

ARTISANS' GUILD OF CAPE COD, Inc.
Standing Rules
Revised 12/2010

MEMBERSHIP

1. Working
 - 1.1. Term – annual from January.
 - 1.2. Working members are required to fulfill a job.
2. Working and Life members are required to be at their booths.
3. Associate
 - 3.1. Term – anytime within the calendar year and may join anytime in that year.
 - 3.2. Associate members are members who may assist a working member during a show and must pay a nominal fee as dues set by the treasurer and approved by the executive committee.
 - 3.3. Only Associate members may assist a working member during show hours.
 - 3.4. Associate members do not have voting privileges.
4. Voting privileges shall be to Working and Life members.

SHOWS

1. Shows for the next year to be determined annually and the schedule to be made available to the Guild Membership by the annual meeting, when feasible.
2. Show applications to be mailed in a timely fashion and shall contain a copy of the Show Rules and Regulations.
3. Show rules and regulations are a contract to participate in the shows: see attached.
4. Participation in the shows require that show rules be followed to insure the safety of the members and the public as well as to preserve a pleasurable experience for the customer
5. Only the Show chair or appointed representative will determine the need to close a show early due to imminent threatening weather or other extenuating circumstances.
6. Treasurer shall prepare a written report after each Show: number of exhibitors, income/expenses, and a simple profit/loss report.
7. Organizations, who have a Cape presence and who are non-political and non-profit may participate in the Artisans' Guild shows with a booth or table for the purpose of raising funds for a sanctioned charity or school program. The non-profit group can participate at either their request or by invitation of the Artisans' Guild. Participation at a show must follow these guidelines:
 - 7.1. Be a sanctioned non-profit and have a Cape presence.
 - 7.2. Apply in writing of their request to participate and include non-profit documentation.
 - 7.2.a. The executive committee shall approve all requests.
 - 7.3. Be responsible for necessary permitting.
 - 7.4. Provide proof of permits/permitting status to the Guild show liaison not later than two weeks prior to show date.
 - 7.5. Participation is limited to one show per calendar year per organization.
 - 7.6. Provide visible signage at the booth that includes:
 - 7.6.a. The name of the organization.
 - 7.6.b. State the purpose of their activity and who will benefit.
 - 7.6.c. If a raffle, signage must clearly indicate when and where the raffle will take place or how winners will be contacted.
 - 7.6.d. The organization conducting the raffle must take responsibility for all prizes or raffled items to assure their proper dissemination to the winner or winners
 - 7.7. It would be appreciated if the Artisans' Guild was mentioned in their publicity.
8. The Guild may institute various programs from time to time to help support the operation of the organization.

DUES

1. Dues will be set annually by the treasurer and approved by the Executive committee.
2. Dues include a listing in the annual brochure.
3. Members are required to pay dues in January.
 - 3.1. If dues are not paid by the 31st of January show applications will be placed on hold until dues are paid in full.
 - 3.2. Unpaid dues may result in not being listed in the annual brochure.
 - 3.3. Member may be dropped from the membership of the Guild if dues are not paid January 31st.
4. A member dropped from the membership must be re-juried.
5. A working member who owes the Guild money for any reason (unpaid dues, assessments, show fees, etc.) may not be allowed to participate in shows until said monies are paid; hardship cases may be reviewed by the Executive committee, a written request is recommended.

MEETINGS

1. There shall be at least five (5) regular Guild meetings each year, at a place and time to be determined by the President.
 - 1.1. Meetings will be held in April, May, September, October, and the meeting following the Thanksgiving show.
2. The jury meeting shall be held separate from a regular meeting.
 - 2.1. The regular jury meeting shall be in October.
 - 2.2. If warranted, a second jury night can be held in March.
 - 2.3. Being on a jury shall count towards meeting attendance.
3. Show participation requires the attendance of at least one meeting per calendar year. The fee structure is based on the number of meetings attended. The show fee is based on the entry fee plus a surcharge based on meeting attendance.
 - 3.1. Surcharges:
 - 3 meetings or more – pay normal entry fee for each show
 - 2 meetings – pay normal entry fee plus a one-time \$50 surcharge
 - 1 meeting – pay normal entry fee plus a one-time \$100 surcharge
 - 0 meetings – not eligible for any show; no exceptions.
 - 3.2. New members exempt with By-Law IV.B.1.
4. A special meeting of the Guild may be called by the President at any time. Such a meeting may also be called by a petition signed by 20 voting members. Notice of a special meeting shall be mailed 10 days prior to the meeting date with a subject matter specified. No other business may be transacted. Special meetings that are called by petition must be held within 30 days of receipt of the petition by any Board member.