

MUSE Gallery • Bylaws - May 2015

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Article I. Mission Statement

The Muse Gallery is an artists' cooperative dedicated to encouraging and promoting its members' artistic expression through abstract, conceptual and representational art. Reflecting an aesthetic that awakens awareness, the Muse Gallery affirms the shared experience of art between the artist and the community.

Article II. Hours and Operations of the Gallery

1. Gallery Hours: The gallery is open 12 noon to 5 pm to all visitors, Wednesday through Sunday. Other openings are by appointment. Gallery members will be given a key and may access the gallery at any time.
2. Gallery Use and Maintenance: The House Manager (monthly exhibiting artist) is in charge of overseeing the use and maintenance of the gallery. The Director will assume or assign these responsibilities during group and rental shows.

Article III. Membership Guidelines

1. Membership: 21 Muse members operate and administer the Muse Gallery as an artists' cooperative. All members are expected to attend First Friday openings, artist's receptions and special events whenever possible.
2. New Members are required to pay a non-refundable initiation fee of \$200. New members are entitled to representation as a new member in a group show given during their first year of membership.
3. Monthly Meetings: Members meet from 10 am to 12 noon on the second Sunday of every month, except August, when there is no meeting. Members are requested to attend at least 7 meetings a year. Rescheduled meetings may render attendance optional.
4. Monthly Dues: Members pay their monthly due by the 25th of the preceding month. Financially stressed members may negotiate arrangements.
5. Monthly Sitting: Members "sit the gallery" one day each month. Members may hire other members (preferable) or approved outside sitters to sit for them. Sitting duties are specified in Article VII, item 7.

6. Resignation: Requires giving written notice, effective immediately, and paying a transitional exit fee of \$200. The gallery key must be returned to the Director.

Article IV. Shows/Exhibitions

1. Member Solo Shows are limited to gallery members. Show scheduling is the responsibility of the Show Schedule manager. Members can expect solo shows approximately once every two years.
2. Members who prefer to have duo, triple or other shows, need to discuss their preference with the Show Schedule manager.
3. All shows change over on Mon and Tue, the quiet days. Occasionally, the entire week may be allotted to painting, hanging, etc. The House Manager also changes as the exiting artist takes down and the opening artist sets up. The exiting artist is responsible for returning the gallery to a condition that is acceptable to the incoming artist. Volunteers are welcome and expected to help in the change over.
4. Other shows may be promoted by the gallery: Anniversary Show, New Members Show, Juried Community Shows, Citywide Festivals, etc.

Article V. Sales Commissions and PA State Sales Tax

1. For members, Muse collects 15% commission of all cash or check sales, 20% for credit card sales. For non-members, the commissions are 30% and 35% respectively.
2. For all partial sales, Muse collects a non-refundable 20% deposit on all credit card sales and 15% on cash or check sales. Any over payment goes to the artist.
3. Any art work that is *displayed* in a Muse show but is sold privately (not in a separate show) within 2 months after the show, the gallery appreciates the artist's discretion to donate the commission to Muse.
4. Tax Obligations: Muse collects PA State Sales Tax from the customers and forwards them to the state tax agents. All artists, member or non-member who sell artwork through Muse, will receive a 1099 form from the gallery. Artists are obligated to report and to pay any State or Federal Income Tax on their own behalf.

Article VI. Voting Procedures

1. **Director:** In the case when the gallery Director can no longer serve the function of a Director's office or has served his/her two year term, the Muse Gallery will conduct a search process:
 - A. The search is charged to the Director, to the Secretary; to any member who is nominated or volunteering to serve the search operation.
 - B. A candidate may be nominated by oneself or by any other member with the consent of the nominee. An informative candidate statement should be presented to all the members approximately 14 days before the voting.
 - C. There should be an open discussion before the actual voting.
 - D. The voting itself should be a written, anonymous process.
 - E. A 2/3 majority is required to vote a member in as Director.
 - F. The election process shall be repeated at least every two years.
2. **Officers and Managers:** The offices are filled by volunteering, recruiting by the Director, or by member nominations. Voting is necessary only if there is a conflict.
3. **Changes to Bylaws:** Article I to VI, requires a 2/3 majority by all current members by count and/or by email. For Article VII a simple majority will suffice.

Article VII. Job Descriptions

Officers:

1. Director

- A. The director is the face of the Muse Gallery, represents the gallery to the public and assumes the gallery's public relations responsibilities. He/she plans for the future, does ill-defined chores, and supports the gallery when there is no support in sight.
- B. Oversees all job managers and when a manager's position is vacant the Director will act as the temporary manager.
- C. Represents the Muse Gallery at all public functions, or delegates if necessary.
- D. Make plans for the near future such as non-profit status, membership talent composition, and other strategic issues.
- E. Oversees the financial soundness of the gallery.
- F. Represents Muse Gallery on all legal matters.
- G. Works with or acts as the Parliamentarian to draft the monthly meeting agenda and conduct monthly meetings.
- H. Negotiates with the landlord and signs the lease contract.

2. Secretary

- A. Assists the Director in all Director Responsibilities.
- B. Records, writes and distributes the monthly meeting minutes.
- C. Maintains and archives all Muse Gallery documents in two sets, one set online and one on paper, and ensures that they are synchronized. Muse documents include the bylaws, monthly and annual financial reports, the monthly meeting minutes, and all sub-committee procedural documents, membership contracts, etc.

3. Assistant Secretary

- A. Assists the Secretary by helping with minutes, storage, reports, etc.

4. Treasurer

- A. Overlooks and forecasts the financial well being of the gallery.

- B. Collects sales proceeds and other receivables.
- C. Pays the gallery's expenses on time.
- D. Signs all Muse Gallery checks.
- E. Presents monthly financial reports and an annual report.

5. Assistant Treasurer

- A. Assists the Treasurer by collecting dues, etc.

Managers:

6. Facilities Manager

- A. Ensures that the Muse facility/building is suitable for exhibitions.
- B. Plans major facility improvements such as a new floor, replacing AC, a new ceiling, painting, etc. In many cases, the job consists of presenting the situation at the monthly meeting for all the members to discuss and delegate.

7. House Manager

- A. The House Manager is the member whose show is currently on exhibit at the gallery. Members will volunteer or be assigned by the Director to be House Manager of group or rental shows.
- B. Maintains a presentable gallery environment for the show period.
- C. Arranges to sit vacant days him/herself or pays members or approved outside sitters to sit the gallery those days. A vacant day is possible when there are more show days than the number of members.
- D. Should be compensated \$50 by any member who forgets to sit the gallery.

8. Membership Manager

- A. Answers all inquiries concerning Muse membership.
- B. Describes all membership privileges such as email/contact lists, e-newsletter, websites, social media sites, etc.
- C. Maintains and archives the membership contracts.
- D. Defines and conducts a membership application process: interfacing with the applicants, arranging interviews; conducting the selection process, informing the applicants of their acceptance or rejection, in a polite manner.

- E. Conducts the new member orientation and induction process.
- F. Manages the resignation process: signing a resignation document, collecting \$200, and retrieving the gallery key and any gallery property on loan.

9. Parliamentarian

- A. Plans the meeting agenda with involved members in advance of the meeting, runs the meeting.

10. Public Relations/Outreach Manager

- A. Oversees, along with the Director, material on Muse used by the managers of any Muse publications, email, e-newsletter, and Muse social websites.
- B. Maintains a Muse email list compiled from the Muse visitors' guest book. This list is available to all members as a privilege to promote their shows.
- C. Interfaces with our community and outside art contacts, as well as with our own Publicity/Listing Manager.
- D. Maintains a list of art editors and publishers that Muse members can contact months in advance of their scheduled show to present their announcements, promotion copy, images, etc.

11. Publicity/Listings Manager

- A. Gets show information from the upcoming exhibiting artist to send out to the classified listings. These listings are either free or financed by Muse.

12. Rental Manager:

- A. Serves as the contact person for all rental inquiries.
- B. Maintains a rental contract to use for negotiating with potential tenants.
- C. Negotiates the rental contract and presents it to the gallery members for approval before signing.
- D. Publicizes that the Muse Gallery is available for rental.

13. Show Schedule Manager

- A. Defines a show cycle consisting of solo shows, the anniversary show, and any rental or other shows. The show cycle repeats approximately every two years or "seasons". A season starts in September and runs through August.

- B. Maintains a prioritized picking order of all the members.
- C. Publishes a show schedule with sufficient lead-time for show preparation.
- D. Makes necessary adjustments for changes or voids in the schedule. Members may exchange months pending the approval of the Show Schedule Manager.

14. Sitting Manager

- A. Oversees the scheduling of monthly sitting assignments so future months are filled before the end of the current month.
- B. Does optional weekly reminders.
- C. Maintains a prioritized paid sitters list.
- D. Trains new members for gallery sitting – sales, cleaning, and lock up, etc.;
- E. Maintains the gallery sitter's help sheets.

15. Supplies Manager

- A. Oversees the restocking of consumable supplies for the gallery.

16. Technology: E-Newsletter and Email Manager

- A. Publishes the Muse E-Newsletter featuring the artist of the month, and any important upcoming events at Muse Gallery.
- B. Reads all Muse emails; forwards pertinent ones on to the members.
- C. Maintains the Muse email address, providing a password and tutorial.

17. Technology: Social Media Manager

- A. Manages Facebook site.
- B. Manages other sites such as Twitter, etc.

18. Technology: Website Manager

- A. Manages a website that supports personal pages that are password protected so only the owner can modify the content of the personal page.
- B. Manages a site that is open to the public to read but not to modify. Altering the appearance of the Muse website requires the approval of Muse members.
- C. Provides a tutorial and acts as a help desk to other members managing their personal page.
- D. Maintains a password-protected webpage for storage of Muse documents.