

NEW BRAUNFELS ART LEAGUE GALLERY RULES 2021

FAILURE TO COMPLY WITH THESE RULES MAY 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 \$35 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 during the show.

Displaying Members must be current members of the New Braunfels Art League and must work a total of 12 days yearly (approx. 84 hours) to maintain their displaying status. These hours may be acquired either by holding a position on the Executive Board or working as a Docent. Hours may also be acquired by serving in a Team Leader position or serving on the Housekeeping, Receptions or Submissions Teams provided the job requires enough hours to equal the 12 workdays. As of January 2005, all artists must go through the Jury Process in order to become a Displaying Member and display their artwork in the main 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 1st.

b. Membership Dues are \$35.00 per year or each General and Displaying Member. Renewal dues paid after December 31 require a \$10.00 late fee, which would equal \$45.00.

c. An additional displaying fee of \$35.00 per year is paid by each Displaying Member. A \$10 late fee will be assessed on display fees paid after December 31st.

d. The New Braunfels Art League will retain 25% commission on all gallery sales. Members will receive 75% no 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 three 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 displaying members will attend a mandatory training session.
- b. New docents 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 roles at the Gallery are the Docents; 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 staff the sales desk, which includes documenting all sales on the Daily Sales Log, counting and noting monies in the change box, and placing all receipts, money, and sales log for the day into the daily envelope to be placed under the upstairs office door for the treasurer. Follow all procedures listed on the Docent Daily Check List.

5. WORK SCHEDULE FOR DOCENTS AND SPECIAL SHOW PARTICIPANTS NEEDING 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. Gallery closes at 3pm on Christmas Eve and New Year's Eve.
- b. Docents work one scheduled day a month, twelve times a year.**
- (1)** If docents know ahead of time and are unable to work their scheduled day, they must find a substitute or contact the Gallery Staffing Team Leader who will email the displaying docents with a request to trade days. Docents should confirm that their days are covered.
- (2)** If docents have a last-minute emergency, they must:
- (a)** Call the other docents to make sure that at least two people are working that day.
- (b)** Do not call the Staffing Team Leader to ask that he or she find a substitute. Docents have the responsibility to work their assigned days, or to find substitutes.
- (c)** Reschedule their workdays 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)** Consequences for any member missing a workday without securing a substitute:
- (a)** First offense - letter of reprimand from the Executive Board and the Gallery Staffing Team Leader.
- (b)** Second offense - loss of displaying privileges for three months but still required to work scheduled days.
- (c)** Third offense - permanent loss of displaying privileges. The member must successfully complete the jury process to be reinstated as a displaying member.
- 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. Docents should keep their workdays free of doctor and other appointments, as they are expected to work the whole day and not ask others to fill in.
- e. The backroom is to be used for lunch breaks of approximately 30 minutes and other short breaks, if needed. Working docents are to remain in the front gallery and not paint or work in the backroom.
- f. If docents bring their 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 docents choose to demo, it does not relieve them of their responsibility of assisting other docents with gallery chores, such as greeting customers, making sales, emptying the trash, etc.
 - (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, docents should get up from behind the desk, approach, greet, and welcome visitors to the gallery. Ask them to sign the Guest Register. Be sure they give us their state and zip code and the number of visitors. 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 and put them on back office desk in the outgoing

mailbox.

- i. Docents must read the checklist of duties and check them off as completed. Place the checklist in the First Vice President's file in the backroom office – not in the daily envelope.
- j. Docents not fulfilling their duties are subject to disciplinary action determined by the Executive Board at request of the 1st Vice President.

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. Positions noted with an asterisk (*) are exempt from the 12-day requirement because they require an equivalent amount of work.

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 detailed list of each job's duties, please see the Job Description Binder located in the workroom office.

Chamber of Commerce Team Leader serves as a liaison to the Chamber, promotes NBAL to and through the Chamber, coordinates the activities of NBAL with the Chamber, attends mixers to promote NBAL, makes sure NBAL events are placed on Chamber website, passes out postcards or other promotional information 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. This team leader also monitors the returned e-mails to delete any undeliverable e-mail addresses.

Community Art Reach Team Leader - Youth* Coordinates youth community outreach programs by working with Room Scheduling/Classes and Kid's Summer Art Classes teachers. Considers fundraising activities as needed with proceeds benefitting NBAL community outreach programs (such as Art Auctions, etc.).

Community Art Reach Team Leader - Adult* coordinates outreach programs conducted at Eden Hills Communities or other sites.

Docent Training Team Leader is responsible for training, keeping the Gallery Guidance Binder current for docents at the sales desk. Report completed training to Membership Chair and Gallery Staffing Team Leader. Docent training will be held as needed, following the jury process, to include new displaying members.

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

Email Marketing Coordinator* maintains and adds emails of gallery visitors, new artists, artists who participate in open exhibits, local media, and educators to appropriate contact lists on Constant Contact. Creates, emails and monitors results of a NBAL Quarterly Newsletter. Creates online press releases about events and exhibits emailed to media only. Creates Call for Entries email for gallery exhibits open to all artists. Creates Call for Members email coordinated with membership drives.

Financial Assistant Team Member* reconciles the monthly bank statements; issues artists' checks at the end of each month; responds to questions about sales; provides last month's sales invoices to the Client/Guest email chair to update list of customers; posts sales one week per month.

Financial Team Members post weekly gallery sales, show fees, make bank deposits.

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 artists are adhering to the three-month display time limit, are staying within the 150 inches 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.

Gallery Assistant Team Leader* purchases supplies needed to operate the sales desk. Ensures 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 workroom desk. Attaches postage and mails completed thank you notes.

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.

Greater NB 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.

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

Housekeeping/Maintenance Team Leader* helps keep the building clean with the assistance of team members. Oversees any hiring of outside cleaners, such as window and floor cleaners. Oversees the maintenance for all lighting fixtures and air-conditioning filters in the building, along with any minor repairs.

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

Library Team Leader* maintains a record of each library book/video by entering pertinent data into database computer software. Follows up on "checked out" books to ensure their timely return. Processes newly acquired books/videos. 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.

Marketing Assistant* creates an annual marketing schedule. Adds artwork due dates for each publication to a marketing calendar. Researches advertising and marketing opportunities. Obtains thumbnail images of each member's artwork. Obtains/creates one paragraph bio for each NBAL artist member. Assists with other marketing tasks as assigned.

Membership / Yearbook Team Leader* keeps records current on all members by maintaining a copy of the NBAL Membership Applications. Provides new members with "Membership Information" and a copy of the yearbook. Reports the number of NBAL members at Team Board meetings. Responsible for fact checking and proofreading membership information and publishes the yearbook.

Newsletter Team Leader* publishes the monthly newsletter. Traditional information includes: article from President, changes/additions to workshop information from Workshop chairperson, changes/additions from individuals giving classes, information about person doing next month's demo at meeting, names of winners of previous month's special show, and a finance report.

Photographer Team Leader* takes images of art on display at each NBAL Special Show that is open to NBAL members. Usually, 25-30 images are needed for social media each month. Images should be cropped and tagged with artist, medium and art title. Website, Advertising, Local Publicity, and Newsletter Team Leaders may also request images. Special Situation: 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.

Program/Demonstration Team Leader schedules and manages artist demonstrations or programs planned for the General Meetings throughout the year.

Purchasing Team Leader is responsible for keeping an inventory of cleaning supplies, paper products, light bulbs, and sodas/water in the gallery. Restocks supplies for the kitchen and restrooms. Purchases replacement A/C filters monthly.

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.

Room Scheduling/Classes Team Leader maintains a calendar of classes, workshops, and meetings throughout the building to ensure space availability. Oversees that teachers understand paperwork to be given to treasurer, the collection of monies, and the rules of maintaining the studio/classroom.

Social Media Team Leader* promotes NBAL, its artists and special shows through social media such as Facebook, Instagram, and Twitter.

Special Events Team Leader coordinates the staffing and other details of any special events in which NBAL participates and keeps information on upcoming events readily available for docents.

Submissions Team Leader* coordinates the submissions team members to work on Jury Process and Special Show submission days for several tasks: computer information input/double-check and print 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 hand out paperwork and direct traffic. Helps with the computer and printer set-up.

Website (Webmaster) Team Leader* maintains an up-to-date website for NBAL. Responsible for posting all NBAL information such as: upcoming events, Artist of the Year, workshops, classes, Special Show Prospectuses, newsletters, and membership information.

Workshop Team Leader* Schedules/Coordinates NBAL-sponsored workshops.

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 in the Elaine Felder Gallery 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 wall. Works should be 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. The Resolutions Committee will make recommendations to the Executive Board. The Executive Board will make all disciplinary decisions and these decisions are 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 document it on their inventory sheet and verify it 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 will always be treated with respect 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. No craft kits or commercial patterns are allowed. No knitted or crocheted garments or manufactured piecework will be allowed in the gallery. No artist designed t-shirts are allowed. Reproductions (giclée or copies) of an artist's own artwork may be displayed and sold from the bins or the gallery area designated for reproductions. 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 will complete all paperwork and attach an NBAL art tag. 2D work should attach tag on the lower left corner. Attach tag on 3D work 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 can 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, complete a new sheet and remove the old one. This will assist docents trying to locate and post sales.

(3) Jewelry and Textiles/Fiber Art must 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 must 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 visible on the front of the tag. A short description of the work should be provided in the space 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 must use NBAL art tags and it is suggested that the tags be attached to the piece with a safety pin. For hanging pieces, state if the armature or

stand 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 will 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, is the responsibility of the artist to handle, lift, move or package, as necessary.

(6) Small works for the Gift Gallery must 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 inches of display area, a total inch count of all work. Maximum size for any one piece is a total of 84 inches. Those who display in multiple media should not exceed the 150-inch limit for TOTAL display area.

(1) 2D artwork must be framed unless it is a gallery wrap canvas 1 ¼" or larger 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. Pieces with lower prices may be placed in the Gift Gallery. 2D artists may place up to eight unframed works in the portfolio bins.

(2) 3D artwork is measured *width (the widest point from side to side) plus depth (distance from front of piece to back)*. Measure the actual edges of the work not the base. This is the display area taken up on the tabletop, shelves, or pedestal.

(3) Textiles of Fiber can be considered 2D and 3D, depending on the piece. Garments and large flat work will be measured width plus height, excluding display armature or mannequin. Fiber sculptures and baskets will be measured width plus depth same as 3D artwork.

(4) Jewelry cases are 63" X 16" X 13", which when taking H + W would equal 79 inches of display area. That leaves 71 inches of display area for a second media. Half a case equals 47 inches of display area, leaving 103 inches 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 wrapped 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 backed with acid-free materials, labeled as original or print, and must be protected with a clear wrap.

(4) Matting is optional for all watercolors, photographs and drawing media. Matting is designed to protect the art from coming into contact with the 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 works larger than 16”x20” because of the overall weight of the work. Plexiglas is required on works 24”x36” or larger. Pastel and charcoal works are exempt because of the static electric charge of Plexiglas.

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

NBAL will not be held responsible for any damages.

(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. A jewelry case cannot be empty.

(8) Textile/Fiber art **MUST** be designed and created by the artist. No pattern or kit work is allowed. Artists must provide their own armatures or mannequins and are limited to two. Mannequins must be of reasonable size and not full figures. Fiber artists may place up to eight scarves/small flat works on a display ladder, meeting hanging criteria. Knitted and crocheted work may be used as embellishments for garments but may not be displayed as a whole garment. If the fiber piece is to be hung, the display armature must meet hanging requirements.

(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. No commercial patterns are allowed.

(10) Sculptures and pottery must have an art tag attached. If the sculpture has a base, we ask that it be securely attached 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, the 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 art in a show are required to work one full day of NBAL choosing during the show or they may pay an extra \$30 fee on submission day not to work. There will be someone present at the check-in to schedule the workday. NBAL Displaying Members must work their assigned normal workday. For invitational shows where outside artists are invited 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 must 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-inch 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)** Hanging pieces that are no more than 15 inches in any measurement, including the frame.
- (2)** Small table-top pieces such as small boxes, sculptures, or paintings no larger than 10 inches in any measurement, including frames or easels.
- (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 written on the lower left corner and noted in the GG column of the inventory sheet. New work may be displayed in an available spot either on the wall or on the shelves in the GG.
- c. Items in the Gift Gallery should be priced at \$100 or less.

9. WORKSHOPS, CLASSES, AND STUDIO POLICIES

a. Workshops

(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, reserving 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 Executive 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 fee required by the visiting instructor. Of the amount charged each student, 15% will be withheld by NBAL. Any enrolled student who is not an NBAL member will be charged an extra \$35, payable to NBAL, when registering for the workshop.

(4) In order to register for a workshop, students must submit a deposit: \$100 for workshops 3 or more days in length **OR** \$50 for workshops two or fewer days in length. Checks should be made payable to NBAL. A refund may be obtained up to 30 days prior to the workshop. Final payment is required 30 days prior to the workshop with no refunds after that date. This guarantees the instructor a total number of students in the class so they can prepare accordingly. Monies forfeited will be paid to the

instructor less the 15% gallery fee. Workshops may also have a minimum enrollment number.

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 \$4.00 studio fee 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 Executive Board or a second judge is required.

b. Demonstrators at NBAL general meetings will be paid \$150 unless another amount is approved by the Executive Board.

11. FINANCIAL POLICIES

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 within the limits of their approved budgets.

Receipts are required in order to be reimbursed by NBAL. The receipts must be signed and the reason for the expenditure 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. NBAL is tax exempt; therefore, there is no reimbursement for sales tax charged. Members who do not comply may not be reimbursed, may lose the ability to charge purchases, or credit cards may be canceled.

Some volunteer positions necessitate the use of NBAL credit cards or keys. These must be signed out through the Treasurer. The member assumes liability for the loss or misuse of these resources. All credit cards and keys must be relinquished to the Treasurer at the conclusion of his/her term. No items should be directly transferred to the new volunteer.

If members use their vehicles when conducting NBAL business, there will be no reimbursement for mileage nor is there insurance coverage provided by NBAL.

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