New Braunfels ART LEAGUE

A remarkable resource for artists, educators, and patrons located in the beautiful Hill Country of Texas

830 629-8022
239 W San Antonio St.
New Braunfels, TX 78130

Mailing Address
PO Box 310325
New Braunfels, TX 78131-0325

Website: www.TheNewBraunfelsArtLeague.com
www.nbal.org

New Braunfels Art League 2026

Membership Dues & Fees: Membership year is from January 1 through December 31.

General Membership Dues	$40
Displaying Member Dues & Fee by Dec 31	$80
Displaying Member Dues & Fee after December 31	$100

Gallery Hours:

Open 10:00 AM to 5:00 PM Monday – Saturday
12 Noon to 5:00 PM on Sunday
Closed on New Year's Day, Easter, 4th of July, Thanksgiving Day, and Christmas Day.
Gallery closes at 3pm on Christmas Eve and New Year's Eve.

New Braunfels Art League Mission Statement

The New Braunfels Art League was established: 1) to promote the visual arts in New Braunfels, Texas; 2) to educate the community about art; 3) to share the arts with each other and the community; 4) to allow access to teachers, workshops, classes, field trips, library, gallery and the companionship and ideas of other artists; 5) to promote the visual arts to children and adults; and 6) to contribute toward making New Braunfels a cultural art center.

NBAL CHARTER MEMBERS

President	Ernest Murphy
Vice President	Angie Brown
Treasurer	Maxine Rack
Secretary	Ann Rainbolt
Special Committee	Emmie Ikels
Standing Committee	Angie Brown

Velma Bauer, Beverly Beemen, Velma Bickley, Mattie Boulter, Carol Byles, Joyce Conner, Joan Davenport, Margaret Ellis, Connie Fonvielle, Velma Frederick, Charlene Fundis, Barbara Hahn, Billy Hahn, Mava Hilje, Claudine Hovestadt, Liz Kelly, Maurice Leifeste, Ted Lohman, Dennis Parma, Harvey Richards, Rogelio Rodriguez, Cathy Scheel, Elsie Shermeer, Charmayne Sitman, Zelma Strobaugh, Jack Williams, Mrs. CV Windwehen

Title Page Design & Logo: Tom Bender

NBAL Organizational Meetings

New Braunfels Art League business meetings are typically held on the third Tuesday of the month. See the NBAL MEETING SCHEDULE posted on the website or on the bulletin board in the workroom for exact dates. There will be no meetings in June, August, or December.

- The Executive Board meets from 10:00 AM to 12:00 PM.
- The Team Board and Executive Board meet from 12:30 to 2:30 PM alternate months. These meetings are open to all members.
- The General Meetings are held twice a year on the third Tuesday of April and November for all members.

  April - General Member Mixer with Booksale and Art Exchange to be held from 6:00 to 8:00 PM. NBAL provides a meat course and wine; the attending members are asked to bringing side dishes and desserts. Spouses are welcome.

  November - General Business Luncheon is held from 12:00 to 2:00 PM. ALL members are asked to attend to meet the needed quorum to vote for the incoming Board Members, and for any Changes to Constitution or Bylaws. Lunch will be provided by the Executive and Team Board members.

Each Executive Board member is assigned Team Leaders to help with the running of the organization and facilities. Our goal is to have all our members involved with management by serving as a docent or on one or more teams. When members join NBAL, they are encouraged to select a position or team to serve on that best meets their interests and talents.

The Executive Board member will be the main contact for their assigned Team Leaders.

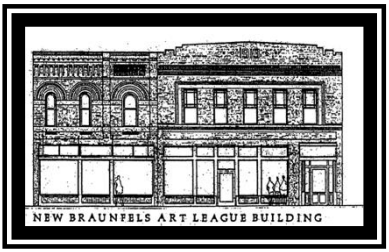
Guide to NBAL Website

www.thenewbraunfelsartleague.com *OR* **www.nbal.org**

Home	Workshops	Special Shows
• Welcome • Upcoming Events • Art from past Shows	Dropdown menu lists: • Each upcoming workshop with Instructor and dates Main page shows: • Hotel & Lodging Info • Downtown Parking Info On each Workshop page: • Registration and Payment Button • Supply List for each workshop + Info	Dropdown menu lists: • Each Special Show Main page shows: • Special Show & Jury Day Schedule • Show Calendar • Shows with run dates On each Show page: • Prospectus to follow to enter artwork • Special Show Inventory Sheet
About Dropdown menu lists: • Current & Past Artists of the Year • Archive of Art Main page shows: • Mission Statement • History • Art League Today • Invitation to Join		

Classes	Members	Member Resources
Dropdown menu lists: • Classes that are listed by specific media • Each Media page shows the Instructors and class information	Dropdown menu lists: • General Membership • Displaying Membership • Member Resources On General Membership page: • Membership Form On Displaying Membership page: • Membership/ Renewal Form • How to Become a Displaying Member • Jury Process Info. • 2 Jury Applications Current Member & New Artist	• Newsletter Archives • Constitution & Bylaws • Gallery Rules • Meeting Schedule & City Events • Parking Map • Classroom Teacher Responsibilities • Membership Forms • Special Show & Jury Day Schedule • Show Calendar • How to Become a Displaying Member • Jury Process Information • Artist Inventory Form, Artist & Jeweler Cards

History of the New Braunfels Art League



During Wurstfest in 1964, a number of artists began to discuss the need for an Art League in New Braunfels. A display was set up at the old junior high gym (Market Platz) and was so well received by local people and tourists that on January 28, 1965, the New Braunfels Art League became a reality.

These founding members' main goal of promoting the knowledge of art and establishing public art displays lives on today. Our Mission Statement is a declaration that NBAL will serve the community of New Braunfels, through art education and by providing a space for artists to meet, share, and sell their artwork. In 1990 the Art League purchased our handsome two-story building and became the 13th owner of the property, a historical landmark building.

Built in 1913 by Kathinka Clemens of Comal County, a rare female contractor for the time period, she was contracted to erect a two-story brick building: the first floor to be used as a bakery and the second floor to be a living space for the family. The bakery was called City Bakery from 1913-1926 and was owned by A. C. and Helen Plumeyer.

Since then, the building has been owned by several different businesses. By the time NBAL became the owner, it had fallen into disrepair and preservation is still an on-going job. It has taken our organization several years and hard work to restore it to what you see today.

We feel that it is the perfect home for the League, and we are all very proud of it. The spacious first floor houses the main gallery with a side gallery where themed monthly special shows are displayed. The second story, with its oak floors, tall windows and soaring ornamental ceiling, has been brought back to life to provide a remarkable backdrop for art workshops, classes, exhibitions, meetings, and demonstrations.

To see all of our classes and workshops, please visit our website at **nbal.org.**

NEW BRAUNFELS ART LEAGUE GALLERY RULES 2026

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 $40.00 fee for Workshops required of non-members. Entry fees for special shows and workshop costs still apply.

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 will no longer need to 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.
c. Displaying Members pay an additional displaying fee of $40.00 per year. Total dues and fees for a Displaying Member for the year will be $80.00. Renewal of dues and fees paid after December 31st will have an additional $20.00 late fee added, equaling $100.00 total for paying

late. This late fee is 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 working 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 may volunteer to work on any day or on any team that they want to help with but must adhere to the set schedule and may not work at the docent desk unless they are trained to do so.

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. <u>Regardless of any arrangements made, the originally scheduled Docent is ultimately held responsible for staffing the workday.</u>

    (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.

(3) 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 the 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 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 on 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* 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 Team Leader Coordinator maintains a calendar of classes, workshops, and meetings throughout the building to ensure space availability.

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

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, door attendant to hand out paperwork and direct traffic. Helps with the computer and printer set-up. Submission Team Leader and 2nd Vice-President will jointly preside over a committee of 3 NBAL Members to select qualified Judges to make the selection of winners for each Special Show. The Committee will e-mail the Treasurer with the name of the judge. The Submission Team Leader or 2nd Vice-President will host the judge and give them their paycheck on Submission Day.

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* 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. 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 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.

Special Subject Matter Criteria
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 Famous People. Original Artworks depicting celebrities, political personalities, movie stars, musicians, or entertainers from the past or present are generally permitted in the NBAL Gallery or Special Shows. These sorts of subjects fall under the laws governing a celebrity's right to publicity, which vary

from state to state. Original artworks depicting famous people are explicitly exempted from the Texas statutory right of publicity law, provided they are single original works of fine art. Original Artworks based on a copyrighted image, however, require the permission of the photographer in almost all cases. Under Texas law, original, single works of fine art depicting famous people, including deceased celebrities, are generally permitted even if they use a person's likeness, but this does not automatically allow the use of copyrighted photographs as reference material. Federal copyright law still applies, and using a copyrighted photo as the basis for artwork without permission can be infringement unless the use qualifies as fair use, which is a complex legal determination. In most cases for NBAL the category of fair use applies, and such works are allowed in the gallery.

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 digitally 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. The 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. 2D artists may place up to eight unframed artworks in the portfolio bins that will not count towards allotted display inches. No more than three gallery wrapped canvases, under ¾ inch deep, may be put in the portfolio bins at a time. Pieces with lower prices may be placed in the Gift Gallery.
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. Limit of three ¾ inch gallery wrapped works at a time.
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 artwork 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. Entries must be the original work of the artist and not previously exhibited in any NBAL Special Shows nor in the NBAL Main Gallery.

c. Artwork done in a workshop or in an NBAL class may be submitted with the understanding that the instructor/teacher has not personally worked on the art piece but has coached or critiqued only. If working from photographs, the photographs used cannot infringe on copyrights.

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 the 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 for wall and table space. Artwork in the card rack/basket/bins is not counted towards allotted display space.

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

a. Wall/Hanging Area – Hanging pieces that are no more than 15 inches in any measurement, including the frame.
b. Tabletop/Shelves – Small tabletop pieces such as small boxes, sculptures, or paintings no larger than 10 inches in any measurement, including frames or easels.
c. Card Rack/Baskets/Bins – Packs of cards and any unframed artwork that is protected with a clear wrap.

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. **Event Photography.** A person may request not to have their photograph taken at any Art League event. If you do not wish to have your photograph taken, please politely advise the photographer. Your likeness may still appear in the background of photographs.

Signage to Be 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. Workshops are open to both members and non-members, with non-members paying a $40 premium. Attendees must be 18 and older.

(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 which is then adjusted to cover processing costs in the calculation of the basic member fee. 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. All workshop contracts must include a minimum enrollment number. Any alterations to the agreement with the instructor must be approved by the Executive Board.

(4) All workshops must be paid in full at the time of registration, either online with a debit or credit card, or with a paper registration form and a check. Registrations completed online are confirmed instantly, whereas postal registrations are confirmed once received. In the event that a paper registration form is received after a workshop has sold out, the registrant's check will be returned uncashed, and that person's name will be added to the waiting list.

(5) Workshop fees are refundable, with a 10% processing fee subtracted, up until 30 days before the workshop. All workshops have a minimum enrollment number and are not held if enrollments do not reach that number. Should NBAL cancel a workshop due to low enrollment or other unforeseen circumstances, a full refund will be given. No refunds are provided less than 30 days before the workshop start date unless the seat is resold. In that event, any refunds are still subject to the standard 10% processing fee.

b. **Classes**

(1) A class is a group of artists who meets at a regularly scheduled day and time at the New Braunfels Art League for a specific period of time to study the same subject(s). Anyone over the age of 18, including non-members, can enroll in NBAL's adult classes.

(2) Teachers must receive Executive Board approval before scheduling, marketing, or holding classes. Once granted for a specific discipline, the approved status for that discipline and instructor continues as long as the instructor conducts his or her classes in a professional manner, pays all studio fees in a timely fashion, and conforms to the Responsibilities for NBAL Teachers that are posted in all classrooms. A teacher wanting to teach multiple disciplines must be approved for each discipline separately.

(3) Board approval to teach is granted for a single discipline but the process can be repeated to add additional disciplines.

i) To begin the process, it is recommended to talk with the

Room Scheduling Team Leader to see if there is space open on days and times that the instructor can teach. Space cannot be reserved however until the instructor has completed the approval process.

ii) Next, the artist must reach out to any member of the Executive Board to act as their sponsor and take their approval request to the board on the artist's behalf.

iii) The artist must provide the sponsor with a class description that includes a class outline that can be shared with the board, three examples of their work in that discipline, and a cover letter to the board that includes a commitment to honor the policies listed here in these New Braunfels Art League Galley Rules, including those on the timely payment of studio rental fees and the Responsibilities for Teachers posted in each classroom.

iv) Once the artist is approved to teach at the Art League, he or she can then contact the Room Scheduling Team Leader to reserve teaching space.

v) Once the instructor has approval and has reserved space for the class, the next step is for the instructor to review the way classes are advertised online at nbal.org and on the New Braunfels Art League social media sites and then contact the Webmaster and the Social Media Coordinator respectively to have your class marketed by those teams.

(4) The fees students pay the instructor per class are determined by the instructor. Of the amount charged each student, a $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.

(5) **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 $500.
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. VOTING ELECTRONICALLY

Voting by Email or any electronic meeting system may be used by the Executive and Team Boards between scheduled board meetings. The process is as follows:

- Board member emails NBAL President with the motion they want to vote on with an explanation on why it cannot wait for the next meeting and with the understanding that **Only** F**inancial Proposals Previously Discussed** by the board can be in a motion and **No Confidential Information** may be in the email.

- President will send out the motion to **ALL BOARD MEMBERS WHO NEED TO TAKE ACTION** on the motion (Executive and/or Team Board). **NO SECOND IS NEEDED**.
- President will set a time limit for discussion and board members **MUST REPLY ALL** during the discussion.
- After time limit is reached the President will email **"VOTE NOW"** with a voting time limit set. Board members **MUST REPLY ALL** with **"I VOTE YES"** or **"I VOTE NO"** or **"I ABSTAIN"**. No other conversation may take place during the voting response.
- After voting time limit is reached the President will declare **"MOTION (name of motion) CLOSED"**. The Secretary will tally the votes and announce the results to the board members with **REPLY ALL**.
- The Secretary will read the motion and results of the vote into next month's meeting minutes to ratify or document the motion. The meeting minutes will then be approved at the next scheduled meeting.

15. MODIFICATIONS/EXCEPTIONS

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

NBAL members may request a change to the Gallery Rules by submitting a proposal to the Executive Board to consider. The proposal must cite the Article, section and page number where it is found in the Yearbook along with the proposed changes.

16. NEW PROGRAMS/ PROJECTS

To start a new program at the gallery the NBAL member will write up a short description of what the program's goals will be, how the program will operate, and how many volunteers the program will need to function. The person submitting the program to the Executive Board for approval must be willing to chair the committee or volunteer to run the program.

For any building renovation projects, the president must chair it according to the officer job descriptions; but the person submitting the request for the project must be willing to serve on the committee to help find such people as structural engineers to evaluate the soundness of our walls and floors and contractors who will do the work. Depending on the overall cost of the project it may need to be approved by the membership.

Display Information (Quick Reference)

General Rules for Displaying Members

- **All work must be for sale, and original artwork by artist.** Page 18 **& 19**
- **Members will receive their 75% of their sale no later than the 15th of the month following the sale.** Page 10
- **Artwork displayed for three months,** rotate out for three months. Page 18
- Artwork left unclaimed by an artist 90 days or longer shall become the property of NBAL. Page 18
- No manufactured piecework, craft kits, or commercial patterns are permitted in the Gallery. Page 18
- **All artwork must have NBAL art tag attached to it with an IN Date and OUT Date noted.** Page 20

Main Gallery

- **150" of display area per artist.** Page 21
- **2D Maximum size is 84 inches**. **Maximum weight 15lbs**. Page 21
- 2D artwork must be framed, unless it is a 1¼"deep gallery wrap canvas, with hanging wire, and no sawtooth hangers. Page 22
- **3 D Maximum weight is 25lbs.** Page 22
- **Unmeasured Artwork (does not count in total display area inches):** 2D artists may have **8 unframed artworks in the portfolio bins**. **No more than three gallery wrapped** canvases, under ¾ inch deep, may be put in the portfolio bins at a time. Page 22
- Reproductions may be sold in bins designated for reproductions only. Must be labeled as reproduction or print. Page 20

Gift Gallery

- **5 items priced under $100 in each area** and must be labeled GG on the art tag and noted in the GG column on an NBAL Artist Inventory Log Sheet. Page 24
- **5 pieces on the wall** and **5 on the tabletops**, **measurements are included in the artist's 150"** display area. Page 24
- **Unmeasured Artwork (does not count in total display area inches):** 5 packets of cards or 5 unframed works in the Card Rack/Baskets/Bins. Must be protected with a clear wrap and have Art Tag. Page 24

CONSTITUTION

ARTICLE I: NAME

The name of this organization will be the New Braunfels Art League **inc.** (NBAL).

ARTICLE II: MISSION STATEMENT

The New Braunfels Art League was established: (1) to promote the visual arts in New Braunfels, Texas; (2) to educate the community about art; to share the arts with each other and the community; (4) to allow access to teachers, workshops, classes, field trips, library, gallery and the companionship and ideas of other artists; (5) to promote the visual arts to children and adults and (6) to contribute toward making New Braunfels a cultural art center.

ARTICLE III: DIRECTORS/ EXECUTIVE BOARD/ OFFICERS

Section 1: The Directors of the corporation New Braunfels Art League **inc.** will consist of five elected officers. These officers will be the President, 1st Vice President, 2nd Vice President, 3rd Vice President, and Parliamentarian. This Board of Directors may not amend or repeal the constitution or bylaws without a vote by the membership.

Section 2: The Executive Board will consist of all elected officers. They will make all appointments and conduct other business as required of the elected officers and as specified for the Executive Board in Article IV of the Bylaws.

Section 3: Elected officers of this organization will consist of a President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer, Assistant Treasurer, and Parliamentarian. The President will abstain from voting unless needed to break a tie. When seven (7) voting officers are present, four (4) will constitute a quorum. When President Emeritus is present, five (5) will constitute a quorum.

Section 4: The position of President Emeritus has been named to honor a past president, who has shown exceptional leadership and devotion to NBAL. This is a lifetime position of honor appointed by the Executive Board with dues paid for life and full voting privileges. There will be one President Emeritus honored at a time.

ARTICLE IV: TEAM BOARD / TEAM LEADERS

Section 1: The Team Board will consist of all NBAL Officers and all the Team Leaders who are listed under them in the NBAL Organization Chart found

in the NBAL Yearbook. The business of the organization will be conducted by the Team Board except as specified for the Executive Board.

Section 2: The Team Leader positions will be determined by the Executive Board. These positions may be added/deleted/changed as workload requires for the management of NBAL, but the changes must be approved by the Executive Board prior to filling. These members will attend Team Board meetings and have the power to vote at the Team Board meetings. When twenty-three (23) to twenty-five (25) voting team leaders are present, twelve (12) will constitute a quorum.

Section 3: Team Leaders may (and are encouraged to) recruit non-voting assistants and may request assistance from Executive Board members in doing so. Assistants may attend meetings but may not vote.

ARTICLE V: BYLAWS

This organization will be governed by the provisions of a code of Bylaws to be adopted simultaneously with this Constitution.

ARTICLE VI: AMENDMENTS

This Constitution (and these Bylaws) may be amended or revoked by a two-thirds vote of the members present and voting at a regular general or special meeting; with the proposed amendments having been read at the previous meeting or emailed to each member of NBAL to be received at least one week prior to the day when they will be acted upon.

BYLAWS

ARTICLE I: MEMBERSHIP

Section 1: General Members are all NBAL members a**nd** will consist of artists actively engaged in creating original art, people interested in the Visual Arts, and companies who are interested in supporting the Visual Arts. Annual dues must be current. Membership is open to all people and is not limited by race, creed, or ethnic group. General Members will receive current NBAL Newsletters, may attend and vote at General Meetings, and may participate in all Special Shows.

Section 2: Displaying Members are General Members that have undergone the jury process and have been approved to display in their chosen medium, Displaying Member's dues and display fees must be current to display work in the gallery. Those that have been continuous Displaying Members since prior to 2005, are grandfathered in to display in all media, providing dues and fees have remained current. Displaying Members should be aware that they are allotted 150 inches of display space**;** and NBAL will retain 25% of all gallery sales**.** Displaying Members will work a total of 12 days yearly for NBAL. When entering NBAL Special Shows, Displaying Members are not limited to the media for which they are approved (juried), but may submit any media they

are working in. There will be display space equality for all members within the limitations of the art medium of the artists. No member is allowed to pay more for dedicated/premium locations within the gallery.

Section 3: To maintain the status of Displaying Member, the artist must not have dropped their NBAL General Membership at any time, have remained current with NBAL General Membership dues and Displaying Fees, and is continuing to work the 12 days yearly for NBAL.

If at any time the Displaying Member is unable to fulfill the obligated workdays due to illness, death/illness in the family, or emergency extended travel, they must contact the 1st Vice President and Gallery Staffing to let them know that they will be absent from their work position and pull all their artwork from the gallery. The Displaying Member must continue to pay both their NBAL **General** Membership dues and their Displaying Fees and will be labeled as an Inactive Displaying Member. The inactive artist may participate in NBAL Special Shows but must pay the fee currently set in place in the gallery rules to fulfill the workday requirement.

To become an Active Displaying Member again the member must contact 1st Vice President and Gallery Staffing and resume a work position. The artwork may then be placed back into the gallery. If at any time the Displaying Member stops paying their NBAL General Membership dues and/or their Displaying Fees, they must go through the Jury Process again to regain their displaying status.

Section 4: NBAL General Membership dues and Displaying Fees are due and payable on or before December 31 at the rate established by the Executive Board. Failure to pay by December 31 will exclude the person from the yearbook and late fees will be assessed beginning January 1.
Dues and fees paid on or after October 1 of the year constitute dues and fees paid for the following year. All membership applications will be handled by the Membership Team Leader.

Section 5: All members will abide by the NBAL Bylaws and Gallery Rules, as determined by the Executive Board.

Section 6: Changing membership levels or adding additional membership levels requires approval of the Executive Board and must be voted on by the NBAL General Membership.

ARTICLE II: MEETINGS

Section 1: NBAL General Membership will meet at least two times a year, with a November meeting being reserved for voting. The date, time, place, and whether the meeting will be in person or by voting electronically will

be determined by the Executive Board. The meeting schedule for the calendar year shall be available to the membership in the Newsletter, posted on the workroom bulletin board and on the NBAL website. The President may call a meeting of the general membership whenever necessary. A minimum of twenty (20) members present at this general meeting constitutes a quorum. NBAL General Membership may attend any or all Team Board meetings and may at any time request attendance to any Executive Board meeting to make suggestions, present requests, or view the proceedings. A detailed financial report of the Art League balances is furnished to the Executive Board monthly and is available to any NBAL General Member upon request.

Section 2: A meeting of the Team Board may be held on a regular basis to be designated by the President, with approval of the Executive Board or may be broken down into working groups by Team Leader titles. If meeting in groups, then quorum will be a simple majority decided by the number of Team Leaders listed to attend meeting. Any voting will be limited to each group's responsibilities.

Section 3: All papers read at these meetings will be delivered to the Secretary and will become the property of NBAL.

Section 4: Voting via Email may be used by the Executive Board as outlined in the Gallery Rules, when necessary, between scheduled board meetings.

ARTICLE III: ELECTIONS

Section 1: The Executive Board will recommend a Nominating Committee by the July meeting with the Parliamentarian as Chairperson. This committee will nominate candidates for the offices of the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, Assistant Treasurer, and Parliamentarian and present nominees to the Executive Board at the September Meeting.

Section 2: The slate of candidates will be presented to the general membership by email in September, published in the October newsletter and be voted on by the General Membership at the November general meeting. Nominations also can be made from the floor at the November general meeting, with the approval of the person being nominated.

Section 3: Newly elected officers will formally be installed at the January Executive Board meeting but will take office on January first.

Section 4: Team Leaders will be recommended and approved by the Executive Board. Suggestions for Team Leaders may be made by the members to the Executive Board. Newly appointed Team Leaders will take office on January first.

Section 5: The term of office for Executive Officers and Team Leaders will be one year, with a limit of three consecutive terms. Waivers can be granted by the Executive Board, and the membership will be officially notified. After an absence from a particular office for one year, a member is again eligible for election.

Section 6: Election will be by ballot except where there is only one nominee for an office in which case the election can be by voice. A majority vote by the members present and voting will constitute an election. By January **1st,** after the election, all records, papers, etc., pertaining to that office will be provided to the new officer.

ARTICLE IV: VACANCIES AND REMOVAL OF AN EXECUTIVE BOARD MEMBER

Executive Board members are held to a higher standard than general members. Any Executive Board member, including the President, may be removed for:

- Unexcused absences from required meetings.
- Failure to perform those duties for their position under Article V: Job Responsibilities of Officers.
- Moral turpitude (theft, felony conviction, plagiarism and similar).
- Bad acts and violations of the Code of Conduct.

An Executive Board member whose removal is sought will be given notice prior to any meeting called for that purpose. An Executive Board member may be removed, with cause, by a 3/4 majority vote of the remaining Executive Board members.

A vacancy for the office of President, either due to resignation or removal, will be filled by the 1st Vice President becoming the new President to complete the unexpired term in office.

A vacancy for any of the remaining Executive Board positions, either due to resignation or removal of an Executive Board member, may be filled by a majority vote of the remaining Executive Board members, including the President. An Executive Board member so appointed to fill the vacancy will be appointed for the unexpired term in office.

ARTICLE V: JOB RESPONSIBILITIES OF OFFICERS

Section 1: Duties of the Executive Board will be to conduct all the business of NBAL. The Executive Board is responsible for filling all vacancies that occur.

a. **President** presides at all Board and general meetings of the organization. Prepares agendas for each meeting, conducts all meetings according to the established rules of parliamentary procedure, facilitates all fund-raising and grant writing to support NBAL projects, promotes NBAL by serving as the spokesperson and making presentations to organizations and community groups, chairs

Building Renovation Projects and on-going building upkeep. Exercises authority not otherwise vested.

b. **President Emeritus** advises the Executive Board, **may** attend all meetings, vote on issues, and enjoys the privileges of NBAL without payment of dues.

c. **First Vice President** presides in the absence of the President. Manages and oversees the running of the NBAL Gallery. Provides leadership in facilitating gallery staffing, and docent training sessions. Works to maintain and keep gallery desk information, rules and instruction sheets up to date. Monitors the overall appearance of the gallery, and docent work areas. Oversees scheduling and planning for any special events to take place within the gallery. Promotes sales by presenting the art in an organized manner, using attractive displays and merchandising methods.

d. **Second Vice President** presides in the absence of the President and First Vice President. Directs the administration of the Jury Process and Special Shows, which includes the development of a jury/special shows schedule for the upcoming year by September of each year, updating all needed paperwork, and working with the Third Vice President to coordinate ads, notifications to other art organizations, and publicity for these events. Coordinates with Treasurer and Membership Team Leader when needed, as well as the appointment and management of Submissions Team Leader, Show Chairpersons, and Receptions Team Leader. Provides all NBAL officers with updated information on newly juried members and winners of shows. Oversees the Artist of the Year competition and show.

e. **Third Vice President** presides in the absence of the President, 1st Vice President, and 2nd Vice President. Actively searches out sponsors and publications to support/advertise NBAL activities. Manages all of the advertising and publicity for the NBAL Gallery, as well as all special shows. Creates and maintains all NBAL signage, posters, fliers, and postcards. Monitors the upkeep of the NBAL website and social media.

f. **Parliamentarian** enforces Robert's Rules of Order at all meetings; keeps an up-to-date copy of the Constitution and Bylaws as needed. and Gallery Rules governing NBAL. Oversees revisions of the Constitution, Bylaws and Gallery Rules of NBAL, as needed. Serves as Chairperson of the Nominating Committee. Oversees the NBAL contact with the Chamber of Commerce and The Greater NB Art Council. Monitors the upkeep of the NBAL scrapbook. Works with the Membership Team Leader to proof and correct membership and NBAL related rules and bylaw changes and information to be printed in the NBAL Yearbook. Performs other assignments as assigned by the

President.

g. **Secretary** records and maintains minutes from all Executive Board meetings, Team Board meetings, and General Member meetings and forwards a draft version of minutes to appropriate parties for review and correction Within one week of the meeting. Corrected minutes will be sent back out to be reviewed one week prior to the next scheduled meeting. During which the final version of minutes will be voted on for approval by the members and filed in the treasurer's office as official business of the NBAL. Monitors the writing of Client/Guest E-Mail Communications. Writes correspondence as needed.

h. **Treasurer** receives all monies due **to** the organization, pays bills and debts incurred by the organization with approval of the Executive Board. Keeps accurate accounting records and makes a report of same at Board Meetings. and report totals at the general membership meeting. Maintains and manages bank accounts, provides financial information for grants. Prepares reports for city HOT funds grant. Processes memberships and forwards reports on such to team leaders. Pays and processes quarterly tax reports. Maintains credit card processor account and machine. Submits form to State of Texas for elevator registration. Purchases supplies for office. Manages workshop fees with team leader and pays workshop teachers.

i. **Assistant Treasurer** assists Treasurer in receiving monies due the organization, assists with posting of QuickBooks. Attends monthly Executive and Team Board meetings and assists the Treasurer as needed.

Section 2: Elected Officers are authorized without prior approval to make expenditures, which are considered routine in the performance of their NBAL office not to exceed **$500**. Non-routine expenditures over **$500** require approval by the Executive Board.

Section 3: Three Executive Officers will be designated to sign all checks, the President, Treasurer, and one other Executive Board member, as determined by the Executive Board. In addition, the member of the Finance Team authorized to write artists' checks may sign them. The President or other persons designated by the Executive Board can be issued credit cards.

Section 4: The only officers who may sign contracts for NBAL will be the President or the Treasurer. The Workshop Coordinator, with approval of the Treasurer, may sign standard NBAL agreements with artist/instructors for upcoming workshops. Any other officers who accept this liability must be prepared to reimburse NBAL for expenses incurred as a result of their signatures.

Section 5: Executive Officers must have the approval of the NBAL

General Membership for non-emergency expenditures or upgrades to the NBAL property costing more than $20,000, increases to the membership fees of more than 20% at any given time, or to make changes to the sales commission percentages from 75% to the artist and 25% to the gallery.

Section 6: No business contract may be made with a sitting Executive Board member's spouse or family to the third-degree consanguinity. Bids will be requested for all work to be done for the organization costing over $2,000.

Section 7: No more than one executive board member may sit on any committee that will be submitting a proposal for a vote from the Executive Board.

ARTICLE VI: COMMITTEES

The Executive Board can appoint a standing committee on the Constitution and Bylaws and a qualified Auditing Committee to audit the books at the end of the year or any other time deemed necessary.

ARTICLE VII: HOURS OF OPERATION

Standard hours of business and operating schedule will be approved by the NBAL General Membership.

ARTICLE VIII: EXHIBITION

The Executive Board will approve all planned events/special shows including the dates, hours, places, entry fees, prizes, commissions, and number and size of pieces for all shows.

The Executive Board reserves the right to reject any exhibit deemed not suitable. Commercial exhibits will be barred. Agents are prohibited from doing business on behalf of artists. An artist may display only his/her own work.

ARTICLE IX: RULES OF ORDER

The deliberation, debate, and discussion of all questions during meetings of NBAL shall be governed by parliamentary usages as contained in the current edition of Robert's Rules of Order.

ARTICLE X: DISSOLUTION

In the event of dissolution of this organization at any time or for any reason, all of the funds and assets of this organization will be disbursed to any one or more organizations or institutions as determined by a majority of the members. The receiver of such funds must be wholly of a public nature, non-profit and engaged in education and/or charitable pursuits. No contributor shall ever derive any financial gain from this organization or its dissolution.

ARTICLE XI: MEMBERSHIP GRIEVANCES AND CODE OF CONDUCT

Section 1: Conflict and Resolutions

Any conflicts or issues may be brought before the Resolution Committee. The Resolution Committee will be appointed by a majority of the Executive Board and will consist of at least three Executive Board members and/or Team Board members. A resolution will be decided by the majority of the Resolution Committee. Anyone directly affected by the decision of the Resolution Committee may have a one-time appeal to the Executive Board. The Executive Board will make, by majority rule, a final decision. There is no other appeal process. Any member of NBAL, by virtue of joining, agrees to abide by the Bylaws.

Section 2: Loss of Membership

A member of NBAL may be denied the privilege of belonging to NBAL and dropped from its rolls for:

a. **Nonpayment of dues.** A member who has been dropped from the roster of NBAL membership for nonpayment may be reinstated upon application and payment of current dues, and approval of the Executive Board. Displaying members who have dropped both the membership fee as well as the displaying fee must re-jury at the next jury event and pay the jury fee and regular dues in the same manner provided for the admission of new members. If the Displaying Member has maintained their membership fees, but has stopped the payment of their displaying fee, and has continued to work their 12 days for NBAL, they will not have to re-jury and may begin to display again when they have paid the displaying fee.

b. **Infraction of NBAL rules.** An NBAL member may be subjected to disciplinary action for violation of any of the provisions of the Constitution, Bylaws, rules, or other governing documents of NBAL.

c. **Conduct unbecoming a member of NBAL.** Any member of NBAL may be expelled as a disciplinary action for conduct, which in the opinion of the Executive Board is improper and prejudicial to the best interests of NBAL.

Section 3: Code of Conduct

The New Braunfels Art League is a community-based organization dedicated to the promotion and education of the arts with the aim of contributing toward making New Braunfels a cultural arts center. Toward this end, participation in the organization's activities is subject to the observance of its rules and procedures.

Members of this organization must not:

- Use abusive language towards a member, customer, or other participant.
- Possess, use, or be under the influence of illegal drugs while involved in any NBAL activity.

- Bring onto NBAL property dangerous or unauthorized materials such as explosives, firearms, weapons, or similar items.
- Harass (verbally, sexually, physically, or visually) another member, customer, or other participant.
- Use or threaten violence toward any individual or group.
- Endanger the life, safety, health, or well-being of others.
- Fail to follow any NBAL Bylaws or Gallery Rule.
- Bully or take unfair advantage of anyone.
- Fail to cooperate with co-workers, Executive Board members, or Team Board members.

Section 4: Complaints and Professional Conduct Proceedings

a. A complaint against any member alleging an infraction of the rules or conduct unbecoming a member of NBAL shall be submitted in writing to the Executive Board. The Board will make a decision within one week. The Executive Board shall have the right to drop said member from the roster of the NBAL membership and suspend or deny any privileges associated with said membership.
b. Professional Conduct Proceedings will result in one (1) of the following: exoneration, letter of admonition, suspension, or expulsion, which may include additional disciplinary actions. No dues or displaying fees will be returned for any of the stated results.

Section 5: Expulsions

a. An NBAL member who has been expelled or suspended from NBAL membership shall not serve on any committee or be allowed any of the rights and privileges of membership in NBAL.
b. A former member of NBAL, separated by expulsion proceedings, shall not be reinstated except by majority vote of the Executive Board. If the vote is favorable and the former member would like to be a displaying member, he or she must apply, be juried, and be assigned a workday based on needs.