

## **Expressions Becoming a New Member**

Expressions is a cooperative gallery of local artists and artisans committed to promoting an appreciation of fine art handcrafted, quality workmanship in a congenial atmosphere of mutual support and respect through open discussion. The shop, located in Scituate, MA, provides a venue to showcase, promote, and sell unique handcrafted and fine art creations. We strive to limit membership to no more than two artists/artisans in each general category. It is advised that potential members review the following information prior to applying for membership.

### **Applying for membership**

To become a member, a completed application and a non-refundable application/jurying fee of \$15.00 must first be submitted, along with several samples of the artist's work. Items must be new, in salable condition and properly marked with any pertinent information, including price. These items need to be packaged or boxed carefully for storage to prevent breakage.

All sitting members will be asked to view the works and application. If more than half of the members vote in favor, then the applicant will be asked to attend a meeting at which he/she will present his/her works and answer questions from the members. After the meeting, members will take a final vote to determine if the application and their works are a good fit for the cooperative gallery.

### **Fees**

Upon acceptance by the membership, a member is obligated to pay a one-time membership fee of \$50.00, first month's rent of \$150.00 and last month's rent of \$150.00. The total expected at the time of acceptance is \$350.00. Please note that the rent amount may be lowered or raised (on occasion) depending on number of members and cost of operations. The last check will be held until shop key is returned. Members are required to agree to a one-year commitment. If a member decides to leave the coop before one year, he/she will forfeit the last month's rent.

Checks for items sold during each month (minus 15% commission and the following month's rent) will be issued to the artist/artisan by the tenth of the following month. Any monthly rent due must be paid within two weeks.

### **Training**

Upon acceptance in the coop gallery, the new member will be expected to work four shifts as part of his/her training. Shifts should include two openings and two closings. The new member may have his/her product for sale during this training month, and if so, will pay rent for that month. Upon successful training, the new member will be expected to work independently during the following month.

A probationary period of six months is in effect to ensure that new members are able to handle the workload and assess to compatibility with the nature of a working cooperative.

### **Work Obligations**

Each member must share the hours of shop operation. Members are each expected to work approximately four shifts per month. A shift consists of one half day (ie 9:30 - 1:30 or 1:30 - 5:30). Sunday hours are generally 12 - 5 and count as two shifts. Arrival time is 15 minutes

prior to each shifts. The monthly hours could be adjusted depending on number of members. Members may be asked to work additional shifts during special events and/or holidays.

Members work with a volunteer scheduler regarding work preferences each month. Once the schedule is published, it is each member's responsibility to cover the assigned shift. If a member is unable to work his/her shift, that member may switch with another member to work that shift.

All members are expected to take an active roll in the running of our cooperative gallery. This may include responsibilities such as: ordering supplies, handling social media, quality assurance, etc. Additionally, the three co-managers are each 3 year positions, rotating each year with a new co-manager. All members are expected to serve in this position if asked.

### **Meetings**

Personal and professional camaraderie is a very important part of our cooperative! To keep informed and to encourage discussion, periodic meetings are scheduled. All members are expected to attend scheduled meetings, including a mandatory "annual meeting".

### **Dress Code**

A neat professional and business casual appearance is expected. Please refrain from wearing sweatpants, etc. Neat jeans are perfectly acceptable.

### **Insurance**

The coop carries liability insurance, which does not include products in the shop. If a member wished to insure products, this must be done individually.