

NEW BRAUNFELS ART LEAGUE GALLERY RULES 2024

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 \$35.00 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 Guest Docent during the run of the show, or pay customary amount decided by the board to not work. Volunteering to function as a Special Show chairperson for a Special Show will count as a workday for General Members only.

Displaying Members must be current members of the New Braunfels Art League and must work a total of 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. Hours may also be acquired by serving in some identified Team Leader positions or serving on the Housekeeping, Reception or Submission Teams provided the job requires enough hours to equal the 12 workdays.

A Member may be made an Honorary Docent by nomination of a sitting Board member in recognition of countless hours of contributions to NBAL. The Board grants the designation of Honorary Docent for good and compassionate reasons. Honorary Docents no longer must work in the Gallery. The person may display if the yearly dues are current, and their display status is in good standing,

All artists must go through the Jury Process in order to become a Displaying Member. During this process the members will submit artwork to be judged in the media categories that they wish to display in. When approved they may then display their artwork from the approved category in the main gallery.

Membership Dues and Displaying Membership Fees

- a. Membership runs January 1 through December 31. Membership Dues and Displaying Membership Fees are payable beginning October 1 through December 31, for the upcoming year. Any increases in these dues and fees will take effect on the beginning date of the collection. Dues paid after December 31 will exclude persons from the Yearbook. Membership dues and Displaying Membership Fees are non-refundable.
- b. Membership Dues are \$40.00 per year for each General and Displaying Member. Renewal dues paid after December 31 require a \$10.00 late fee, which would equal \$50.00.
- c. Displaying Members pay an additional displaying fee of \$40.00 per year. Total fees for a Displaying Member for the year will be \$80.00. Renewal of Membership and Displaying status paid after December 31st will

have an additional \$10.00 late fee added to the Membership and an additional \$10.00 late fee added to the displaying fee, equaling \$100.00 total if paying late. These late fees are to cover all the additional labor created for Treasurer, Financial Team, Membership and Yearbook, 1st Vice President, and Gallery Staffing. Displaying fees are non-refundable.

- 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.
- e. If an outside sale is initiated as a direct result of artwork displayed in the NBAL gallery, the artist selling the work should honor the 25% NBAL commission rule for no less than three months following the initial display of their work in the gallery. This includes custom artwork commissioned by the customer after seeing similar work in the gallery. The selling artist may prefer to bring the work back into the gallery to complete the sale at the docent desk, for ease of accepting payment and to comply with sales tax requirements.

2. JURY PROCESS

A jury process will be held for all members and is open to outside artists (Non-members) at least once a year as determined by the Executive Board. Non-members are required to join NBAL at the time of acceptance. An artist must submit three pieces of artwork in each medium category that they wish to display in. They may apply in a maximum of three different media categories each time they submit for the jury process. When approved for a media category the member may then start displaying artwork of that media to be sold. A non-refundable jury fee must accompany application. Refer to the Jury Process Information found on the Special Show and Jury Day bulletin board in the workroom or the NBAL website for more details. If accepted, the new Displaying Member will be assigned a workday as a Docent or may volunteer for any available team position that meets the required work hours (see above).

3. TRAINING

All Displaying Members must attend a Docent Training session before displaying their artwork in the gallery. Everyone is welcome to attend and must do so before serving as a docent.

- a. After each Jury Process, new displaying members will attend a mandatory training session.
- b. New docents are placed with an experienced worker for their first two workdays to assist them with their duties.
- c. The Docent Trainers will give training sessions for all NBAL Members when needed. All displaying members, gallery docents, executive board members, and team board leaders and any General Members who want

to work as Docents may be required to attend these sessions. Failure could result in loss of display privileges for the year.

4. RESPONSIBILITIES OF DISPLAYING MEMBERS

- a. All Displaying Members must sign the Displaying Member Timesheets Notebook, which can be found at the Gallery Docent Desk, when working for NBAL.
- b. Displaying Members should keep their workdays free of doctor and other appointments, as they are expected to work the entire day and not ask others to fill in.
- c. Displaying Members not fulfilling their duties are subject to disciplinary action determined by the Executive Board at request of the 1st Vice President.
- d. Consequences for any member missing a workday without securing a substitute:
 - (1) First offense - letter of reprimand from the Executive Board and the Gallery Staffing Team Leader.
 - (2) Second offense - loss of displaying privileges for three months but still required to work scheduled days.
 - (3) Third offense - permanent loss of displaying privileges.
- e. A substitute can be acquired in two ways, either by trading the workday with another displaying member or by hiring another displaying member to work for a fee. Regardless of any arrangements made, the originally scheduled Docent is ultimately held responsible.

5. WORK SCHEDULES FOR DISPLAYING MEMBERS AND GENERAL MEMBER VOLUNTEERS

This section describes general scheduling and is subject to change based on the needs of the Gallery.

General Members Who Are Special Show Participants and Will Be Serving as Guest Docents

- a. Work hours are to be a full workday that you agreed to on Submission Day. See below for business hours.
- b. A Guest Docent's main job is to function as a greeter to incoming visitors and invite them to see the Special Show.
- c. Guest Docents are not to staff the desk or handle sales.

Docents

- a. Gallery hours are Monday through Saturday, 10:00 AM to 5:00 PM. Sunday hours are 12:00 noon to 5:00 PM. The gallery will close for New Year's Day, Easter, July 4th, Thanksgiving, and Christmas Day. Gallery closes at 3pm on Christmas Eve and New Year's Eve.

Docents are to arrive fifteen minutes prior to opening and stay until the closing checklist is complete.

- b. Docents work scheduled days twelve times a year.
- (1) If a docent knows ahead of time that they are unable to work on their scheduled day, they must find a substitute. There are two substitute lists to help with finding replacements: Docents who will trade days and Docents who will work for the fee of \$40. Docents must call these subs first. Regardless of any arrangements made, the originally scheduled Docent is ultimately held responsible for staffing the workday.
 - (2) If no substitute can be found from the lists, then the Docent will contact the 1st VP by email, and they will post a request through the email system to all the NBAL members. In your email request, please include your phone number(s) and the date you are scheduled to work and need a sub. If there are specific days you can only work on, please include those. If anyone is interested—they will contact you directly, via email or phone(s), and the two of you will make the arrangements. It is then up to them to fulfill their arrangement. The 1st VP will not be responsible for any action after that, such as scheduling, etc.
- In an Emergency Situation the Docent will call the Gallery Staffing Team Leader. An emergency situation is when something happens the day of your scheduled workday i.e. you wake up sick or are in an accident. In other words, this should only be happening once or twice a year. Gallery Staffing has a list that they will call to fill in for you. You WILL have to make up for this missed day by the end of the year. Contact Gallery Staffing to see where you are needed.
- c. Docents who miss a day due to a holiday, or when the Gallery is closed because of bad weather, will need to make it up. The Gallery Staffing Team Leader will keep a list of these docents and will use these docents on an Emergency Call/Email List. If you are on this list, please respond as soon as possible when the Gallery Staffing person contacts you so that you can take care of making up your workday.

Submission Team Members

- a. The Submission Team will work on all Special Show Submission Days and Jury Days.
- b. Work hours start 30 minutes before submission times stated on the Special Show & Jury Day Schedule, until all work is completed, and the work area is clean.

Reception Team Members

- a. The Reception Team will work all Special Show Receptions and any Special Events held at NBAL Gallery, not to exceed the 12 mandated days to maintain their displaying status.
- b. Work hours start 1 hour prior to the event and end when workroom, tables, serving ware are cleaned / put away, and the trash is removed.

Cleaning or Maintenance Team Members

- a. The Cleaning Team will work 2 days each month for about 3 hours each time.
- b. The team member will need to check off and sign the Housekeeping Checklist, as well as their timesheet found in the Displaying Member Timesheets Notebook.

Finance Team Members

The Finance Team's job is to handle the finances of the organization. This includes posting gallery sales, show fees, studio fees, membership applications, and donations on a recurring schedule. Posting is done once a week for the previous week's sales and usually involves 5-8 hours of time. The volunteer sets their own start time.

6. JOB RESPONSIBILITIES FOR TEAM LEADER POSITIONS AND TEAM MEMBERS

Team Leaders are required to attend Team Board meetings to report on 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.

A Team Leader or Team Member may be removed from their position by simple majority vote of a quorum of the Board.

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, and passes out postcards or other promotional

information to Chamber members.

Cleaning or Maintenance Team Member is responsible for maintaining and cleaning the galleries, classrooms, restrooms, and workroom. They set their own days, 2 days in each month for about 3 hours each time and may come to the gallery at any time to accomplish the tasks that are listed on the “Housekeeping Check Off List” found in the “Displaying Member Timesheets Notebook”.

Community Art Reach Team Leader - Youth* Coordinates youth community outreach programs by working with Room Scheduling/ Classes and Kids’ Summer Art Classes teachers. Considers fundraising activities as needed with proceeds benefitting NBAL community outreach programs (such as Art Auctions). Coordinates the high school scholarship program.

Community Art Reach Team Leader - Adult* coordinates adult outreach programs at chosen location within the New Braunfels community.

Digital Communications Coordinator* is responsible for coordinating/creating engaging/informative digital content for distribution via email for NBAL membership as well as the general public we have contact information for. In addition, this role will cultivate/maintain/update contact lists from various sources, create/send email blasts for NBAL updates/events (special shows, classes, news), create/publish an electronic newsletter monthly and develop press releases as needed.

Docents are the most important workers at the Gallery; they are the backbone of our league and must be responsible for working their scheduled days. They manage the opening and closing of the NBAL Gallery, are responsible for greeting all guests, and help with maintaining gallery appearance. Docents 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 Checklist.” Everyone is welcome to serve as a docent after being trained.

Docent Training Team Leader is responsible for training all Displaying Members on the gallery rules and guidelines for working and displaying at NBAL. Checks the written instructions in the “Docent Desk Reference Notebook” to assure that information is correct and current. Reports members who have completed training to 1st Vice President, Gallery Staffing Team Leader, and Membership Chair. Docent training will be held following the jury process, or as needed to include new displaying members or members needing retraining.

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

Financial Assistant Team Member* reconciles the monthly bank statements; issues artists' checks at the end of each month; responds to questions about sales; posts sales one week per month.

Financial Team Members post weekly gallery sales, special show fees, jury fees, and make money deposits to the bank.

Gallery Appearance / Display Team Leader* monitors all the artwork in the main gallery, including gift gallery, 3D works, jewelry cases and portfolio bins, to ensure 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. The 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 found in the hanging files under the thermostat for the workroom. These forms are the Daily Sales Log, Artist Inventory Form, and NBAL Membership Forms. Also, the Verifying that Doors are Locked Sign-out Sheets that are used at the backdoor are found on this rack. Monitors and orders artists' artwork tags and NBAL business cards when needed. Stocks the gift-wrapping area and information rack with materials. Maintains Guest Book, thank-you post cards and wrapping materials.

Gallery Staffing Team Leader* develops and maintains a system to assign all Displaying Members to work one day a month as a Docent, or serve on the Cleaning, Finance, Receptions or Submissions Teams. Collaborates with docents to ensure adequate staffing of the gallery for all open days of the year. Works with the Submissions Team to schedule a day of work for General (non-Displaying) members who are competing in a Special Show. Attends the Docent Training Day to schedule newly juried displaying members onto docent work schedules or onto team jobs. Creates and monitors a calendar of the docents' workdays and timesheets of all NBAL Displaying Members to ensure that display hours are being met. Provides information to docents to help with the finding of substitutes for workdays.

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.

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.

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. Requires a good working knowledge of Excel, Word, and Email. In addition, must have access to a reliable computer with Microsoft Office and an internet connection.

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, and Digital Communications Coordinator may also request images.

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.

Reception Team Leader* manages the Reception Team Members to work in the refreshment area during Special Show Receptions and Special Events that take place at the gallery. 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. Reception Team Leader will coordinate with Special Event Team Leader when needed.

Reception Team Member works all Special Show Receptions and any Special Events held at NBAL Gallery. Work hours are from one hour prior to an event until the job is completed. Duties include setting tables up, putting food out on serving ware, serving the food to visitors, and putting food and tables away after the event is over. They will also clean the kitchen, workroom and put serving ware away.

Room Scheduling/Classes Team Leader maintains a calendar of classes, workshops, and meetings throughout the building to ensure space availability. Oversees the teachers and makes sure they understand the 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 (Facebook, Instagram, and Twitter).

Special Events/Demonstrations Team Leader* plans a special events yearly calendar with locations, dates, times, and budgets for each event. Develops themes for each event with entertainment, beverages, food, artist demos, or speakers. Determines the best advertising methods to promote the event, such as the website or social media. Coordinates the staffing for the events. Sets attendance and sales goals to determine the success of each event and the merits of doing the event again in the future. Schedules and manages artist demonstrations or programs planned for the General Meetings throughout the year.

Special Show Chairperson finds a judge to make the selection of winners, email Treasurer with the name of the judge, help with greeting Artists who are submitting work. The main job of Co-Chairs is to play host to the judge on submission/judging day and give them their paycheck. They may also oversee the hanging of the show. After the judging of the artwork is completed, they will call the winners, leave a copy of winners for the Treasurer to cut winners' checks, type up presentation information for the reception, and type up the judge's comments. They will also post a Winners List to 2nd VP and Newsletter Team Leader, play host at the show reception, and help with presentation by handing out ribbons and checks. There is a Task List and templates for this job. General Members who are volunteering to function as a Special Show chairperson may count this job as the required workday.

Submissions Team Leader* manages the submissions team members to work on Jury Process and Special Show submission days. This position's tasks include oversight of computer information input/double-check, print art tags, writing payment log sheets, display managers to put the artwork in the show gallery, assistants to help artists with submission paperwork and to carry artwork to display managers, 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.

Submission Team Member works all Special Show Submission Days and Jury Days. Work hours start 30 minutes before submission times to when the job is finished with the cleaning of the workroom. Duties are to arrange tables in the workroom for submissions, put out all the paperwork needed for intake of artwork, and set up computers if needed. During submissions, the team members help the artists with paperwork, carry artwork to Special Show Gallery, and put show tags on the artwork after the judging has taken place.

Website (Webmaster) Team Leader* maintains an up-to-date website for NBAL. The Webmaster is 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* schedule/coordinate 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. They are also responsible for pulling any artwork that is out of date, exceeds the 150-inch limitation, or does not meet the following criteria.

Docents may assist the Gallery Appearance Team by placing new work brought in by displaying members in a suitable place on the wall. Works should not be left on the floor. Pottery and sculptures may be placed on display shelves, pedestals, and tables.

The Submission Team arranges all work for the Special Shows in the Elaine Felder Gallery under the guidance of the Show Chairpersons, Submission Team Leader, and 2nd Vice President.

Enforcement and Resolution

Docents have the responsibility to remind members of the gallery display rules but may not pull artwork from the gallery. Board members have the authority to enforce these rules.

- a. Consequences for any member failing to follow NBAL Gallery Rules:
 - (1) First offense - letter of reprimand from the Executive Board and the Gallery Appearance/Display Team Leader.
 - (2) Second offense - loss of displaying privileges for three months but still required to work scheduled days.
 - (3) Third offense – referral to Resolution Committee.

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. **Please see the NBAL Bylaws, ARTICLE XI: MEMBERSHIP GRIEVANCES AND CODE OF CONDUCT, Section 1, and section 2.**

General Rules

Artwork can be displayed in the gallery for three months only. After three months, the work must be removed and may be replaced with different artwork. The same artwork may not be displayed in the gallery for three months from date removed.

If artwork is not removed from display in the gallery by its remove date or by the pick-up date for the special shows, it will be hung in the hallway on the wall adjacent to the stairway. Please remove this work in a timely manner.

Any artwork removed from the gallery or show gallery will be marked with a red pen "NFS" (meaning "Not For Sale") on the front of the gallery tag. Any artwork marked NFS may not be sold by the gallery. Artwork left by an artist 90 days or longer shall be considered abandoned and becomes the property of the Gallery

for disposal at the sole discretion of the Board with no obligation to the artist.

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 provided their work remains within the total inch restrictions.

Artwork Media

Watercolor, acrylic, oils, pastels, collage, drawing media or any combination 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.

No manufactured piecework will be allowed in the gallery other than industry standard requirements (e.g., chains, claps, frames, mats, etc.). No mass produced or manufactured t-shirts, coffee cups, or boxes, etc., with artists designs on them are allowed. No commercial or publicly available patterns for stained-glass or textile designs. Fiber art such as knitted or crocheted garments from a commercial or publicly available pattern are not allowed.

Subject Matter Criteria for NBAL

Nudes - All works should be of suitable subject matter for a family-oriented art gallery. Artwork of nudes must have Executive Board approval to be displayed in the main gallery. To be in an 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 of museum quality.

Images of political personalities, movie stars, musicians, or entertainers from the past or present – Each artist is responsible for submitting original work that does not violate Copyright laws, Trademark laws and laws regarding the use of images of people. If the NBAL discovers artwork that violates an art-related law, the artist will be asked to remove the artwork in question.

Commercial Products – Appearances of a brand-name product in creative works is acceptable as long as it does not tarnish the product's reputation, does not hurt the goodwill associated with the product, and does not mislead people to believe that the product manufacturer has endorsed or sponsored the creative work.

Original Work

All artwork on display in the New Braunfels Art League (NBAL) Gallery, and for sale, must be the original artwork, created by the displaying artist.

Original artworks are defined as original design, image, and expression created by the originating artist and fixed to a tangible medium of expression. (17 U.S.C. § 101 Copyright Laws). Copied artwork must have written permission from the

originating artist or be from Public Domain. Only the originating artist has the right to create derivatives. Using digital copied photos from media sources without written permission from the originating artist is subject to Copyright Laws. Licenses obtained from stock-photo suppliers are subject to Copyright Laws. Artist-created jewelry is subject to Copyright Laws. If painting from photographs, the photograph must be the displaying artist's own. If copied, the artist must have written permission from the original photographer or use images from Public Domain. The artist must not violate the Rights of Publicity. If creating a Collage, materials must be artist-owned; be from Public Domain; or if copied, not recognized as from original image.

If there is a suspected copied artwork or a derivative by an artist on display, the NBAL artist and the 1stVP will have a discussion to determine if the work can remain in the gallery. If agreed to be a copy or a derivative, only the artist may remove the artwork from the gallery.

No craft kits or commercial patterns are permitted in the Gallery. Reproductions (giclée or copies) of an artist's own work are sold in bins designated for reproductions.

Artworks created in a workshop using the instructor's photos or personal artwork, can be displayed in the Main Gallery with the instructor's permission.

Copying the works of other artists can put the artist and the NBAL in danger of violating Copyright Laws and lawsuits.

The NBAL is not liable for any Copyright violation claim against an NBAL displaying artist. An accused displaying artist cannot hold the NBAL accountable.

The NBAL is not liable for any monetary settlement in a Copyright violation against a displaying artist. The violating artist is solely responsible for all damages.

Labeling and Documentation of Artwork for Display

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.

- a. All artwork, including portfolio pieces, must have an NBAL tag on it with the In and Out dates in the spaces provided. Artwork can be displayed in the gallery for three months only. After three months, the 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. The same artwork may not be displayed in the gallery for three months from date removed.

- b. All work must be listed on an NBAL Artist Inventory Log Sheet and placed in the inventory notebook. When that sheet is full, both front and back, complete a new sheet and remove the old one. This will assist docents trying to locate and post sales.
- c. 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.*
- d. Multiple pieces sold as one unit are considered one piece of art and will be noted as so on the inventory sheet and art tag. *Example: Blue Dogs (set of three)*
- e. 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.
- f. Small works for the Gift Gallery must be labeled GG on the art tag and be noted in GG column of the inventory log.
- g. Photographs that have been altered or manipulated by using a computer should be labeled for sale and entered into shows as Photo/Digital Art. Photographs that have been printed on a canvas or a substrate and then altered on top of with any media should be labeled as Enhanced Photography and entered as Photo/Digital Art in all competitions or while on display in the main gallery.

Display Area

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.

- a. 2D artwork must be framed unless it is a gallery wrap canvas that is 1¼" deep or more; any gallery wrap of shallower depth must be framed. Measurements of each piece should be taken 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.

- b. 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.
- c. Textiles or Fiber artwork can be considered 2D and 3D, depending on the piece. Textile/Fiber artwork that is meant to be displayed on the wall will be 2D and measured width plus height. 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.
- d. 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 medium. Half a case equals 47 inches of display area, leaving 103 inches for a second medium.

Display Requirements

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

- a. Artwork to be hung on walls or display panels must have sturdy hanging wire and not weigh more than 15 pounds. 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.
- b. All paintings, collages and photographs must use frames that are in good condition. Gallery wrapped canvases that are 1¼" deep or more 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.
- c. 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.
- d. 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 weight of the work. Pastel and charcoal works are exempt due to the static electric charge of Plexiglas but must not weigh more than the 15 pounds weight restriction.

- e. These are suggestions. The final decision is left to the artist, but all artworks must be shown in a professional manner.
- f. All reasonable care is taken in handling and displaying of artwork, however, NBAL will not be held responsible for any damages or loss.
- g. If a title is to be placed on an artwork, we ask that it be placed on the frame or mat and not on the work itself, unless it is a part of the overall design of the piece.
- h. Artists who work in jewelry are asked to monitor their cases and keep them clean and up to date. No signage, photos or paperwork should be in the case. The Jeweler may place a name plaque or card no larger than three inches by five inches in their case with a title, description of work or instructions to view their Artist Inventory Sheet for a listing of materials. The 1st VP will determine when jewelry cases do not meet NBAL expectations. The Board is the final appellate authority. Jewelers must provide their own display furniture. A jewelry case cannot be empty.
- i. Textile/Fiber art MUST be designed and created by the artist. No pattern or kit work is allowed. Fiber artists may use shallow canvases as a substrate to mount finished fiber art, but the canvas must be covered in a fabric or painted to include the edges, be no larger than 30"X 30" and must have sturdy hanging wire. Textile/Fiber art using dowel rods or slats must have neatly finished backs and the dowel rod/slat must be of a size (no larger than 3/16 inch thick) to fit ALL gallery hooks. Large fiber art may use a thicker decorative rod with finials for display but must have cording to hang. 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 the NBAL's 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 gallery display requirements with sturdy hanging wire.
- j. 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 or publicly available patterns are allowed.
- k. 3D artwork such as sculptures, mosaics and pottery must be of a weight that can be easily handled by the docents. Nothing over 25 pounds and 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.

Special Shows

- a. For all Special Shows, the artist must be 18 or older.
- b. 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.
- c. Entries must be the original work of the artist and not previously exhibited in any NBAL Special Shows nor in the NBAL Main Gallery.
- d. NBAL has authority to decline unacceptable works based on NBAL Rules and Guidelines. NBAL shows are for members only, unless designated by the prospectus.
- e. Non-displaying members who enter art in a show are required to work one full day of NBAL's choosing during the show or they may pay an extra 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.
- f. 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.
- g. Artists will not be eligible to win more than one prize in a single category. For example, an artist may not win 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 an NBAL Artist Inventory Log Sheet. Total inches (height plus width) will count towards the Displaying Members allotted 150-inch display area.

The Gift Gallery has three display areas; you may place 5 items priced under \$100 in each area:

- (1) Wall/Hanging Area – Hanging pieces that are no more than 15 inches in any measurement, including the frame.
- (2) Tabletop/Shelves – Small tabletop pieces such as small boxes, sculptures, or paintings no larger than 10 inches in any measurement, including frames or easels.

- (3) Card Rack/Baskets – Packs of cards and any/or matted artwork (as per gallery rules).

9. GALLERY ETIQUETTE

NBAL is a place of business and will be treated accordingly.

- a. No food or drinks should be at the Docent Desk. The backroom is to be used for lunch breaks of approximately 30 minutes and other short breaks, if needed.
- b. Working docents are to remain in the front gallery and not paint or work in the backroom, during hours of business.
- c. Personal phone calls should be taken to the workroom if there are customers present.
- d. If a customer comes in, the Docents should get up and welcome them to our gallery.
- e. If an artist wishes to demonstrate their art in the gallery:
 - (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 backroom.
 - (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) The artist is responsible for cleaning up after his/her demo.

10. PHOTOGRAPHY AT GALLERY EVENTS

An Art League photographer may be present at Gallery events. Photographs may be used for Art League communications, such as social media, website, newsletters, etc.

a. **General Photography**

A person may request not to have their photograph taken but must be aware they may still be in the background of photographs.

A sign shall be placed in a conspicuous location at all Gallery events where the photographer is taking photographs. The sign will include the language:

“An Art League photographer is present at this event. Photographs may be used for Art League communications such as social media, website, newsletters, etc.

If you do not wish to have your photograph taken, please politely advise the photographer. You may still be in the background of photographs.

_____ Signage Posted in the Gallery _____

BY ENTERING THIS AREA, YOU CONSENT TO YOUR PHOTOGRAPH BEING TAKEN AND USED FOR ART LEAGUE MEDIA PURPOSES WITHOUT COMPENSATION.

b. Award Photography

Photographs of show award winners may be used for Art League communications and will include the winner's name associated with the photograph.

c. Award Photography of Minors

Photographs of show award winners may be used for Art League communications and will include the winner's name associated with the photograph. If the award winner is a minor, a written parental release must be obtained prior to any photographs being taken.

d. Photographs of Artwork

NBAL reserves the right to use photographs of artwork for Gallery advertisement without compensation to the artist.

11. 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. A class may be scheduled on a Friday, Saturday, or Sunday if no workshop is scheduled, but workshops take priority. Should a workshop suddenly be added for any reason, the class will have to be canceled and rescheduled for another day or place within the gallery.
- (3) The workshop cost will be determined based on the fee required by the visiting instructor. Of the amount charged each student, 20% will be withheld by NBAL. Any enrolled student who is not an NBAL member will be charged an extra \$40.00, payable to NBAL, when

registering for the workshop. Any alterations to the agreement with the instructor must be approved by the Executive Board.

- (4) In order to register for a workshop, students must submit a deposit: \$100.00 for workshops 3 or more days in length **OR** \$50.00 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 20% 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 \$5.00 studio fee will be paid to NBAL For classes up to 4 hours in length. For classes over 4 hours in length and up to 8 hours long, a \$10 fee will be paid to NBAL. For classes without a teacher, only the studio fee will be charged.

- c. Classrooms** may be rented only for purposes aligned with the NBAL 501(c)3 Mission Statement. Any variance must be approved by the Executive Board. Classrooms may be rented only to a current NBAL member in good standing who will coordinate and sign the rental agreement.

d. Studios

- (1) Studios may be leased to NBAL members for a lease period of one year (January – December) with a maximum occupancy of five years. Studio fees are determined annually by the Executive Board.
- (2) Studio vacancies are advertised in the October newsletter. Requests to be considered as a potential tenant must be submitted in writing to the Treasurer by November 1st. If there is more than one member expressing interest, a lottery at the November General Membership meeting will occur.
- (3) Tenants have the option to renew their lease for a period of five years. Once the five-year option expires, they cannot participate in the lottery for two years. Exemptions may be considered by the Executive Board.

12. JUDGE AND DEMONSTRATOR FEES

- a. Outside judges who judge NBAL special shows will be paid \$150.00 for regular exhibits and \$300.00 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 \$100.00 unless another amount is approved by the Board.

13. 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 \$200.00.

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 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.

14. MODIFICATIONS/EXCEPTIONS

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