

GUILD OF HARWICH ARTISTS
GALLERY GUIDELINES
FEBRUARY, 2020

THE GALLERY is a cooperative. Gallery members must be Artist members of the Guild of Harwich Artists. Prospective Gallery members must review the Gallery Guidelines and agree to abide by them prior to joining the Gallery. Gallery members will sign a one year contract with the Gallery, and pay an annual fee. The Gallery will be divided into "full spaces" and "half spaces" as shown on a floor plan of the Gallery. The annual fee per space will be determined by the estimated annual cost of operating the Gallery divided by the number of Gallery members. The annual fee per half space will be one half the cost of a full space. Spaces shall be numbered and assigned by the installation committee.

OPERATING COMMITTEE: The Gallery is managed by an Operating Committee of five or more members approved by the Gallery members at a monthly meeting. Vacancies on the Operating Committee shall be filled from among the Gallery Membership by a majority vote of gallery members at a monthly meeting.

The **SECRETARY** shall keep minutes of all proceedings of the Operating Committee and of meetings of the gallery membership. The minutes may be inspected by gallery members at any time during regular business hours.

The **TREASURER** and **ASSISTANT TREASURER** shall keep all the financial records of the Gallery. (See "Duties of the Treasurer and Assistant Treasurer")

The **SCHEDULER** shall be responsible for scheduling staffing of the Gallery. The Scheduler may form a committee chosen from the Gallery Membership to assist in scheduling duties as may be deemed necessary.

STAFFING: The Gallery shall be staffed by gallery members as volunteers assigned by the Scheduler. Staffing duties will be shared **equally** among the Gallery Membership. No gallery member shall be exempt from gallery staffing duties. Substitute staff must be other gallery members or members of the Guild of Harwich Artists.

The **INSTALLATION** chairman shall supervise the display of artwork in the gallery and may choose a committee from the Gallery Membership, as may be necessary, to assist in installation duties. (See "Duties of the Installation Committee")

The **PUBLIC RELATIONS** Committee shall be responsible for advertising of the Gallery and Gallery events in coordination with the Public Relations person of the Guild.

MEETINGS: A. The Operating Committee shall meet as needed. A quorum shall consist of a majority of the Operating Committee. A majority of those present and voting shall be sufficient to take official action.

B. The Gallery Membership shall meet monthly on a regularly scheduled time and date. A majority of those present and voting shall be sufficient to take official action.

JURY: A Jury consisting of three (3) Gallery members shall consider the work of an applicant for Gallery membership. In all cases, the Jury's decision will be final. (See "Duties of the Jury")

PROMOTIONAL PIECES: Members shall provide the Gallery with a promotional package including a resume, a brief biography and, if possible, photographs of their work. These will be held at the reception desk for use by staff and customers. They should be updated from time to

time.

GALLERY FEES AND CONTRACTS: Gallery members will sign a contract for one year and remit the total annual fee by a date fixed by the Operating Committee. No one may exhibit in the Gallery if the fee remains unpaid by the designated date. Gallery fees are not refundable. The member will sign and date his/her registration (inventory) sheet for all work entered and removed from the Gallery. This inventory sheet must be replaced annually.

SALES: All sales will be made payable to the Guild of Harwich Artists Gallery checking account. The Gallery will collect and remit Massachusetts Sales Tax, deduct 15% commission for operation of the Gallery, bank discount on credit card sales, and will pay the gallery member the balance of the sale. Payment to the gallery member for any sales made by the Gallery will be made within thirty (30) days from the date payment is received. The Gallery will give the member a written receipt for all work sold and will keep a record of all transactions regarding the member's work. Member making the sale(s) must correctly fill out the three part sales slip and enter the sale into the inventory sheet of the artist and also into the sales log. Since these records are not housed on the premises they may be inspected by appointment with the treasurer. The Gallery shall not accept a lower price for a member's work without the consent of the member. Payments on an installment plan can only be arranged with the consent of the member and handled by the member. '

SHIPPING: Members will indicate on the registration (inventory) form whether or not they will Ship. The artist member will handle shipping and assume responsibilities for cost and damages.

UNFRAMED WORK: Unframed work may be displayed with the following limitations:

- 1- The presentation of the work must meet Gallery standards of the Installation Committee, (See presentation criteria).
- 2- Work on stretched canvas may be displayed unframed.
- 3- Unframed work may be displayed in the "bin" and may include mounted, flat but not stretched work on canvas. No more than 10 pieces per artist.
- 4 -Unframed work for the "bin" shall be presented matted and backed.
- 5- If oil/acrylic piece must be mounted flat and not on stretch canvas.
- 6- All work in the "bin" must be in clear, protective wrapping.
- 7- Number of displayed pieces per artist may be changed by the installation committee if bin becomes too full.

PRESENTATION CRITERIA FOR HUNG ART WORK:

Artwork to be hung shall be presented framed, under glass or glass substitute, and wired. (No sawtooth hangers)

Gallery wrapped oils, acrylics on stretched canvas and some watercolors on board can be displayed unframed.

No artwork to be displayed within one foot of the floor.

No tape to be used on the back of the artwork.

No artwork to be on display for more than one year.

GALLERY ART GUIDELINE: The Guild Gallery's revenue is dependent, in part, on the commission revenue that results from each work sold.

Each individual painting, weather framed or unframed, must be labeled and priced separately, with the title, artist's name, price of painting and the sales tax indicated.

If a work is two paintings meant to be sold as a pair, part of a diptych (two) or triptych (three) then a single price tag may be used; however:

If a painting is part of a series each piece should still have its own price and may also have another label indicating the full price of the series (which may or may not indicate a discount).

If a single work within a series is sold individually the artist may replace it with a duplicate or similar painting.

The artist should check the label for accuracy, including the spelling, prior to hanging the painting.

WHAT MAY BE EXHIBITED: Only original work, produced by a gallery member, may be exhibited in the Gallery. No reproductions, also known as "prints may be exhibited in the Gallery. Members, however, may advertise in their promotional material that they have reproductions available elsewhere. Sales of reproductions made in this way shall not be subject to Gallery commission.

BOOKS AT THE GALLERY: ALL BOOKS TO BE SOLD AT THE GALLERY MUST BE APPROVED BY THE OPERATING COMMITTEE.

Books an artist has illustrated may be offered for sale when the artist has a Meet the Artist at the gallery. The artist may promote the event by publicizing or advertising the book. We are an art gallery and not a book store!

VACANCIES: When a Gallery Member wishes to resign, they must notify both the member responsible for the waiting list and the contact person in writing. A vacancy in the Gallery, no matter how caused, shall be filled from a waiting list. Only Artist members of the Guild of Harwich Artists will be considered for Gallery Membership. Applicants will submit five (5) works to the jury for consideration.

WAITING LIST: In the event there are juried Guild Members who want to display their art in the Gallery and there is no Gallery space available, their name will be placed on the Waiting List. The order of the Waiting List will be based on the date the Jury chairman receives the member's Gallery Application. If the first member on the Waiting List is unable to accept a space they may defer and their name will be placed at the bottom of the Waiting List. The next member on the Waiting List will be offered the opening.

INSURANCE: The Gallery carries liability insurance but cannot insure the artwork in the Gallery. The Gallery will exercise reasonable care of the art works on display but will not be responsible for loss or damage to any work no *matter* how caused. Gallery members display at their own risk and shall hold the Guild of Harwich Artists and the Guild of Harwich Artists Gallery harmless in the event of loss or damage.

GALLERY GUIDELINES: These Guidelines may be amended or revised at any regular meeting of the operating committee. Once approved by the Operating Committee, they must be approved by a majority vote of members present at a regular gallery meeting.

DUTIES OF THE TREASURER:

- 1- Collect Gallery Membership fees and receive all monies of the Gallery.
- 2- Ensure that the title of all accounts of the Guild of Harwich Artists Gallery be held in that name.
- 3- Keep an account of all the Gallery funds and make statement thereof at each meeting of the Gallery Membership for inclusion in the records of the Secretary.
- 4- Keep the financial records open and available to the Operating Committee.

- 5- Keep the sales record of an individual Gallery Member open to inspection by that member by appointment with the treasurer.
- 6-Certify the availability of funding for all contracts executed by the Operating Committee
- 7-Pay all bills of the Gallery after determining that the expenditure is included in the annual budget approved by the Gallery Membership, or that such expenditure has otherwise been authorized by the Operating Committee.
- 8- Record sales and disbursements to Gallery Members,
- 9- Issue annual "income statements to Gallery Members as may be required for tax purposes,
- 10- File federal and state tax forms, as may be required, in a timely manner.
- 11- Checks drawn on the account of the Gallery for \$500 or more shall require the signature of the Treasurer and the approval of another member of the Operating Committee.
- 12- Reimbursement to Gallery Members for out-of-pocket expenditures on behalf of the Gallery shall be reimbursed only upon presentation of a receipt. Such expenditures shall not exceed \$50. without previous authorization of the Operating Committee and must be presented for reimbursement within 15 days of the expenditure.

DUTIES OF THE ASSISTANT TREASURER:

- 1- Receive financial reports from the Treasurer and give report at Gallery Meetings
- 2- Pick up sales slips from the Gallery and check for accuracy to ensure that all required information is on the slip. The Assistant Treasurer will create and maintain a typed copy of the Sales Log before sending sales slips to the Treasurer.
- 3- Pick up Reimbursement requests and send to the Treasurer
- 4- Issue bills for wall rent and collect payments and communicate that information to the Treasurer

DUTIES OF THE INSTALLATION COMMITTEE:

- 1- The Installation Committee shall have the authority to decline to exhibit work that does not meet the Presentation Criteria of the Gallery. (See section of Presentation Criteria).
- 2- The Installation Committee shall advise members when the one year limit for displaying any individual work has been reached and request removal.
- 3- It shall also devise a schedule for rotating artists in the Gallery so as to give members a different location in which to display, and to refresh the appearance of the Gallery.

DUTIES OF THE JURY:

The Gallery Members shall appoint three (3) members to jury Gallery applicants. Applicants will present five (5) pieces for consideration. The Jury's decision will be final.

MEDICAL LEAVE: A Gallery member may take up to two months off for medical reasons with permission of the Operating Committee. At the end of the two months the Operating Committee will review the situation if more time is needed. Additional time might be granted depending on the duration or the time of year. The member out for medical leave shall designate a contact person to take care of his or her space until the member returns or resigns. The other members of the Gallery will cover when a member is out for medical reasons. There will be no Leave of Absences granted for any reason. A member who resigns for medical reasons can be placed at the top of the waiting list when the member decides to return. **There will be no LEAVE OF ABSENCES for any reason.**

RESIGNATION: When a Gallery Member wishes to resign, they must notify both the member responsible for the waiting list and the contact person. When a member resigns for reasons other than medical there will be no preference given should they later want to join again. They may or may not need to be juried again and their name will be added to the bottom of the "waiting list".