

***THE GALLERY -MACEDON RANGES ARTS COLLECTIVE
GENERAL RULES- Updated AUGUST 2016***

- 1 New members are to complete an application form and submit samples (and/or photos if available) representative of your work. The members will view the work at a general meeting for selection by secret ballot.
- 2 New members pay a joining fee of \$100, one-off and non refundable, and a yearly membership fee (pro rata) of \$100 payable on June 30.
- 3 The arts collective shall consist of 5 Directors and three committees
1)Administration 2)Promotion and Marketing 3) Gallery Display, Exhibitions
- 4 The directors will be represented on each committee
- 5 General Meetings are held monthly on the 1st Monday of the month or as agreed.
- 6 Committees meet monthly or as necessary and reports are given at general meeting
- 7 Artworks left at the gallery for sale are at owner's risk. The Collective will not be held responsible for damage or loss of goods.
- 8 Members to provide an invoice indicating the retail price which includes 35% commission when leaving goods
- 9 The gallery charges 35% commission on sales of members' work and this goes towards the cost of running the gallery
- 10 Guest Artists to provide an invoice indicating the retail price which includes \$300 for the Focus Room and 25% commission
- 11 Payments to artists for sales in the gallery will be made monthly at the beginning of the next month
- 12 Where a member chooses to add work for sale in a different medium than that already stated, it will first be viewed by the members for approval at the monthly meeting.
- 13 The gallery committee for reasons of display or special exhibitions may ask for work to be returned after a period of time
- 14 The gallery committee reserves the right to reject work deemed unsuitable
- 15 All members are rostered for gallery duty. They must be in attendance at the rostered date and time or be responsible for arranging a substitute. They may choose to do duty solo or share half day each.
- 16 Resignation of members- if possible artists who wish to resign should give one month's notice and resign at end of month.
- 17 All members are to attend at least three meetings a year and to participate in decision making at general meetings