

# Penn Cove Gallery Membership Requirements

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1. A non-refundable start-up fee of \$200.00 shall be paid by all incoming members. This may be paid in installments.
2. Incoming members will be subject to a trial membership period of 6 months beginning on the first day they display their art work in Penn Cove Gallery. The purpose of this trial period is to determine that both the Gallery and the new member are comfortable working together. A trial member leaving the Gallery during the trial period or being terminated by the Gallery during the trial period, will be refunded the startup fee paid to date.
3. Monthly Dues: Each member shall pay \$70.00 (\$75.00 as of January 1, 2023) monthly dues to cover operation expenses of the gallery. Such expenses include, but are not limited to, rent, utilities, maintenance, repairs, office supplies, advertising etc. Dues must be paid by the 25th of each month for the following month or a \$5.00 late fee will be levied. The dues must be current for a member to be in good standing and have the right to vote on gallery matters. The dues will be determined by the Board of Directors and ratified by a majority vote of the members. The dues will be reviewed annually.
4. Commission: A commission will be levied on all sales to all members (currently 10%). The commission will be determined by the Board of Directors annually and ratified by a majority vote.
5. Work Requirement: All members will work a maximum of 2 days per month at the sales desk at the gallery unless stated otherwise in the By-Laws. This work will consist of sales, managing the daily affairs at the gallery, performing the daily duties as listed in the Operating Procedures, Section II.
6. Leave of Absence: A member may be excused from the work requirement upon request to the Board and approval by a vote of the membership. This leave may be granted for illness of the member or family member that requires immediate attention. This excuse is granted for a three-month period and then may be renewed by the membership. No more than four consecutive excuses may be granted. Once the allowable period has been exhausted, the member may be asked to leave the gallery until such time they can fulfill the work required by a full member.
7. Committee Requirement: All members are required to actively serve as a member or chairman of two committees and to complete the duties of that committee in a cooperative manner.
8. Voting Rights: Each member has one vote.
9. Policy and Procedure: Each member shall consistently participate in the democratic process of gallery meetings for enacting and revising business procedures and practices. Each member shall comply with the established procedures set forth in these Standard Operating Procedures and abide by the Articles of Incorporation and the By-Laws of the Corporation. Each member shall sign a Contract and a Personnel Policy each year. Trial members shall sign a Trial Period Artist Contract covering the 6-month trial period and a Personnel Policy.
10. Display Requirement: Each member shall display only high-quality artwork. Any artwork presented for display is subject to review by the Display Committee, Screening Committee and Board of Directors. Work found to be deficient in quality or objectionable in taste will not be displayed.
11. Each member agrees to display their work in their assigned area only.
12. Each member shall maintain a current inventory list at the gallery with titles of the work and prices.