

NEW BRAUNFELS ART LEAGUE

GALLERY RULES 2017

FAILURE TO COMPLY WITH THESE GALLERY RULES COULD RESULT IN EXECUTIVE BOARD ACTION.

1. MEMBERSHIP CRITERIA, FEES AND COMMISSIONS

NBAL is an all-volunteer organization with two kinds of memberships:

General Members may attend and vote at General Meetings as well as participate in all Special Shows and Workshops without paying the additional \$30 fee for Workshops required of non-members (entry fees for special shows and workshop costs still apply). If participating in a Special Show, the General Member must schedule a workday as a docent for the month of the show.

Displaying Members must be current members of the New Braunfels Art League and must work the equivalent hours to equal 12 days yearly to maintain their displaying status. These hours may be acquired either by holding a position on the Executive Board or working as a Docent. Also, managing a Team Leader position whose job requires enough hours to equal the 12 workdays, or serving on the Cleaning, Receptions or Submissions Teams for enough hours to equal the 12 workdays. As of January 2005, all artists must go through the Jury Process (see below) in order to become a Displaying Member and display their artwork in the gallery.

a. Memberships run January 1 through December 31. Dues are payable beginning October 1 through December 31. Dues paid after December 31 will exclude persons from the Yearbook, and a \$10 late fee will be assessed beginning January 1.

b. Membership Dues are \$35.00 per year for each General and Displaying Member; a discounted price of \$30.00 will be given to those who choose to pay with CASH or CHECK. Renewal dues paid after December 31 require a \$10.00 late fee, which would equal \$45.00 (or \$40.00 for those paying with cash or check, for membership dues).

c. An additional displaying fee of \$30.00 per year for each Displaying Member.

d. The New Braunfels Art League will retain 25% commission on all gallery sales. Members will receive 75%, not later than the 15th of the

month following the sale.

2. JURY PROCESS

A jury process will be held at least once a year as determined by the Executive Board. An artist must submit three pieces of artwork in each medium. An artist may apply in a maximum of 3 media. A non-refundable jury fee must accompany application. Refer to the Jury Process Information found at Main Gallery docent's desk in the Forms Notebook, for more details. If accepted, the new Displaying Member will be assigned a workday as a Docent or may volunteer for a team position that meets the required work hours (see above).

3. TRAINING

a. After each Jury Process, new members will attend a mandatory group training session.

b. New members will be placed with an experienced worker for their first two workdays to further assist them with their duties.

c. Training sessions will be held when needed. All displaying members, gallery docents, executive board members, and team board leaders may be required to attend. Failure to do so could result in loss of display privileges for the year.

4. JOB RESPONSIBILITIES OF DOCENTS

The most important job at the Gallery is the Docent; they are the backbone of our league and must be responsible for working their scheduled days. Members must attend a Docent Training Session before working in the gallery. Everyone is welcome to serve as a docent and/or work as a team leader.

Docents will manage the opening and closing of the NBAL Gallery, be responsible for greeting all guests, and help maintain gallery appearance. Docents will man the sales desk, which includes documenting all sales on Daily Sales Log, counting and noting monies in the Cash Box, and then placing all receipts, money, and sales log into the Daily Envelope to be placed under the up-stairs office door for the Treasurer. Follow all procedures listed on the Docent Daily Check List.

5. WORK SCHEDULE FOR DOCENTS AND SPECIAL SHOW PARTICIPANTS WHO NEED A WORKDAY

a. Hours of business are Monday through Saturday, 10:00 AM to 5:00 PM. Sunday hours are 12:00 noon to 5:00 PM. The gallery will be closed New Year's Day, Easter, July 4th, Thanksgiving, and Christmas Day. There will be an early closure on Christmas Eve.

b. Docents work one scheduled day a month, twelve times a year.

(1) If a docent knows ahead of time and is unable to work this day, the docent must find a substitute. Or, contact Substitution Leader to have her advise membership by email that you are looking to trade days with another docent. It is your responsibility to follow up.

(2) If a docent has an emergency:

(a) Call the other docents to make sure that at least two people are working that day.

(b) Reschedule their workday on the Reassignment Schedule in the back office.

(3) Docents must fulfill the work requirement for the month. Our goal is to be sure the door is always open to sell our art.

(4) Do not call the Staffing Team Leader and ask that they find a substitute for you. It is each docent's responsibility to work their assigned day, or to find a substitute as stated above.

c. Docents are to arrive on time and stay the whole day so that the gallery is open and staffed for the regular business hours.

d. You should keep your workday free of doctor and other appointments, as you are expected to work the whole day and not ask others to fill in for you.

e. The backroom is to be used for lunch breaks of approximately 30 minutes and other short breaks if needed. Working docents should remain in the front gallery, and not paint or work in the backroom.

f. If you bring your art to demonstrate:

(1) Only one artist may demo at a time. If two docents want to

demo, they can rotate days or each docent can demo a half-day.

(2) Demo only in the designated space.

(3) Demos are allowed only in the Main Gallery. Docents are not to work on their art in the back room.

(4) If an artist chooses to demo, it does not relieve that artist of their responsibility of assisting other docents with gallery chores, such as greeting customers, making sales and emptying the trash.

(5) Use only odorless mediums and thinners.

(6) Sculptors may work at the demo area indoors if they use a plastic drop cloth.

(7) It is the artist's responsibility to clean up after his/her demo.

g. When customers come into the gallery, get up from behind the desk and go up and greet and welcome them to the gallery. **Ask them to sign the Guest Register, be sure they give us their state with zip code and the number of visitors.** We receive funding from the city based on the number of visitors to our gallery. This info is shared with the NB Visitor's Bureau only. Also, be sure they complete the section on how they found out about the art league. We need this information to decide on the best use of our advertising funds.

h. Docents will fill out thank you notes for those buyers who spend over \$25. Put them on back office desk in the outgoing mailbox.

i. Read the checklist of duties and check them off as you do them. Place the checklist in the First Vice President's file in the backroom office – not in the daily envelope.

6. JOB RESPONSIBILITIES FOR TEAM LEADER POSITIONS

Team Leaders are required to attend Team Board meetings in order to report their activities, and to meet the quorum requirements. Team Leader positions that require enough hours to equal 12 workdays are noted with an asterisk (*) after the title. Holding three Team Leader jobs that do not show an asterisk will also meet the time requirements to maintain Displaying Membership status.

Refer to the Organizational Chart at the front of the NBAL Yearbook for the

Executive Board contact for each Team Leader position. For a more detail look at each job's duties please see the Job Description Binder located in the workroom office.

Advertising Team Leader* plans all advertising for upcoming events through varied media. Develops advertising budget with the Treasurer and Special Show Team Leader for the upcoming year by October. Also, researches new venues to publicize and promote the gallery and its reputation.

Art Photographer takes images of art on display at each NBAL Special Show that is open to NBAL members. Photos should be shot in the next couple of days after the reception. We will normally be using 25-30 images for Social Media each month. It is suggested that Art Photographer provide the shots cropped and tagged to the Social Media contact. Tags should include artist, medium and art title (Website/Advertising/Newsletter may request images as needed).

Arts Council Team Leader represents NBAL at all monthly Greater New Braunfels Arts Council meetings, providing them with continuous updates on all events and activities of NBAL and bringing reports to the Board meeting concerning Arts Council activities and opportunities. This Team Leader will co-ordinate and sell tickets to the annual Dinner with the Arts held in January of each year.

Chamber of Commerce Team Leader serves as liaison and coordinates the activities of NBAL with the New Braunfels Chamber of Commerce, attends mixers and shares info about NBAL. **Makes sure NBAL events are placed on CoC website, promotes NBAL, passes out postcards or other promotional info to Chamber members.**

Client/Guest E-Mail Communications Team Leader maintains the e-mail addresses from clients and guests in NBAL's internet communication system. Sends out **postcards** to clients/guests on show receptions and events. This team leader also monitors the returned e-mails to delete any undeliverable e-mail addresses.

Client/Guest Mailing List Team Leader develops and maintains the customer mailing list for NBAL, and supplies selected address labels to the Special Show Team Leader for the monthly postcard mailings. Periodically, reviews the list to delete obsolete addresses.

Community Art Reach Team Leader plans and coordinates all community outreach programs, including working with Comal County schools to put on a yearly children's art show at NBAL. Also, oversees the scholarship given to a local graduating senior who will be going into the visual arts field.

Community Donations Project Team Leader oversees the running of the Community Donation Project. The community donation is run by an artist whose art image was selected for NBAL art donation project for the prior year. The artist selected (by Executive Board and Team Boards) runs the art donation project for the following year.

Demonstration Team Leader schedules and manages all artists' demonstrations to be given at the General Meetings throughout the year.

Docent Training Team Leader is responsible for training and keeping current, written instructions for docents at the sales desk and keeps information on upcoming events readily available for the docents. Docent training will be held **as needed**, following the jury process, in order to include new displaying members.

Downtown Association Team Leader serves as liaison and coordinates activities of NBAL with the Downtown Association.

Event Photographer attends all Special Shows that are open to NBAL membership with the assigned role of taking photographs to use in the newsletter, the website, social media and for advertising to promote NBAL. It is suggested that the shots for the special shows would include the artists receiving their ribbons, a group shot of the award winners and possibly shots of the "blue ribbon" artists' work (these shots may be just the art or the artist with their art). The photos are time-sensitive, especially for use on social media. Ideally, at least 10 photos would be emailed within 2-4 days after the event. It is important to have the images tagged with artist's name, art title, medium and prize ranking. Examples: kathy_perales1stOil or judy_nicholls2ndPhoto. It will be the responsibility of the Special Show co-chair to provide the photographer with the names of the winners at the reception. Generally, the Event Photographer will send 10-15 images to Social Media and Newsletter each month. Website and Advertising may need images on a "request" basis. Special Situations: Award winners who are under 18 years of age need parental permission to post on social media. Photographer should ask parents prior to taking photo for permission.

FASO Team Leader* develops and maintains a FASO (Fine Art Studio Online) site for interested members to display and sell art online. Sets limits for the number of pieces shown per person and the frequency of submission, communicates with participating artists and coordinates with financial group as needed. Has the ability to remove members who do not fulfill their responsibilities from the site. Informs NBAL website team leader of changes needed to link to FASO.

Financial Assistant Team Member 1* works with Workshop Coordinator to process workshop payments, issue checks to instructors, reconcile Quickbook workshop account. Maintains membership lists and sends to all parties for communication. Issues winners of show checks and coordinates with chairpersons of the shows. Posts on the "fifth" week of the month and is available to fill in as needed. Reviews assigned bank reconciliations.

Financial Assistant Team Member 2 posts weekly gallery sales and show fees, makes bank deposits and performs any other work assigned by Treasurer.

Financial Team Members 3 & 4 post weekly gallery sales, show fees, make bank deposits. Assist with any other work assigned by Treasurer.

Gallery Appearance / Display Team Leader* monitors all the artwork in the main gallery, including gift gallery, 3D work, jewelry cases and portfolio bins, to insure that the artists are adhering to the three month display time limit, are staying within the 120" display area, and are eligible to display in the media they have for sale. If the artwork has been on display longer than three months, or does not have an art tag, then the artwork will be removed and placed on the wall adjacent to the stairway. Team leader is responsible for keeping the front windows displayed to their best advantage and includes set up of Artist of the Year display. May assemble and manage a team of members to arrange and monitor the art in the gallery, to keep it looking professional at all times.

Gallery Assistant Team Leader* purchases supplies needed to operate the sales desk, plus ensure adequate supply of blank forms such as sales tickets and forms in the Form Binder. Stocks the gift wrapping area and information rack with materials. Maintains Guest Book, thank-you note cards and envelopes at the work room desk, and attaches postage to completed notes, then mails. Ensures that Gallery Guidance Binder is current and checks on layaway items on a monthly basis; if no payments have been made within

the last 30 days, calls the customer with reminder.

Gallery Decorations Team Leader decorates the galleries seasonally and is in charge of December show decorations.

Gallery Staffing Team Leader* works with docents to ensure adequate staffing of the gallery for all open days of the year and special evening events. Works with Submissions Team to schedule a day for non-Displaying Members who are competing in a Special Show. Adds newly juried-in docents to the schedule.

Gift Gallery Team Leader manages the gift gallery, rearranges, merchandise attractively and checks dates of items displayed bins, including unframed art.

Historian Team Leader keeps a scrapbook of all activities of NBAL.

Housekeeping, Maintenance & Purchasing Team Leader* helps keep the building clean with the assistance of team members. Oversees any hiring of outside cleaners, such as windows and floor cleaners. Is in charge of the maintenance for all lighting fixtures and air-conditioning filters in the building, along with any minor repairs. Team leader is responsible for keeping a par level of any cleaning or paper products needed for cleaning, purchasing as needed and restocking the restrooms.

Jury Process and Special Shows Team Leader* administers the Jurying Process and Special Shows; which includes developing the jury/special shows schedule by November for the upcoming year and updating all needed paperwork; coordinating with Show Chairpersons, Gallery Staffing and Submissions Team Leaders for the manning and running of these events; providing all NBAL officers with updated information on newly juried members and winners of shows; maintaining the Special Show bulletin board by updating it with schedules and prospectuses.

Library Team Leader* maintains a record of each library book/videos by entering pertinent data into database computer software; follows up on "checked out" books to ensure their timely return; processes newly acquired books/videos; and collects fines if deemed necessary for lost library materials; discards outdated or beyond repair materials. Maintains a clean, safe, up-to-date, and well-supplied Library. When applicable, writes an article for the **NBAL Newsletter** with library news and new acquisitions

available to encourage library use. Presents library books/videos in a manner that members have safe and easy access to all holdings.

Local Publicity/Herald-Zeitung Team Leader maintains contact and updates news from NBAL with the Herald-Zeitung, San Antonio Express News and any other local publication deemed necessary.

Membership Team Leader* keeps records up to date on all members by maintaining both the hard copies of the NBAL Membership Applications as well as the scanned digital copies; provides new members with “Membership Information” and a copy of the yearbook. Responsible for fact checking and proof-reading membership information before it is submitted to the Yearbook Team Leader for the yearbook publication. Membership Team Leader will report the number of NBAL members at Team Board meetings.

Newsletter Team Leader* 1. Each month compiles information for newsletter: article from President, changes/additions in workshop information from Workshop chairperson, changes/additions from individuals giving classes, information from person doing next month's demo at meeting (submitted in paragraph form, along with any photos), names of winners of previous month's special show (if any), other information/and or photos submitted by members and appropriate for newsletter. 2. Sends out draft to anyone willing to edit, including those with articles or information in the newsletter. 3. Finalize newsletter and submit through President's email to members.

Publicity Team Leader* plans all publicity for upcoming events through varied media. Responsible for composing press releases for radio spots and newspapers.

Reception Team Leader* coordinates with the Reception Team Members to work the refreshment area during special shows and special occasion receptions, plus coordinates with Gallery Staffing Team Leader to schedule workers for the desk during the event. The Team Leader helps plan menus, purchase supplies, wine, decorations/flowers and food as needed and is responsible for setting up and tearing down of all serving tables, cleaning and storing all serving dishware, and closing the NBAL Gallery after each

event.

Resource Developments Team Leader* is responsible for completion of HOT funds application narrative, seeks sponsorships for special shows and identifies potential local donors to financially support NBAL through a letter writing campaign.

Room Scheduling/Classes Team Leader schedules all activities throughout the building, ensures space availability; maintains a calendar online noting all events; maintains and updates the bulletin board with teacher fliers, to be distributed as needed; oversees that teachers understand paperwork to be given to Treasurer, the collections of monies and the rules of maintaining the studio/classroom.

Social Media Team Leader* promotes NBAL, its artists and special shows through Facebook and a blog. Maintains contact with NBAL members through Constant Contact and Gmail accounts.

Submissions Team Leader* coordinates the submissions team members to work on Jury Process and Special Show submission days. The Special Show submission day jobs are: computer information input/double-checks and printing art tags, payment log sheet and money station, display managers to help co-chairs with artwork, assistants to help artists with submission paperwork and to carry artwork to display managers, door attendant to handout paperwork and direct traffic. This position also includes helping with the computer and printer set-up.

Website (Webmaster) Team Leader* and Webmaster Assistant* maintains an up-to-date website for NBAL. Responsible for posting all NBAL information such as: Upcoming Events, Artist of the Year, Workshops and Classes, Special Show Prospectuses, Newsletters, and Membership Information.

Workshop Team Leader* schedules NBAL sponsored workshops; coordinates instructor as well as student needs and ensures that the required agreement between NBAL and instructor is obtained.

Yearbook Team Leader* compiles and publishes the yearbook..

7. DISPLAY CRITERIA FOR MAIN GALLERY AND SPECIAL SHOWS

The Gallery Appearance Team is responsible for hanging or displaying all

artwork in the Main Gallery. The Submission Team arranges all work for the Special Shows under the guidance of the Show Chairpersons. Docents may assist in displaying work by placing new work, brought in by displaying members, in a suitable place on the lower portion of the back wall; not left on the floor. Pottery and sculptures may be placed on the display shelves, pedestals and tables.

Docents have the responsibility to remind members of the gallery display rules. Board members have the authority to enforce these rules.

A Resolution Committee will mitigate any disputes with NBAL members regarding displaying criteria, because it directly influences the business of NBAL. The committee shall consist of three members appointed by the Executive Board. Discipline is the responsibility of the Executive Board with the recommendation of the Resolution Committee and will be final.

All work must be for sale. Any work sold for less than \$9.99 will be considered a donation to NBAL and no check will be issued to the artist.

When a piece of artwork is sold, the artist may replace it with another piece, but must be sure to document it on their inventory sheet and check that it still keeps their work within the total inch requirement.

Artwork of NUDES must have Executive Board approval to be displayed in the main gallery. To be in a NBAL Special Show the artwork (nude) must be approved by an Executive Board Representative and the Chairpersons for that show. The human figure should be treated with respect at all times and any artwork containing the nude human form should be museum quality. All artwork should be of Suitable Subject Matter for a family- oriented art gallery/organization.

All artwork must be original work by the displaying artists. No copy work of any kind will be accepted, and if found on display it will be removed. **Copying the work of other artists is not acceptable for displaying in the gallery.** Student shows may be an exception, as in copying an old master. See prospectus for more information.

Reproductions (or copies) of an artist's own artwork may be displayed and sold from the bins only, they may not be hung in the gallery.

All artwork displayed in the gallery must be art that has been designed and created by the artist. No craft kits or commercial patterns. No knitted or crocheted garments or piece work will be allowed in the gallery. No artist designed t-shirts are allowed.

Watercolor, acrylic, oils, pastels, collage, drawing media or any combinations of these are acceptable. Also acceptable are hand-painted china, hand-carved and painted wood items, clay, stone and metal sculptures, pottery, jewelry, textiles/fiber arts, handmade prints, and photographs.

a. **When bringing in new work**, displaying members should complete all paperwork, and attach an NBAL art tag. 2D work should attach tag on the lower left corner and 3D work attaches tag to the base/bottom of work.

(1) All artwork, including portfolio pieces, must have an NBAL tag on it with the in and out date in the space provided. **Artwork is allowed to be displayed in the gallery for three months only. After three months, work must be removed and may be replaced with different artwork.** If artwork is not removed in a timely manner, it will be hung on the wall adjacent to the stairway.

(2) All work must be listed on a NBAL Artist Inventory Log Sheet and placed in the inventory notebook. When that sheet is full, front and back, **fill out a new sheet** completely and **remove the old one.** This will assist docents trying to locate and post sales.

(3) Jewelry and Textiles/Fiber Art should have a tag on each item. **Jewelers** may choose to create their own art tags to be attached to the artwork. If so, the **tags need to have the artist's name, an inventory number that is also shown on the artist's inventory sheet, in and out dates, and price of the work.** PLEASE put a short description of the work in the space provided for titles on the inventory sheet to help the docents correctly mark items sold. If jewelry is removed due to being outdated, it will be locked up. **Fiber Artists** should use NBAL art tags and it is suggested that the tags be attached to the piece with a safety pin. **For hanging pieces PLEASE state if the armature is to be sold with the art on the media line of the art tag. Example: Blue Silk with Armature.**

(4) Multiple pieces sold as one unit is considered one piece of art and should be noted as so on the inventory sheet and art tag.

Example: Blue Dogs (set of three)

(5) Any artwork which is of a **size, weight, height or design that cannot be easily handled by workers on duty**, are the responsibility of the artist to handle, lift, move or package, as necessary.

(6) Small works for the Gift Gallery need to be labeled GG on the art tag and be noted in GG column of the inventory log sheet.

b. ALL Displaying Artists are allowed 150" of display area, a total inch count of each work. Maximum size is no piece larger than a total of 84 inches. Those who display in multiple media should not exceed the 150" limit for TOTAL display area.

(1) 2D artwork must be framed unless it is a gallery wrap canvas and is measured from the outside edge **Height plus Width, including frame**. This is the amount of display area taken up on the gallery walls. **All 2D work hanging in the Main Gallery must be priced over \$100. Pieces with lower prices may be placed in the Gift Gallery.** 2D artists may also place up to 8 unframed works in the portfolio bins.

(2) 3D artwork is measured **Width plus Depth, the widest points** from side to side and from the front of the piece to back, not the base but the edges of the work-- display area taken up on the table top, shelves, or pedestal.

(3) Textiles or Fiber art can be considered both 2D and 3D, depending on the piece. **Garments and large flat work will be measured Height plus Width, excluding display armature or mannequin.** Fiber artists are allowed 2 mannequins of reasonable size (no full figures, please) and may place up to 8 scarves/small flat works on the display ladder. **Fiber sculptures and baskets will be measured Width plus Depth, same as 3D artwork. If the fiber piece is to be hung, then the display armature must meet hanging requirements, see below.**

(4) Jewelry cases are 63" X 16" X 13", which when taking H + W would equal **79" of display area**. That leaves **71"** of display area for

a second media. **Half a case equals 47" of display area, leaving 103"** for a second media.

c. All artwork offered for display must be "gallery ready"; this may differ depending on the media. Please see below for guidelines.

(1) Artwork to be hung on walls or display panels must have sturdy hanging wire. No saw tooth hangers or loop hangers are allowed on any work. **Do not use tape** of any kind on the back of a work to seal or close it. **Do not use cardboard on the back of any work.** Foam Core or other acid-free backing material must be used on work requiring backing. **All material used in the work must be archival.**

(2) All paintings, collages and photographs must use frames that are in good condition. **Gallery wrap canvases are exempt.** No plastic or clip frames will be used with any artwork. **Oil paintings** must be on stretched canvas or non-warping surface panels. **Photographs on canvas, aluminum, wood or other non-paper substrate need not be framed.**

(3) Unframed works for the portfolio bins must be matted, backed with acid-free materials, labeled as original or print, and must be protected with a clear wrap. **Photographs** displayed in bins and printed on paper require a backing board and may be matted at the artist's discretion.

(4) Matting is optional for all watercolors, photographs and drawing media. Matting is designed to protect the art from coming into contact with glass or Plexiglas, thus keeping artwork from damage. With watercolors and photos, the art may be damaged if/when sweating occurs during temperature changes against glass. **Use of Plexiglas in lieu of glass is encouraged for work larger than 16X20** because of the overall weight of the work. **Plexiglas is required on works 24"x36" or larger. Pastel and charcoal works are exempt from this suggestion because of the static electric charge of Plexiglas.**

These are matting suggestions and final decision is left to the artist, but all artwork should be shown in a professional manner.

NBAL will not be held responsible for any of the damages that may occur.

(5) If a title is to be placed on an artwork, we ask that it be placed on the frame or matt and not on the work itself, unless it is a part of the overall design of the piece.

(6) If painting from photographs, the photograph must not infringe on any copyright. Student or workshop art displayed in the Main Gallery may be painted from the instructor's photographs, with the instructor's approval.

(7) Artists who work in jewelry are asked to monitor their cases and keep them clean and up-to-date. Jewelers must provide their own display furniture. **AT NO TIME SHOULD A JEWELRY CASE BE LEFT EMPTY!!!**

(8) Textiles/Fiber art **MUST** be designed and created by the artist, **NO PATTERN OR KIT WORK**. Artist must provide their own armatures or mannequins and are limited to two. Mannequins must be of reasonable size and **not realistic full figures; no head, arms, or legs**. Knitted and crocheted work may be used as embellishments for garments, but may not be displayed as a whole garment. Artists may also place **up to 8 scarves or small flat works on the display ladder**. If work is to be hung with an armature, it needs to meet hanging criteria.

(9) Mosaic and Stained Glass artwork must be equipped with appropriate hangers and be of a size that can be hung in the window or placed on an easel. Small mosaics may be hung on the wall or on the wire area at the front of the gallery. **PLEASE NO COMMERCIAL PATTERNS**.

(10) Sculptures and pottery must have the art tag attached. If sculpture has a base we ask that it be securely attached to the art so that it may be moved easily. **If the art has a stand that is to be sold with it, then it should be noted on the art tag. Example: Red Platter with stand.**

d. For all **Special Shows**, artist must be **18 or older**. **Class work, student work or art created during a workshop may not be submitted for any competition or special show unless the show is**

designed for that purpose. An artist may have their work critiqued by a teacher, instructor, or by their classmates but **MUST NOT** work on the piece during class or under the instruction of the teacher/instructor. Entries must be the original work of the artist and **not previously exhibited in any NBAL Special Shows nor in the NBAL Main Gallery**. NBAL has authority to decline unacceptable works based on NBAL Rules and Guidelines. NBAL shows are for **members only, unless designated by the prospectus**. **Non-displaying members who enter work in shows are required to work one full day during the show month**. There will be someone present at check-in to schedule your work day. Displaying members must work the assigned normal work day. **For invitational shows where outside artists are able to participate, the visiting artist does not need to work in the gallery**. When a piece of artwork is sold, the artist may replace it with another piece. All Artists must leave their artwork in the gallery for the entire length of the show. Failure to do so could result in exclusion from future shows. Artists will not be eligible to win more than one prize in a single category. For example, an artist may not win a first and second prize in the Oil/Acrylic category. However, the artist may win a prize in two separate categories (e.g., first in watercolor media, second in photography).

8. GIFT GALLERY

Small works for the Gift Gallery need to be labeled GG on the art tag and noted in GG column on a NBAL Artist Inventory Log Sheet. **Total inches (height plus width) will count towards the Displaying Members allotted 150" display area**. Artists may have up to five pieces of art on the tables and shelves.

a. Items that are appropriate for the Gift Gallery are:

(1.1) Hanging pieces that are no more than 15" in any measurement, including the frame.

(1.2) Small table-top pieces, such as small boxes, sculptures or paintings, no larger than 10" in any measurement, including frames or easels.

(1.3) Packs of cards and/or matted artwork (as per gallery rules).

b. When new work is brought in, the artist must **label each piece with an NBAL tag with GG added to the lower left corner and add information to the NBAL Inventory Log Sheet.** New work may be displayed in an available spot either on the wall or on the shelves in the GG. The Gift Gallery Team Leader has the responsibility to adjust the display to enhance sales.

c. Items in the Gift Gallery should be **priced at \$100 or less.** All items must have GG noted on the NBAL display/title card.

d. Gift Gallery Team Leader(s) may remove or add items to improve gallery appearance.

9. WORKSHOPS, CLASSES, AND STUDIO POLICIES

a. Workshops

(1.1) A workshop is a meeting, seminar or course of limited intensive study that focuses especially on techniques and skills.

(2) All workshops must be approved by the Workshop Chair, who may ask for the Executive Board's input. NBAL will not schedule classes Friday, leaving Friday, Saturday and Sunday for 3 day workshops. All 4 day workshops that have the possibility of bumping a class should be brought before the board. If more than one 4 day workshop is scheduled during the calendar year, a scheduled class may only be bumped once. For example, there may be a Thursday, Friday, Saturday, and Sunday workshop and/or a Friday, Saturday, Sunday, and Monday workshop. 4 day workshops may be scheduled during a teacher hiatus.

(3) The workshop cost will be determined based on the amount required by the visiting instructor. Of the amount charged each student, \$10.00 per day will be paid to NBAL. All students who are not NBAL members will be charged an extra \$30, paid to NBAL, when signing up for the workshop.

(4) Refund policy: a refund may be obtained up to 30 days prior to the workshop. Students will pay a \$100 deposit on all workshops that are 3 days or more in length. A \$50 deposit will be required on all other workshops. **The final payment is required 30 days prior to workshop with no refund or cancellation after final payment.** This

guarantees the Instructor the total number of students in their class so they can prepare accordingly and prevent cancellation of the workshop during the final days of planning. Deposits and or final payments that are forfeited will be paid to the instructor, less the gallery fee. All checks should be made payable to NBAL only.

b. Classes

(1) A Class is a group who meets at a regularly scheduled day and time for a specific length of time to study the same subject(s).

(2) Teachers must receive Executive Board approval on a continuing basis.

(3) Class costs will be determined by the instructor. Of the amount charged each student, the studio fees will go to NBAL. For classes without a teacher, only the studio fee will be charged.

c. The Bower Classroom may be rented by an NBAL member or approved organization, if the classroom is available. The rental fee, deposit and hours included are to be determined by the Executive Board.

d. Contact the NBAL President if interested in occupying a studio.

10. JUDGE AND DEMONSTRATOR FEES

a. **Outside judges** who judge NBAL special shows will be paid \$150 for regular exhibits and \$300 for juried shows, unless another amount is approved by the board or a second judge is required.

b. **Demonstrators** at monthly NBAL general meetings will be paid \$150, unless another amount is approved by the board.

11. REIMBURSEMENT OF MONIES TO EXECUTIVE AND TEAM BOARD MEMBERS, AND SPECIAL SHOW CHAIRPERSONS

Elected Officers are authorized without prior approval to make expenditures, which are considered routine in the performance of their NBAL office not to exceed \$200.

Team Board Members are authorized to pay fees, purchase supplies or food as needed to fulfill the responsibilities of their job descriptions.

Receipts are required in order to be reimbursed by NBAL. **The receipts must be signed and reason for expenditures written on the receipt.** They must be put in the Treasurer's folder **within 15 days of the purchase.** Members who charge purchases where NBAL has credit accounts must provide receipts to the Treasurer within 15 days of the purchase. Members who do not comply may not be reimbursed, may lose ability to charge purchases, or credit cards may be canceled.

- 12. Modifications or exceptions to these Gallery Rules must be approved by the Executive Board.**