

**THE PINE BLUFF ART LEAGUE
211 W. THIRD
PINE BLUFF, ARKANSAS**

Revised January, 2008

I.	<u>THE CONSTITUTION</u>	Page 2-3
A.	The Purpose	2
B.	The Mission	2
C.	Honorary Members	2
D.	Officers	2
E.	Monthly Meetings	3
F.	Methods of Amending	3
II.	<u>THE BY-LAWS</u>	Page 4 -7
A.	Dues	4
B.	Honorary Members	4
C.	Method of Amending By-Laws	4
D.	Officers' Duties	4-5
E.	Chairs and Committee Responsibility	6-7
III.	<u>STANDING RULES</u>	Page 8
A.	Service Chair and Committee Responsibility	Page 8
B.	Limitations of Activities Re.Internal Revenue Code of 1986	Page 8
C.	In The Event of Dissolution of the Pine Buff Art League	Page 8
IV.	<u>GENERAL POLICY</u>	Page 9-22
A.	General Policy Explained	9
B.	Attendees To The Executive Board Meetings	9
C.	Budget – Committee Chairs – Budget Explanation	9
D.	President's Discretionary Fund	9
E.	Program Monetary Policy	10
F.	Program Committee – Duties	10
G.	Membership Committee Duties	11
H.	Service Committee Duties	11
I.	Studio Operations Committee	12
J.	Newsletter Guidelines	13-14
K.	Annual Arts and Science Center for SE AR Exhibit	15
L.	Exhibit Rules- Arts & Science Center for SE AR	16
M.	Exhibit Rules – Gallery Hanging – (Reynolds Building)	17-18
N.	Workshop Procedures	19
O.	Private Art Classes	20
P.	Duplicating Copies - Copy Machine	20
Q.	Monthly Business Exhibit Guidelines	21-22

THE PINE BLUFF ART LEAGUE

CONSTITUTION

501 (c) (4) IRCode of 1986

ARTICLE I - CONSTITUTION

A. PURPOSE:

This corporation which became an entity April 2, 1992, shall be known as The Pine Bluff Art League.

The purposes for which this entity is organized and incorporated, (Certificate Domestic Non-profit Corporation, State of Arkansas, dated June 10, 1994) are exclusively art exhibits, cultural or historical activities, and discussion groups, forums, panels, lectures, etc. within the meaning of 501 (c) (4) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

B. MISSION

A. The mission of the organization shall be:

- a. The study and practice of all elements of fine art
- b. The promotion of exhibits sponsored by the Arts and Science Center of Southeast Arkansas and other local Pine Bluff Art League exhibits.
- c. The fostering of community interest in art and the appreciation of art.

C. HONORARY MEMBERS

- a. Honorary members may be chosen by the Executive Board at any time.
- b. All members shall be encouraged to create and exhibit new works each year.

D. OFFICERS

A. Officers shall consist of:

President
Vice President
Secretary
Treasurer
Parliamentarian

E. MONTHLY MEETINGS

a. Regular Meeting:

The Pine Bluff Art League shall meet at 2:00. P.m. on the first Sunday of each month at the Donald W. Reynolds Community Services Center, 211 W. Third, unless circumstances warrant a change of time or place.

b. Executive Board Meeting:

The Executive Board, consisting of the current officers and committee chairpersons, shall have the board meeting on the date and at the time decided by those in attendance at the time of voting. Additional meetings may be called by the President.

This organization is non-discriminatory and open to all adults (age 18 and above) interested in promoting the mission as set forth in Article II.

F. METHODS OF AMENDING CONSTITUTION

A. This *Constitution* may be amended at any meeting of the league with the following procedure:

1. The President shall call an Executive Board Meeting consisting of the officers and certain committee chairpersons for discussion of the amendment.
2. Conclusions and suggested changes shall be read at the regular meeting of the League.
3. The proposed amendment then becomes effective with a two-thirds vote of those present and voting.

II. BY-LAWS

(Chair of Committees: Please Also Refer to “Policies” for further instructions)

A. DUES

Annual dues shall be \$30.00 per calendar year, payable by January 31.

B. HONORARY MEMBERS:

The Executive Board so states that the people who occupy the positions of the Executive Director and Curator of the Southeast Arkansas Arts and Science Center shall be honorary members of the Pine Bluff Art League with no membership dues required. Honorary members may have the rights and privilege of paying members with the exception of voting. (See the Constitution for “Honorary Members.”)

C. METHODS OF AMENDING BY-LAWS

“By-Laws may be adopted, amended or repealed at any regular meeting by two-thirds vote of members present.”

D. OFFICERS DUTIES:

- a. Officers, consisting of President, Vice President, Secretary, Treasurer, and Parliamentarian shall be elected at the November meeting.
- b. The regular term of office shall be one year **beginning January 1**. Officers may serve consecutive terms if so nominated and elected each year.

1. PRESIDENT –

- a. The President shall be Executive Director of the League, appoint all standing committees within thirty days after election and shall be ex-officio member of said committees. The President shall appoint a nominating committee in **October**. In November the nominating committee shall give their nominating list to members at the regular meeting.
- a. The President, with the help of the Vice President and Treasurer, shall prepare a proposed budget. It will be presented to the Executive Board before being presented to the membership.
- b. An Audit Committee shall be appointed by the out-going President to review the past years records.

2. VICE – PRESIDENT –

- a. In the absence of the President, the Vice-President shall preside. In case of the resignation or death of the President, the Vice-President becomes President for the unexpired term. In addition, the Vice President will perform administrative duties as delegated by the President.
- b. The **Vice President** shall also serve as hostess of meetings and functions. Upon greeting guests the Vice-Chair shall give the visitor a Pine Bluff Art League brochure, which has a member application available; and a copy of the current newsletter.
- c. As hostess the **Vice Chair** shall make sure that the League has the name, address, and phone numbers of all visitors who attend the monthly meetings and all other functions. This information will be kept in an orderly manner to be easily available when we need to invite them to exhibits, fundraisers, and to thank them for visiting.

3. SECRETARY –

- a. The Secretary shall keep an accurate record of the minutes of each board meeting, regular business meeting and any called meetings. The Secretary shall serve on the Constitution and By-Laws Committee, and shall be responsible for general correspondence of the league.

4. TREASURER –

- a. The Treasurer shall collect dues and fees, keep an accurate record of same, notify members of dues in arrears, and present membership cards to individuals upon payment of dues.
- b. The **Treasurer shall report the new member’s names to the Secretary, Telephone Committee Chair, Newsletter Chair, and Membership Chair.**
- c. The Treasurer shall pay all bills and make a written report each month.
- d. In order for the President and elected officers to plan a budget for the following year, the Treasurer shall submit in writing to the President, a revenue and expenditure report of the previous year.
- e. The Treasurer, President, and Vice President may sign the authorization form for signing checks at the bank. This will allow **one** of the three designated people to sign checks for meeting programs, Workshops, etc. If the Treasurer is out of town the President or Vice President are more likely to be available and already designated to sign the checks.
- ...f. In the event of a death of a **spouse, parent, or child**, flowers or a monetary donation in the amount of \$25 will be spent by the Pine Bluff Art League. If a monetary donation is given **by the League** the Treasurer shall send the memorials to the Arts and Science Center.
- g. When donations are received by **the Pine Bluff Art League in memory, or in honor**, of someone, the Treasurer shall:
 1. Send acknowledgments to the person who **sent** the donation. This will let them know their donation was received and appreciated.
 2. There will be an acknowledgment sent to the **family** of the one who was **memorialized** and also an **acknowledgement to the one honored**. The monetary value will not be mentioned, but the person(s) who donated to the League will be named.

5. PARLIAMENTARIAN –

- a. The Parliamentarian shall advise on parliamentary procedures and serve as Chairperson of the Constitution and By-Laws Committee.

E. CHAIRS AND COMMITTEES

- a. **PROGRAM CHAIR – COMMITTEE:** The Program Chair shall be responsible for coordinating all monthly meeting programs sponsored by the organization and shall have the assistance of the Program Committee.

If the attendance for the program is expected to exceed the Pine Bluff Art League’s studio, the Chair shall make reservations for a common room in the Donald W. Reynolds Community Services Center. These reservations shall be made as far ahead as possible with the United Way office. The Pine Bluff Art League President, Studio Operations Chair, and Newsletter Chair shall be notified as to which common room will be used. If the Red Cross conference room is needed, please check with the Red Cross instead of United Way.

- b. **EXHIBIT CHAIRS – PBAL GALLERY/ANNUAL ARTS AND SCIENCE CENTER AND WAYS AND MEANS COMMITTEES:** The appropriate Exhibit Chairs shall be responsible for coordinating all exhibits and shall have the assistance of the Exhibit Committees. The Exhibit Chairs and committees shall be responsible for placing art for exhibit in the designated locations. The Exhibit Chairs shall follow any guidelines which are set by the United Way, who is in charge of the Reynolds building, and follow other guidelines at other exhibit locations. They will refer to the Policy section for more information.

- c. **MEMBERSHIP CHAIR – COMMITTEE:** The Membership Chair shall be responsible for activities pertaining to membership and shall have the assistance of the Membership Committee. The Membership Committee composed of the Chairperson and three (3) members shall contact all persons interested in becoming members.

- d. **CONSTITUTION AND BY-LAWS CHAIR – COMMITTEE:** The Chair of the Constitution and By-Laws Committee is the Parliamentarian. The Parliamentarian shall keep computer record of changes in the Constitution, By-Laws and Policies. The Secretary will serve on this committee.

- e. **WORKSHOP CHAIR – COMMITTEE:** The Workshop Chair shall handle all details, including correspondence, for all special workshops. The Workshop Chair shall coordinate and reserve the common room with the United Way office as far in advance as possible. *Workshops sustain themselves by the payment of artists who participate.* If using the Red Cross conference room, please contact the Red Cross instead of the United Way.

- f. **NEWSLETTER CHAIR – COMMITTEE:** The Newsletter Chair shall be the editor whose duty shall be to prepare, publish and mail to each member a news bulletin before each monthly meeting. The Chair shall have the assistance of the Newsletter Committee.
- g. **YEARBOOK (Manual) CHAIR – COMMITTEE:** The Yearbook Chair shall be responsible for preparing and distributing the yearbook. March shall be the deadline for distribution of the yearbook or updated pages for a new year. The Chair shall be responsible for giving an updated yearbook to all new members. As soon as possible the new member's name and other information should be given to all members for an update to their yearbook. The chair shall have the assistance of the Yearbook Committee.
- h. **TELEPHONE CHAIR – COMMITTEE:** The Telephone Chair and committee shall contact all members prior to meetings and other matters as deemed necessary.
- i. **NOMINATING CHAIR-COMMITTEE:** The President shall appoint a Nominating Committee in October. The Nominating Committee shall prepare a slate of officers for President, Vice President, Secretary, Treasurer, and Parliamentarian, to be submitted to the membership for a vote at the November meeting. (Nominations may also be made from the floor.) The officers begin serving in January.
- j. **STUDIO OPERATIONS CHAIR – COMMITTEE:** The Studio Operations Chair shall be responsible for all matters concerning the operation and maintenance of the studio of the Pine Bluff Art League. This chair and committee shall follow any guidelines of the United Way who is in charge of the Donald W. Reynolds Community Center. The Operations Committee will assist the Operations Chair.
- k. **REFRESHMENT COMMITTEE:** – The Refreshment Chair shall be responsible for securing refreshments for regular meetings, to be accomplished by contacting three or more members and requesting them to furnish refreshments for the next meeting. A Refreshment Committee shall be of assistance to the Chair.
- l. **SERVICE CHAIR – COMMITTEE:** – (Also see ARTICLE IV – Standing Rules.)
The Service Chair shall send cards to the members who are ill and sympathy cards to members who have lost immediate family
- m. **PUBLIC RELATIONS – COMMITTEE:** The Public Relations Chair shall make a report of the time and place of meetings to all area newspapers. The Chair shall give a written report of each meeting to the newspapers. The Chair shall make arrangements with the press and other media for photographs to be taken and handle any other publicity for the League. The Chair shall have the assistance of the Public Relations Committee.
- n. **HISTORIAN/ARCHIVAL –** The Historian shall be responsible for the collection and storage of all historical memorabilia relating to the League interests and activities, past and current.

III. ARTICLE IV – STANDING RULES

A. Service Chair and Committee:

- a. When a member is ill, a card is to be sent by the Service Chair and committee. In the event of a death of a spouse, parent, or child, flowers or a monetary donation in the amount of \$25 will be spent.

B. LIMITATIONS OF ACTIVITIES RE. INTERNAL REVENUE CODE 1986

Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501 (c) (4) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

C. IN THE EVENT OF DISSOLUTION OF THE PINE BLUFF ART LEAGUE

In the event of dissolution, the assets of the Pine Bluff Art League shall be distributed to the visual arts program of the Arts and Science Center, 8th and Main Streets, Pine Bluff, Arkansas 71601, which is a non-profit organization. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purpose.

IV. GENERAL POLICY

A. GENERAL POLICY EXPLAINED

The purpose of the Pine Bluff Art League General Policy is to set forth in some detail the duties of the various committees and other information not expressly set forth in the Constitution and By-Laws. Items under General Policy may be added or deleted as necessary for the smooth operation and understanding of the Pine Bluff Art League. Additions or deletions, in reference to the Constitution and By-Laws, will require voting by the membership, while others are merely an explanation of procedures already in place, and in no way challenges the mission or purpose of this organization.

Each member of The Pine Bluff Art League must follow the guidelines of the Donald W. Reynolds Community Services Center's Policies & Procedures Handbook.

B. ATTENDEES TO EXECUTIVE BOARD MEETINGS:

The following are expected to attend Executive Board Meetings: President, Vice-President, Secretary, Treasurer, Parliamentarian, and committee chairs for Program, Exhibits, Workshop, Newsletter, Membership and Studio Operations. Other committee chairs may be asked to attend.

The President is the Ex-Officio member of all committees. Inform her of all committee meetings and decisions.

C. BUDGET:

Each Committee Chair should submit an expenditure estimate to the Budget Committee as early as possible in the year - before the Budget Committee meets.

The Budget Committee consisting of the President, Vice President and the Treasurer shall be formed to set guidelines for expenditures to be compatible with income. In order to review the budget and discuss suggestions and needs, the treasurer shall submit in writing, a revenue and expenditure report of the previous year to the Budget Committee (President, Vice President, and Treasurer) as early as possible in January.

D. DISCRETIONARY FUND

The President shall maintain a discretionary fund. Committee Chairs may receive amounts not to exceed \$75.00, per request, toward efficient operation of the particular committee.

(General Policy Continued)

MONTHLY PROGRAMS FOR THE PINE BLUFF ART LEAGUE
PROGRAM COMMITTEE

E. PROGRAM MONETARY POLICY

The policy of the Art League is to allow four (4) **\$100.00** demonstration programs per year with this fee being paid to **out of town speakers**. A **non-member local** person presenting a program shall be paid \$25.00. Pine Bluff Art League members presenting programs do so at no expense to the League. The **program** demonstration information is for the regular monthly meetings only.

F. PROGRAM COMMITTEE DUTIES

- a. The Program Committee shall be responsible for the presentation of the program at the monthly meeting. The committee shall meet, as needed, to ensure that interesting and informative programs will be presented which emphasize the mission of the League. (See Constitution for the mission.)
- b. The Program Chairperson, or a member of the committee, shall at the regular meeting, announce the program for the next month.
- c. The Program Chairperson shall notify the **Publicity Chairperson** at least ten (10) days before the **Pine Bluff Art League monthly meeting to give information about the planned program**. This will ensure the information has time to be printed in the daily newspaper. This same information needs to be sent to the **newsletter chairperson** at the same time.
- c. If the program is expected to be too large an attendance for the Pine Bluff Art League's studio, the Chair of the Program Committee shall reserve a common room for such meeting with the United Way office. These reservations need to be made as far in advance as possible. The president and the Newsletter Chair shall be notified of the location of the common room where the meeting will be held.
- d. There will be regular meetings for each month (twelve months) and a program will be needed unless you are otherwise notified. For instance December is usually a Christmas party with a brief meeting – if needed.
- e. Plan to have a speaker for January at the end of your term in December. This will help the transition and meeting run smoothly. The incoming Program Chair will not need a program for the January that you take the Program Chair position if this procedure is followed.

(General Policy Continued)

G. MEMBERSHIP COMMITTEE:

The Membership Committee shall be responsible for the following:

1. Encourage adults (18 years or older) interested in art and art education to become members of the League.
2. Work to create interesting news articles, brochures, etc. to inform the public of the existence and mission of the League and the League Gallery. Work with the Publicity Chair regarding any information you may have for publicity regarding membership.
3. Have a membership drive when feasible.
4. The Membership Chair shall **keep the membership computer files up to date and available for members and other committee chairs** such as Newsletter Chair, Telephone Chair and the Yearbook Chair.
5. The Membership Chair, Manual/Yearbook Chair and Treasurer shall all work together to keep membership information updated. (The Treasurer is the first person to have membership information since the Treasurer gets the money and membership application form.)

H. SERVICE COMMITTEE:

The Service Committee shall be responsible for mailing cards to the members who are ill, and sending sympathy cards to members who have lost immediate family members. Please inquire often at meetings and gatherings of the various members in an effort to keep informed of illness among the membership.

Follow Article IV- Standing Rules, which sets forth that when a **member is ill**, a card is to be sent. In the event of **death of a spouse, parent or child, flowers or a monetary donation** in the amount of **\$25 is allowed.** . (Contact the **Treasurer** regarding flowers or the \$25 monetary donation and acknowledgment procedure.)

(General Policy Continued)

I. STUDIO OPERATIONS COMMITTEE:

The Studio Operations Committee shall be responsible for the operation and maintenance of the Pine Bluff Art League Studio.

The duties of the committee are as follows:

1. Make certain the studio, or the common room which has been reserved by the Program Chair, is clean and comfortable for the monthly meeting,

Example: Clean tables, put chairs around tables, have demonstration mirror in the meeting place, etc. This is usually done on Friday and all who are working at the art studio that day could be enlisted to help. (Always check with the Donald W. Reynolds building representative to get permission before setting up on Friday. The room we may be using could be scheduled for Saturday.)

2. Periodically schedule “clean up” day to do a thorough straightening and cleaning of the studio.
3. Note any needed repairs or improvements to the Studio and notify the Pine Bluff Art League Board for discussion. When everyone is in agreement, the United Way shall be contacted and given the appropriate request form by the Studio Chair and President.

(General Policy Continued)

J. NEWSLETTER GUIDELINES

1. Header:

Pine Bluff Art League
211 West Third Street
Suite 108
Pine Bluff, AR 71601
(870) 534-1699
2. That month's meeting. Example: January meeting, day, date, time and where the meeting will be held.
3. Refreshments: Who is providing the refreshments? (Contact Refreshment Chair.)
4. Program: Who is giving the program? (Contact the Program Chair.)
5. Paints sold out of the Gallery or studio. (Contact the Treasurer.)
6. Dues reminder: Anyone that has not renewed (paid) their dues by March will be dropped from the March newsletter mailing list. Dues are paid from January through December. After March the dues reminder does not have to go in the newsletter. (Contact the Membership Chair for the exact day in March for the cutoff date.)
7. Workshops: Continually list in each newsletter, each workshop until it is over. (Contact Workshop Chair.)
8. Artists of the Month: List the artists and the title of their work that was chosen by members to exhibit at the Pine Bluff Businesses for the month. (Contact the Chair.)
9. Artist On Featured Exhibit: List artist and their works that are on exhibit for the quarter in our Pine Bluff Art League gallery. (Contact Gallery Chair.)
10. List any new members from the previous month. (Contact Treasurer.)
11. Publish any upcoming events. (Workshops, receptions, etc.)
12. Make 15 or so extra copies of the newsletter: One for the studio file and some to give to prospects and visitors to the Pine Bluff Art League studio.
13. You will need to make labels. Make sure labels are up to date by including those who have renewed their dues and any new members.
14. Let Joy in the United Way office know when you are planning to mail newsletters out so she can make sure there is enough postage for our mailing.
15. Get the postage machine code from the previous Newsletter Chair or from the United Way office. Be sure to **clear the postage machine** when finished so someone else cannot use stamps under our code. If this happens that postage would be **charged to our account**.
16. If Camy Feipel, who lives in Germany, is still a member her postage costs more.
17. Get the duplicating (copier machine code number.)
18. Be sure to **clear the copy machine** by using the two buttons "Acct # - C (bottom) and the C (top.) If not cleared the next person to use could use our code and it would be **charged to us**.
19. Put the name of the person who won the (raffle) drawing for the artwork and who the artist was that donated the painting.
20. When through with the newsletter, e-mail one to the Art League studio and to as many officers and chairs as possible. The committee chairs will check to make sure the facts concerning their committee are correct, and every one will check for spelling, and grammar.

(General Policy Continued)

21. Do not take the newsletter to the newspaper for publishing. The Publicity Chair will write a special article with photographs and additional information.
22. The newsletter needs to be mailed within the second week before the next regular meeting allowing time for members who live out of town to get their newsletter. Also, the newsletter will get to local members who just do not get their mail delivered promptly.
23. Current members are mailed the newsletter as well as honorary members who are voted on by the Board. (Members will be given a newsletter until the March cutoff date although the By-Laws state that January 31 is the deadline for dues payment.)
24. (Not Honorary Members☺ Newsletters are sent to City of Pine Bluff organizations who will promote our organization by including us in their publications and advertising our gallery, workshops, etc. Two of these are the Chamber of Commerce and the Pine Bluff Convention Center Tourism Department.

(General Policy Continued)

K. ANNUAL SOUTHEAST ARKANSAS ARTS AND SCIENCE CENTER EXHIBIT

The Gallery Exhibit date and information will be made available by the Southeast Arkansas Arts and Science Center to the Exhibit Committee Chair, or Pine Bluff Art League President. The Southeast Arkansas Art Center will work with the Exhibit Chair in providing tables; stand for guest book, chairs, etc. The League must furnish pens, scratch paper, forms to be filled out for each piece of art, and a tablet to make a list of every artwork entered. The Chair should make a schedule of committee and other League members to work during acceptance day.

As soon as the deadline time (usually 5:00 p.m.) has passed, deliver the list of entries and pertinent information from the forms to the proper Arts and Science Center person. Be certain the list is correct because the cards to be placed by the artwork will be made from this. Each artist will be asked to sign a sheet giving the value of the work for **insurance purposes (even if it is NOT FOR SALE.)** Twenty percent of sales will go to the Arts and Science Center.

On check out day each artist must sign, or initial, the artwork list as his/her art is picked up. Any art not picked up at the proper time should be taken to the Pine Bluff Art League Studio and the artist called as soon as possible because the League studio does not have space for storage. We cannot leave artwork at the Arts and Science Center after the deadline for pick up.

Exhibit Chair is responsible to send "Thank You" notes. After the show mail thank you notes to other helpers. If there has been a reception, send notes to persons who furnished centerpieces, refreshments or helped in other ways.

Attractive printed invitations will be mailed in order to have good attendance at the Southeast Arkansas Arts and Science Center Exhibit, reception, open house, and other events.

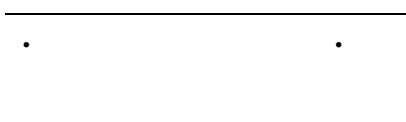
It has been the custom, and is generally understood, that each committee need not work alone. The work is done by each committee helping other committees when needed, so don't hesitate to ask anyone around to "pitch in."

(General Policy Continued)

L. EXHIBIT RULES ANNUAL ARTS AND SCIENCE CENTER

(Please save this list and refer to it when preparing for exhibits.)

1. All paintings must be properly framed and ready for hanging. No unframed or wet paintings will be accepted. Only **substantial** picture **hanging wire** should be used. Place screw eyes approximately one-third down from top of frame and be sure wire is taut enough so that it does not show above the frame. **Measure 1/3 from top of frame.**



2. A card with the proper information should be attached to the upper right hand corner of the back of each painting (Title, Medium, Artist's Name, Price, or if not for sale – NFS, and framed measurement.) If the painting is "not for sale", (NFS) list a price for insurance purposes.
3. **NO ART WILL BE ACCEPTED AFTER THE DEADLINE.**
4. No advertising will be allowed either on a painting or on the wall nearby. The League's Guest Book will be placed at the exhibit entrance on a table large enough to hold advertising cards of member artists.
5. If exhibit space is limited, the exhibit committee reserves the right to discuss overall dimensions with the individual artist.
6. It is understood that if a painting is sold from the Arts and Science Center for Southeast Arkansas exhibition that a 35% commission will be retained by the Arts and Science Center.
7. All work must remain on exhibit until official closing date.
8. Reasonable care will be exercised in handling and caring for entered works; however, neither the Arts and Science Center nor the Pine Bluff Art League accepts responsibility for any loss or damage.
9. Entry and participation in this exhibit indicates that the artist will comply with the rules set forth.

(PLEASE KEEP THIS PAGE IN YOUR YEARBOOK)

(General Policy Continued)

Gallery Rules Continued

Lay-a-way forms are in the back of the Master Inventory Book (Log Book) for artists that are willing to allow lay-a-way.

REASONABLE CARE WILL BE EXERCISED IN HANDLING AND CARING FOR ENTERED WORKS; HOWEVER, THE PINE BLUFF ART LEAGUE (PBAL) DOES NOT ACCEPT RESPONSIBILITY FOR ANY LOSS OR DAMAGE.

THERE IS NO INSURANCE COVERAGE ON ARTWORK BY THE PBAL OR THE DONALD W. REYNOLDS FOUNDATION. EACH INDIVIDUAL MEMBER IS RESPONSIBLE FOR HIS OR HER OWN INSURANCE COVERAGE.

(General Policy Continued)

N. WORKSHOP PROCEDURE

1. The Workshop Chair finds out if the proposed workshop artist and instructor is interested in giving us the workshop. The Chair will find out how much he/she will charge for the workshop, what dates the artist has available and ask that a list of supplies be sent. She may verify the date at this time or call him later to set a firm date.
2. A sign-up sheet with a sign-up deadline is posted at the Pine Bluff Art League Studio for interested members to sign. The sign-up sheet will have the dates of the workshop, the cost for the workshop and the entry fee.
3. All members will be notified of the workshop. The pertinent information should be published in the newsletter so members may call the Workshop Chair or Pine Bluff Art League Studio to sign up.
4. When the deadline for sign-up is past, the chair will see if enough people enrolled to have the workshop. If not the Chair will cancel with the workshop artist. If enough members enroll, then the Workshop Chair and committee will divide the cost by the number of participants into the total cost of the workshop to establish the cost per person.
5. If a member **drops enrollment after the fee has been divided by the number of participants** it causes the remaining members to pay a higher fee for the workshop.
6. The WORKSHOPS ARE SELF-SUSTAINING AND NO MONEY SHOULD BE TAKEN FROM THE TREASURY. To make sure the workshop fund does not run short on finances a **NON-REFUNDABLE** entry fee is assessed to the participant. The amount is usually about half of the total per person fee and will be paid by the date stipulated by the chair and committee.
7. As soon as the non-refundable registration **fee amount**, and the **date** that it is due is decided, all participants shall be notified. This information shall also be written at the top of the workshop enrollment list, which will be posted at the Pine Bluff Art League studio.
8. **If there is a waiting list** for a place in the workshop, the **first person whose name is next** will be notified. If a person **from the waiting list** fills the vacancy of someone who has “dropped out” the Pine Bluff Art League WILL NOT REFUND MONEY TO THE PERSON WHO DROPPED OUT.
9. **Provided there is no one on the waiting list**, it would be helpful if the **person who had to drop out would recruit someone to fill his or her vacancy.**

If the person who had to drop out does get a replacement, the Pine Bluff Art League has no objections to financial arrangements made between the two people. The Workshop Chair will then change the name from the person who cannot attend to the person who is filling the vacancy. This would keep the other participants from paying more in fees.

(General Policy Continued)

O. PRIVATE ART CLASSES:

Due to limited space in the Pine Bluff Art League studio, and the regulations by the Donald W. Reynolds Center, it would **not be feasible** to allow **private** art classes to be held in the facility. The Pine Bluff Art League will have educational classes and workshops.

P. DUPLICATING COPIES:

The duplicate (copy) machines located in the Donald W. Reynolds Services Center shall be used for the use of the Pine Bluff Art League such as newsletters, exhibit invitations, copies needed for workshops, and other league business.

If the members of the Pine Bluff Art League use the machine for personal **art use**, a four-cent fee per page will be charged. There will be a place designated for the payment. We trust the integrity of the Art League member not to use the copy machine for non-art purposes and for other organizational use.

The reason for this policy is that the League has to pay for the paper and this cost is included in our occupancy fee.

The duplicating copy policy applies to the computer printer also. There will be a form above the computer printer for the name of the artist making copies and the number of copies.

(General Policy Continued)

Q. MONTHLY BUSINESS EXHIBIT GUIDELINES

EXHIBIT CHAIR INFORMATION

ARRIVE EARLY - 1:15 p.m. is a good early time to set up paintings.

TOOLS:

At the meeting you will need the following tools: pens, paper for votes, and baskets to place on the top of the Café Court counter top.

KEY TO STUDIO:

For the key to unlock the Pine Bluff Art League studio ask the President or a member where the key is located.

PASSWORD – How to get into the COMPUTER and to Retrieve Exhibit Sign Document:

Under the keyboard is a slip of paper including the password, just type that in. Check the desktop of the computer that states ARTIST OF THE MONTH. That is the document you will use to make the exhibit sign to be included with the winning artwork which is currently to take either to the Pine Bluff National Bank – located next to Wal-Mart, and the Simmons Bank at the downtown location (on the first floor, just around the corner from the tellers).

Type in the artist's name, title, medium, and price. If the winning artist does not want to sell the painting, use NFS (for NOT FOR SALE). Some artists do not want to display their paintings for sell, only for viewing.

ATTACH TO EITHER EGG CRATE PAPER OR FOAM CORE

Once the exhibit sign is printed off it is attached to egg crate or foam core for the painting. It is usually cut in half from an 8x11 piece of paper and adhered onto the egg crate paper or foam core. Use the paper cutter to size the exhibit sign down. The adhesive spray is located in one of the bottom cabinets next to the paper cutter.

These exhibit signs are made immediately after the winners are announced, and distributed to the winners prior to leaving the meeting. So as soon as you announce the winners in the meeting, go to the PBAL studio and make the signs.

IF THERE ARE NOT ENOUGH PAINTINGS SUBMITTED FOR THE COMPETITION: At some meetings you may find you don't have many paintings being submitted. To successfully do the competition, there must be a minimum of four (4) paintings submitted. There are going to be two (2) winners so that leaves two (2) losers. It is best not to leave one person who lost as the obvious loser because it would make that person self-conscious. If there are not enough entries for four (4) pieces of art you will have to **ask permission from the artists to remove their paintings from the gallery wall.**

Ask people viewing the art to not touch. The paintings can be damaged.

(General Policy Continued)

COMPETITION RULES AND REGULATIONS**MONTHLY BUSINESS EXHIBITS**

1. Members absolutely **MUST BE PRESENT** in order to submit paintings for the contest. This is mandatory since the winning artist will have their picture taken for the local newspaper.
2. **ARTWORK WILL BE DISQUALIFIED** if the member comes to the meeting only to drop off their painting, or if someone else drops it off for them.
3. They also **MUST PICK UP THEIR EXHIBIT SIGNS** for their bank display.
4. The winning artist is **responsible for delivering their own artwork to the business location**. Winners are responsible for dropping their artworks off to the business locations the Monday after the monthly meeting. And they **MUST have the paintings picked up the Friday prior to the monthly meeting**
5. Participating members are allowed to **enter up to two (2) entries per monthly meeting**. If more than two are submitted the member must choose which two they should enter for the contest and disregard other(s).
6. **At the time of contest entry members need to submit to you their name, Title of the artwork, medium and price**. So make sure you get this information as soon as the painting is entered. (This will speed the process in making the exhibit signs.)
7. Once the paintings are entered, and you have the information you need, **place a post-it note over the artist's name on the painting**. This is done to help people select the **best paintings** and not the **artists**.
8. **Each painting must be numbered**. The numbers located on each painting will be what the voter uses to enter their vote.
9. Currently the hallway benches are used to **prop the paintings** on. Put the bench up against the wall to support the backs of the paintings.
10. As of to date **members vote** during the meeting break.
11. **They are to pick (2) two winners**, using two (2) separate pieces of paper. (1) one for each vote and place their votes into the basket. Separate them into piles making them easier to count. The winners may be announced right after the count is finished or at the end of the meeting.
12. To save time **ask someone before the meeting to also count the votes after they are cast**. This has two people counting to double check the votes.
13. When announcing the winners, hold up the winning artwork and **announce the artist, title, and the business location you choose for the winning artwork**.
14. **ANNOUNCE THAT THE WINNERS MUST STAY AFTER THE MEETING FOR THEIR EXHIBIT SIGNS AND THEIR PICTURES FOR THEIR PICTURES TO BE TAKEN FOR THE LOCAL NEWSPAPER**. (THE PUBLICITY CHAIR WILL TAKE THE PHOTOS.)
15. **E-mail the Newsletter Chair** so the information can be published in the monthly newsletter.
16. **IMMEDIATELY GO DOWN TO THE STUDIO TO MAKE THE SIGNS**. The signs must be given to the winning artists to accompany their artwork. The following Monday, they will display their exhibits at either the Simmons Bank (Downtown location or the Pine Bluff National Bank (branch located at the Wal-Mart parking lot.)
17. **Explain to the winning artists the specific location** you have chosen for their paintings to be displayed. Each business location has an easel for the display already set up so there is no hanging process. It just needs to be placed on the easel **WITH THE EXHIBIT SIGN DISPLAYED**. Artists usually place the exhibit sign on top of the painting on the easel. At the Pine Bluff National Bank the easel is located off to the left once you go through the double doors – facing the tellers. At Simmons Bank, located on Main Street, enter the main building, first floor, around the corner from the teller section, is an easel for the display. Many members do not know these locations, so they will need to be informed each time.