



Artist Member & Guest Artist Handbook Policies and Procedures

2026

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Welcome to the Brown County Art Guild!

The Artist Advisory Council, Gallery & Managing Directors have worked together to summarize the following policies and procedures to welcome and orient new guest artist members as well as keep full active artist members up to date.

Mission Statement

The primary functions of the Brown County Art Guild, Inc. include providing facilities to exhibit, store and preserve works of art in the Marie Goth Estate Collection; to exhibit works of art created by past and contemporary Guild artist members; and to cultivate fine art appreciation and education.

Guild Business & Tax Status

The Brown County Art Guild is a not-for-profit 501(c)(3) organization subcategorized as a Private Operating Foundation.

The Guild was declared a Private Operating Foundation in 1991 because it did not pass the IRS Public Support Test. The IRS Public Support Test is an annual financial evaluation used to determine if a 501(c)(3) nonprofit qualifies as a publicly supported charity rather than a private foundation. Organizations must prove that 71% of their revenue comes from the public, government grants, or other public charities.

The organization relies heavily on donations from individuals, corporations, and foundations to cover annual operating expenses.

A Short History of the Guild

The Brown County Art Guild was founded in 1954 by a group of notable and established fine artists including Marie Goth, Varaldo J. Cariani, Genevieve Goth Graf, C. Curry Bohm and Georges LaChance.

The current gallery location was purchased in 1967 by this group. The building, known as the Minor House was formerly used as a boarding house in the heart of Nashville, Indiana.

Marie Goth died in the year 1975 at the age of 88. She had accumulated paintings belonging to her four peers, Varlado J. Cariani, Carl Graf, and her sister, Genevieve Goth Graf. When she passed away, Marie left her estate to the Brown County Art Guild, Inc. Before she died, she requested that a memorial room be added to the gallery to showcase her and her peers' artwork. The Brown County Art Guild, Inc. became the official home of the Marie Goth Collection.

Timeline of Artist Membership 1954- to present

- 1954 Charter Members: C. Curry Bohm, Elizabeth L. Baum, Dale P. Bessire, Anthony Buchta, V.J. Cariani, Marie Goth, Ken Gore, Genevieve Goth Graf, L.O. Griffith, Georges LaChance, Al La Toor, Gordon B. Mess, Fredrick W. Rigley, Derk Smit, Musette O. Stoddard, Arnold Turtle
- 1955 Ruth K. Hibbs
- 1956 H.L. Jorgensen, Paul B. Reeves
- 1957 June Burkholder, Norman Ulery, Helen Woodward Woods
- 1958 Lilian Fendig, Dorothy Frantz
- 1959 Harriet Montieth, Joel Reichard
- 1962 Sybil Connell
- 1963 Katherine G. Blasingham
- 1964 Floyd Hopper
- 1966 Neil Dunnigan
- 1967 June Burkholder, Josephine Hart, Amanda Eller Kirby
- 1968 Sally Kriner, J. Lillian Dunnigan
- 1969 Walter Parke, James Scott
- 1971 Francis Clark Brown, Em Flanagan
- 1972 Nancy Blair Closson, Harry William Smith
- 1973 Albert Alfredson, Don Christopher Cloud, Thomas Midkiff
- 1975 Ruth Anderson, Doug Henry
- 1976 Mary Miller Salem, Crawford Donnelly, Margaret Eifler
- 1978 Harry Davis, Leah Traugot, Jean Vietor
- 1979 Jeanne McLeish
- 1980 Rich Ernsting, Marilou Crisman, Roger Frey, Wilbur Meese, Adolph Walter, Jan Wills 1981 Grant Christian
- 1982 Dean Davis
- 1985 George Elliott
- 1986 Louise Hansen, James Lentz
- 1987 Henry Bell, Marilyn Gerst, Martha Stevenson
- 1988 Peggy Brown, Jeffrey Burris, Lois Davis, Gordon Fiscus
- 1989 Emil Doner, Robert Hoffman, Rob O'Dell, Jerry Smith
- 1990 George Debikey
- 1992 George Burrows, Creston Stokes, Bill Updegraff, Diane Ubelhor-Wunderlich
- 1993 Sylvia Worman
- 1994 Willa Howell Bullock, Sandy Ezell, Rebecca Moore Higgins
- 1995 Mark Burkett, Billie Durr Thurman
- 1996 David Banta, R. David Dale, Irene Joslin Olds, Peggy Trull, Wayne Waldron
- 1997 Allen Hutton, Russell Recchion
- 1998 Gerrie Govert, Nora Kasten, Maphajean White
- 1999 Patricia Rhoden Bartels, Ron Elkins

2000	Carol Fisher, Larry Spears
2001	Judith Lewis
2002	Robert Eberle
2003	William Borden, Rena Brouwer
2004	Roger Ambrosier, William Smoot, James Tracy
2005	Ronald P. Mack
2006	Hattie Stanton
2007	Roger Merkel, Arlyne Springer
2008	Walter Hamilton
2009	Zhen-Zhong Duan, Lawrence Rudolech
2010	Charlene Marsh, Pamela Chase Newell
2011	J.A. (Judy) Burst, Mary Ann Davis, Lynn Dunbar, Jim Faulkner, Brian Gordy, Chris Griffin Woods, Corrine Hull, Joel Knapp, Wyatt LeGrand, Chris Newlund, Thom Robinson, Donna Shortt
2013	Kathryn Clark, Dan Woodson, Ron Burgess
2016	Wayne Campbell, Dixie Ferrer, Linda Gredy, James Oblack, Mary Riley, Carol Strock Wasson, Charlene George, Roy Boswell
2019	Jeff Hagen, Maureen O'Hara Pesta
2020	Luke Buck, Karen Graeser, Jeff Klinker, Curt Stanfield, Rick Wilson, Alan Larkin
2022	David M. Seward, J. Rodney Reveal, Susie Byerley
2025	Fred Doloresco, Dianna Porter
2026	Brad Fields, Mark Millis

Annual Calendar*

*Always refer to the current Guild calendar posted on the Guild website under ARTIST RESOURCES>GUILD SCHEDULE - Posted by mid-December - dates subject to change.

Guild Exhibitions:

March, July & November

Guild Member & Guest Artist exhibitions with compulsory participation by guest and member artists.

Themed special exhibitions that coincide directly with exhibitions with optional participation by guest and member artists. Themes are determined by the Gallery Director with input from the AAC and change seasonally each year.

January-February:

Creative Community - Adult & Young Artist Exhibition (formally known as the Patron & Young Artists Exhibition)

This exhibition allows the public to submit and display in the Historic Collection exhibit gallery space on the second floor. This exhibition is facilitated by the Gallery Director.

Creative Community Artist Reception: Takes place the last day of exhibition & awards are given out to participants

MARCH ARTIST MEMBER CHANGEOUT:

Exhibition displayed mid-March to mid-July

Annual Artist Membership Meeting and changeout is typically held in the middle of March. Artists are asked to bring in four to six pieces of new artwork for the March changeout. Possible new applicants are reviewed and juried. Guest artist members need to have their work submitted to the Gallery Director by a date specified by gallery director & possible guest artist. Artist attendance for the changeout & meeting is strongly encouraged. The staff can modify the date of the changeout & offer appointments for drop off 1 week prior to accommodate Guild Artist members who cannot attend. Any matter that needs to be voted on can take place at the designated appt time as well.

March Exhibition Reception:

Typically held with-in 2 weeks of opening the exhibit

Guild Artist Members are encouraged to attend all opening exhibition receptions

April – November:

Annual Raffle - a painting donated by a current Guild Artist Member. Donated painting is displayed April through November while sales of raffle tickets are taking place. This annual raffle is a fundraiser for the Guild. The Gallery Director coordinates this annual event.

JULY ARTIST MEMBER CHANGEOUT:

Exhibition displayed mid-July to early November

Artist Member changeout & social typically held mid-July. Artists are asked to bring in four to six pieces of new artwork for the July changeout. Possible new applicants are reviewed and juried. Guest artist members need to have their work submitted to the Gallery Director by a date

specified by gallery director & possible guest artist. Artist attendance for the changeout & meeting is strongly encouraged. The staff can modify the date of the changeout & offer appointments for drop off 1 week prior to accommodate Guild Artist members who cannot attend. Any matter that needs to be voted on can take place at the designated appt time as well.

July Exhibition Reception:

Typically held with-in 2 weeks of opening the exhibit

Guild Artist Members are encouraged to attend all opening exhibition receptions

September:

The Brown County Art Colony Weekend (ACW) is held the second full weekend. Artist members & guest artists are encouraged to attend Guild ACW activities as their schedule allows

NOVEMBER ARTIST MEMBER CHANGEOUT:

Exhibition is displayed early to mid-November – mid March of following year

Artist Member changeout is typically held in early November. The Artist Advisory Council (AAC) meeting is held at 2:00 p.m. Artists are asked to bring in four to six pieces of new artwork for the November changeout. Possible new applicants are reviewed and juried. Guest artist members need to have their work submitted to the Gallery Director by a date specified by gallery director & possible guest artist. Artist attendance for the changeout & meeting is strongly encouraged. The staff can modify the date of the changeout & offer appointments for drop off 1 week prior to accommodate Guild Artist members who cannot attend. Any matter that needs to be voted on can take place at the designated appt time as well.

November Exhibition Reception/Annual Art & Artisan Sale/Raffle Drawing:

Typically held within 1 week of opening the exhibit – date before Thanksgiving & to encourage holiday sales.

Guild Artist Members are encouraged to attend all opening exhibition receptions

Hours and Holidays:

January-February Hours: Open Thursday -Saturday, 11am – 5pm and Sunday, 12 – 4pm

Mon – Wed by appt

March-December Hours: Open Monday-Saturday, 11am – 5 pm and Sunday, 12 - 4 pm.

Closed: Easter, Thanksgiving, Christmas Eve, Christmas, New Year's Eve, New Year's Day.
The Guild is also closed for each artist member painting exchange.

Open with Reduced Hours: Memorial Day, Independence Day, and Labor Day.

Guild Policies Artist Member Meetings and Painting Exchange

- Seasonal exhibitions: new shows will be installed three times a year in March, July, & November. All work brought to the Guild for exhibits must be new or must not have hung in the Guild for at least three years. Paintings must be signed.
- Inventory paperwork: artwork inventory paperwork must be completed in advance of the drop off or meeting day using the inventory form provided by the Guild - A Guild label, completed and affixed to the back of each painting, is required. These forms can be found on the Guild website under ARTIST RESOURCES>GUILD INVENTORY SHEETS>GUILD PAINTING LABELS
- Communication: artwork that is presented after the day of the meeting or exchange will be displayed as space allows. If an artist does not have artwork available for a new show and does not communicate it with the Guild, they will be placed on the Inactive List.
- Early drop-off: local artists are encouraged to make an appointment with the gallery director to drop off new artwork 1 week prior to the meeting and exchange. This will make the general membership meeting less hectic for all involved.
- Member Artist voting: a proxy vote for new applicants or for new directors of the board may be submitted by phone, email or in writing with the director of the Guild. Guest artists are not allowed to vote.
- Images for Website – Images of artwork need to be submitted for each changeout & correlates with the original art being presented for the current exhibition. Images are submitted to the gallery director via email. Guidelines as follows:
 - email to gallery director
 - .jpg only
 - 2-6 MB - this is so important, we cannot work with smaller formatted images as they will appear blurry & not professional. PLEASE NOTE THE SIZE OF THE PHOTO FILE before emailing them
 - when emailing images from your phone please send ACTUAL SIZE - do not choose smaller options
 - if your work requires that it be under glass in the frame, please photograph your painting before you place it under the glass. This is most helpful in preventing glare.
 - no screenshots
 - no blurry images please
 - PAINTING IMAGE ONLY - no background – no frames! If these are in the photos, then they need to be cropped & it makes for a smaller image file
 - provide a little wiggle room around the art so it can be cropped to the actual edges of the art
 - label each image file as follows & use an underscore between each detail - **last name_title_size_medium_price** - example: **Hutton_Barn Scene_8x10_Oil_\$325.jpg**

Guidelines for Wall Space Allotment per Artist

Artists may submit four to six pieces using the following guidelines:

- Works submitted must not significantly exceed the average wall usage (2,500 sq. inches).
- Works submitted exceeding a total of 2,500 square inches may, by discretion of the director, be reduced to facilitate fairness and equality in wall space usage.
- To calculate total square inches, measure the height and width to the outside of the frame of each piece. Multiply height by width of each piece to determine the square inches. Add the square inches together to get the total surface area of the exhibit space.
- Placement of paintings for each Guild Artist Member will rotate with each changeout – for example; artists displayed downstairs will be displayed upstairs for the next changeout & vice versa. The gallery director has some flexibility and discretion with this rotation.

General Framing Requirements

All work must be framed & wired for hanging

To qualify for hanging, all frames and mats must meet the following criteria:

- In good condition and free of dirt, broken ornaments and obvious surface damage.
- Appropriately sized to support the weight of art on the wall.
- Equipped with straphangers and wire, located within the top 1/3 of the frame.
- Well-constructed with nail holes filled and miter joints tightly joined.
- Glazed (glass or acrylic) if framing works on paper. Glazing should be clean and free of scuffs and scratches.
- Suitably matched the artwork regarding scale, style, and color.
- Unframed gallery wraps are not permitted

Note: the gallery director reserves the right to refuse to work with substandard or damaged mats or frames.

Creative Community - Adult & Young Artist Exhibition*

*Formally titled Patron & Young Artist Exhibition

The Creative Community - Adult & Young Artist Exhibition is held annually in January and February.

- This exhibition provides an opportunity for the Guild to support and encourage emerging community artists. The Guild Artist's Members & Guest Artist's cannot participate in this exhibition.
- The Adult Artist division is open to community members 19 years of age & older. This division has 2 categories - + *Category 1 = Professional, artists who have sold & have entered professional shows in the past & Category 2 = Non-Professional, emerging artists who have not sold art or entered into professional shows. A registration fee is required. Adult submissions must be marked for sale. Sales will be a 40% commission for the Guild.
- The Young Artist division, with 2 categories*, open to artists age 19 or younger. Registration is free & no commission fees. *Category 1 = Elementary grades K-5 *Category 2 = Middle School & High School grades 6-12

Reproductions

All active member artists qualify to display and sell reproductions of their original artworks, but the number of pieces accepted will be limited due to space.

Reproductions must be:

- Unframed.
- High-quality reproductions.
- Clearly labeled as a "reproduction from an original work of art."
- Professionally presented with clear, clean, unscratched packaging – no Saran wrap, or acetate wrap with tape will be accepted.
- Custom sized clear Mylar bags or shrink wrap recommended.
- Backed by acid free rigid material – no cardboard allowed.
- The gallery & managing director reserves the right to refuse reproductions and/or note cards that are not clearly labeled as such or with a substandard presentation.
- A 50% commission is requested for the sale of non-original work, i.e. reproductions, note cards, books, etc.
- Only original art will be hung on the walls of the main galleries.

Policy Regarding Artist Membership

- A simple majority of 50% plus one vote of the quorum (including those present and proxies) at each meeting (1) upon application and (2) then again at the next voting meeting one year later. When a guest artist receives a 50% plus one, the artist is accepted into membership as a full active artist.

- The Guild must be consistent with all artists applying for membership.
- All applicants must follow the same procedure; no exceptions will be made. Voting for new members will be done with a secret ballot.
- The applying artist submits four works of art in the same category (2D) and medium (watercolor, oil, pastel).
- Original Artwork Only - made by the human artist
- Digital or Artificial Intelligence (AI) are NOT accepted
- Fine Art Photography is NOT accepted
- Following the first-round vote of acceptance, the “guest artist” will pay a Guild fee of \$200 and two of the four submitted paintings will be hung in the gallery. Additional work will be displayed on the website and hung as replacements when one sells.
- Two works of art will be displayed in each show during the one-year application process. The works selected to exhibit in the gallery will be at the discretion of the gallery director.

Emeritus Member Artist

- The sales commission is the same as regular members. 70/30
- May attend meetings and vote.
- May exhibit two pieces of framed artwork with each changeout
- \$200 yearly fee
- When an artist's status changes to Emeritus, they may not return to standard artist membership without a super majority vote of the member artists.

Estate Artist

- Defined as a Guild Artist Member who has passed away & if the estate chooses to continue to work with the Guild.
- The sales commission is 60/40
- \$200 yearly fee
- May exhibit up to 2 paintings or at Gallery Director discretion

Inactive Member Artist

- Available during extenuating circumstances (such as illness). If the reason for inactivity is financial hardship, the Artist Advisory Council will be notified for consultation.
- Annual dues are \$50
- May attend meetings but no voting while inactive.

- May not exhibit artwork while inactive; however, can return to full active member status at any time by paying the additional annual dues (\$350) and will not need to be juried again.

Additional Artist Responsibilities

- Artists are to keep their contact information current.
- Artists are to make appointments with the director or gallery manager when they need to meet or pick up/drop off artwork.
- Artists must complete; date and sign artists pick up/drop off forms whenever works of art come or go from Guild premises.
- Artists are required to be on a board committee at the minimum of once every three years and at the request of Guild staff.
- Concerns and suggestions for improving the Guild are always welcome.
- Artist members, at some point, will be asked to be Board of Director for liaisons through the Artist Advisory Council (AAC) and may attend board meetings in person or by conference.

Grounds for Dismissal (Revoking of a Membership):

Artist members are voted into the Guild based on the quality of their artwork. If the artist membership, Artist Advisory Council or Board of Directors determines that an artist member is displaying conduct detrimental to the overall operation, reputation or physical well-being of the staff, membership, volunteers or Board of Directors, or intent to damage the reputation of the organization, a simple majority artist membership or Board of Directors vote for the revocation of membership may be called.

Conduct that qualifies as detrimental to the Guild includes, but is not limited to the following:

- Actions are detrimental to the overall operation of the Guild.
- Behavior deemed threatening to Guild staff, volunteers, members or Board of Directors.
- Inappropriate or inflammatory communications to members and/or non-members with the intent to damage the reputation or operation of the Guild, or physical well-being of its staff, volunteers, members or Board of Directors.

Finances:

- A one-time initiation fee of \$200 will be charged upon admission to the Guild.
- Annual dues of \$400 are assessed in the second year and beyond.
- A 30% commission is requested on all sales of original artworks.
- The Guild will collect and pay the Indiana Department of Revenue sales tax on all sales made at the Guild.

- Monthly payments will be sent to those artists who sold original art or reproductions in the previous month.

Dues Policy:

The managing director will mail an annual artist member invoice in early February, and payments are expected by the Spring Exchange & Annual Meeting. If not received, the artist will be contacted for full payment or for a payment schedule. If an artist has not paid at least \$50 towards his or her dues by the Spring meeting, artwork will not be hung. If there is no communication or no dues are paid by the end of March, the artist forfeits his or her membership and will need to reapply as a new artist.

Guild Artist Member - Printed Name_____ **Date**_____

Guild Artist Member - Signature_____ **Date**_____