

**THE LITTLETON FINE ARTS GUILD, INC.**  
**STANDING RULES**  
As of December 2019

**I. FISCAL YEAR AND BUDGET**

The fiscal year of this corporation shall be from January 1 to December 31. The elected officers are responsible for formulating the budget to be presented by the Treasurer at the January meeting each year.

**II. GUIDELINES**

The Guidelines are posted on the Guild's website in the section Membership & Forms and are kept in the files maintained at The Depot Art Gallery. They include the identification of the administrative positions in the Guild and establish their functions and procedures. The Guidelines reflect the needs and direction of the Guild and The Depot Art Gallery and may be devised or amended by the Board of Directors without a vote of the membership. Input from membership is always used in the Board's decisions.

**III. KEY POSITIONS and COMMITTEES**

These positions are necessary to maintain and run the LFAG (Guild) and The Depot Art Gallery. For all positions refer to the Guidelines for further details.

- A. MEMBERSHIP
- B. RECEPTION
- C. SCHEDULING
- D. PUBLICITY
- E. WEBMASTER
- F. COMMUNICATIONS
- G. SHOW LABELS AND NAME TAGS
- H. GALLERY COORDINATOR
- I. JUROR COORDINATOR
- J. BY LAWS & STANDING RULES ADMINISTRATOR
- K. MUSEUM LIAISON
- L. SHOW CHAIR COORDINATOR
- M. SHOW CHAIR(S)
- N. SQUARE CHAIRPERSON
- O. SUPPLIES
- P. NOMINATING COMMITTEE

**IV. SECONDARY POSITIONS**

Secondary positions are discretionary, but allow the operation of the Guild and The Depot Art Gallery to run more efficiently. For all positions refer to the Guidelines for further details.

- A. INDIVIDUAL OUTSIDE VENUE COORDINATOR
- B. UNFRAMED ART QUALITY CONTROL PERSON
- C. GOODWILL AMBASSADOR
- D. REFRESHMENTS
- E. HISTORIC DOWNTOWN LITTLETON MERCHANTS REPRESENTATIVE
- F. MARKETING PARTNERS REPRESENTATIVE
- G. WORKSHOPS

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- H. RENTAL
- I. RESUME BOOK
- J. HISTORIAN
- K. ARTIST OF THE MONTH COORDINATOR
- L. PROGRAMS

**V. SALES**

- A. All sales occurring at The Depot Art Gallery are subject to the standard commission.
- B. The standard commission is 20% for artwork, 10% for classes, and 30% for non-member consignors.
- C. Sales of items by members that are a result of being exhibited at The Depot Art Gallery, and made within 6 months of the display, must be sold at The Depot Art Gallery through the Guild with the standard member commission.
- D. Payment of any additional contractual commission to an operator of an exhibiting forum other than The Depot Art Gallery is the responsibility of the artist.
- E. Reproductions and commissioned works are not required to be sold through the Guild but can be sold through the Guild as a convenience to the artist. Member artwork not previously exhibited at The Depot Art Gallery or sold more than 6 months after being displayed there may also be sold through the Guild.  
The standard commission due the Guild will be applied to these sales.
- F. In order to properly comply with sales tax laws, all sales made through the Guild must occur at The Depot Art Gallery. The Guild will receive and pay sales taxes only for the City of Littleton and the State of Colorado.
- G. When practicable, sales at Guild sponsored venues should occur at The Depot Art Gallery. Those sales not occurring at The Depot Art Gallery are the sole responsibility of the artist. This responsibility includes payment of all sales taxes

**VI. DISPLAY RULES**

Guidelines outlining the rules for displaying artwork at The Depot Art Gallery or at Guild-sponsored events can be found on our website: [www.depotartgallery.org](http://www.depotartgallery.org) and in a binder at The Depot Art Gallery. Artwork not complying with these rules will not be exhibited.

The aforementioned Guidelines are:

- Requirements for Displaying Artwork
- 3D Guidelines
- Jewelry Guidelines
- Unframed Artwork Guidelines

**A. In Shows (including unframed artwork, jewelry and 3D)** All artwork displayed for a show must be the original work of the member. Reproductions are not allowed for show displays except for original photographs and digital art, and for unframed artwork. An original work is one that is the result of the member's own experience, vision or photograph and (a) is not a mechanical or computerized reproduction of one or more of the member's pieces of art (such as a giclée), except for photographs; (b) is not, taken as a whole, substantially a copy of the work of another artist; or (c) a composition created or directed by a mentor, teacher or workshop instructor. If in doubt, the member should consult the Guild president.

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**B. Nudity.** A work containing human nudity may not be displayed in The Depot Art Gallery, including the caboose, if it is either obscene or pornographic. For the purposes of this rule, obscene means designed to incite to lust or depravity, and pornographic means the depiction of erotic behavior intended to cause sexual excitement.

The decision of whether a work entered in a show violates this rule shall be made before the opening of the show by the president and the chairman of the show. If they are unable to agree, then the vice president shall cast the deciding vote.

In juried shows, the juror retains the right to reject a work for any reason. If the work is determined to violate this rule on the basis set forth above, it shall not be displayed in the show. Decisions made on the basis set forth above are final.

No work displayed in a show at the time of its opening may be subsequently removed on the basis that it violates this rule, even if no action has been taken to make the determination set forth above. In all other cases, including cases of unframed artwork, the president and the vice president shall make the determination of whether a work violates this rule. If they cannot agree, then a randomly selected member of the Guild shall cast the deciding vote.

Decisions made on the basis set forth above are final. Any work determined to violate this rule on the basis set forth above shall thereafter be removed from display.

**C. Discretionary Refusal.** Show chairs or the Board of Directors may reject for display works, other than nudes, that they consider socially or politically offensive, not meeting requirements within the Guidelines, or works that are unreasonably difficult to display by virtue of size, weight or other physical characteristics. (The basis for the rejection of nudes is covered above.)

**D. Post Notice Artwork Removal.** Any artwork left in The Depot Art Gallery for more than 30 days after notice has been given to the artist to remove it becomes the property of the Guild.

**VII. DONATED ARTWORK.**

The Guild will not accept donated artwork.

Sheila Marie & Terri Hendrix – Co Presidents  
Peggy Dietz – Secretary