



# MEMBERSHIP BOOKLET

THE MAINE CRAFTS GUILD  
*Crafts that Transcend the Ordinary*©

THE MAINE CRAFTS GUILD  
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[WWW.MAINECRAFTSGUILD.COM](http://WWW.MAINECRAFTSGUILD.COM)  
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## THE MAINE CRAFTS GUILD

*Crafts that transcend the ordinary©*

The Maine Crafts Guild (MCG) is a statewide craft guild which serves the professional craftspeople of Maine and provides the discerning public with opportunities to experience and purchase fine handcrafted objects of lasting value.

### MISSION STATEMENT

The Maine Crafts Guild, as a select group of professional craftspeople, provides its membership with promotional and marketing opportunities designed to reach the discerning public.

The Maine Crafts Guild is dedicated to maintaining an image of quality through the highest standards for membership, all group activities and promotional materials.

The Maine Crafts Guild shows offer the public only the finest work, and to ensure this, the MCG members pledge that:

*“only work handmade by the craftsperson  
-or under his/her direct supervision-  
will be permitted at MCG shows.*

*Handmade means, in this context, that tools  
and machines used in production are hand guided.”*

# THE MAINE CRAFTS GUILD

# CONSTITUTION

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## ARTICLE I NAME

This organization shall be called The Maine Crafts Guild, serving the professional craftspeople of Maine.

## ARTICLE II PURPOSES

The purposes of this organization are to develop and foster in individuals an understanding and appreciation for quality crafts and craftsmanship as an art form and a way of life; to provide an atmosphere and/or forum in which people may have an opportunity to be exposed to craftspersons and artisans, the products of their endeavors and their life; to provide publications, seminars, exhibits and other programs to bring the total experience of crafts and related art forms to the general public; to seek funding from both governmental and private sources to be used in developing and promoting crafts and other related skills in the State of Maine; to enter contracts and agreements, to acquire, own, mortgage, sell, assign, or to otherwise dispose of real and personal property of every kind and description; and to conduct any other business or activity that would be beneficial to the promotion, development and improvement of crafts, craftspersons, artisans and related fields and occupations.

## ARTICLE III MEMBERSHIP

### *Section A* PROFESSIONAL MEMBER

A professional member shall be a craftsperson who has been approved by the Standards Committee. He/she must reside in the State of Maine at least three months of each year. He/she shall be eligible for all activities and benefits of the Maine Crafts Guild (MCG). Only professional members may vote for officers of this organization.

### *Section B* SUBSCRIBING MEMBER

A subscribing member may be a person interested in supporting the crafts. He/she shall be eligible for all MCG publications and for attendance at all MCG events. He/she may vote on business at General Meetings and serve on committees, but is not eligible to hold office.

### *Section C* STUDENT MEMBER

Anyone enrolled in a professional crafts program or apprenticed to a professional craftsperson may apply for student membership. He/she shall be accorded the same privileges as a subscribing member.

*Section D*      *PATRON MEMBER*

Any individual or organization wishing to contribute to the MCG may be designated a patron member. The patron member shall be accorded the same privileges as a subscribing member.

*Section E*      *HONORARY MEMBER*

An honorary membership may be awarded by the Board of Directors to an individual or organization responsible for outstanding and unusual contributions towards the achievement of quality in crafts. The honorary member shall be accorded the same privileges as a subscribing member.

*Section F*      *ART ASSOCIATION, GALLERY AND MUSEUM*

Art Associations, galleries and museums may join as and be accorded the same privileges as subscribing members.

## ARTICLE IV      OFFICERS

The officers of this organization shall be:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Corresponding Secretary

## ARTICLE V      GOVERNING BOARD

The officers, three elected trustees, and the immediate past president shall constitute the Governing Board of Directors.

## ARTICLE VI      STANDING COMMITTEE

This organization shall maintain a Nominating Committee and a Standards Committee. The members shall be appointed by the President.

## ARTICLE VII      AMENDMENTS

This constitution may be amended by two-thirds of the votes cast at any meeting called for all members, providing the proposed amendment, in writing, has been mailed to the membership at least two weeks prior to the meeting at which a vote on the change will be taken. Absentee ballots may be used by members unable to attend the meeting.

# THE MAINE CRAFTS GUILD

# BY LAWS

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## ARTICLE I QUALIFICATIONS OF OFFICERS AND TRUSTEES

### *Section 1*

The President, Vice-President, Treasurer, Secretary and Corresponding Secretary must be professional members.

### *Section 2*

The three elected trustees may be subscribing members or other interested individuals.

### *Section 3*

The term of office shall be for three years. All officers and trustees may be reelected.

## ARTICLE II ELECTION OF OFFICERS

### *Section 1*

Officers and trustees shall be elected at the annual meeting and shall take office at that time. Absentee ballots may be used by those unable to attend the annual meeting, but they should be mailed in time to reach the nominating committee one week prior to the meeting. Nominees shall consist of recommendations by the nominating committee as well as nominations from the membership at large. All nominees must have given permission for submission of their names. The complete list of nominees shall be mailed to members at least two weeks prior to the annual meeting.

### *Section 2*

A plurality of votes cast shall elect.

## ARTICLE III DUTIES OF OFFICERS

### *Section 1*

The President shall preside at all meetings of The Maine Crafts Guild; shall call meetings of the Governing Board and preside; shall appoint the Standing Committees and, in consultation with the Board, appoint special committees as needed. In the absence or disability of the Treasurer, the President may sign or endorse checks, drafts and notes and in general act in lieu of the Treasurer.

### *Section 2*

The Vice-President shall assist the President and shall discharge the duties of the President in case of absence or disability.

### *Section 3*

The Secretary shall send out notices of all meetings and shall be responsible for maintaining minutes of all meetings. Notice in the next prior newsletter shall satisfy the notification requirement, provided that all relevant information is included in the notice and that it is sent to the membership at least two weeks prior to the meeting.

### *Section 4*

The Treasurer shall receive, hold and account for all monies of this organization and shall pay by check all bills approved by the President. A Treasurer's report shall be given at the annual meeting and at other meetings when called upon by the President. The Treasurer shall also keep a record of the current membership and its status. In case of the Treasurer's disability, the President shall act in this office until a successor is appointed by the Board.

*Section 5*

The Corresponding Secretary shall be responsible for answering all inquiries from the public and other necessary correspondence not covered by other offices.

*Section 6*

An Executive coordinator may be appointed by the Governing Board. Duties and salary of the Coordinator shall be defined by the Board and the salary shall be realized from membership dues.

**ARTICLE IV DUTIES OF THE GOVERNING BOARD**

The Board shall conduct the business of this organization, shall fill vacancies in offices until the next election, and shall plan agendas for meetings. It shall also consult with the President on appointments to all committees.

**ARTICLE V STANDARDS COMMITTEE**

*Section 1*

The Standards Committee shall consist of seven members. The chairman shall be appointed by the President for a term of two jury sessions as head and one as advisor. Five members shall be professional, each representing a different craft. Two members may be subscribing or from outside The Maine Crafts Guild.

*Section 2*

Initially the chair will appoint three members for terms of two jury sessions and three for terms of one jury session. All reappointments shall be for two sessions. Rotation will continue with each new chairman appointing three new members for each jury.

*Section 3*

The committee shall meet at least once annually to jury applicants for professional membership. A report of approved applicants shall be made to the Governing Board.

Approval by the jury will be consensus minus one.

*Section 4*

The Standards Committee shall be guided by rules of the organization as approved by the membership. In situations of questionable suitability of product the jury chair shall consult the President for consensus on whether to accept the application. If a consensus of the jury head and President cannot be reached, the applicant will be juried.

*Section 5*

Standards Committee members shall not serve consecutive terms.

**ARTICLE VI NOMINATING COMMITTEE**

*Section 1*

The Nominating Committee shall consist of three members in good standing who shall prepare a slate of officers for the coming year and shall present this slate to the Board at least four weeks prior to the annual meeting.

**ARTICLE VII MEETINGS**

*Section 1*

There shall be an annual meeting in August. An agenda, prepared by the Board, shall include reports for the year by the President, Secretary, Treasurer, the Standing Committees and other committees and individuals as may be appropriate.

*Section 2*

Other general membership meetings may be called by the President, the Board or by any ten members of The Maine Crafts Guild acting in concert.

*Section 3*

The Secretary shall notify the membership at least two weeks in advance of a general membership meeting.

*Section 4*

Twenty-five percent of the professional members shall constitute a quorum at general membership meetings. At meetings of the Governing Board a majority shall constitute a quorum.

*Section 5*

All membership meetings shall be conducted by Robert's Rules of Order. The Governing Board shall adopt its own rules.

**ARTICLE VIII FISCAL YEAR AND DUES**

*Section 1*

The fiscal year shall be from January 1 through December 31.

*Section 2*

Dues shall be by membership as assessed by the Governing Board. To be a member in good standing dues must be paid by February 28 of the current fiscal year.

**ARTICLE IX AMENDMENTS**

*Section 1*

The by-laws may be amended by an affirmative vote of two-thirds of the members voting. Absentee ballots may be used by members unable to attend the general meeting at which the amendment is presented. The amendment shall be distributed to members at least two weeks prior to the meeting.

*Section 2*

An amendment proposal may come from the Board or from any ten members of The Maine Crafts Guild acting in concert.

**ARTICLE X DISPOSITION OF FUNDS ON DISSOLUTION**

In the event of a dissolution, for any cause, of The Maine Crafts Guild all monies, securities, and properties of whatsoever nature, whether real, personal, or mixed, which The Maine Crafts Guild has received or aquired by gift, bequest, devise or otherwise, as well as any other funds, monies, securities, and property of whatsoever nature, whetherreal, personal, or mixed which may at the time be owned by or under the absolute control of The Maine Crafts Guild shall be disposed of by the Board of Directors to such person, organization or corporation, for such public, charitable, or educational uses and purposes as may be designated by the Board of Directors of The Maine Crafts Guild; the designation of person, organization or corporation and use and purpose to be absolute at the discretion of said Board.

**ARTICLE XI EFFECTIVE DATE OF CONSTITUTION AND BY-LAWS**

The constitution and by-laws shall become effective in so far as possible immediately upon its acceptance by the members of The Maine Crafts Guild.

# MAINE CRAFTS GUILD

## BOARD MEMBERS ROTATION SCHEDULE

The Board consists of nine members. Election year is shaded.

MEMBER	2009, 2012, 2015, 2018, 2021, 2024	2010, 2013, 2016, 2019, 2122, 2025	2011, 2014, 2017, 2020, 2023, 2026
1	Vice President Year 1	President Year 2	Past President Year 3
2	At Large Region 1 Year 1	At Large Region 1 Year 2	At Large Region 1 Year 3
3	Treasurer Year 1	Treasurer Year 2	Treasurer Year 3
4	Past President Year 3	Vice President Year 1	President Year 2
5	At Large Region 2 Year 3	At Large Region 2 Year 1	At Large Region 2 Year 2
6	Secretary Year 3	Secretary Year 1	Secretary Year 2
7	President Year 2	Past President Year 3	Vice President Year 1
8	Corresponding Secretary Year 2	Corresponding Secretary Year 3	Corresponding Secretary Year 1
9	At Large Region 3 Year 2	At Large Region 3 Year 3	At Large Region 3 Year 1

The rotation of the board positions is intended to provide continuity through the years with no more than three new members each year.

The position of President is unique in that the Vice President moves into it from the previous year and out of it to the advisory Past President position the following year. All others remain in the same position for all three years of the term.

# THE MAINE CRAFTS GUILD

# MEMBERSHIP POLICIES

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## PATRON MEMBER

Donations Appreciated

Available to non-juried individuals, museums, educational institutions, galleries, libraries, etc.

Benefits: The MCG newsletter and related mailings. A link from the MCG web-site.

Free admission to all MCG shows.

## STUDENT MEMBER

Dues \$15.00

Available to anyone enrolled in a professional crafts program or apprenticed to a professional craftsperson.

Benefits: The MCG newsletter and related mailings. A link from the MCG web-site.

Free admission to all MCG shows.

## SUBSCRIBING MEMBER

Dues \$15.00

Available to non-juried individuals, museums, educational institutions, galleries, libraries, etc.

Benefits: The MCG newsletter and related mailings. A link from the MCG web-site.

Free admission to all MCG shows.

## PROFESSIONAL MEMBER

Dues \$50.00

Single Professional: Individuals or couples, active in shows, with ONE media.

Dues \$90.00

Double Professional: Couples, active in shows, with TWO different media.

Benefits: Dues paying members are members for life. Preference for booth space at any MCG show, lower booth fees, the MCG newsletter and all other mailings, a vote at MCG meetings, a listing on the MCG web-site, use of the guild's mailing list (database on website), and free admission to any show at which you do not wish to exhibit.

## DUES POLICY FOR PROFESSIONAL MEMBERSHIP

All dues are payable in full by January 31st. A \$15.00 late fee is charged if dues are received after January 31, but before February 28. Anyone who has not completed the application process ( through RegOnline) within this time frame is dropped from membership, and loses all membership privileges for the current year. Application to shows would be done as a non-member with no guarantee of space.

To rejoin The Maine Crafts Guild: within the two years from lapse of membership one may rejoin by submitting images to the jury, plus a \$35.00 jury fee and any back dues owed by the deadline stated in the paragraph above. All dues are payable to The Maine Crafts Guild. For a paper receipt, enclose a SASE with dues payment. An email receipt will be sent to those with email.

### Dues Exemptions:

1. Board members who have missed no more than one meeting the previous year are exempt for the following year.
2. Jury Chairs and Jury members who participate in both juries the previous year are exempt for the following year."

## APPLICATION PROCESS

Applications for all types of membership begin online at [www.mainecraftsguild.com](http://www.mainecraftsguild.com). If you require an application to be sent to your mailing address, please send your request and a check for \$15 to:

The Maine Crafts Guild  
Attn: Corresponding Secretary  
P.O. Box 10832  
Portland, ME 04104

Direct any questions to the Corresponding Secretary on the Contact page on the website.

# THE MAINE CRAFTS GUILD

# SHOW POLICIES

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## APPLICATION

Show applications can be found online at [www.mainecraftsguild.com](http://www.mainecraftsguild.com).

Member applications are accepted on a first come, first served basis.

Non-members are allowed to participate at the discretion of the show coordinator, depending on available space.

Exhibitor must have a valid Maine State Sales Tax ID and is solely responsible for collecting and reporting sales tax under the laws of the State of Maine. MCG is required by law to report names and addresses of exhibitors to State of Maine Bureau of Taxation.

## REFUND POLICY

An applicant wishing to withdraw from a show must notify the show coordinator in writing. Refunds are at the discretion of the MCG board and/or the show coordinator.

No refunds after 90 calendar days prior to the show date.

## STANDARDS

To maintain excellence, booth and merchandise presentation are evaluated at every Maine Crafts Guild show. Exhibitors with questionable performance in display appeal or craft quality may be brought to the attention of the Board.

## CRAFT REQUIREMENTS

Only work handmade by the craftsperson or under her/his direct supervision will be permitted at the Maine Crafts Guild (MCG) shows. The only exception to this is printed materials directly relating to the craftsperson's principal activity. Handmade means, in this context, that tools and machines used in production are hand-guided.

An exhibitor may exhibit only the medium (or media) for which jury acceptance has been granted.

Quality must be consistent with the samples submitted to the jury. You may only exhibit a new media once images have been approved by the jury, submitted through the website, [www.mainecraftsguild.com](http://www.mainecraftsguild.com).

Prices must reflect exhibitor's normal retail prices. No seconds or special sale items permitted.

## DISPLAY REQUIREMENTS

Exhibitor's display must be set up by designated time and remain fully set up and staffed during all show hours.

### *Display requirements*

- 1) three-sided aisle booth, two-sided corner booth or other acceptable display approved by the show coordinator; there should be no visibility to the back side of the booth behind or beside you.
- 2) no display may interfere with adjacent displays, the common aisles or fire exits. Booth height must not exceed 8 feet or with the approval of the show coordinator.

The MCG / Show Coordinator reserves the right to require that any objectionable stock, display item or part of display be removed from the exhibitor's booth as they see fit.

No pets allowed. Children must be under direct supervision of parents, and must not be allowed to disrupt show. Playing of music during the event is at the discretion of the Show Coordinator and /or the MCG Board.

Exhibitor may not share or sublet booth space without prior permission from the Show Coordinator.

## BUSINESS PRACTICES

At MCG shows, all exhibitors are required to conduct their business with the public in a fair, honest, and honorable manner. Any practice which reflects to the detriment of the MCG or causes complaint to be brought to the Board are grounds for review by the Board, with the possibility of suspension of membership and /or exhibition privileges.

The MCG is hereby held harmless if the event must be canceled, postponed or delayed for any reason beyond their control (such as strikes, acts of God, actions by State or local officials, etc.)

The MCG is not responsible for loss or damage to exhibitor's wares, display, person, employees, personal property or for losses or damage caused by any of the above.

The Show Coordinator and the Board of Directors of the MCG are the final arbitrators in all matters concerning the show.