

# **GALLERY PROCEDURES/RESPONSIBILITIES FOR MEMBERS**

## **OBLIGATIONS OF MEMBERSHIP:**

- Members are expected to attend monthly meetings and participate in managing the operation of the gallery. The gallery has no paid employees. Gallery 9 is officially an association of individual merchants, for the purpose of sharing expenses only.
- Each artist selected to join Gallery 9 must pay an initial fee of \$60. Members pay a quarterly fee of \$300 in advance, due by the tenth day of the first month of the quarter. This fee covers each member's share of the cost of operating the gallery and publicity fees.
- Each member will be allowed a feature show as scheduling allows after six months as a member. The featured artist is responsible for all costs of the feature show. Two members may team up to do a show together, if they choose to do that. After your initial show, there is a two-year period before the next show. Sign up once in the exhibit book for your next solo show.
- A 15% commission is taken on sales of art work, except for occasional special sales voted by the members. Thus, gallery operation is not dependent on sales, and members are free to exhibit work without being pressured to generate sales.
- Members share staffing of the gallery, or hire a substitute at their own expense.
- Members share in the work of maintaining the gallery, such as painting, cleaning, etc.
- These meetings are usually held on the first Monday of the month at 9:30am (sometimes a holiday will change this).
- Members are expected to bring in new or different work to be exhibited at each meeting/hanging. If a meeting is missed, new work should be delivered in advance. The hanging chair makes final decisions on the hanging arrangements, and is responsible for the overall appearance of the gallery.
- Members are expected to attend each other's receptions and encourage the sale of each other's work.

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- You must keep your address, phone number, email address current with the staffing and membership chair person.
- Be sure your email roster is up to date and includes all current members before sending Gallery information.
- As a Gallery 9 member, you need to commit to a one-year term at least.
- Any member leaving the Gallery must give a two month notice to the membership and staffing chair people. Also, dues and staffing responsibilities during those two months will be expected.
- All members must sign and date a pledge to meet the above requirements regarding exiting Gallery 9.
- The membership chair will keep this document.