



Membership Application

Before applying, please read the Sample Contract and Sample Member Policy Agreement below. If accepted as a member of CoArt Gallery, you will be signing similar contracts and agreements.

Read this form carefully. Fill out and return the completed application to:

CoArt Gallery
22 W. Beverley St.
Staunton, VA 24401

Enclose your Application Fee of **\$20**, check or money order, made out to CoArt Gallery.

Bring to CoArt Gallery:

6 framed (or finished canvas) examples of your most recent artwork. Please submit original art rather than photographs or reproductions.

The Standards Committee will review your work. If accepted, you will be notified immediately. If a gallery space is not available at the time of acceptance, you will be placed on a waiting list. When a space becomes available, you will be contacted.

If you then choose to join CoArt, you will sign a contract (sample contract on next page). You will be required to pay:

\$75 initiation fee
\$30 first month's rent
\$105 TOTAL

Please print all clearly.

Artist's Name: _____

Address: _____

Phone: cell: _____ home: _____

Email: _____

Today's Date: _____

What type – media and/or subjects – of art are you submitting for this application?

What schools did you attend after high school?

What is your experience regarding exhibiting your work?



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Social Media sites (Art business related only)

Art Website: _____ Art Facebook: _____

Art Instagram: _____ Other Art Social Media _____

Please, feel free to continue your answers on another page. Additionally, you may submit a résumé.
For any questions concerning this application, contact the Gallery at 540-886-0737 during open hours. These hours vary seasonally, so please check our website at www.CoArtGallery.com.

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SAMPLE MEMBER CONTRACT

This Contract between the CoArt Gallery Inc. and the undersigned artist witnesses that:

The Artist Member: _____ **agrees:**

1. To be bound by the gallery's Articles of Incorporation, Bylaws, policies and regulations as now or hereafter adopted.
2. Appoints the CoArt Gallery as agent to display and/or sell all approved products delivered to the gallery free of lien.
3. Will meet the requirements of membership as defined in the Membership Policy, which is attached to this Contract. Membership requirements may be altered from time to time by vote of the Board of Directors.
4. Releases CoArt from payment for any stolen, lost or damaged goods.
5. Releases CoArt from any liability incurred by members and/or their representatives in the gallery.
6. Will notify the board of directors, in writing, 30 days prior to resignation from the gallery.
7. Will observe the policy of non-smoking, drinking of alcoholic beverages or illegal substances while in the gallery. Note: exceptions can be made for approved situations, such as having wine at opening receptions.
8. All membership contracts will automatically be renewed for 12 months, unless notice is received in the manner stated above.

CoArt Gallery agrees:

9. To act as agent for the marketing of products as provided by the artist.
10. Will represent the artist member's products in a manner deemed most advantageous for its members.
11. Will provide each member with a gallery wall space of 5 x 8 feet. The location of this space will change each quarter at the gallery's rotation of work. Three-dimensional art will have pedestals



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as appropriate for the work. The Standards Committee has issued specifications for hanging/installing artwork and retains the right to address with the artist any issues or concerns with the presentation of their work.

Continued:

12. Will account to the artist member for all amounts received from the sale of products, minus the agreed upon commission.

13. Will admit new artist members at the discretion of the Board of Directors to fill vacancies.

14. Will provide the artist members with display bins for small works, which can include reproductions

if clearly marked as such. Bins may be shared between two artists as necessary.

15. Each member has one vote in items brought forward for a vote, including the annual election of the Board of Directors.

16. We recognize that an artist is motivated by a variety of responses to his/her world and innermost feelings. CoArt respects the First Amendment right to express and display those feelings in a responsible manner consistent with a family-oriented gallery setting.

This contract will remain in effect for the period of 12 months from the date below. It will automatically renew unless changes are made, or a resignation is submitted.

Date: _____

Artist's Signature: _____

Artist's Name (print) _____

Address: _____

Email Address: _____

Phone: _____

Contract updated 8-7-23

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SAMPLE MEMBER POLICY AGREEMENT

To be signed in conjunction with the Member Contract

The following policy/procedures apply to all CoArt Members:

- All new members must be fully vetted by the Member Applications & Standards Committee.
- A Member Contract is signed at the time application is accepted and a one-year commitment is required. If the artist leaves before the first year is up, other than for serious medical issues or relocation, a \$30/month fee for the rest of the year is due.
- All new members must participate in orientation and training sessions. A member is considered "in training" and must docent with a seasoned member for two 4-hour shifts or one 8-hour shift per month for a minimum of three months before gallery sitting on their own. Training should begin as soon as members have their artwork installed in the gallery.
- All members are provided with a bin space for smaller works. In some cases, the bin will be shared with another artist.
- All members have an opportunity to be the "Featured Artist" of the month on a rotating basis.

Gallery Fees:

- A monthly fee of \$30 for one designated 5 x 8 ft wall space, or space for 3-dimensional work is to be paid to the gallery on a timely basis. An outstanding fee of 3 months or more will result in relinquishing a hanging space for the upcoming rotation.
- A 20% commission to the gallery is withheld for all works sold - unless specified otherwise for special events, sales, etc.

Docent Requirements:

Docent Shifts:

- All members are required to docent (gallery sit) for two 4-hour shifts, or one 8-hour shift per month. (Note: an evening shift of 6pm-8pm will count as a required shift). If a member needs to cancel a shift or cannot fulfill the two shifts in any given month, a \$25 fee per shift must be paid to the gallery. If another docent is required to work a third shift to cover this opening, they will receive \$30 from the gallery.

Exceptions to this requirement are limited, and include only the following reasons:

- 1) Illness of member or immediate family.
- 2) Death of immediate family member
- 3) Extended travel plans

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Under these circumstances, the \$25 per shift fee must still be paid. If a member is in noncompliance with the above, a conversation with the member will take place. If necessary, a meeting of the executive board will be held to discuss the next steps.

- Members are responsible for using the gallery's online calendar, SignUpGenius, to schedule their shifts each month. If late-notice canceling of a shift is necessary, the member must make every effort to find a replacement. If unsuccessful, the calendar administrator must be notified as soon as possible.
- If all shifts are filled for the month the member is responsible for contacting the calendar administrator to request extra slots be added so they can serve their two shifts.

Committee Participation:

- All members must serve on at least one committee on an on-going basis. New members serve on the Installation Committee for their first year. After that, another committee should be selected, keeping in mind any relevant skills or experience that would bring helpful expertise. Even during their first year, members may be requested to help with projects, special events, etc. A list of committees will be distributed annually, and members will have the opportunity to continue to serve on their current committee or select a new one.

Quarterly Meetings:

- All members are required to attend the Members Quarterly Meetings, held in the gallery, usually in conjunction with the rotation. It is important to participate in discussions regarding the business of the gallery and to vote on the Executive Board (Officers) at the November Annual Meeting. One excused absence per year is permitted. If more than one absence occurs in a calendar year, a discussion will take place between the member and the executive board.

This Policy is in effect as of 5/7/23 and will automatically renew on January 1st of each year. If, at any point, changes are made upon approval of the Board of Directors, a new Policy will be distributed.

Artist Signature: _____

Artist Name (Print): _____

Date Signed _____