

Membership Terms and Requirements of the New Artworks Gallery.

The following are general "Terms of Membership" for your information and do not supercede the By-Laws. If you are chosen to become a member you will be asked to sign an agreement indicating your acceptance of these "Terms of Membership".

The new Artworks Gallery is seeking artists who create high quality, original art, and who are interested in participating fully in the operation of the gallery.

Steps to take for Screening

Work of prospective members will be screened by the general membership at the business meeting held the first Monday of each month. A majority vote of the members present is needed for acceptance. If there is not an opening available for a particular category of artwork, a waiting list will be made.

- A. Bring a representative sampling (5 of your best pieces) of your art into the Gallery on Sunday prior to the first Monday of the month between 11:00 – 5:00pm.
- B. Complete the attached Screening Application, prior to bringing them in.
- C. **Pay a non-refundable \$10.00 screening fee.**
- D. Telephone the Membership Committee Chair to say you are bringing your art into the Gallery. You will be notified the results by phone the next day. If approved you will be asked to come to the Gallery the next business day to enter your work and review the membership tasks with a veteran member.

Membership

- A. The General membership will not exceed 35 members. All major changes and decisions other than routine matters require a 2/3 vote of the membership.
- B. **After acceptance, members pay a one-time non-refundable registration fee of \$200.00.**
- C. **Members pay a monthly rent of \$75.00 to cover our fixed expenses, payable on the first day of each month.** Payment received after the 10th is subject to a 10% late fee.
- D. **The New Artworks retains 25% of each sale.** Payments to the artist are generally made on the first Wednesday of the following month.
- E. Art purchased pm layaway is not released until final payment is made and the artist is paid on the first Wednesday of the following month.
- F. **Special order sales which occur, as a direct result of the New Artworks involvement will result in a 15% commission paid to the Gallery.**

Staffing

- A. **Members are required to work in the gallery for two days per month from 11:00 – 5:00.** Any member unable to staff, as scheduled, for whatever reason, is responsible for arranging a substitute and for notifying the scheduling chairperson. Missed staffing days are subject to a fine and additional penalty.
- B. **Members are required to attend the Gallery business meeting held the first Monday of each month to participate in Gallery business.**

- C. Members are required to participate in gallery projects such as receptions and maintenance and mutually agreed upon standing committees.
- D. Members are required to work 6 , 2hour shifts per year on 2nd Saturday receptions.

Display Space and Insurance

- A. Members will have an appropriate share of the available space and their work will be displayed in an attractive manner.
- B. Members will sustain a 6-month membership before mounting a show in the Main Gallery.
- C. The New Artworks Gallery will have adequate general liability insurance coverage for any injuries sustained on the premises. Additional insurance is the artist's responsibility. The Gallery shall not be liable for the loss of, nor damage to art due to fire, theft or vandalism during transportation, handling, installation or display of the art. **Every effort will be made to handle each piece of art in a careful manner.**

If you have questions, please feel free to contact the Membership Committee Chair/
Kathy Young Ross 916-638-8662

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