

ALBERTA STREET GALLERY MEMBERSHIP AGREEMENT

We honor creativity, integrity, comradery, and offer the unique support of an artists' cooperative. Please read and consider carefully the gallery's following rules & regulations and sign below.

DUES:

- There are three membership levels - \$125.00 and zero shifts worked in gallery per month, \$75 and two shifts worked in gallery per month, or \$50.00 and three shifts worked in gallery per month. For each month you are an installed artist, you agree to **pay monthly dues** at your chosen membership level **by the 1st of the month**. One shift is equal to 8 hours. Shifts can be split up in 4-hour increments. If you would like to change your level, you must give a 30-day notice. Level changes will be approved based on established caps for each level.
- Cash, checks or credit card are accepted forms of payment. You may give your dues directly to the Treasurer or leave them in deposit box labeled with your name, stating what payment is for. Please make checks payable to "Alberta Street Gallery ". You can also choose to have your dues for the coming month deducted from the previous month's commission check.
- There is a five-day grace period. After the 5th, delinquent members must communicate their intentions to the ASG Treasurer. Payments received after the 5th may be assessed a **\$10.00 Late Fee**. If there is no communication, an artist's work may be removed until payment is received ***NOTE:** 45 days of unpaid dues will result in immediate termination of membership
- Upon acceptance as a member, you must pay three month's dues before you can put your art on display. The payment of three month's dues includes your first two months of membership. The 3rd month will be applied to your last month of membership at ASG.

COMMISSIONS:

- Members' commission is 75% of their total sales if member chooses to work on a committee and attend monthly meetings. If member chooses not to work on a committee, commission is 70% of total sales. Board members' commission is 80% of their total sales. Committee positions will be open to new members one month after joining the gallery for members interested in working on a committee. New members' commission will therefore be 70% during their first month of membership and 75% once they have joined a committee and commenced working on that committee.
- At the end of each month, the treasurer sends out the final Monthly Sales Report. Members are responsible for verifying their sales in this report before their commission checks can be sent.
- Commission checks are mailed to members directly from Umpqua Bank and usually arrive by the 10th of the month but processing times can vary.
- If your dues are not paid, your commission check may be held until you are current with your dues.

SHIFTS:

- You agree to work the shifts required by the chosen membership level. **You must sign up for shifts no later than the 25th of the prior month.**
- In the event you cannot complete a shift, you must make every effort to find a replacement. If you cannot find a replacement, you must contact the ASG Scheduler ASAP. If you *both* fail to fill a shift and alert the Scheduler/gallery, you will be charged a **\$25 or \$50 Missed Shift Fee** (half and full shift, respectively).

LIABILITY:

- The Alberta Street Gallery currently has no insurance. You agree not to hold the ASG responsible for any damage or loss to your artwork or belongings. We recommend that you carry your own insurance, keep track of personal belongings, and make an inventory of installed artwork.

MEMBERSHIP:

- There is a 90-day trial period for new members. Lack of ASG communication, unfilled shifts, and unpaid dues extending beyond 45 days may result in membership termination.
- If you have concerns about another member, please resolve it through the ASG President and Vice President. If irreconcilable, or for any reason, the ASG has the right to eject a member by vote. The vote must take place at an ASG General Meeting, be made by paper ballot, and pass by a simple majority.
- Your membership is on a month-to-month basis; please give at least 30 days notice before departing ASG. (See: **Departure** below).

DISPLAY SPACE:

- Members are entitled to display space equivalent to the average-sized space of other members (approximately 5ft wide). However, display size varies with location and the current number of ASG members. Gallery Coordinator will advise.
- The size, number of pieces, and overall look of an artist's work should be appropriate to location.
- Artist spaces are often vacated or rotated. To promote fairness, the assignment of spaces is based on several factors such as: seniority, performance, appropriateness of artwork to a given space, overall gallery appearance, and ASG members' agreement.
- No member may alter another artist's display without prior consent of that artist.

MEETINGS AND EVENTS:

- Members are strongly encouraged to attend the monthly ASG General Meetings/Mixer—scheduled the first Monday of each month, 6:30pm, at the gallery. If you have suggestions or concerns, please submit to the "suggestion box" so that your suggestions or concerns will be addressed. You can also email the Board with your suggestions or concerns.

- The Alberta Street Gallery is long-time participant in Alberta Street's Monthly "Last Thursday." Members are encouraged to send out invitations, attend, and meet viewers of their work.

REGISTER PROCEDURES:

- Each artist is responsible for the register money during their shift. Therefore, you must balance the money in the register at the beginning AND end of your shift.
- If the register is short, for any reason, the artist on duty is required to pay that amount by the end of the week. Unpaid monies may be deducted from the artist's sales commission.

DEPARTURE:

- You agree to give a minimum of 30 days' notice before taking down your artwork and leaving ASG. **If an artist leaves without notice, they may forfeit any remaining sales commission.**
- Membership dues for your last month **may** be refunded at the discretion of ASG. Application and Administrative fees are non-refundable.
- Once you leave ASG, if you do not collect your art and personal items within 30 days, the abandoned art and items will become the property of ASG and unclaimed or un-cashed commission checks become void.
- If a member resigns from ASG they no longer have any right to participate in decision-making or claim possession of ASG assets.

You may request a copy of our membership handbook for a more detailed description of ASG membership benefits and responsibilities.

Signed: _____

Print Name: _____ Date: _____