

Revised Standing Rules of Art-A-Fair Incorporated

Revised: November 2012

PART I COMMITTEES

- A. Each of the Standing Committees shall develop and maintain written procedures for fulfilling its responsibilities and functions. These procedures and changes to them must be approved by the board before implementation.

PART II JURYING

- A. The Membership Affairs Committee shall submit a list of ten or more qualified members as candidates to be voted on as jurors. The final jury pool shall consist of seven jurors and two alternates who shall judge the work of exhibiting artists and new applicants to the festival. The make-up of the jury should reflect the composition of media in the recent festivals. The list of jurors and alternates shall be presented to the membership for approval with 15 days notice prior to the election of jurors. The Membership Affairs Committee shall select from the membership consultants for each medium to be accessible to the jurors.¹
- B. Any qualified member of this corporation may be a juror, except as otherwise set forth in the bylaws or these Standing Rules. Members of the board and members of the Membership Affairs Committee shall be excluded from jury service.²
- C. For the February Jury Day only, at least one and not more than two additional jurors who are not members of this corporation shall be chosen by the Membership Affairs Committee subject to board approval.³
- D. Each juror shall serve one calendar year. In no case shall any juror serve more than two consecutive years.
- E. Execution of Duties:
 - 1. The jury shall, at times and places designated by the Membership Affairs Committee, judge all works of art submitted for its consideration, both two and three dimensional. There shall be a minimum of one jurying for new applicants, wherein each body of work shall be scored. There shall be a minimum of one jurying for exhibiting artists during the festival wherein each body of art work shall be judged in its entirety.
 - 2. An Olympic scoring system shall be used for all jurying.
 - 3. Each body of art work shall receive a numerical score from each juror based solely on the work's merit.

- F. Submission of Works of Art:**
1. All applicants, including returning artists desiring to exhibit new media, shall submit three examples of their original art in any one medium on the official Jury Day (or days) only.⁴
 2. Each submittal of three works per medium shall be cumulatively judged as one body of work.
 3. There shall be no limit on number of media allowed per applying artist.
 4. In all cases, the jury shall score on the work's merit.⁵
- G. Acceptance:**
1. New applicants shall be promptly notified of their scores by the Membership Affairs Committee. Applicants receiving an acceptable score in one or more media shall be notified that, upon meeting membership requirements (Bylaws, Article II, Section 2.01), they are eligible to exhibit only those media that received acceptable scores.
 2. Returning Exhibitors: Subject to booth availability, all exhibitors receiving an aggregate score of 35 or more points during the festival jurying are eligible to exhibit their juried media in the next festival as long as they meet membership requirements. All exhibitors receiving an aggregate score of less than 35 points during the festival jurying may choose to stand on their score or may re-jury as new applicants.⁶
- H. No juror may engage in discussion of anything other than the technical aspects of the work submitted. This prohibition includes speculation on artist's identity. Such non-technical discussion shall be sufficient cause for immediate dismissal and replacement as a juror.**

PART III EXHIBITING RULES⁷

- A.** Participation in various aspects of the festival operations shall be required of all exhibitors. Minimum participation criteria shall be established annually by the board. Members who agree to exhibit must also agree to meet this standard.
- B.** Each artist involved in the creation of collaborative works must individually meet membership requirements (Bylaws, Article II, Section 2.01).
- C.** All exhibitors must abide by the Ground Rules. Failure to do so may result in loss of exhibiting privileges.
- D.** All exhibitors must be juried except as stipulated by the board, who may at their discretion, invite guest artists.⁸
- E.** All exhibitors may display reproductions of their work provided they are so designated. Each reproduction offered shall indicate its type of reproduction as required in the Rules for Display. Reproductions are limited to a maximum of 40% of the number of works prominently displayed. Exceptions to this policy

must be authorized by the Membership Affairs Committee on an individual basis. Refer to the Rules for Display for further details.⁹

- F. All exhibited work must be displayed in a properly finished state: framed, matted or mounted as good taste dictates. Reproductions may be shown framed or unframed if appropriately displayed in portfolios or print boxes.

PART IV ETHICS

- A. Misrepresentation of any kind shall not be allowed.
- B. All works, including reproductions, shall be accurately labeled.¹⁰
- C. Plagiarism or copyright infringement of any kind shall not be allowed.¹¹
- D. Work produced as part of a class shall not be allowed.
- E. Work displayed shall be comparable quality to that juried on initial application to the festival.
- F. Failure to pay the appropriate commissions on work sold as a result of festival exposure is cause for losing exhibiting privileges (Refer to the Rules for Display for further details).
- G. If any member of this corporation believes another exhibitor's work is unacceptable for display for any reason, they must submit their contention in writing to the Membership Affairs Committee. If the Membership Affairs Committee cannot resolve the complaint, the member may then submit their contention in writing to the Grievance Committee (Bylaws, Article II, Section 2.09). Any other course of action may be considered a violation of membership requirements (Bylaws, Article II, Section 2.01).¹²

PART V FINANCIAL MATTERS

- A. For returning artists, membership dues shall be paid by the November membership meeting. If dues are delinquent, a late fee shall apply.¹³
- B. To reserve exhibit space, a non-refundable booth fee deposit shall be paid by the due date defined by the board. If booth fees are delinquent, a late fee shall apply.¹⁴
- C. Commissions and fees shall be determined annually by the board. Notification shall be given each member and each applicant at least 30 days before payments become due.

- D.** Each exhibitor shall purchase any and all licenses and permits as required by law. Proof of compliance must be submitted to the Art-A-Fair business office no later than 30 days prior to show opening.¹⁵
- E.** Monies spent by members or non-members on behalf of this corporation, and approved by the appropriate board member, shall be reimbursed. Upon receipt of a signed request for same indicating the purpose of the expenditure, the treasurer shall make payment. All reimbursement requests should be submitted prior to the end of the fiscal year for which they apply.¹⁶

PART VI GENERAL POLICIES

- A.** The festival shall be composed of approximately 70% two-dimensional work and approximately 30% three-dimensional work.¹⁷
- B.** The board and committee chairs may award service points as defined in the Ground Rules to any exhibitor if they feel the exhibitor has contributed in an outstanding manner. The service points shall be used only for the purposes of breaking ties in booth selection order and for parking allocation for the next year's festival.¹⁸
- C.** The board shall issue Ground Rules on an annual basis. They shall contain specific information regarding the festival not covered herein. In the event the board fails to issue Ground Rules, those from the previous year shall remain in effect.
- D.** Acts which may be grounds for action (Bylaws, Article II, Section 2.09) include, but are not limited to: failure to meet work requirements; acts of violence; overt intoxication; and any unlawful act committed at the festival site, including slander and harassment. Due process (Bylaws, Article II, Section 2.09) shall be followed in case of any charge of alleged improper conduct.¹⁹
- E.** Board members shall have the first round of booth selection.
- F.** Meetings of the board shall be open to anyone who wishes to attend, provided the board is not meeting in closed session.
- G.** At the discretion of the board, additional exhibit spaces may be made available after booths have been assigned to juried participants whose scores are above the previously set cut-off point. These spaces shall be made available to artists who have one space reserved, provided that those receiving more space pay for the additional booth space. In no case may any one artist have more than the equivalent of one and one half booth spaces. Such spaces, when available, shall be distributed by lottery.²⁰
- H.** All elections, when contested, shall be conducted by secret ballot.

¹ **PART II JURYING-A: Revised 11/18/03. Original language:** “Originating from the Membership Affairs Committee, a list of seven jurors, at least one and not more than two, to be chosen from non-members of this corporation, and two alternatives, shall be presented to the general membership for approval with ten days prior notice. Any qualified member of this corporation may be selected as a juror, except as otherwise set forth in the corporate bylaws. Consultants for each medium will be selected from the membership by the Membership Affairs Committee, to be accessible to the jurors.”

² **PART II JURYING-B: Revised 11/18/03. Original language:** “Any qualified member of this corporation may be selected as a juror, except as otherwise set forth in the corporate bylaws.”

³ **PART II JURYING-C: Revised 11/18/03. Original language:** “...at least one and not more than two, to be chosen from non-members of this corporation ... shall be presented to the general membership for approval with ten days prior notice.”

⁴ **PART II-F/ SUBMISSION OF WORKS OF ART/1: Revised 11/18/03.** There was no prior language. This revision requires returning artists, desiring to exhibit new media, to submit their new media only on Jury Day. In the past this was not required, as multiple separate and less formal judging occasions were held for returning artists.

⁵ **PART II-F/SUBMISSION OF WORKS OF ART/4: Revised 11/18/03. Original language:** “There shall be no restrictions on the types of media to be submitted for jurying; in all cases, the jury will score solely on its merit.”

⁶ **PART II-G/ACCEPTANCE/2: Revised 11/18/03. Original language:** “Returning exhibitors: a) Any exhibitor receiving an aggregate score of thirty-five or more points during the festival jurying is eligible to exhibit in the next festival as long as they meet membership requirements. b) Any exhibitor receiving an aggregate score of less than thirty-five points during the festival jurying may choose to stand on his/her score, or may re-jury as a new applicant.”

⁷ **PART III EXHIBITING RULES: Revised 11/18/03.** Some extant copies of the Standing Rules contain an obsolete clause that precludes AAF exhibitors from showing in other Laguna venues. This clause was formally dropped some time ago.

⁸ **PART III EXHIBITING RULES-D: Revised 11/18/03. Original language:** “All exhibitors must be juried (exceptions: Permanent Members and Honorary Members [corporate bylaws, Article II. Section 2.02 B,D] except as stipulated by the board of directors who may, at their discretion, invite guest artists.”

⁹ **PART III EXHIBITING RULES-E: Revised 11/18/03. Original language:** “An exhibitor may display reproductions of his/her works provided they are so designated. It is mandatory, however, that approximately 50% original artwork be displayed.”

¹⁰ **PART IV ETHICS-B: Revised 11/18/03. Original language:** “Misrepresentation of any kind will not be allowed. All works (especially reproductions, also known as offset lithographs) will be accurately marked.”

¹¹ **PART IV ETHICS-C: Revised 11/18/03. Original language:** “Plagiarism will not be allowed.”

¹² **PART IV ETHICS-G: Revised 11/18/03. Original language:** “When it is felt by any member of this corporation that, for whatever reason, any of another exhibitor’s work is unacceptable for display, he/she must submit their contention, in writing, to the Grievance Committee in accordance with the corporate bylaws, Article II, Section 2.09. Any other course of action may be considered a violation of membership requirements (corporate bylaws, Article II, Section 2.01).”

¹³ **PART V FINANCIAL MATTERS-A: Revised 3/24/98. Original language:** “Membership fees shall be due January 1 and become delinquent February 28 of each year. If not paid by that time the membership will be terminated and to regain General Artist Member status (corporate bylaws, Article II, Section 2.01) re-jurying shall be required.” Further revised 11/18/03. Original language: “Membership fees shall be due at the October general membership meeting and delinquent 14 days thereafter.”

¹⁴ **PART V FINANCIAL MATTERS-B: Revised 11/18/03. Original language:** “A non-refundable entry fee deposit, the amount and due date of which will be determined annually by the board of directors, shall be paid by the due date, by any eligible exhibitor to reserve his/her exhibit space.”

¹⁵ **PART V FINANCIAL MATTERS-D: Revised 11/18/03. Original language:** “Each exhibitor shall purchase any and all licenses and permits as may be required by law.”

¹⁶ **PART V FINANCIAL MATTERS-E: Revised 11/18/03. Original language:** “Authorized monies spent by members or non-members on behalf of this corporation shall be reimbursed upon receipt, by the Treasurer, of a signed request for same, indicating the purpose of the expenditure.”

¹⁷ **PART VI GENERAL POLICIES-A: Revised 11/18/03. Original language:** “The festival shall be composed of approximately eighty percent two-dimensional work and approximately twenty percent three-dimensional work.”

¹⁸ **PART VI GENERAL POLICIES-B: Revised 11/18/03. Original language:** “The board of directors and committee chairmen may award service points to any exhibitor if they feel said exhibitor has contributed to any facet of the corporate activities in an outstanding manner. The service points shall be added to the jury score and shall not exceed seven in number”. Further revised 11/27/12. Original language: “The board and committee chairs may award service points as defined in the Ground Rules to any exhibitor if they feel the exhibitor has contributed in an outstanding manner. The service points shall be used only for the purpose of breaking ties in booth selection order for the next year’s festival.”

¹⁹ **PART VI GENERAL POLICIES-D: Revised 11/18/03. Original language:** “Acts which may be grounds for action under corporate bylaws, Article II, Section 2.09 include, but are not limited to: failure to meet work requirements; acts of violence; overt intoxication, any unlawful act committed at the festival site, including slander. Due process (Article II, Section 2.09) shall be followed in case of any alleged charge of improper conduct.”

²⁰ **PART VI GENERAL POLICIES-G: Revised 11/18/03. Original language:** “At the discretion of the board of directors, additional exhibit spaces may be made available after booths have been assigned to juried participants whose scores are above the previously set cut-off point. These spaces will be made available to artists who have one space reserved, provided that those receiving more space pay a second entry fee. In no case may any one artist have more than two exhibit spaces. Such spaces, when available, will be distributed by lottery.”