

**Membership Application Form**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ***Please Print Clearly* Date NAME: ADDRESS:**

# CITY:

**STATE:**

**ZIP:**

**PHONE: home: work: cell: EMAIL: MEDIUM:**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Our gallery is located at #9 10th Street, Columbus GA 31901

The following fees apply: [See fee list attached] Visa or Master Card are accepted. Spaces will be rotated on a quarterly basis.

Our fiscal year begins October 1 each year and ends September 30 of the following year. If your membership begins after October, your fees will be prorated for each month of membership, with the total for that fiscal year payable in full at the beginning of your membership.

There are a few spaces that are somewhat smaller or odd shaped that may be suitable for some artists desiring membership. The Gallery Director, Membership Chair, Board Chair or President will discuss these with you if you are interested.

New members will be given a Members’ Handbook including our bylaws and other regulations. Small revisions are currently being made to accommodate changes needed for our new location.

Each member is required to staﬀ (keep the Gallery open for customers) on one open day each month and also help out when we have special events.

Gallery hours are Wednesday - Thursday 11-5:00, Friday 11-6:00, and Saturday 9-3:00.

Please return this form to our gallery account at **galleryon10th@yahoo.com** and we will begin the jurying process and let you know if you have been accepted.

**Membership Process**

Thank you for your interest in the Gallery on Tenth. Our doors were first opened in the year 2000 to provide a venue for regional artists. With our recent relocation to "Uptown" our future looks even brighter. As an art cooperative we are unique in this region. We hope you will be able to join us.

To maintain our high quality of artistic workmanship and presentation, a jurying process is required. This process is performed by art professionals whose selection criteria include the following:

Artistic merit Creativity

Quality of presentation

Recent jurors include experts from the art departments in local and area colleges and universities.

**REQUIRED ACTION:**

Complete the enclosed application form and send via email to galleryon10th@yahoo.com. We will then activate the jurying process and then notify you if you have been accepted or not accepted on the merit of your art work. Please include five (5) photograph files of your artwork and the asking price for each piece of work submitted for review.

The photographs should be representative of the media in which you wish to display. If you wish to display in multiple media, you should submit photos representative of each medium as they must be juried separately. It is possible that an artist may be approved in one media and wait-listed or declined in another. Don't forget that your photos should reflect the professionalism with which you would present your work in a gallery exhibit.

If you are accepted for membership, you will be invited to the Gallery to meet with board members to review available space to determine what is appropriate for your art work.

Our best wishes for your success in your artistic endeavors.

**Gallery Pricing**

Full Wall - $650.00

Half Wall - $375.00

High ½ Wall - $300.00

**Specific Expectations and Responsibilities for Membership**

To remain in good standing, members of the cooperative gallery are required to:

* Keep dues and fees (schedule attached) current.
* Staff the gallery during open hours six hours per month. Participate in one or more committees or sub-committees. Present work in a professional manner.
* Participate in quarterly rotation, i.e. moving to different wall space, changing out some or all of your work, and repairing wall holes (supplies available) in your old space.
* Check and refresh your display regularly, keep your inventory records up to date, and maintain a supply of your personal business cards.
* Replace sold items as soon as possible. Attend two membership meetings per year.

Benefits of Membership:

* This "art cooperative" has been operating successfully since 2000. The founding members blessed us with a good set of bylaws and operating procedures.
* Membership benefits are many, and include the following:
* You, a member/owner, have an upscale gallery with a friendly and inviting atmosphere to showcase your work with other talented and well-known area artists,
* exhibiting a wide range of mediums and styles.
* Your work will be exposed to many potential new customers looking to purchase fine art.
* Gallery management offers expert public relations and marketing.
* Special gallery exhibits and receptions are held to promote sales of artwork and to bring in new customers.
* Your participation in gallery operations provides an opportunity for friendship, support, and camaraderie with other member artists.
* The gallery allows you to price your own work and receive 85% of the sales price of all work sold. The 15% retained by the gallery includes the cost of credit card fees and collecting and filing sales tax returns.
* Opportunities are provided to participate in workshops, community art activities, etc

**About the Art Gallery Cooperative:**

A cooperative is basically a democratic organization owned and operated by the members. This Cooperative Art Gallery is incorporated in the State of Georgia with by laws that prescribe our policies and procedures.

Regular planning and management of the gallery is handled by a rotating Board of Directors elected from the membership by the membership. Other officers and committee chairmen are appointed by the directors as prescribed in our By Laws.

Active participation by members in one or more areas is essential for the continued success of the Gallery. All members are required to staff the gallery during open hours for six hours each month, and to pool their talents to ensure that the gallery runs smoothly and profitably for the member artists.

Our stated goals and purposes in our By Laws are:

GOALS: The goals of the Gallery on Tenth are to encourage excellence in the visual arts by exhibiting and selling local and regional art created by members in good standing. The Gallery will bring to the community a true sense of the artists' unity, diversity, creativity, and educational skills.

PURPOSES: 1. To exhibit and sell members' artwork in an upscale gallery setting.

To be a part of Columbus's active and creative art community.

To have democratic voting policies, to promote art with gallery shows and receptions, to host workshops, field trips, community art projects, and seminars.

**Gallery on 10th Cooperative**

Overview

As members of the Gallery on 10th Cooperative you are a part of a unique and creative group of artists. The Gallery is owned and operated by and for its artist members. Each member brings

individual and fresh perspective to the Gallery. The experience, expertise, creativity and ideas of each member are a valued asset to the Gallery.

The following Gallery on 10th manual will explain what the Gallery will provide to each artist member as well as what is required and expected of each member. Also, included there will be a history of our evolution, vision, rules, regulations and procedures.

Our by-laws will remain as they were written including the approved amendments made on Feb. 5, 2007. We will remain the Joseph House Gallery Cooperative DBA The Gallery on 10th.

There will be a Members Directory issued to include each artist members’ name, address, email contact information and art medium(s). It will also list the Board of Directors, Officers and Committee Chair Persons.

History

The Joseph House Art Gallery was founded in October 2000 by a group of regional artists under the patronage of Claude and Molly Scarbrough. Until September 2014 the JHG was located at 828 Broadway. The JHG grew to be one of Columbus’ favorite and most respected art galleries.

On September 26, 2014 the JHG artists and the Gallery vacated the 828 Broadway location due to a non-renewal of the Gallery lease. Each artist/member of the JHG was invited to relocate and re-organize a new Gallery.

A group of the JHG chose to reorganize and relocate to a new gallery. An organizational meeting was called in August 2014 to discuss artist commitment, fees, possible locations and naming of the new gallery. The search committee presented two possible locations. The location at #9, 10th Street , Columbus, GA 31901 was selected as the new venue. Those attending the meeting were notified of the new location. Estimates from contractors on the remodeling of the Gallery were sought and presented to the Executive Committee. Remodeling requests were adjusted in order to meet the budget.

The new Gallery opened in late October 2014 and held a Grand opening Reception early in November 2014. The Gallery is looking forward to beginning its 6th successful year in October 2020.

Mission

The mission of the Gallery on 10th is foremost, to promote and sell members’ artwork by presenting their artwork in a professional manner within a professional environment. The Gallery on 10th will also, serve the general community, the Arts community and the educational community by providing art education, civic and social involvement. The Gallery on 10th artists support and encourage each other, as well as promote a camaraderie among its members.

**Gallery on 10th General Information**

Welcome to Gallery on 10th . We hope your association with this cooperative will be positive and profitable. The Gallery is a Cooperative, which means each member owns and participates in the operation of the business.

* Members are encouraged to attend Gallery on 10th annual membership meetings. Members should read and become familiar with the Gallery’s By-Laws and Rules and Regulations.
* Members will be informed of current events, activities and information about the gallery via e-mail sent as needed with a quarterly minimum frequency.
* Each board member and each displaying member has voting rights concerning the Gallery, Associate members and Patrons do not have voting privileges. Voting may be done in person, by e-mail or proxy.
* The Gallery’s fiscal year begins on October 1. At which time fees for all members are to be paid unless otherwise directed.
* The success of the Gallery depends on each member’s contribution of time and talent towards the operation of the Gallery. There are no persons paid by the Gallery to maintain the day to day operations of the gallery. Each member ex expected to staff, maintain the Gallery and promote its activities.

**Rules and Regulations**

* All Artwork displayed at the Gallery on 10th and or its functions away from the gallery (Market Days, paint outs, etc.) is done at the artist’s risk. The Joseph House Art Gallery Cooperative DBA Gallery on 10th shall not incur any liability for any loss to the artist by fire, or water or for any other reason. Displaying members are required to sign a waiver prior to displaying artwork.
* Only members of Gallery on 10th may utilize the Gallery for display and sales. However, the Board of Directors may authorize special displays or events designed to publicize or encourage community involvement.
* Display spaces should be filled primarily with the artist’s original work. No more than 1/3 of each display space may be devoted to reproductions. At least 50% of the display space must be items for sale.
* All reproductions displayed in the Gallery must be of the artist’s original work. (not reproduced from any published painting photography or design, or copied from any source other than the artist’s own work)
* Artists requesting membership will be required to submit a minimum of (3) three examples of artwork in the desired medium/s. JPEG images or photo images may be submitted for each medium to be considered for display. Application and artwork examples will be reviewed and juried by the current Board of Directors. Applicants requesting to display multiple mediums may be accepted in one or all to the submitted mediums. The applicant will be notified of the Board’s decision on each medium submitted.
* Any current member who wishes to display in a medium other than the medium in which he/she was juried into the Gallery will be required to submit examples of the new medium.

**Display of Artwork**

* The quality and presentation of an accepted member’s artwork will be assessed periodically for meeting gallery standards for professionalism. The member will be notified by the Gallery Director to correct the display should standards not be met. Members are encouraged to meet the required standards.
* Two dimensional artwork on display should be framed in a professional manner and maintained in attractive well-kept condition. Wire should be securely attached to the frame or stretcher frame to firmly secure art work to the wall. Wire must be taunt enough that the hanger does not show above the artwork. Saw –tooth hangers are not acceptable. Gallery-wrapped canvas is the only unframed artwork accepted for display in the wall spaces. No staples will be showing on any unframed canvas.
* Each artist is allowed to display unframed original work or prints firmly backed and wrapped in the Gallery communal bins. Each artist is allowed 5 matted pieces up to 18 X 24 and one oversized piece (larger than 18 X 24). Artwork in the bins can become “worn looking” and sometimes slightly damaged or soiled as customers look through the artwork. Each artist should check the condition of his/her own artwork in the bins and remove or repair artwork that is no longer in good condition.
* All hanging equipment , name/price labels, business card holders and wall name labels will be furnished by the gallery. All placement of labels should be uniform within the Gallery. If it becomes necessary to change a title, price or any information on a label a new label should be used. There should be no “scratch outs” in the bins, on the walls or in any display.
* Pricing of artwork is solely up to the individual artist. The Gallery does not condone marking items “on sale” or lowering existing prices by striking through the tag and repricing. Write a new tag with all changes (increase or decrease) in price.
* At the end of each quarter, the Gallery Director will notify members of time and date to rotate artwork to a new space within the Gallery. Each member is responsible for removing and re-hanging/rearranging his/her artwork. Nail holes and markings on display walls should be repaired by displaying artists. If the artist is not available on rotation days, he/she must get someone manage the display in their absence.
* Display spaces should be kept appropriately filled with artwork (neither a scant nor a crowded display). Artwork removed from a display either by purchase or by the artist should be replaced promptly. Staffing members who sell work should place a “This Artwork has found a New Home” sign in the space and notify the artist of the sale so he/she will know to bring new work. (And also know the work has been sold!)
* Artists are encouraged to keep display spaces uncluttered by allowing appropriate space around each piece of art to allow optimum viewing by the customer. Do not crowd your fellow artists by extending your work beyond your display space. If the space marker has come off please notify the Gallery Director.
* Artists are encouraged to maintain a personal inventory of artwork on display in the Gallery.

**Sales**

* The Gallery will accept VISA, MASTERCARD, PERSONAL/BUSINESS CHECKS AND CASH. Artists will be notified of any sales made of their artwork and will be promptly paid their portion of the sale.
* The Gallery on 10th will be paid a 15% commission on all sales.
* There will be special events, such as community outreach where an additional 5% commission may be assessed to each sale to go towards contribution purposes.
* Artwork taken from the Gallery ON APPROVAL requires the buyer to write a 3-business day post-dated check or leave credit card information along with a complete sales invoice. The buyer may return the artwork within the three business day approval period with no charges. After the 3-day business day period expires the check or credit card will be deposited/ submitted. The customer is called when this action is taken. Forms for ON APPROVAL sales are in the sales procedure book.

**Staffing Requirements, Fees and Dues**

* All Cooperative Gallery members are required to staff in the Gallery during the hours the Gallery is open for business. The number of hours staffing per month for each member will be defined by the number of current members. Staffing hours for each shift will be determined according to membership enrollment.
* Members who find it impossible to staff may enlist another member to volunteer to cover their staffing responsibilities or they may hire another member to staff for them.
* Any member who cannot staff due to illness, etc. will be responsible for contacting another member to replace them for that temporary occasion.
* The Office Manager will coordinate monthly staffing assignments. Members should contact the Office Manager to sign up for staffing dates and times or voluntarily sign in the staffing calendar.
* Each staffing member must enter Name, date and times of the monthly staffing in a journal/calendar provided by the Gallery and located at the Sales Desk.
* Each Gallery member is expected to actively participate in and support Gallery activities, functions and community outreach.
* All members should become familiar with Staffing and Sales Procedures. Each member will receive a copy of Rules and Regulations. There will be copy of the Rules and Regulations available at the Gallery Sales Desk.
* Gallery rental fees are due and payable during the beginning month of the Gallery’s fiscal year. Members having difficulty with the once a year payment should contact the Gallery Board Chairman to discuss an alternative. A bi-annual payment is an option. Both payment plans require a one-year commitment from the member.
* Annual membership dues are due and payable on or before Oct. 1 each year and are in arrears if not paid by Oct. 31. On Nov. 1, if annual dues have not been paid, membership privileges will be suspended and membership will terminated on Nov. 30.
* All Gallery rules and regulations dues and fees shall be reviewed and set by the current Board of Directors for the Gallery’s first year. After the first year, any changes or additions to the Gallery Rules, Regulations Dues and Fees shall be reported to the membership for discussion and vote.
* All Gallery members are responsible for knowing about and paying proper fees and dues. Any monies due the Gallery that are delinquent are payable in full. Artwork removed for nonpayment of Gallery fees and dues and left unclaimed for 90 days, become the property of the Gallery.
* Annual renewal notices will be sent to artists members at the end of the fiscal year along with a due date for the fees and dues.
* Termination of Membership
* Members who wish to terminate their membership in good standing from the Gallery must give a 30 day written notice of termination to the Chairman and/or Gallery Director.
* Quarterly Receptions
* The Gallery shall host one reception quarterly during the calendar year. The Gallery will coordinate the receptions during the seasons of Fall, Winter, Spring and Summer. The membership may be called upon to furnish light refreshments for the reception.
* Additional receptions and/or special Gallery open hours may be planned to promote the gallery during special community activities.
* The Gallery will market each reception through the web-site, Facebook, e-mail, public service announcements and advertisements.

-------------------------------------------------------------------------------------------------------------------------------

Please detach and return the signed form below to the Gallery.

Acknowledgment of Understanding

I understand that all artwork displayed at the Gallery on 10th and/or its functions away from the gallery (Market Days, paint outs, etc.) is done at the artist’s risk. The Joseph House Art Gallery Cooperative, DBA Gallery on 10th shall not incur any liability for any loss to the artist by fire, water or for any other reason.

I have read and understand the General Information and Rules and Regulations for displaying members of the Gallery on 10th and agree to abide by said document.

Member signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_