

# ARTISTS WORKSHOP GALLERY BY-LAWS

## ARTICLE I

### NAME AND PURPOSE

#### SECTION 1: NAME

This organization shall be called "Artists Workshop, Inc." doing business as "Artists Workshop Gallery".

#### SECTION 2: PURPOSE

The Artists Workshop Gallery is dedicated to local area artists. It is to provide a place:

- a) where members can assemble to work, offer support and fellowship to those interested in honing their artistic skills;
- b) to exhibit and sell members' art through the gallery and website.

Due to space considerations, the gallery is limited to two-dimensional (hanging) art and three-dimensional art in the form of sculpture and pottery.

## ARTICLE II

### LEADERSHIP

#### SECTION 1: ELECTION AND DUTIES OF OFFICERS:

Leadership of the Artists Workshop Gallery will be through a Steering Committee. The Steering Committee shall be composed of elected officers. Each officer will serve for a period of one year, beginning January 1 of each year. The elected officers and their duties are the following:

**CHAIRPERSON:** Presides over all meetings and directs all business; appoints and guides all committee functions.

**CO-CHAIRPERSON:** Assists the Chairperson in his or her duties and presides in the absence of the Chairperson; maintains the monthly work calendar.

**SECRETARY:** Keeps accurate minutes of all regular meetings; maintains a list of members with appropriate member information.

**TREASURER:** Maintains financial records, collects dues and commissions, and makes payouts; reports at the monthly meetings.

## SECTION 2: COMMITTEES AND POSITIONS

In addition to the elected officers, the following positions and/or committees are filled by election. Committee and position members will serve for a period of one year, beginning January 1 of each year. Duties and functions of the committees and positions will be defined in the Artists Workshop Gallery Operating Procedures.

PUBLICITY  
WEBMASTER  
CURATORS  
MEMBERSHIP COMMITTEE  
SUNSHINE  
HOUSEKEEPING: Supplies  
MAINTENANCE  
HISTORIAN/ARCHIVIST

## ARTICLE III

### MEETINGS

SECTION 1: Regular monthly meetings will be held the Tuesday before the first Friday of each month. Meeting dates can be adjusted by majority vote of the members present at a regular meeting.

SECTION 2: Steering Committee meetings can be called at the discretion of the Chairperson or by a majority of the Steering Committee.

## ARTICLE IV

### MEMBERSHIP

#### SECTION 1: PROCEDURE

Prior to acceptance, prospective members will be required to attend two monthly meetings. These need not be consecutive. If the chairperson deems that issues to be discussed are sensitive or private, he/she may ask the visitor to temporarily leave the meeting.

Prospective members will be asked to submit three pieces of original work (no prints) for judging in addition to at least seven other photographs or prints of original work. The seven additional examples may also be original works rather than photographs or prints. The artwork must have been completed within the last two years. The artwork may be two-dimensional (hanging) or three-dimensional (sculpture or pottery). If an

artist is accepted in one category, he or she must re-apply to be accepted in the other category.

New members will be accepted on a provisional basis for the first three months. At the end of three months the new member may be accepted as a full member provided the new member has met the monthly work requirements, paid the monthly dues and has not taken any leave of absence. If the new member has failed to meet any of the membership requirements, the Membership Committee may refuse full membership status and return the application fee (less the costs of name plates, name tags, etc.). The new member may decline membership after three months and have the application fee (less cost of name plates, name tags, etc.) returned.

Members are required to attend at least four regular monthly meetings during the calendar year.

## SECTION 2: MEMBERSHIP COMMITTEE

The Membership Committee's functions are the following:

- Distribute applications to prospective members.
- Serve as the admissions jury.
- Notify the applicant on whether he or she has been accepted into membership.
- Report its decisions to the full membership.
- Prepare and distribute new member packets (keys, name tags, procedures manual).
- Ensure that new members work with veterans for at least two months and provide them with a mentor who will be available to answer their questions.
- Review requests for leaves of absence (with the advice of the Co-Chairperson).
- Grant or deny leaves of absence.
- Review and address problems with members not meeting the work requirements.

## SECTION 3: APPLICATION

Each member is to sign an Application for Membership form and a Process of Application form (this form states the terms of membership). The Application Form contains a disclaimer that no member may hold Artists Workshop Gallery responsible for damages to or loss of artwork. Each applicant acknowledges that he/she has received a copy of the Artists Workshop Gallery By-Laws.

#### SECTION 4: MEMBERSHIP FEES AND DUES

- a) The initial membership fee is set by majority vote of the members at a regular meeting, and is due at the time of application. It is not refundable beyond 3 months of membership unless the Steering Committee deem otherwise. Dues for the first month are also due at the time of application.
- b) The dues are set by majority vote of the members at a regular meeting, and are due on the first day of each month. Membership will be revoked if a member is delinquent for a period of three months.
- c) When a work of art is sold, the member will donate a standard percentage of the net sale to the workshop. This standard commission percentage is set by majority vote of the members at a regular meeting. If it is a charge sale, the member will reimburse the gallery for the charge fee.
- d) If a work of art is sold after being exhibited in the Gallery or in a Gallery sponsored event as a result of the customer having seen the artwork in the Gallery or on the website, the member will donate the standard commission percentage of the net sale to the workshop.

#### SECTION 5: SERVICE TIME:

- a) A member is required to work two full days each month. The times of duty are the following:
  - Regular open hours: 10:00 am to 4:00 pm Monday through Saturday (11:00 am to 5:00 pm Memorial Day through Labor Day)
  - Gallery Walk nights: 4:00 pm to 9:00 pm the first Friday of each month. (Being on duty for a Gallery Walk night will constitute one full day; this includes the featured artists.)
- b) A member who is unable to meet the work requirements for an extended period of time may apply for a leave of absence for up to three months. The member must request in writing the leave of absence from the Membership Committee. The Membership Committee may grant or deny the leave of absence and coordinate with the Co-Chairperson (who maintains the work schedule). A member on a leave of absence will continue to pay dues and may exhibit his/her work in the Gallery but will not have to meet the work requirement. At the end of three months, the member may request up to three additional months but may not exceed six months total. During the second three-month period, the member will continue to pay monthly dues but will not have the privilege of exhibiting art. The space resulting from a member on the second leave of absence may be filled by a lottery of interested artists. At the end of six months, the member must resume the regular work

requirements, continue to pay dues and attend monthly meetings. If the member is unable to meet the requirements, the member will be dropped from the roll and must apply again to become a member in good standing. In the application, a member must await space to become available but will be given priority over new applicants.

- c) A member who cancels membership for any reason may be reinstated within one year of the departure date by a majority vote of members, paying a fee of one-half the standard application fee and assuming all obligations designated in the application for membership form **when space is available**. If the member waits longer than one year to re-apply, the former member will be treated as a new member and the new member process will be utilized. The new member requirements may be overridden in special instance with a 2/3 majority vote.

#### SECTION 6: ADDITIONAL TYPES OF MEMBERS

- a) Honorary Life Membership: honorary position with no entitlements or work requirements.
- b) Elder Membership: those members who were 77 years old or older on January 1, 2007 may work as they volunteer to do so, but are not required to meet the two-day per month requirement. Elder membership does not and will not apply to members who were younger than 77 on January 1, 2007.

## ARTICLE V

### SELECTION OF GALLERY ARTWORK

SECTION 1: The Curators must approve all paintings and artwork to be displayed in the Artists Workshop Gallery. Each item can be displayed on the member boards for a period of no more than two months, and then must be replaced. After a period of six months, the artwork can be shown again for a period of two months. This policy is to insure the gallery will always have paintings of interest to those who make regular visits. The rotation period for the racks and for the paintings hung high on the walls shall be decided by majority vote of the members at a regular meeting.

SECTION 2: In the event artwork presented by a member for hanging is deemed questionable by the Curators as to desirability and appropriateness in the Artists Workshop Gallery, the artist may appeal the decision. A three-member jury appointed by the Chairperson will review the artwork and determine if it can be shown. The jury's decision will be final.

## **ARTICLE VI**

### **AMENDMENTS**

The By-Laws of the Artists Workshop Gallery can be amended by a majority vote of all of the current members. However, amendments may not be made more frequently than once a year.

March 3, 2009