



# Estes Park Artist Studio Tour

## Policies and Procedures

### **Definition: Purpose and Name**

The Estes Park Artist Studio Tour is a diverse group of mutually supportive studio artists dedicated to the creation and promotion of visual art in the Estes Valley. The group will be known as The Estes Park Artist Studio Tour.

### **Membership Criteria**

The Tour is open to artists who actively create and promote their art. Evidence of this may be gallery representation or participation in gallery shows, membership in professional artist groups (e.g., Colorado Watercolor Society), social media presence, a website, media articles or reviews, previous participation on the Estes Park Artist Studio Tour or other open studio art tours.

The Tour is primarily a *home studio* tour intended to showcase the art work and studios of artists that work from their home. As such, studios that are *primarily* a business open to the public on a daily basis are not appropriate for the Tour. Exceptions include The Art Center of Estes Park because of its relationship to EAD and its representation of artists participating in the Studio Tour; and studios which function as commercial “maker spaces.”

### **Membership**

There are two ways to participate in the studio tour: as a Studio Tour Artist; as a Guest Artist.

### **Applying for Membership: Studio Tour Artist**

New artists shall submit an application to join the Tour via the website application form. Website applicants will be assigned a sponsoring Studio Tour Artist. The sponsoring Studio Tour Artist shall thoroughly vet the proposed artist to ensure they meet the membership criteria and report such to the group. New artists’ work will be sent for review by all Studio Tour Artists prior to the subsequent meeting. The decision to accept or decline an applicant will be by majority vote.

Once a new artist has been approved for membership, their membership renews automatically from year to year unless they are removed for cause.

### **Applying for Membership: Studio Tour Artist: Guest Artists**

Guest Artists may be from outside the Estes Valley. Studio Tour Artists may invite Guest Artists at their discretion by asking them to fill out an application. The Studio Tour Artist shall thoroughly vet the background of the Guest Artist making sure that they meet the membership criteria as well as ensuring their guest artists provide superior customer service, communication, and follow through with customers. This process must include a review of the proposed Guest Artist’s web and social media presence. The Studio Tour Artist will present the work of their guest artist(s) to the group for approval and acceptance to the Tour.

Guest artists are subject to the same rules and expectations as Studio Tour Artists. Guest Artists are encouraged to attend meetings and contribute eight hours of service, but this is not mandatory. Guest Artists are considered non-voting members of the Tour.

A Guest Artist is approved for one Studio Tour event participation only.

### **Participation Fee**

There is a participation fee of \$280 for both Studio Tour Artists and Guest Artists. This fee will be reviewed annually and revised as needed. The group may vote to waive the participation fee for artists who provide service to the group above and beyond the minimum requirement.

### **Studio Tour Artist Responsibilities**

All Studio Tour Artists will pay the participation fee of \$280 by April 1 of each year and will join at least one committee each year. Total time contribution is expected to be eight hours per year. Ways to fulfill the time contribution are, but not limited to: committee meetings and participation; fundraising; advertising (like putting up posters); manning the Studio Tour tent at various functions.

Studio Tour Artists are expected to maintain a professional appearance online and in person; to treat other Studio Tour Artists and Guest Artists with respect and compassion; and to promote the Studio Tour through their websites and social media. Failure to comply with these policies and procedures is grounds for dismissal from the Tour.

### **Removal from Studio Tour membership**

Evidence must be presented by two Studio Tour Artists in good standing to remove a Studio Tour Artist and voted on by a  $\frac{2}{3}$  majority vote of member artists. Grounds for dismissal are as follows:

- o They have failed to meet financial obligations to the tour.
- o They have failed to meet volunteer responsibilities to the tour.
- o The quality of their work or their behavior toward the public during the tour reflect poorly on the group.
- o While we welcome diversity of viewpoints, opinions and backgrounds, we also acknowledge that viewpoints expressed by any one artist reflect on the Tour artists as a whole. Therefore, comments expressed overtly or in social media or on web posts that are discriminatory, racist, homophobic, sexist, misogynistic or which reflect poorly on the group will be grounds for dismissal from the Tour.
- o In the event of a Studio Tour Artist's dismissal, the Studio Tour Artist's Participation Fee will be refunded.
- o An artist that has been dismissed from the Tour will not be invited to participate in subsequent years.

### **Governance and Decision Making**

Estes Park Artist Studio Tour is a self-managing group of participating Studio Tour Artists operating under the 501(c)3 status of the Estes Arts District (EAD).

Decisions affecting policies, membership, and operations of the group will be made during monthly planning meetings. All decisions will be made by majority vote of the Studio Tour Artists. Voting on any measure requires that a majority of Studio Tour artists are present at the meeting or have given their proxy to another Studio Tour artist.

## **Annual Election of Officers; Annual Committee Formation**

### **Definition of Offices:**

- The Director is responsible for the planning meetings' agendas; overseeing compliance with these policies; promoting the overall success of the Studio Tour; communication with the EAD; ensuring committee assignment and participation for each Studio Tour Artist;
- The Secretary is responsible for maintaining minutes of all meetings and submitting minutes prior to the next month's planning meeting for review.
- The Treasurer prepares the annual budget, serves as the bookkeeper for the group, and acts as the liaison to Estes Arts District.

Officers will be elected annually. Committee choice and placement will happen annually.

All Studio Tour Artists will join a committee.

### **Committees are:**

- Finance
- Website / Graphic Design / Social Media / Marketing
- Fundraising
- Event Preparation / Administration
- New Artists Organization
- Technology

## **Meetings**

The group will meet monthly to plan and evaluate the tour. All Studio Tour Artists are expected to attend all meetings, except in the case of illness, unfavorable weather conditions, family emergency, travel, or a scheduling conflict.

## **Amending Policies and Procedures**

A proposal must be presented by two Studio Tour Artists in good standing and voted on by a majority of the total membership.

## **Financial Management**

The Treasurer acts as the bookkeeper for the group. He/she collects payment and participation agreements from member artists and from tour sponsors. Payment is then forwarded to the treasurer of EAD and deposited in the studio tour account.

Bills for payment or reimbursement are submitted to the treasurer who reviews for approval and then submits to EAD for payment.

## **Dissolution Procedures**

Upon dissolution, any remaining Studio Tour funds will be donated to the Estes Arts District.

**By signing below, I agree that I understand and will adhere to the EP Studio Tour Policies and Procedures.**

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(Name)

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(Date)