

# Port Townsend Gallery

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## Statutory Member Application

Dear Prospective Statutory Member:

Thank you for your interest in becoming a member in our gallery. We occasionally have space available to accept new members who will make a positive contribution to the gallery. We welcome local artists (those who do not have to travel by ferry or over the Hood Canal Bridge to reach us) who are successfully juried in.

**\* The Port Townsend Gallery and its members will strictly follow any governmental mandates concerning COVID-19 protocols and vaccine requirements now and in the future.**

### Statutory Members in the gallery are asked to agree to the following:

1. Be active in producing quality original artwork created solely by the member, and capable of contributing new work to the gallery on a regular basis.
2. Rotate and update individual artwork displays every month before Port Townsend Gallery Walk.
3. Be willing to work two to three shifts at the gallery approximately 8-15 hours per month, plus also actively help run the gallery by serving on committees and one or more special area of responsibility. Freely participate in special functions, such as serving as a joint host for Gallery Walk receptions.
4. Attend monthly gallery meetings, generally the Monday before Gallery Walk at close of business.
5. Be able to independently handle monetary transactions and credit card sales. Keep an inventory of artwork for sale in the gallery.
6. Pay \$70 per month dues. Pay an initial \$200 one-time membership fee, \$50 of which is a nonrefundable set up fee. Commission is 23% on all sales of your art sold at the gallery. Pay 10% on sales to clients made through contacts at the gallery. (due upon full acceptance to gallery)
7. Understand that the gallery does not carry damage, loss, or injury insurance for artists or their work.

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## STATUTORY MEMBER

### Steps for applying for membership are:

1. Contact me for more information, an emailed application, and to make an appointment to be juried. **Kay Harper: ckayharper@gmail.com**
2. Complete a membership application and ensure that I have it before you are juried in.
3. We will then contact you to set up a time for you to bring in 3-4 FINISHED and ready to hang pieces of your work to a small group of members. At this you are welcome to ask any questions and answer any questions members may have about your work.
4. The final jury process by the current statutory gallery membership takes place once a month at a gallery meeting. We will ask you to bring in 5-7 pieces large representative pieces, or 10-15 small representative pieces of your artwork with pricing information to the gallery before our meeting.
5. You will be notified of the jury outcome following the evening meeting.

All new statutory members are accepted on a ninety (90) day provisional period. If you or the gallery has serious doubts as to the value of your participation, final membership will not be approved and \$150 of your membership fee will be refunded.

Thank You for your interest!

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## STATUTORY MEMBER APPLICATION

Name:	
Address:	
Phone:	E-Mail:
Washington State Tax ID No.	
Media:	
Recent participation in other galleries, art cooperatives, or shows:	
Explain the process for your artwork:	
Why do you want to join our art gallery community?	
Have you had retail sales experience before?	
What skills, interests and abilities would you bring to our membership group (art and non-art related)?	

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*Please attach additional pages if more space is needed*

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## STATUTORY MEMBER APPLICATION

I have reviewed the membership obligations (see attached) and will be willing and capable to fulfill my share of the financial and time commitments and gallery responsibilities. I understand that all new members are probationary for ninety (90) days, during which time either party may terminate the contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Port Townsend Gallery is committed to encouraging artists to join our cooperative without regard to their race, gender, color, religion, sexual orientation, national origin, age or physical disability. 2015*

### Check List

- Application: Completely filled out.
- Completed: W9 IRS Form 'Request for Taxpayer Identification Number and Certification'
- Check: \$270 onetime membership fee, (this includes \$50 nonrefundable set up fee AND your first month of "rent"). In the event that you do not get juried in, your check will be returned. The non-refundable set up fee pertains to members/juried in artists. **(Due upon full acceptance to gallery)**
- Voided Check: To facilitate direct deposit.

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## STATUTORY MEMBER AGREEMENT

Statutory membership at the Port Townsend Gallery (the “Gallery”) provides voting rights pursuant to the Gallery’s Bylaws and the opportunity to exhibit original artwork created by the member inside and outside the Gallery buildings. All new memberships are considered provisional for the first 90-day period. New statutory members (“Statutory Members”) will pay a one-time \$200 initiation fee payable within the first thirty (30) days of the provisional period, \$50 is a nonrefundable set up fee. \$150 will be refunded only if the member is removed or decides to cancel the membership during the 90-day provisional period.

1. Statutory Members will pay a fee of \$70 per month due on the first day of the month. Failure to pay in a timely fashion is grounds for removal from membership by the Board of Directors. Moreover, failure to sign this Statutory Member Agreement (this “Agreement”) or abide by its terms can result in revocation of membership and expulsion from the Gallery by the Board of Directors.
2. The Gallery Bookkeeper shall pay members for the sale of their artwork, less commissions and charges, during the first half of the month following previous month’s sales.
3. Statutory Members shall owe the Gallery a commission of twenty percent (23%) of the gross proceeds from the sale of their artwork displayed at the Gallery (deducted from monthly checks), or ten percent (10%) of the gross proceeds from the sales of artwork commissioned by clients contacted through the Gallery (paid directly to the Gallery within thirty (30) days of receipt of gross proceeds).
4. Statutory Members must be able and willing to volunteer approximately twenty (20) hours per month to independently staff the Gallery and support the operations of the Gallery as assigned.
5. Statutory Members are encouraged to attend Gallery Walk receptions on the first Saturday of each month and will be assigned to help staff Gallery Walk events as needed. Statutory Members will be required to co-host at least one (1) Gallery Walk reception per year.
6. Statutory Members are required to attend monthly Gallery meetings generally scheduled the Monday before each monthly Gallery Walk reception, unless otherwise indicated.
7. Statutory Members must reside locally and not be dependent on travel by ferry or over the Hood Canal Bridge to reach the Gallery for staffing shifts, attending meetings, or other responsibilities.
8. Statutory Members are responsible to find replacements for absences or if the member is unable to complete assigned responsibilities. Emergency replacements may be arranged in case of accident or other significant family emergency.
9. Artwork displayed at the Gallery will be updated every thirty (30) days before the Gallery Walk reception. New work will be given preference for display. By signing this Agreement, each Statutory Member consents to have the Appearance and Display Committee make the final determination as to the location of displays, numbers of pieces displayed, and the arrangement of artwork.
10. Artists and applicants are responsible to insure their artwork. Although the Gallery has business insurance, it does not insure the contents of or outdoor areas of the Gallery nor does it have insurance for damage, loss or injury to members.

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## STATUTORY MEMBER AGREEMENT

11. Each Statutory Member can only display his or her own original artwork at the Gallery. When displaying artwork, the Statutory Member is required to legibly state the sale price (which is considered to be the minimum sales price and maximum value of the artwork), and his/her identifier letters onto each piece of artwork unless impractical (when a legible sign with the same information will be placed adjacent to the artwork). Failure to do so could mean the loss of a sale. Each Statutory Member must also enter each piece of artwork into the Gallery's inventory records on supplied forms. All information required to be provided under this section is incorporated into this Agreement by reference.
12. The Appearance and Display Committee has the authority and responsibility to ask members to remove artwork that does not conform to Gallery standards.
13. Statutory Members are required to maintain current contact and biographic information. The Gallery will use this contact information for all contacts and notices to the member.
14. All members will treat one another, customers, and others involved in the enterprise with respect and courtesy at all times.
15. Resignation will require a signed statement of resignation and thirty (30) days' notice to the Gallery Manager and Board President in order to fill the vacancy.
16. This Agreement supersedes and replaces any prior Statutory Member Agreement between the parties.
17. BY SIGNING BELOW, THE SIGNATORY AGREES TO FULLEST EXTENT ALLOWED UNDER THE LAW TO RELEASE AND HOLD HARMLESS THE GALLERY AND ITS MEMBERS (OF ALL CLASSES), DIRECTORS, OFFICERS, EMPLOYEES, VOLUNTEERS, AND AGENTS FOR ANY LIABILITY, DAMAGE, LOSS OR CLAIM OF ANY KIND, KNOWN OR UNKNOWN, THAT OCCURS IN CONNECTION WITH, OR ARISES OUT OF, THE USE OF THE GALLERY.
18. If any part or aspect of this Agreement is held to be unenforceable as written, the balance of this agreement shall be enforced to the maximum extent allowed by applicable law.

Agreed: \_\_\_\_\_  
(Signature) (Date)

Print name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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