

Lincoln Gallery  
Thompson Valley Art League  
Revised December 2024

## **Policies, Procedures and Guidelines**

### **Membership Basics:**

1. Annual dues are payable for the fiscal year, which is January 1 to December 31. Both exhibiting and basic memberships will be prorated at 6 months (June).
2. Member meetings are held on the third (3rd) Thursday of every month at the Lincoln Gallery, 6:30-8:00pm.
3. All members will be emailed the monthly Gallery's newsletter. You can access it on the website [www.lincolngallery.com](http://www.lincolngallery.com)>membership>newsletter.
4. All members may enter Gallery-sponsored shows with a discount (discounts are available in the newsletters and at the Gallery).
5. Additional membership benefits are outlined in the membership form and/or on the website.
6. Communication with the membership shall be via meetings, newsletters, emails and personal contact.
7. To promote transparency, members are permitted to attend Directors and/or Board of Directors meetings, Dates and times are on the website calendar or at the bottom of all newsletters. Dates may be changed by the Executive Officers, notifying the membership in the newsletter and or update . If a member has an issue or concerns they wish to raise they should notify the President in writing at least a week prior to the meeting to request time on the agenda.
8. Exhibiting members are required to attend at least 3 membership meetings a year. With one being the November Election member meeting. Zoom counts towards the 3 requirements.

### **Membership Fees:**

1. Renewing membership dues shall be due and payable by January 1 of each calendar year. If annual dues are not paid by January 1, membership privileges will be terminated. Reconsideration of memberships will be at the discretion of the Executive Directors. Exhibiting members who miss January 1 will be considered a new exhibiting member and required to get on the waiting list and go through the jury for exhibiting membership.
2. All membership fees will be prorated every 6 months in June

### **Categories of Membership:**

See current Membership Levels

### **Applying for Membership**

1. Apply for **Basic membership** in person at Lincoln Gallery or on the website at [www.lincolngallery.com](http://www.lincolngallery.com) Upon payment of the Basic membership fee they will automatically be admitted to membership. You will receive a welcome packet within a week and there will be new member orientations scheduled quarterly.

- a. How to apply for **Basic membership**
  - i. Basic
    1. Complete an application in person at Lincoln Gallery or online at [www.lincolngallery.com](http://www.lincolngallery.com)
    2. Pay your membership fee at the gallery, on Lincoln Gallery website or by check
    3. Wait for your membership welcome packet for more details
2. Apply for **Exhibiting membership** shall complete the Basic membership application. Basic membership fee shall be applied to Exhibiting membership when accepted
  - a. How to apply for exhibiting membership
    - i. Complete an exhibiting membership application (on Lincoln Gallery website, under the membership tab)
    - ii. See website for current instructions.
    - iii. You will then receive a request for an interview with the Gallery Director and the Executive Director. Please review the requirements of exhibiting membership before this interview.
    - iv. We will evaluate the application in two areas: willingness and ability to be an active, contributing member of TVAL, quality and quantity of body of work, with an emphasis on presentation, composition, media usage, originality and compatibility.
    - v. You will either be invited to be an exhibiting member, OR you will receive recommendations on how to get to the exhibiting levels.
  - b. After you are invited to exhibit at Lincoln Gallery
    - i. The Gallery Director will let you know how many items and when you can start as an exhibiting member of Lincoln Gallery.
    - ii. After acceptance, membership dues must be paid before display rights are allowed.
    - iii. It is important for new members to also submit a digital portrait, bio, artist's statement and one to six images, to be included on the Gallery's website, social media platforms for engagement and growth.

## **Exhibiting Members**

### **A. Restrictions**

1. The number of artists in any medium will be determined by the Executive and Gallery Director to create a balanced display in the Gallery.
2. The Membership director will quarterly review individual member participation data to determine if membership requirements are being fulfilled. See B. Requirements and Expectations, paragraph 2. preparing a report for the executive director.

### **B. Requirements and Expectations**

1. Exhibiting members, with the exception of Silver members, are required to fulfill (5) short-term volunteer positions including one mandatory Art in the Park (AIP) shift each calendar year. Members who participate as vendors at AIP can be assigned an appropriate task to fulfill this requirement prior to the event.

2. Consequences for non-fulfillment of volunteer obligations are set forth in the “Consequences for TVAL Exhibiting Member Non-Compliance” document. Consequences include the loss of exhibiting privileges for a period of months and possible loss of Exhibiting membership entirely.

3. Members who hold positions which involve significant, ongoing work for TVAL or the Gallery may be exempt from some or all of the short-term volunteer requirements. *Such exemptions are established by the Executive Directors and should not be assumed by the member.*

4. *All information acquired through the organization during volunteering, or work in the name of TVAL, including but not limited to, membership information, show registrations, student and class rosters, patron and buyers information, sponsorship or donation information are sole property of the organization. No member, director, staff or board member can use any information generated by the organization for personal or fiduciary gain or purposes. We are a non-profit organization.*

5. *All sales generated through the organization are subject to the regular split of 65/35. Including in the gallery, after shows and exhibitions, special events, and the Lincoln Gallery website.*

### **C. Additional Privileges and Possibilities**

1. Exhibiting Members may have work displayed on the Lincoln Gallery website, Facebook page, and other social media. Good quality photos will need to be submitted by each artist. The Gallery may make available an opportunity to have artist’s work photographed if the artist cannot.

2. A photo of the artist, artist’s biography, link to their own website and up to 5 photos of their artwork will be on the Gallery website *if submitted by the Exhibiting member*. All works exhibited on the website are considered for sale by Lincoln Gallery. Therefore the 65/35 commission arrangement applies to all contacts generated through the gallery.

3. Exhibiting members may be invited to display work and participate in various community events/venues sanctioned by the Gallery.

4. Exhibiting members must notify the Gallery Director if they are unable to display works in the gallery. It is prohibited to pull all work out for a period of time, say for another show. We are promoting the pieces in the gallery and they must be at the gallery for sale.

5. If you enter a piece in a show outside the gallery and sell it at that show. There is no Lincoln Gallery split of the commission. Commission is only due if the sale is generated by Lincoln Gallery or its staff.

### **Gallery Displays:**

1. Change out dates and times will be announced on the shared Google calendar and in the monthly newsletters. Exhibiting members should make every effort to bring in new work for all change outs, these will be promoted on the following NOTT with a Opening Reception for the exhibiting members and pick up pieces to be removed during announced dates and times.

2. We strive to keep new and updated work in the gallery at all times. Unless other arrangements have been made with the Gallery Director. This will allow us to keep things new and fresh for our visitors.

3. All works must be priced for sale.

4. Artists are responsible for recording their works into and out of the inventory book. Information shall include: title of work, medium, artist’s name, date in and date out, price and any other information to help the Gallery Staff.

5. Exhibiting members' business cards will be displayed in the appropriate rack near the front door.
6. The Board appoints the Gallery Director to make decisions regarding the type and quality of work to be displayed in the Gallery.
7. For each 2D artist, the number of pieces or amount of artwork displayed each month is determined by the Gallery Director.
8. Framed reproductions, giclees (see "Presentation of Work...") are acceptable, but should not exceed more than thirty percent (30%) of the artist's work to be displayed, unless other arrangements have been made with the Gallery Director.
9. Exhibiting Bin work in the gallery is at the discretion of the Gallery Director. It may come in and out of the gallery due to the events and presentation of the gallery. Bin work will be allowed in the common gallery bins only. The number of pieces is determined by the Gallery Director
10. Each 3D artist will negotiate and reach agreement with the Gallery Director as to the appropriate display, arrangement and space for their particular medium (i.e. pottery, ceramics, fabric art, sculpture, glass, jewelry) **All pieces must have typed labels on each piece with inventory numbers, price, artist name.** See Gallery Director for assistance.
11. Artists may be asked to provide display pedestals.

### **Presentation of Work for Gallery Display:**

1. Unframed paintings and photographs with gallery-wrapped/museum-wrapped canvas will be accepted as long as the canvas is minimum 1.5" in depth, neatly wrapped and secured on the backside. Edges must be completely painted or printed to be considered a finished work.
2. Any artwork with staples visible, excessive wiring, untrimmed canvas exposed, or not presented in a professional manner will not be hung.
3. Absolutely no sawtooth hangers.
4. Tabletop frames must be wired for hanging and must hang flat on the wall. Any frames that do not hang properly will not be hung.
5. Wooden panel works are acceptable with painted and or clear edges. Must have proper hangers
5. The Gallery Director has the authority to refuse any art she/he feels does not meet the Gallery's standards of artistic professionalism regarding quality, appearance and presentation.

### **Size Restrictions:**

1. Weight limit for wall hangings is 25 lbs.
- 2 Gallery Director will determine the size and quantity to display in the gallery for a particular month. This will be defined in the members newsletter and update for change outs.
3. Three-dimensional works may not exceed 46 inches in height, 30 inches in width and 50 pounds in weight, unless prior arrangements are made.

### **Greeting Cards:**

1. Card rack spaces are allowed for all artists in the Gallery's card racks only. Note cards must be included on the inventory list. At the Gallery Director's discretion, this number may be changed based on space available.
2. Members may not place their cards in rack spaces that are already occupied by another

member's cards nor may they rearrange other members' cards to make room for their work. If a particular member has a large number of cards displayed and there is no room for new additions the Gallery Director or staff will decide where the new cards will be displayed and, if necessary, may decrease card inventory of the member with a large number of cards.

### **Commissions:**

1. The board will set commission rates.
2. A thirty-five percent (35%) commission is currently retained by the Gallery on all works sold at the gallery, on the website, social media or in public venues arranged for/sanctioned by the league, unless the board has determined that another rate is appropriate for a special event.
3. Commission checks will be mailed by the 20th of each month for the previous month's sales.
4. W-9 is required to receive any payments from the gallery.

### **Staffing the Gallery:**

1. The Gallery will be staffed by the Gallery Director and designated Staff.
2. The Gallery Director will be responsible for all bookkeeping and training of Gallery Staff and all day-to-day operations of the Gallery.

### **Website and Social Media**

1. A website is provided and maintained by Lincoln Gallery.
2. The by-laws and policies, guidelines and procedures documents are available for downloading on the website.
3. Having an online presence is in the artists' best interest. Tagging, sharing your information is part of your Exhibiting membership benefits

### **Shows:**

1. The Executive Director will determine the number of juried shows to be held in a given calendar year.
2. It shall be the duty of the Exhibition Director to appoint a Show Chairperson for each show in ample time to accomplish all necessary planning and preparation necessary for a successful event.
3. Specific show guidelines and notebooks from previous shows are available from the Exhibition or Executive Director.