean and free of chips and scratches.
- Artwork must be firmly secure in the frame with clips, picture points, or screws.
- Unframed canvases may be hung if the edges are finished with paint and no staples are showing

This is often referred to as a "Gallery Wrapped" canvas.

- Ideally, the edge of the canvas should not be seen when in a frame. If the canvas does show when viewed from the side while hanging on the wall, paint the canvas to blend in with the frame for a seamless look.
- Secure a label to the back of each artwork with your name, the title of the artwork, medium, contact information, and price if appropriate.
- Stickers or signage of other organizations should not appear on merchandise on display at the Milton Artists' Guild's gallery or exhibit venues.
- Three-dimensional work should be professionally displayed and should have labels on or near it.

The MAG reserves the right to deny the display of artwork that is highly objectionable or violent in nature.

Controversial Artwork

Anyone, including artists, patrons, sponsors, staff, members, or volunteers can raise a question about an artwork's appropriateness for the Milton Artists' Guild Gallery. If they raise this concern, they must fill out the appropriate form, which will be submitted to the MAG Board for consideration. The artist may have an opportunity to defend their work, and the objector has the opportunity to state their case. The Board will vote on this on a case-by-case basis, and each vote will pass with a simple majority of the board. Once the Board makes a decision, the decision is final, and will not be revisited.

Member Checks

Artists have 90 days to deposit their checks before they are canceled and returned to the MAG account. Artists must claim their payment within 90 days. If the funds are not claimed within the 90-day period, artists will owe a processing fee of \$15, except for extenuating circumstances. If artists choose not to claim their funds, it will be considered a donation to the MAG. If the check is lost or damaged, the artist must immediately notify the Executive Director, who will communicate with the Treasurer to ensure that the check is canceled and a new check is issued. Artists may not use funds from uncashed checks towards their membership.

Refund/Prorated Membership

The Milton Artists' Guild does not offer membership refunds. Once a member makes payment, it is for the entire year and is non-refundable, regardless of when they end their membership within the year.

Group Show Guidelines

In order to achieve continuity and a professional look at group events, members should have black cloths to cover any tables used. Members volunteering are encouraged to wear their MAG T-shirts or aprons to create a unified image of the Guild. These shirts can be purchased at the gallery.

Insurance and Liability

All artwork in all MAG shows and events is exhibited at the artist's own risk. Artists must sign a standard MAG release/liability form that our lawyer, Stephen Soule, has drawn up. This protects the MAG from any possible violation of copyright from an artist or with other possible claims brought against MAG. MAG does not insure the works they display against damage, theft, or personal injury. All artists should investigate whether their household insurance might cover costs, or consider obtaining an insurance policy for their art. MAG and the hosts of any MAG event bear no responsibility for loss or damage during the event or at any event or exhibit site.

Conduct and Content

As defined in our Mission Statement, "stimulating the appreciation of the arts" is a guiding principle of MAG. Therefore, MAG expects the standard of originality in any artwork shows at a MAG sponsored event. Originality means that the content or ideas must not be copied from other sources, but must be the creation of the artist member; it has to be your own work. If originality of the artwork is in question, it could become a liability issue for the MAG and would be out of step with our Mission Statement. The Board also reserves the right to terminate membership for behavior that is offensive, violent, discriminatory, or otherwise detrimental to the goals and standards of the Guild.

Financial Disclosure

In accordance with the Vermont State statutes nonprofit rules, any member, or donor, wishing to receive the financial documents of the Milton Artists' Guild, must provide a written request - usually via email. Once a written request is received, a Balance Sheet and Statement of Operations will be provided after the fiscal year is reconciled.

Officers and the Board of Directors

This information can be found on the MAG website. The list of the Board is emailed to each new member.

Annual Meeting

MAG runs on a calendar year from January 1 to December 31. Our annual meeting is scheduled for the third Thursday in June when the vote for new or additional Board members takes place. Details will be sent via email prior to the annual meeting. Board members are elected by a majority of membership present combined with absentee ballots sent by the deadline. Any interested member may submit his or her name, for any position, to the Board for consideration.

Ways You Can Help Us Succeed!

- Like us on Facebook
- Follow us on Instagram
- Link to our website on yours: <http://www.miltonartistsguild.org>
- Volunteer
- Spread the word to friends and families who might be interested in joining or supporting us!