

**Lincoln Gallery**  
Thompson Valley Art League  
Revised December 2018

**Policies, Procedures and Guidelines**

**Membership Basics:**

1. Annual dues are payable for the fiscal year, which is January 1 to December 31. Dues are prorated quarterly beginning in April. April – June 80%, July - Sep 60%, Oct – Dec 40%.
2. Member meetings are held the third (3<sup>rd</sup>) Thursday of every odd month at the Lincoln Gallery, unless otherwise announced by the Board of Directors, the President, or other Officers of the Board.
3. **Art in the Park** is the major yearly fundraising event sponsored by the Lincoln Gallery and Thompson Valley Art League. All members are **required** to help in some manner with Art in the Park. Members who participate as paid vendors at AITP will be assigned an appropriate task to fulfill this requirement.
4. Members are **required** to attend at least three meetings annually, serve on an additional committee of their choice and participate in other gallery activities.
5. All members will have access to the Gallery's newsletter.
6. All members may enter Gallery-sponsored shows and may participate in special displays or events.
7. Communication with the membership shall be via meetings, emails and personal contact.
8. Membership size, levels and displaying criteria are based on the amount of display space in the Gallery and may be revised as needed by the Board of Directors with input from the Gallery Director.
9. To promote transparency, members are invited/encouraged to attend Board Meetings, which take place on the 2<sup>nd</sup> Thursday of every month. Members' input at such meetings may be limited based on agenda as determined by TVAL President.

**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 31, the membership, with all privileges, shall be placed on hold for 60 days (through February). Reconsideration of membership shall be as per the policies and guidelines for new members.
2. Annual Fees are in accordance to the levels and amounts set forth on the Membership Form which is approved by the Board.

**Categories of Membership:**

1. Sustaining Members and Exhibiting:
  - a. Have the opportunity to display their artwork in the Lincoln Gallery.
  - b. Are entitled to vote on Gallery business as appropriate at membership meetings.
  - c. Are **required** to volunteer in some capacity in Art in the Park. (Sign up at time of membership renewal).
  - d. Are **required** to attend the November voting meeting

Active Members

- e. In addition, are **required** to serve on at least one committee. (Sign up at time of membership renewal)
- f. Are **required** to attend at least three (3) Members' Meetings in a calendar year. (Sign up at time of Membership renewal)

- g. Are **required** to attend at least 3 Nights on the Town events on the second Friday of each month and provide simple food (cookies, vegetables, etc) for attending visitors. (Sign up at time of membership renewal)
  - h. Failure of any member to meet the above requirements may result in loss of membership privileges.
2. Art Enthusiasts/Patron Members:
    - a. Are non-voting members who wish to show support of the Gallery through monetary donations, in-kind donations of goods and services or volunteer time.
    - b. May have access to the Gallery's monthly newsletter.
    - c. May be listed as sponsors of the Lincoln Gallery shows and Art in the Park. This will include, but not necessarily be limited to, publication on the Gallery's website, in the newsletter, in show brochures and other Gallery publicity.

### **Membership Restrictions**

1. The number of artists in any medium will be determined by the Board of Directors and based on national guidelines to create a balanced display in the Gallery.
2. The Board will periodically review individual member participation data to determine if membership requirements are being adequately fulfilled. If not, displaying privileges, participation in juried shows and other Gallery sponsored events/venues may be suspended.

### **Additional Privileges and Possibilities**

1. Members may have work displayed on the Lincoln Gallery and Facebook websites and other social media.
2. Will have displayed a photo of the artist, artist's biography, media and website and up to 5 photos of their artwork in the Gallery Website.
3. May be invited to display work and participate in various community events/venues sanctioned by the Gallery.
4. May submit information (for example: private classes being offered, used art supplies/books being offered for sale/trade, acceptance into juried shows, etc.) to the monthly newsletter for publication.
5. Purchase art from other members through the Gallery at a 10% discount.

### **Obtaining Membership Privileges:**

1. Persons applying for membership shall submit an artist's bio and statement along with minimum of three original works of art completed in the last two years in each medium for which they are seeking displaying privileges. Candidates are also asked to submit a brief explanation of what they can bring *to* the Gallery and what they expect *from* the Gallery. See "Presentation of Work for Gallery Display."
2. Works must be submitted prior to the day of evaluation (currently the 2<sup>nd</sup> Thursday of each month). Arrangements are to be made with the Gallery Director or Staff for delivery of the work to be juried.
3. The board will utilize will evaluate the work, with an emphasis on presentation, composition, media usage, originality and compatibility.
4. After acceptance by the board, membership dues must be paid before display rights are allowed. New members must also submit a digital portrait, bio, artist's statement and one image to be included on the Gallery's website.
5. New members will be reevaluated after 90 days by the Gallery Director and the Board of Directors. If it is decided that they do not meet our standards their membership may be revoked and their Membership Dues refunded.

### **Gallery Displays:**

1. Unless otherwise directed, the Gallery changeover will take place on the first Friday/Saturday of each month. Members needing/wanting assistance should bring in new work and pickup pieces to be removed during regular business hours on Friday or Saturday or be responsible for be personally responsible for delivery and removal of their art no later than 1:00pm on the following Tuesday. Arrangements may be made with the Gallery Director to deliver works prior to changeover when necessary.
2. The same work may be displayed for a maximum of two (2) consecutive months and must be removed for at least 90 days before being returned for another display period, unless other arrangements have been made with the Gallery Director.
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. Artists' 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 a particular month according the the membership guidelines.
7. For each 2D artist, the number of pieces or amount of artwork displayed each month depends on the membership level and the esthetic needs of the gallery.
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. Bin work will be allowed in the common gallery bins. The number of bins will dependent on the current display and art placement.
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)
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 neatly wrapped and secured on the backside. Edges must be completely painted in some manner 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. Any tabletop frames wired for hanging, must hang flat on the wall. Any frames that do not hang properly, will not be hung.
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. Two-dimensional work can be no larger than 48x36, including the frame. Displaying a very large piece of art will limit an artist's presentation to one piece per month and acceptance is at the discretion of the Gallery Director based on the art that is being presented for a particular month.
3. Three-dimensional works may not exceed 46 inches in height and 50 pounds in weight, unless prior arrangements are made.

**Note 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 member's 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 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 20<sup>th</sup> of each month for the previous months' sales.

**Layaway Purchases:**

1. May be arranged with the gallery director and require an initial payment of one-third of the total purchase price, which includes sales tax. Deposits are non-refundable and the balance is to be paid within two months of the date of purchase. Commissions will be paid when final layaway payment is made.

**Attending the Gallery:**

1. The Gallery will be attended 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:**

1. A website is provided and maintained by the Lincoln Gallery.
2. The by-laws and policies, guidelines and procedures are available for downloading on the website.
3. Artists are allowed to display work on the website and request a link from the Gallery's website to their personal website by contacting the Gallery Director.

**Featured Artist of the Month:**

1. Members qualifying to participate in the Featured Artist Program must comply with the "Artist of the Month" guidelines.

**Shows:**

1. The Board will determine the number of juried shows to be held in a given calendar year.
2. It shall be the duty of the President to implement a Show Chairman and Show Committee for each show in ample time to accomplish all necessary planning and preparation necessary for a successful event. The Committee Chairman should plan on having Committee Members in place at least 5 months in advance of the planned show.
3. Specific show guidelines and notebooks from previous shows are available from the Gallery Director and will be shared with the committee.