

artspace

Handbook

Policy Manual
Revised March 2, 2023

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MISSION STATEMENT

Artspace is a nonprofit gallery for the visual and performing arts, promoting the understanding and awareness of contemporary art.

GALLERY HISTORY

Artspace began in 1988 as an association of artists interested in exhibiting their own work and providing a space for other artists to reach a wider audience in the greater Richmond, VA, area.

Since then, Artspace has maintained a gallery committed to showing the highest quality visual art in a variety of innovative styles and media. The gallery has also been the forum for original work in poetry, prose, drama, dance and music. The monthly exhibitions and performance art series have placed Artspace on the cutting edge of the artistic scene in Richmond.

First located in Shockoe Bottom, Artspace moved a number of times in the first few years. Originally “Artspace 1306,” reflecting the original address, the gallery was officially renamed “Artspace” in 1993 after moving to Broad Street. In 2003, the search was on for a larger location. Plant Zero, an art center being developed in the Manchester District, became the gallery’s home for the next 16 years. As of 2021, Artspace’s new location is in the Stratford Hills Shopping Center on Forest Hill Avenue.

Bylaws

ARTICLE I: BOARD OF GOVERNORS

Section One: General Powers

1.1.1 Artspace (hereinafter, the Association) shall have a Board of Governors (hereinafter, the Governing Board). All corporate powers, as well as the business and other affairs of the Association, shall be exercised by or under the authority and direction of its Board, subject to any limitation set forth in the Articles of Incorporation. Specifically, the Governing Board shall, among other things, review and approve the annual budget; assess and evaluate long range plans set by the membership; review and approve policy decisions of the membership; create, review and revise, as needed, the Association's standing committees, and establish ad hoc committees, as needed.

1.1.2 The powers and duties of the Governing Board will be those generally deemed proper in such a charitable organization and those within the applicable statutes of the Commonwealth of Virginia, the Bylaws and Articles of Incorporation of the Association, and the statutes and regulations applicable to corporations which are exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code.

1.1.3 The Governing Board may hire an Executive Director (hereinafter, Director) of the Association and approve the hiring of any other staff members. The Governing Board will be responsible for the overall fiscal and administrative policies of the Association and for effective oversight to ensure that the objectives of the Association are properly pursued.

Section Two: Composition

1.2.1 The Governing Board shall consist of no more than eighteen (18) voting members and two (2) non-voting members (ex officio) at any given time. The eighteen (18) voting members shall be as follows: The Executive Committee, two (2) at-large artist members of the Association elected by the artist membership, and community members recommended by the standing committee assigned to such duty under the Association's policies and procedures (hereinafter, the Policy Manual) and approved by the Executive Committee and the Governing Board. The two (2) non-voting (ex officio) members shall be the immediate past president and the Director, if any.

Section Three: Terms, Removal and Vacancies

1.3.1 Governing Board members shall serve for a term of two years, with the exception of the Executive Committee, whose terms are described herein. The terms shall be staggered so that in any given year the terms of only half of the Governing Board's members will expire. Except for the Executive Committee, whose term limits are described herein, there shall be no limit on successive terms.

1.3.2 An at-large artist member's position on the Governing Board will terminate if he or she ceases to be a member of the Association.

1.3.3 All vacancies on the Governing Board occurring for reasons other than the expiration of the Governing Board member's term will be filled in the same manner as in the case of the expiration of the term, except for vacancies of members on the Executive Committee which shall be filled as specified herein.

1.3.4 A Governing Board member may be removed from the Board with or without cause by a vote of at least two-thirds of the Association's artist membership present at a meeting attended by quorum of the artist membership. In addition, the removal shall be effective only if every artist member is provided with ten (10) days written notice of said meeting including the intent to remove a Governing Board member.

1.3.5 Any Governing Board member proposed to be removed shall be entitled to at least ten (10) days' notice in writing of the meeting at which such removal is to be voted upon and shall be entitled to appear

before and be heard at such meeting, at which time he or she may present such witnesses and make such defense as he or she deems advisable.

Section Four: Compensation

1.4.1 No Governing Board member shall be entitled to or shall receive any compensation from the Association for serving on the Governing Board or for other services rendered to the Association, including membership on an ad hoc or standing committee.

1.4.2 The Association may reimburse any Governing Board member for out-of-pocket expenses necessarily incurred by that member in the performance of his or her duties, provided those expenses have been authorized by the Governing Board or the Executive Committee and are consistent with the Association's policies.

Section Five: Meetings

1.5.1 The Governing Board shall meet no less than four times a year, the dates to be established for the coming year at the annual meeting. The annual meeting of the Governing Board shall be held as soon as practical after the annual meeting of the membership, for the purpose of reviewing the activities of the Association during the preceding year, planning for the upcoming year, setting the schedule for the remaining meetings and transacting such other business as may come before the Governing Board at that meeting.

1.5.2 A special meeting of the Governing Board may be called, by written notice, by the President or, upon request in writing, of any five members of the Governing Board.

1.5.3 Notice of the time and place of any special meeting shall be mailed at least ten (10) days prior to the date of the meeting.

1.5.4 All meetings of the Governing Board shall be open to all members of the Association but said members may not participate in the business thereof unless invited. The Governing Board shall have the power to close the meeting, or a portion of the meeting, to discuss personnel matters, matters pertaining to the expulsion of a member of the Association or any matters relating to pending or anticipated litigation.

Section Six: Quorum

1.6.1 A majority of the Governing Board shall constitute a quorum for the transaction of Governing Board business. If a quorum is present when a vote is taken, the affirmative vote of a majority of that quorum shall constitute official action taken by the Governing Board.

1.6.2 Any Board member may participate by phone or electronic communication in a meeting and is deemed to be present for the purpose of voting. A Governing Board member may communicate an opinion or vote by written notice and said opinion shall be entered into the minutes and that member shall be deemed present for the purpose of voting.

Section Seven: Action Without Meeting

1.7.1 Action may be taken by the Governing Board without a meeting if the action is taken by all members of the Governing Board and is evidenced by written consents signed by each Governing Board Member stating the action taken and when it is to be effective.

Section Eight: Contracts

1.8.1 The Governing Board may enter into contracts on behalf of the Association, or, except as otherwise provided in these By Laws, may authorize any officer, agent or employee to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association. Such delegated authority may be general or confined to a specific instance; and unless so authorized by the Governing Board, no officer, agent or employee shall have any power or authority to bind the Association by any

contract or engagement, or to pledge its credit or to render it liable monetarily for any purpose or to any amount.

ARTICLE II: OFFICERS

Section One: Number and Elections

2.1.1 The officers of the Association shall be as follows: President, President-Elect, Vice President for Membership, Treasurer and Secretary. At the option of the Executive Committee, and with the Consent of the Director, the duties and responsibilities of the Secretary may be performed by the Director, an employee of Artspace, in lieu of its being an elected position. During the period of time that the Director performs such duties and responsibilities, the office of Secretary shall remain vacant.

2.1.2 The officers of the Executive Committee shall also serve as officers of the Governing Board. Performing the duties and responsibilities of Secretary shall alter the Director's status as ex officio member of the Governing Board.

2.1.3 Artist members or community members may serve as officers. Nominees shall be selected from the membership of the Association and/or the Governing Board. However, if a community member is elected President, the President-Elect must be an artist member.

2.1.4 The officers shall be elected by a majority of the artist members at a meeting attended by a quorum of the membership.

2.1.5 Nomination and election procedures shall be proposed by the Executive Committee, approved by the artist membership and the Governing Board and incorporated into the Policy Manual.

Section Two: Terms and Vacancies

2.2.1 All officers shall serve for a term of two (2) years. No officer shall serve more than two consecutive terms, with the exception of the Treasurer, who shall have no term limits.

2.2.2 No community member who serves in the office of President, and who holds that office for two consecutive terms, shall be succeeded as President by another community member.

2.2.3 If a vacancy occurs during an officer's term as a result of the officer, for whatever reason, being unable to continue to serve, the vacancy shall be filled by the Governing Board. The person so appointed shall hold the office until the expiration of the original term. The term held by such appointed officer shall not be included in determination of tenure in office, should that officer be nominated and elected to that office at the next regular election.

Section Three: Removal of Officers

2.3.1 Any officer may be removed from office by the affirmative vote of two-thirds of the Governing Board, present in person at any regular or special meeting called for that purpose attended by a quorum of the Governing Board, whenever in the Governing Board's judgment the best interests of the corporation would be served thereby. In addition, the removal shall be effective only if every voting member of the Governing Board is provided with ten (10) days written notice of said meeting including the intent to remove an Association Officer.

2.3.2 An officer may also be removed from office by an affirmative vote of at least two-thirds of the Association's artist membership present at a meeting attended by quorum of the membership. In addition, the removal shall be effective only if every voting member of the Association is provided with ten (10) days written notice of said meeting including the intent to remove an Association officer.

2.3.3 Any officer proposed to be removed shall be entitled to at least ten (10) days' notice in writing of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such meeting, at which time he or she may present such witnesses and make such defense as he or she

deems advisable.

2.3.4 An officer's tenure will automatically terminate if he or she is no longer a member of the Association or the Governing Board.

Section Four: President

2.4.1 The President shall be the chief executive officer of the Association and serve as President of the Governing Board. The President shall exercise general supervision of the affairs of the Association. He or she shall call special meetings, prepare reports for the Governing Board, and shall perform such other duties as are incident to his or her office and are properly required of him or her by the Governing Board, Executive Committee or the membership.

Section Five: President-Elect

2.5.1 The President-Elect shall exercise the authority of the President in the event of the President's absence, death or inability or refusal to act, and shall perform such other duties as are incident to his or her office and are properly required of him or her by the Governing Board, Executive Committee or the membership.

Section Six: Vice-President for Membership

2.6.1 The Vice President for Membership shall be responsible for handling the artist application process, for serving as a liaison between new artist or community members and the membership, and for performing such other duties as are incident to his or her office and are properly required of him or her by the Governing Board, Executive Committee or the membership.

Section Seven: Secretary

2.7.1 The Secretary shall keep minutes of Executive Committee meetings, monthly membership meetings and meetings of the Governing Board. He or she shall issue notices for such meetings, update the Policies and Procedures Manual, as required, have custody of the books, seals and records of the corporation, unless otherwise provided, and shall perform such other duties as are incident to his or her office and as are properly required of him or her by the Governing Board, the Executive Committee or the membership.

2.7.2 In the event that the Director or Administrator performs these duties and responsibilities, the Secretary shall not serve as an officer.

Section Eight: Treasurer

2.8.1 The Treasurer shall have the custody of all funds, property and securities of the Association, subject to the Policy Manual and such other regulations as may be imposed by the Governing Board or the Executive Committee.

2.8.2 If the Governing Board requires, he or she may be required to give bond for the faithful performance of his or her duties, in such sum and with such surety as the Governing Board may require.

2.8.3 When necessary or proper, the Treasurer may endorse on behalf of the Association, checks, notes and other obligations and shall deposit the same to the credit of the Association at such bank or banks or depository as the Governing Board may designate. The Treasurer shall sign all receipts and vouchers together with such other officer or officers, if any, as designated by the Governing Board or the Executive Committee. The Treasurer shall sign all checks of the Association and promissory notes issued by the Association, except where signing and execution thereof shall be expressly designated by the Governing Board or the Executive Committee to some other officer or agent of the Association.

2.8.4 The Treasurer shall make such payments as shall be necessary or proper to be made on behalf of the Association. He or she shall enter regularly into the books of the Association to be kept by him or her

for that purpose, full and accurate account of all monies and obligations received and paid on account of the Association, and shall, upon request, exhibit such books at all reasonable times to any Governing Board or Association member at the offices of the Association or such other location as may be agreed upon.

2.8.5 The Treasurer shall, in general, perform all the duties incident to the office of the Treasurer, subject to the control of the Governing Board, the Executive Committee, and the membership.

ARTICLE III: MEMBERSHIP

Section One: Composition

3.1.1 The composition of the membership may consist of artist and non-artist members.

3.1.2 Artist members may include visual artists as well as performing artists.

3.1.3 Non-artist members shall be referred to herein as "community members."

Section Two: Artist Members

3.2.1 All artist members in good standing shall be voting members.

3.2.2 Procedures for the acceptance of new artist members shall be established by majority vote of the artist membership and incorporated into the Association's Policy Manual.

Section Three: Community Members

3.3.1 Volunteers from the community may be accepted as members of the Association, upon recommendation by the appropriate standing committee and ratification of such recommendation by the Executive Committee.

3.3.2 Volunteers from the community may be accepted as members of the Governing Board, upon recommendation by the appropriate standing committee and ratification of such recommendation by a majority of the Executive Committee and the Governing Board.

3.3.3 Except for community members who may serve as officers of the Association or members of the Governing Board, community members shall not be voting members of the Association.

Section Four: Number of Members

3.4.1 Subject to the provisions of the Articles of Incorporation, the number of artist members and community members shall be fixed from time to time by majority vote of the artist membership.

Section Five: Responsibilities and Privileges

3.5.1 All members shall have the obligation of serving on a standing committee.

3.5.2 All artist members shall have the privilege of exhibiting in shows which specifically showcase the work of all visual artists who are artist members of the Association.

3.5.3 All performance artist members shall have the opportunity to perform annually at the gallery.

3.5.4 Additional membership responsibilities, including but not limited to dues and sitting responsibilities, and additional membership privileges, shall be established by majority vote of the artist membership and incorporated into the Policy Manual.

3.5.5 The artist membership shall have the authority to create different categories of membership with different responsibilities and privileges.

Section Six: Removal

3.6.1 A member may be removed by two-thirds vote of the membership present at a meeting attended by quorum of the membership. In addition, the removal shall be effective only if every artist member is provided no less than ten (10) days written notice of said meeting including the intent to remove a member.

3.6.2 Any member proposed to be removed shall be entitled to no less than ten (10) days' notice in writing of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such meeting at which time he or she may present such witnesses and make such defense as he or she deems advisable.

3.6.3 Reasons for removal may include failure to perform his or her responsibilities, misuse of the Association's facility, other actions that are deemed unacceptable by the membership or such other reasons as may be set forth in the Policy Manual.

Section Seven: Resignation

3.7.1 Any member may resign from the Association at any time after giving written notice to the Executive Committee.

3.7.2 Upon resignation or other circumstance of membership termination, the member shall pay any indebtedness and relinquish all rights associated with membership.

Section Eight: Restrictions on Transfer

3.8.1 Membership in the Association is not transferable to another person.

ARTICLE IV: COMMITTEES

Section One: Standing Committees

4.1.1 Standing committees shall be established by the Governing Board to carry out the business of the Association, namely, to administer the Association, to present exhibitions of emerging and established visual artists, to present innovative performances, to raise funds, to maintain the facility, to recruit members, to publicize the Association's activities, and to develop various educational and outreach activities, among other things.

4.1.2 Membership on the Standing Committees may consist of artist members and community members.

4.1.3 Committee chairs shall initially be appointed by the President and thereafter as set forth in the Policy Manual.

4.1.4 The Exhibition Committee will consist of between 5 and 7 artist members in good standing elected by a majority vote of the Association's artist membership present at a meeting attended by quorum of the artist membership. In addition, the election shall be effective only if every artist member is provided with ten (10) days written notice of said meeting including the vote for new Exhibition Committee members. With the exception of the President-Elect when he/she is an artist member (see document: **Responsibilities of Executive Committee Officers** located on page 23 of the 2017 Handbook), Exhibition Committee members may serve only one term in a row, lasting 3 years each term. A minimum of one year must pass before another term is allowed for any Exhibition Committee Member.

4.1.5 The Chair of the Exhibition Committee will be selected by the members of the Exhibition Committee. His/her tenure is determined by his/her time on the Exhibition Committee. There shall be no limits as to the tenure of any other Committee Chair, with the exception of the Executive Committee President, whose tenure is established herein.

Section Two: Executive Committee

4.2.1 The Executive Committee shall be a permanent Standing Committee.

4.2.2 The Executive Committee shall consist of the Association's officers and the chairs of three Standing Committees, which committees are to be designated by the Governing Board. The immediate past president and the Director, if any, shall serve as ex officio members of the Committee.

4.2.3 The Executive Committee shall be responsible for overseeing the day-to-day administration and operation of the Association, including Association finances.

4.2.4 The Executive Committee shall have the power to approve recommendations for proposed volunteers from the community to become members and/or to serve on the Governing Board.

4.2.5 The Executive Committee shall maintain the Policy Manual, which shall set forth the procedures as to elections, membership, exhibitions, performances and other matters of importance to the Association. The Policy Manual and its contents shall be available to the Governing Board and the membership at all times.

Section Three: Ad Hoc Committees

4.3.1 The Executive Committee shall have the authority to establish ad hoc committees, as needed, to carry out the business of the Association.

ARTICLE V: MEMBERSHIP MEETINGS**Section One: Place and Time**

5.1.1 Meetings of the membership shall be held regularly at such place and at such time as may be established by the President and approved by the Governing Board and the membership.

5.1.2 Members shall be provided notice of the place and time of such regular meetings.

Section Two: Annual Meeting

5.2.1 The annual meeting of the membership shall be determined by the Governing Board, but in the absence of such determination, it shall be the last or second last regularly scheduled meeting before the beginning of the new fiscal year.

Section Three: Special Meetings

5.3.1 A special meeting of the Governing Board may be called by the President or, upon request in writing, by any five members of the Governing Board.

5.3.2 Written notice of the time and place of any special meeting shall be mailed to the membership not less than ten (10), nor more than sixty (60) days prior to the date of the meeting.

5.3.3 Only business clearly stated in the notice may be conducted at the special meeting.

Section Four: Quorum

5.4.1 Unless otherwise provided herein, a majority of the artist members represented in person shall constitute a quorum.

5.4.2 Any member may participate by phone or electronic communication in a meeting and is deemed to be present for the purpose of voting. A member may communicate an opinion or vote by written notice and said opinion shall be entered into the minutes and that member shall be deemed present for the purpose

of voting.

Once an artist member is present for any purpose at a meeting, he or she is deemed present for quorum purposes for the remainder of the meeting, whether or not he or she remains for the entirety of the meeting.

5.4.3 Unless otherwise provided herein, a majority vote of the artist members present at a meeting at which a quorum is present shall be necessary for the adoption of matters relating to the membership.

5.4.4 In matters related to the amendment of the Articles of Incorporation or the amendment of these by laws, the merger, disposition or encumbrance of all or substantially all of the assets of the Association (other than in the usual course of business), the dissolution of the Association, a quorum shall consist of two thirds of the artist members present (as defined in section 5.4.2) at the meeting. On those matters, an affirmative vote of two-thirds shall be necessary for the adoption of the specific matter at issue.

Section Five: Action Without a Meeting

5.5.1 Action required or permitted to be taken at a membership meeting may be taken without a meeting and without action by the Governing Board if the action is taken by all of the artist members. The action shall be evidenced by written consents describing the action taken, signed by each member entitled to vote on the action, and delivered to the Secretary or President for inclusion in the minutes or filing with the Association's corporate records.

5.5.2 Any action taken by such unanimous written consent shall be effective when all the consents are in the possession of the Association, unless the consent specifies a different effective date and states the date of execution by each artist member, in which case the action shall be effective according to the terms of the consent. A member may withdraw his consent only by delivering a written notice of withdrawal to the Secretary or President prior to the time that all consents are in his or her possession.

5.5.3 The record date for determining the members entitled to take action without a meeting is the date the first member signs the consent described above.

ARTICLE VI: GENERAL PROVISIONS

Section One: Corporate Seal

6.1.1 The seal of the corporation shall contain the word "Artspace."

Section Two: Fiscal Year

6.2.1 The fiscal year of the Association shall be determined by the Governing Board, but in the absence of such determination, it shall be the year beginning July 1 and ending June 30.

Section Three: Amendments to the by laws

6.3.1 The artist membership may, at any properly constituted regular or special meeting of the membership, amend these by laws by a vote of two-thirds of the artist members, provided that the proposed amendment has been set forth in the notice of the said meeting.

6.3.2 The quorum of any such meeting shall be as set forth in Section 5.4.4 herein.

Artist Membership Policy

APPLICATIONS:

- Artists may apply for membership at any time.
- Members finalize votes on applications on a monthly basis. Members may invite artists to submit applications. Artists who are invited to submit applications are still subject to the vote of the membership for acceptance.
- Applicants may request on their application special consideration for reduced membership fees. The Executive Committee, by majority vote, may approve special financial arrangements for members or proposed members, based on circumstances and need. These arrangements may be kept confidential and are not subject to approval by the membership.
- All new members must sign a Membership Agreement. New members commit to membership for no less than one year.
- Artists who are not successful in their application are encouraged to reapply after a year.

RESIGNATION:

- Any member may resign from the Association at any time after giving written notice to the Executive Committee. (Bylaws Section 3.7.1)
- The privilege of re-activating membership extends for 24 months from the date the member resigned. Resigned members shall be treated as non-members in all other respects.

GOING ON LEAVE:

- Active Artist Members who wish to support Artspace's mission but cannot be involved in the operations of the Gallery may change their status to "On-Leave."
- On-Leave status will last a minimum of one year.
- These members may return to participating membership without reapplying. They also support the Gallery through financial assistance and by being community spokespersons.

REMOVAL:

- A member may be removed by two-thirds vote of the membership present at a meeting attended by quorum of the membership. In addition, the removal shall be effective only if every artist member is provided no less than ten (10) days written notice of said meeting including the intent to remove a member. (Bylaws Section 3.6.1)
- Any member proposed to be removed shall be entitled to no less than ten (10) days' notice in writing of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such meeting at which time he or she may present such witnesses and make such defense as he or she deems advisable. (Bylaws Section 3.6.2)
- Reasons for removal may include failure to perform his or her responsibilities, misuse of the Association's facility, other actions that are deemed unacceptable by the membership or such other reasons as may be set forth in the Policy Manual. (Bylaws Section 3.6.3)
- Any member who has been removed may apply for reinstatement of his/her membership

after 24 months of suspension, provided all dues (through the time the member resigned or became inactive) and debts to Artspace are paid. Reinstatement will be subject to majority vote of the Executive Committee, and majority vote of the members present at the membership meeting.

MEMBERSHIP POLICY CHANGES:

- Additional membership responsibilities, including but not limited to dues and sitting responsibilities, and additional membership privileges, shall be established by majority vote of the artist membership and incorporated into the Policy Manual. (Bylaws Section 3.5.4)
- The artist membership shall have the authority to create different categories of membership with different responsibilities and privileges, (Bylaws Section 3.5.5)

How to Apply

INFORMATION FOR APPLICANTS:

If you would like to apply for visual or performing artist membership—send an email to Artspace Vice-President for Member Recruitment & Resources (currently Lisa Levine lisalevineart@gmail.com) AND artspaceorg@gmail.com with the following:

1. Name, mailing address, email, telephone number
2. Website and professional social media accounts
3. State the category of membership for which you are applying (Artist Member or Supporting Artist Member or Performing Artist Member)
4. Attach your **Artist Statement**
5. Attach your **Résumé**
6. For visual artist applications, attach EIGHT titled **images** (use the title in the file name)
7. Attach a list of the **image descriptions** (title, size and medium)
8. Deliver 2 wall-ready/display-ready pieces of **artwork** to Artspace to be viewed by members at the next monthly Members' Meeting. Please label your pieces with your name, title and medium. The works will be returned to you after the Members' Meeting.
9. Print and sign the appropriate **Artspace Contract**: Artist Member Contract or Supporting Artist Member Contract from the website. Please deliver the signed contract to the gallery with your artwork. In the event of your application not receiving approval, the form will be returned to you.
10. Applicants have the option of presenting their work in person at a regularly scheduled meeting (usually the 2nd Thursday of the month) subject to approval by the Executive Committee.

Membership Categories

- **ARTIST MEMBER**
- **SUPPORTING ARTIST MEMBER**
- **PERFORMING ARTIST MEMBER**

- **ON-LEAVE ARTIST MEMBER**
- **COMMUNITY MEMBER**

ARTIST MEMBER

Monthly dues currently set at \$35

Artist Members help to determine the direction of Artspace's mission and participate in fulfilling that mission. New candidates are voted in after having applications reviewed by the present membership. Terms last a minimum of one year.

BENEFITS:

- Voting rights on all matters before the membership
- The possibility of exhibiting in the Main Gallery at Artspace every 18 months (as opposed to every 36 months for non-members), in shows of four (4) or fewer, upon acceptance of exhibition proposal by the Exhibition Committee.
- The opportunity to exhibit annually in the Spotlight Shows in the Elisabeth Flynn-Chapman Gallery.
- Exhibition opportunity in all members' group exhibitions at the gallery and satellite locations.
- Gallery commission on sales is limited to 25% (45% for non-members); 10% commission on sales in satellite exhibitions.
- May use the Artspace name as Gallery affiliation (i.e., press or grant applications)
- May use Artspace facilities for personal receptions, meetings, parties, etc. when available.
- Included on the Artspace website, Artspacegallery.org

RESPONSIBILITIES:

- Membership dues of \$35/month. Dues must be up to date to be considered in good standing for benefits.
- Members are expected to staff the gallery for a minimum of 36 hours per year, to be arranged according to the member's availability, and including helping to staff opening receptions. (If a member must cancel a staffing shift due to other commitments, the member is responsible for arranging another Artspace-trained member or volunteer.)
- Serving on at least one committee.
- Attending at least 9 monthly Members' Meetings per year (one to include the Annual Meeting). Members' Meetings are customarily held on the second Thursday of the month at the gallery.
- Supporting Artspace by attending opening receptions and events.

SUPPORTING ARTIST MEMBER

Monthly dues currently set at \$65

Artist members who wish to support Artspace through financial means rather than working support, and who wish to receive Artist benefits. New candidates are voted in after having applications reviewed by the present membership. Terms last a minimum of one year.

BENEFITS:

- Voting rights on all matters before the membership
- The possibility of exhibiting in the Main Gallery at Artspace every 18 months (as opposed to every 36 months for non-members), in shows of four (4) or fewer, upon acceptance of exhibition proposal by the Exhibition Committee.

- The opportunity to exhibit annually in the Spotlight Shows in the Elisabeth Flynn-Chapman Gallery.
- Exhibition opportunity in all members' group exhibitions at the gallery and other arranged locations
- Gallery commission on sales is limited to 25% (45% for non-members); 10% commission on sales in satellite exhibitions.
- May use the Artspace name as Gallery affiliation (i.e., press or grant applications)
- May use Artspace facilities for personal receptions, meetings, parties, etc. when available.
- Included on the Artspace website, Artspacegallery.org

RESPONSIBILITIES:

- Membership dues of \$65/month. Dues must be up to date to be considered in good standing for benefits.
- Attending at least 2 monthly Members' Meetings per year (one to include the Annual Meeting). Members' Meetings are customarily held on the second Thursday of the month at the gallery.
- Supporting Artspace by attending Opening Receptions and events.

PERFORMING ARTIST MEMBER

Monthly dues currently set at \$15

Performing Artists who wish to support Artspace's mission in exchange for Gallery affiliation, rehearsal space and performance space. New candidates are recommended by current Artist Members or Performance Members and voted on by the present membership. Terms last a minimum of one year. Duties and responsibilities vary on a case-by-case basis.

BENEFITS:

- Voting rights on matters before the membership, not to include visual art exhibition related votes or new visual artist members
- Opportunity to host performance events and rehearsals at Artspace, during non-gallery hours whenever the space is available on the Artspace calendar.
- May use the Artspace name as Gallery affiliation (i.e., press or grant applications)
- May use Artspace facilities for personal receptions, meetings, parties, etc. when available.
- Included on the Artspace website, Artspacegallery.org

RESPONSIBILITIES:

- Membership dues of \$15/month. Dues must be up to date to be considered in good standing for benefits.
- Performance members as a group will approve non-member performance events. [new, per agreement at Performing Artist Members & the Performance Committee]
- Performance members as a group will approve applications for Performance Membership, subject to approval by the full Artist Membership.
- Performance members will help promote Artspace as a performance venue.
- Performance members will rotate attendance at the monthly member meetings. Members' Meetings are customarily held on the second Thursday of the month at the gallery.
- Regular gallery staffing is not required. (Performance Members staff the gallery when hosting performances at Artspace.)
- Serving on the Performance Series Committee
- Opportunity to serve on other committees
- Supporting Artspace by attending opening receptions and events

ON-LEAVE ARTIST MEMBER**Dues currently set at \$160 per year**

Active Artist Members or Supporting Artist Members who wish to support Artspace's mission, and have been a member for at least a year, but cannot be involved in the operations of the Gallery, may change their status to "On-Leave." These members may return to participating membership without reapplying. They support the Gallery through financial assistance and by being community spokespersons.

BENEFITS:

- An open invitation to attend Members' meetings and events.
- The possibility of exhibiting in the Main Gallery at Artspace every 18 months (as opposed to every 36 months for non-members), in shows of four (4) or fewer, upon acceptance of exhibition proposal by the Exhibition Committee.
- Gallery commission on sales is limited to 25% (45% for non-members); 10% commission on sales in satellite exhibitions
- The ability to reactivate full-time membership without reapplying
- May use the Artspace name as Gallery affiliation (i.e., press or grant applications)

RESPONSIBILITIES:

- Membership fee of \$160 (paid yearly)
- No voting rights.
- Supporting Artspace by attending opening receptions and events.

COMMUNITY MEMBER**No set financial dues**

The purpose of Community Members is to assist Artspace in accomplishing its mission by providing independent, community-based input in the form of services and other support. New candidates are recommended by the current membership or the Governing Board and must be approved by the Executive Committee. Terms last a minimum of one year. Duties and responsibilities vary on a case-by-case basis.

BENEFITS:

- An open invitation to attend Members' meetings and events.
- Opportunity to use the Artspace name as Gallery affiliation (i.e.: press or grant applications)

RESPONSIBILITIES:

- Attending at least 2 monthly Members' Meetings per year (one to include the Annual Meeting). Members' Meetings are customarily held on the second Thursday of the month at the gallery.
- Advising Artspace, when requested, on policies, practices, procedures and projects.
- Supporting Artspace by one or more of the following:
 - ❖ Serving actively as a member of an Artspace standing committee
 - ❖ Contributing significant time or expertise in an independent fashion on a major Artspace project during the year.
 - ❖ Attending Artspace performances and monthly exhibition openings as often as possible.

Responsibilities of Executive Committee Officers

PRESIDENT

1. The President shall be the chief executive officer of the Association and serve as President of the Governing Board. The President shall exercise general supervision of the affairs of the Association. He or she shall call special meetings, prepare reports for the Governing Board, and shall perform such other duties as are incident to his or her office and are properly required of him or her by the Governing Board, Executive Committee or the membership. (Bylaws, Section 2.4.1)
2. Provides leadership for the organization
3. Presides over and sets agenda for Executive Committee, membership, and Governing Board meetings.
4. Corresponds on Artspace's behalf when requested.
5. Works cooperatively with the Director or Administrator.
6. Represents Artspace to the public. When neither the President nor the Vice-President Elect can personally represent the organization, the President will appoint an Artspace member or volunteer to represent Artspace.
7. Expenditures on any one item exceeding \$300.00 must be approved by the President and 3 members of the Executive Committee, including the Chair of the committee whose budget is affected. ("One item" does not include regular bills and expenses necessary for the day-to-day running of the gallery, such as utility bills or wall paint.) For items that cost over \$5,000.00, the Executive Committee will discuss whether to obtain additional quotes.
8. Performs all duties and functions set forth in the Bylaws and in the Handbook.

VICE-PRESIDENT ELECT

1. The President-Elect shall exercise the authority of the President in the event of the President's absence, death or inability or refusal to act, and shall perform such other duties as are incident to his or her office and are properly required of him or her by the Governing Board, Executive Committee or the membership. (Bylaws Section 2.5.1)
2. Serves as a member of the Exhibitions Committee if an artist member; or, if a community member, sits on Funding and Development Committee. Exhibition Committee membership term limits are waived for the President-Elect while holding Executive Office.
3. Coordinates the evaluation of the Director or Administrator and the search for a new Director or Administrator when appropriate. (Subject to Bylaws: 1.1.3)
4. Coordinates the annual retreat for the purpose of yearly planning by the membership.
5. Performs all duties and functions set forth in the Bylaws and in Artspace's Handbook, and as delegated by the President.

VICE-PRESIDENT FOR MEMBERSHIP

1. The Vice President for Membership shall be responsible for handling the artist

application process, for serving as a liaison between new artist or community members and the membership, and for performing such other duties as are incident to his or her office and are properly required of him or her by the Governing Board, Executive Committee or the membership. (Bylaws Section 2.6.1) [Bylaws wording added to keep it consistent

2. Gathers applications, and supporting artwork and images, and prepares summary information sheet on each applicant for presentation to Artspace members.
3. Holds and counts votes of membership and notifies applicants of results.
4. Presents Executive Committee with names, addresses, and phone numbers of new members.
5. Sends information to new members including: 1) explanation of membership policies and procedures 2) contract and information sheet for new members to complete and return to Director or Administrator 3) letter of congratulation including meeting dates and dues information and a specific invitation to the next regularly scheduled members' meeting.
6. Introduces new members at members' meeting.
7. Makes sure new members receive satisfactory committee assignments.
8. Ensures members have gallery keys.
9. Takes whatever action necessary to ensure new members are satisfactorily integrated into membership.
10. Serves on the Member Recruitment & Resources Committee.
11. Performs all duties and functions of the Vice-President for Membership set forth in the Bylaws and in Artspace's Handbook.

SECRETARY

1. The Secretary shall keep minutes of Executive Committee meetings, monthly membership meetings and meetings of the Governing Board. He or she shall issue notices for such meetings, update the Policies and Procedures Manual, as required, have custody of the books, seals and records of the corporation, unless otherwise provided, and shall perform such other duties as are incident to his or her office and as are properly required of him or her by the Governing Board, the Executive Committee or the membership. (Bylaws Section 2.7.1)
2. Takes minutes at each Executive Committee, and membership meeting. Transcribes those minutes for publishing to Artspace members and Community Members. Makes any corrections necessary.
3. Performs all secretarial duties and functions of the Secretary set forth in the Bylaws and in Artspace's Handbook. (Bylaws Sections 2.7.1-2.7.2)

TREASURER

1. Handles all transactions and accounts related to Gallery business. (Subject to Bylaws Sections 2.8.1-2.8.5)
2. Notifies Executive Committee whenever there is a negative cash flow and gives notice if Artspace is in danger of insolvency in sufficient time, so that any necessary action may be taken.
3. Keeps Artspace's financial records, including its checking account, maintaining a monthly balance.
4. Prepares a monthly Treasurer's Report to be presented to the Executive Committee and members.
5. Writes checks on behalf of Artspace and makes certain that its monthly bills are paid

including those to the Postal Service for mailing, to the landlord for rent, to public utilities for heat, electric, telephone, etc. and any other monthly expense.

6. Acknowledges in writing the receipt of all gifts, grants or donations, or ensures that this is done.
7. Records and deposits all such gifts, grants and donations.
8. Maintains a historical file of past gifts, grants and donations.
9. Keeps track of any expenditures allocated to a particular grant or donation.
10. Is responsible for filing any tax returns and other tax forms (1099s, etc.), as required by law.
11. Is responsible for having Artspace's account reviewed and/or audited on an annual basis.
12. Receives, records and deposits all receipts from sales or performances; disburses the artist's share of such receipts.
13. Keeps track of all credit card transactions, including the monthly fees and percentages assessed.
14. Is responsible for establishing and monitoring any other Artspace accounts.
15. Is responsible for preparing and/or reviewing for accuracy any treasurer's reports and/or accounting reports submitted in connection with any grant application.
16. Develops an annual budget for presentation to the Executive Committee and Governing Board.
17. Performs all other duties and functions of the Treasurer set forth in the Bylaws and in Artspace's Policy Manual.

Responsibilities of Committees

Executive Committee

- Oversees the day-to-day administration of gallery policies and coordinating committee activities.
- Oversees Artspace's finances, including all budget matters.
- Approves proposed Community Members recommended by the Member Recruitment & Resources Committee for active participation on Artspace Committees and/or Governing Board.
- Performs duties and functions set forth in the Bylaws and in the Artspace Handbook.
- The President of Artspace is Chair of the Executive Committee.

Exhibition Committee

- Establishes the format of the exhibition proposal.
- Reviews exhibition proposals.
- Assists with exhibitions.
- For each exhibition, provides a member liaison to assist exhibiting artists.
- Establishes a list of liaison duties.
- Responsible for making sure that the proposal fee is collected.
- Coordinates scheduling of events/exhibitions with the Performance Series Committee and the Partnerships and Programming Committee.
- Must be a member for one year before eligible to participate on this committee.
- The chair of this committee must be an artist member. The chair is selected by the committee and is responsible for coordinating the committee's activities, maintaining the records of the committee, and providing reports for the Membership. The chair will serve on the Executive Committee as one of the standing committee positions.

Membership Recruitment & Resources Committee

- The primary objective of the Member Recruitment & Resources Committee is to encourage healthy membership participation and recruitment.
- Facilitating member group exhibitions (such as the Artspace Members' Biennial, Members' Gallery and similar exhibitions) by assisting the curator, soliciting Artist Members' work, distributing information, and coordinating installation. The curator for such exhibitions must be an Artist Member or otherwise a person approved by the Exhibitions Committee.
- Develop recruitment strategies and actively recruit new members, both Artist and Community members.
- Assist the Vice-President for Membership with onboarding new members as needed.
- Share exhibition opportunities with Artist Members.
- Recognizing Artspace members, which may include announcing professional achievement such as exhibitions and awards, as well as recognition of social events as appropriate.
- Review and make policy recommendations affecting the membership and the Member Recruitment & Resources Committee.
- Participation on the Member Recruitment & Resources Committee is open to all classes of membership including Artist, Community and any other official class of member. The size of the committee may be limited as approved by the Executive Committee but should always be large and diverse enough to accomplish the committee's objectives. The Vice-President for Membership, will serve on the Member Recruitment & Resources Committee.
- The chair is selected by the committee and is responsible for coordinating the committee's activities, maintaining the records of the committee, and providing reports for the Membership. The chair will serve on the Executive Committee as one of the standing committee positions.

Partnership & Programing Committee

- The primary objectives of the Partnership & Programing Committee are to explore opportunities for sharing Artspace's expertise with the greater Richmond community and to facilitate collaborations with other organizations and artists.
- Develop programs and partnerships that broaden Artspace's visibility and reach.
- Recruit presenters for gallery talks and workshops that support Artspace's role in the community.
- Collaborate with other galleries or organizations on exhibitions that enhance Artspace's connections with the wider community, especially the artistic community. The liaison for such exhibitions must be an Artist Member or otherwise a person approved by the Exhibitions Committee.
- Develop internships and a volunteer base that enhance Artspace's ability to fulfill community and educational initiatives.
- Review and make policy recommendations affecting the Programming & Partnerships Committee.
- Participation on the Partnership & Programing Committee is open to all classes of membership including Artist, Community and any other official class of member. The size of the committee may be limited as approved by the Executive Committee, but should always be large and diverse enough to accomplish the committee's objectives.
- The chair is selected by the committee members and is responsible for coordinating the activities of the committee, maintaining the records of the committee, and providing reports for the Membership. The chair will serve on the Executive Committee as one of the standing committee positions.

Facilities Committee

- Oversees physical condition of the premises, including any modification to use of space.
- Maintains supplies for hanging of exhibitions as well as paper/plastic supplies.

- Participation on the Facilities Committee is open to all classes of membership including Artist, Community and any other official class of member. The size of the committee may be limited as approved by the Executive Committee, but should always be large and diverse enough to accomplish the committee's objectives.
- The chair is selected by the committee and is responsible for coordinating the committee's activities, maintaining the records of the committee, and providing reports for the Membership.

Funding & Development Committee

- Develops annual fundraising plan and works with other Artspace Committees to implement it.
- Plans, organizes, and oversees fundraising events.
- Researches grant possibilities.
- Writes grants.
- Seeks donations and financial backing for events.
- Participation on the Funding & Development Committee is open to all classes of membership including Artist, Community and any other official class of member. The size of the committee may be limited as approved by the Executive Committee, but should always be large and diverse enough to accomplish the committee's objectives.
- The chair is selected by the committee and is responsible for coordinating the committee's activities, maintaining the records of the committee, and providing reports for the Membership.

Publicity Committee

- Develops and oversees publicity and marketing programs.
- Designs and creates exhibition postcards, flyers and catalogs.
- Designs and creates gallery brochures and advertisements.
- Writes and distributes gallery press releases.
- Manages gallery website and social networking accounts.
- Participation on the Publicity Committee is open to all classes of membership including Artist, Community and any other official class of member. The size of the committee may be limited as approved by the Executive Committee but should always be large and diverse enough to accomplish the committee's objectives.
- The chair is selected by the committee and is responsible for coordinating the committee's activities, maintaining the records of the committee, and providing reports for the Membership.

Finance Committee

- Under review

Performance Series Committee

- Under review

Member Duties

Gallery Staffing

- Artist Members and Volunteers are needed to staff the gallery during regular business hours to ensure the Gallery remains open and to allow the Administrator or Director (if any) time to work, unimpeded.
- Gallery keys are available to members through the Vice-President for Membership.

- Members receive an orientation before on the first occasion they staff the gallery.
- Written instructions for all staffing duties are provided at the gallery.
- Contact numbers are provided for any questions that arise.

Gallery staffing tasks include:

- Open the gallery and close up (lights, sign, check the artwork, check restroom supplies, etc.).
- Complete the simple forms for attendance and maintenance
- Check phone messages
- Greet and welcome visitors; provide information as needed
- Facilitate gallery sales
- Other tasks as requested (e.g. setting up for special events, receiving and documenting deliveries for an upcoming show, helping with clerical tasks, etc.)

Gallery Sales

- Instructions and training are provided in the gallery.
- Artspace does not negotiate gallery prices; prices are fixed as advertised for the duration of the exhibition.
- Artspace does not accept partial payments.
- If visitors want to contact artists personally, the gallery staffer may direct them to the Artists section of the Artspace website, or give them the artist's business card, if available. We do not give out personal contact information in any other way.

Opening Receptions and Other Events

- Artspace usually opens new exhibitions every month. Opening receptions, generally on the fourth Friday of the month, are open to the public, 6:00pm-9:00pm.
- Refreshments and a cash bar are provided. ABC rules apply.
- Members are expected to staff and/or attend openings regularly. Staffing is broken down into various duties for which members can sign up.
- Unless a member is ineligible, all members who may staff the gallery are "ABC Managers" for the purpose of complying with our ABC license. This simply entails knowing where we file our ABC records in the gallery.
- Members staffing the bar should follow the guidelines posted on the bar.

Member Liaisons for Exhibitions

Each exhibition requires a liaison from the membership.

LIAISON CHECKLIST

Shortly after accepting the responsibility of being the liaison, contact the exhibition artists to introduce yourself, provide your contact information and offer assistance.

Facilitate communications between the Publicity Committee and the artists, as needed. For instance, check that the artists know if and when there will be postcards available for them to

collect and distribute. (Artspace does not provide postage for postcards distributed by the artists.)

Music/entertainment at an opening reception must be approved by the Exhibition Committee. Artists are responsible for costs related to entertainment at the opening.

One week before the exhibition:

- Verify with the current liaison that artists will be removing their art, repairing the wall surfaces, and returning their keys.
- Remind artists of installation dates and times.
- Remind artists that Artspace provides a cash bar and refreshments. Artists should not bring alcohol or food.
- Check that cash bar supplies are adequate. Inform the Treasurer if not, so that further supplies can be arranged by the wholesaler's Artspace contact.
- Remind artists about participation in the Artspace webpage. Image descriptions and small (500k or so) images for each of the artworks should be sent to the administrator to participate.
- Check that volunteers have been scheduled for the opening reception. Members currently volunteer through Artspace's online sign-up. Check the Signup link.

Week of exhibition:

- Check that walls have been prepared by the Facilities Committee.
- Provide keys to exhibiting artists.
- Provide assistance to artists with installation as needed.
- Review the exhibition materials to confirm they are consistent with the proposals. If not, contact the Exhibition Chair immediately.
- Collect price lists from artists (.doc format), proof for errors and send to the Administrator for formatting and copying. This may not be possible until the artwork is hung. The price lists must be submitted to the administrator by noon the day before the opening.

End of Exhibition:

- Coordinate timely removal of artwork from the gallery
- Advise artists on repair of walls, as needed
- Collect keys
- Coordinate with next liaison and share any necessary information

Performance Series

Artspace welcomes performances of all kinds, including music, poetry, dance, readings and drama.