

ARTISTS WORKSHOP GALLERY BY-LAWS

ARTICLE I

NAME AND PURPOSE

SECTION 1: NAME

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

SECTION 2:

The Artists Workshop Gallery is dedicated to the education and support of local area artists. Funds raised through the activities of the organization will be used to support art education through National Park College and other educational institutions. In addition, funds raised may also be used for gallery enhancement and/or publicity at the discretion of the membership. The Gallery will provide a place:

1. where members can assemble to work and offer support and fellowship to those interested in honing their artistic skills; and
2. to exhibit and sell members' art.

ARTICLE II

LEADERSHIP

SECTION 1. ELECTION AND DUTIES OF OFFICERS

Officers will serve for a period of one year, beginning January 1 of each year. A Steering Committee shall be composed of elected officers and elected committee chairs. If an elected officer or committee chair is unable to fulfill their roles for the year, the President may nominate a replacement to be voted in with a majority membership vote. The elected officers and their duties are the following

PRESIDENT: Presides over all meetings and directs all business; appoints committee chairpersons not elected and guides all Committee functions.

VICE PRESIDENT: Assists the President in his or her duties and presides in the absence of the President; maintains the monthly work calendar.

SECRETARY: Keeps accurate minutes of all regular Meetings; maintains a list of members with appropriate member information. Emails minutes to members monthly. May send notices to members of Gallery as necessary.

TREASURER: Maintains financial records, collects dues and sales receipts, pays members for artwork sold after deducting commissions and charge card fees, maintains records of dues paid and commissions received, pays all bills, prepares budgets, prepares all forms required by the government, pays sales tax, manages credit card processing arrangement, retrieves mail regularly from the Post office box, and reports to the membership monthly.

SECTION 2. ELECTED 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 are defined in the Artists Workshop Gallery Operating Procedures.

PUBLICITY/EVENTS
CURATORS
MEMBERSHIP
TECHNOLOGY

SECTION 3. APPOINTED COMMITTEES AND POSITIONS

The following positions and/or committees are filled by appointment. 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 are defined in the Artists Workshop Gallery Operating Procedures.

NOMINATING
SUNSHINE
HOUSEKEEPING (SUPPLIES)
MAINTENANCE
HISTORIAN/ARCHIVIST
GALLERY ENHANCEMENT
AUDIT

ARTICLE III

MEETINGS

SECTION 1: MONTHLY MEETINGS

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

SECTION 2: STEERING COMMITTEE MEETINGS

Steering Committee meetings can be called at the discretion of the President or by a majority of the Steering Committee.

ARTICLE IV

MEMBERSHIP

SECTION 1: MEMBERSHIP ACCEPTANCE

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

B. JURY PROCESS: Prospective members will be asked to submit five pieces of original work (no prints) for judging in addition to at least seven other photographs or prints or 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. If an artist is accepted in one category, he/she must re-apply to be accepted in another category. Categories include:

1. Two Dimensional (hanging)
2. Three Dimensional (sculpture, pottery)
3. Jewelry and Accessories (scarves, bottle stoppers, etc.)

C. PROVISIONAL MEMBERSHIP: 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.

D: APPLICATION FOR MEMBERSHIP FORM: Each member is to sign an Application for Membership form. 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.

E. MEMBERSHIP REINSTATEMENT: A member who cancels membership for any reason may be reinstated 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.

SECTION 2: MEMBERSHIP FEES AND DUES

A. INITIAL MEMBERSHIP FEE: The initial membership fee is set by the 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 deems otherwise. Dues for the first month are also due. The initial membership fee is set by majority vote of the members at the time of application.

B. DUES: 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 may be revoked if a member is delinquent for a period of three months. This decision will be decided by the Steering Committee. A 10% late fee will be assessed for dues more than two months in arrears.

SECTION 3: SALES OF ARTWORK

A. COMMISSION: 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.

B. CREDIT CARD CHARGES: If it is a charge sale, the member will reimburse the Gallery for the charge fee.

C. SALES MADE OUTSIDE OF GALLERY:

1. Sale after artwork removed from gallery: When a work of art is sold after having been exhibited within the gallery, the artist will pay the standard AWG commission if the buyer states that he or she saw the artwork in AWG. The commission would only be applicable if the request is made within a six-month period after its having been viewed.

2. Sale of artwork at different venue: If the artist is displaying the given artwork in a different venue, the artist will only pay the commission to the most recent venue.

3. Sale resulting from viewing artwork on AWG website: The artist shall not pay a commission on the sale of artwork seen by a buyer on the AWG website or any other electronic media associated with AWG. However, if the artwork is on display at AWG at the time of sale, the standard commission will be paid.

4. Commission to create a piece of artwork resulting from viewing artist's work at AWG: If an artist is commissioned to create a piece of artwork resulting from viewing the artist's artwork at AWG, the member will pay standard commission of first commissioned piece only.

SECTION 4: SERVICE TIME

A member is required to work two full days each month. The times and duty are the following:

A. REGULAR OPEN HOURS: as determined by the membership.

B. 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.

C. SPECIAL EVENTS: Any activities held outside normal Gallery open hours. Being on duty for such special events may constitute one full workday provided there is adequate coverage at the Gallery, and upon approval of Officers.

D. LEAVE OF ABSENCES: 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 Vice President 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 requirements. At the end of three months, the member may request up to three additional months, but may not exceed six months total. 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 renewed application, a member must await space to become available but will be given priority over new applicants.

SECTION 5: MEMBER RESIGNATION/TERMINATION/ REINSTATEMENT

A. RESIGNATION PROCESS: A member who chooses to resign from the gallery must give two weeks notice, leave their artwork up until the next monthly meeting, fulfill their service time requirements until resignation date and be current in payment of dues. If these terms are not met, the member will be considered to have left on bad terms and not be considered for member reinstatement at a later date.

B. MEMBER TERMINATION: A member's membership may be terminated by a 2/3 vote of gallery members for non-compliance with the bylaws.

ARTICLE V

GALLERY ARTWORK

SECTION 1: PANELS

The Curators must approve all paintings and artwork to be displayed in the Artists Workshop Gallery. Each item can be displayed on the assigned member's panels 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.

SECTION 2: RACKS, JEWELRY & 3D ART

The rotation period for the racks, jewelry and 3D art shall be decided by the curators.

ARTICLE VI

AMENDMENTS

The By-Laws of the Artist Workshop Gallery can be amended by a two-thirds vote of members, either present at the meeting at which the vote is taken or by sending an email to the President before the vote is counted. By-Law amendments must be presented and discussed at a regular meeting before being adopted at the next meeting.