

Lincoln Gallery
Thompson Valley Art League
Revised December 2021

Policies, Procedures and Guidelines

Membership Basics:

1. Annual dues are payable for the fiscal year, which is January 1 to December 31.
2. Member meetings are held on the third (3rd) 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. All members will have access to the Gallery's newsletter.
4. All members may enter Gallery-sponsored shows.
5. Additional membership benefits are outlined in the membership for and/or on the website.
6. Communication with the membership shall be via meetings, newsletters, emails and personal contact.
7. 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.
8. To promote transparency, members are permitted to attend Board Meetings which take place on the 2nd Thursday of every month. 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.

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 membership privileges will be terminated. Reconsideration of memberships will be at the discretion of the Board of Directors.
2. Annual Fees are in accordance to the levels and amounts set forth on the Membership Form which is approved by the Board.
3. Basic membership fees will be pro-rated quarterly and Exhibiting membership fees will be pro-rated monthly.

Categories of Membership:

See current Membership Levels

Applying for Membership

1. Persons applying for **Basic membership** complete the online application for TVAL Basic membership. Upon payment of the Basic membership fee they will be admitted to membership. Apply at www.lincolngallery.com/membership

2. Persons applying for **Exhibiting or Silver membership** (hereafter Exhibiting) shall complete the application form, submit supporting documents and jpegs and bring in their art work for consideration by the Board of Directors.
3. Documentation and works must be submitted prior to the day of evaluation (currently the 2nd Thursday of each month). See the application and the “Process and Criteria” document for details. Arrangements are to be made with the Gallery Director or Staff for delivery of the work to be juried.
4. The board will evaluate the application in two broad areas: willingness and ability to be an active, contributing member of TVAL and quality of art work, with an emphasis on presentation, composition, media usage, originality and compatibility. See “Process and Criteria.”
5. After acceptance by the Board, membership dues must be paid before display rights are allowed. It is important for new members to also submit a digital portrait, bio, artist’s statement and at least one image to be included on the Gallery’s website.
6. An orientation for new Exhibiting members will be held periodically which new Exhibiting members are required to attend.
7. New Exhibiting 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 on a pro-rated basis.

Basic Members

1. Basic members are not required to fulfill any volunteer positions for TVAL or Art in the Park. Basic members may volunteer, serve on committees or otherwise be as involved as they wish.

Exhibiting Members

A. 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 fulfilled. See B. Requirements and Expectations, paragraph 2.

B. Requirements and Expectations

1. Exhibiting members, with the exception of Silver members, are required to fulfill four (4) short-term volunteer positions each calendar year. **All** Exhibiting members are required to help in some manner with Art in the Park every year. Members who participate as vendors at AITP will be assigned an appropriate task to fulfill this requirement.
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 Board and should not be assumed by the member.*

C. Additional Privileges and Possibilities

1. 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.
3. Exhibiting members may be invited to display work and participate in various community events/venues sanctioned by the Gallery.

Gallery Displays:

1. Change out dates and times will be announced on the shared google calendar or in the monthly newsletters. Exhibiting members should make every effort to bring in new work and pick up pieces to be removed during announced dates and times.
2. The same work may be displayed for a maximum of two (2) consecutive months and must be removed for at least 1 year before being returned for another display period, 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. 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 the Gallery.
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 depend 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) 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 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 limits 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.

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.

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 Lincoln Gallery.
2. The by-laws and policies, guidelines and procedures documents are available for downloading on the website.

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 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 Gallery Director.