

**Portland Artisans' Co-op Team**  
**MEMBERSHIP AGREEMENT CONTRACT**

Revised 10/2020

Welcome to the cooperative group of artists at the Artistic Portland Gallery (Portland Artisans' Co-op Team or "PACT"). We honor creativity, integrity, and camaraderie. One of the things that make us unique is the support that a co-operative offers. Please read and consider the following rules and regulations of the Co-op carefully and sign and date below.

**DUES:** You agree to pay the required fee for the level you choose no later than the 25th of the previous month for the following month. There is a grace period, ending on the 5th of the month. Members whose payments are not received after the 5th of the month may be placed on probation.

**SHIFTS:** You agree to work the hourly requirements of your chosen PACT membership level. You must sign up for your shifts no later than the 20th of the previous month and the monthly schedule will be posted by the 25th of the previous month.

If you cannot fulfill your scheduled shift(s), you must arrange for a substitute and contact the scheduler as soon as possible and inform them of your situation and your replacement. Please note that if another member works a shift on your behalf you are required to work that member's shift within 30 days of the occurrence.

Your membership level is a minimum requirement; at times you may be asked to work additional shifts in the store.

**LIABILITY:** PACT will provide premises liability insurance for the gallery. PACT does *not* provide content coverage. In the event of a fire, flood, theft or other disaster, your work is not insured by PACT. For this reason it is recommended that you carry your own insurance for your art and keep track of personal belongings in the store. Unclaimed personal items left in the store for over 30 days may be donated.

**MEMBERSHIP:** All approved members will have an initial three-month probationary membership contract, converting to a month-to-month contract thereafter, pending the approval of permanent membership status. After three months, members shall be contacted to review membership sales and participation in committees, also called Teams. A final review of membership shall be made at the end of the initial three-

month contract to add members into full membership. No contact, unfulfilled shifts, no team participation and unpaid dues extending beyond 45 days may result in automatic membership termination.

After signing a membership contract, members shall be required to pay a non-refundable amount equivalent to their first three months of dues plus their last month. Amount is determined by their membership level. At the start of their fourth month they will be required to pay the equivalent of one month's dues and thereafter each month they will be required the equivalent of one month's dues.

If PACT folds before all pre-paid dues are disbursed, any remaining funds will be returned to the member. Membership dues may be refunded at the discretion of the Board if a member leaves before the initial three months concludes. Jury fees remain non-refundable. Please see DEPARTURE section below.

The membership month begins and ends at the date of the month-end store redo. That is, departing members must free up their display area, and new members are to bring in their art on the day of the month-end store redo. Normally, store redo happens Sunday morning before the store opens for business but may shift if unforeseen circumstances occur. For new members, working in coordination with the Gallery Design Team, your display space will be ready to receive your art on the last store redo of the month prior to your beginning dues month.

**PRESENTATION:** You will be trained and be responsible for entering your price barcodes, gallery cards, and website representation. Artist statements and business cards must be displayed with your artwork within 30 days of your start date. The Member Liaison will work with you to complete all of the above presentation requirements.

**DISPLAY SPACE:** Each member may display space equivalent to the size space that all business units have. The size and number of pieces allowed will vary for each business unit, according to size and content. Some art may be inter-merchandised for special event displays and will be designated by the members of the Gallery Design Team.

**MEETINGS & PARTICIPATION:** Members must participate in the monthly membership meetings. Unexcused absences may result in the member being placed on probation, with the potential of losing their membership. Membership meetings are held on the fourth Monday of the month. Alternative meeting dates will be announced.

If a member goes into a probationary status, it can be rectified by meeting the necessary requirements depending on the circumstances that resulted in the probation.

Members must abide by the Membership Application, Bylaws, and all the policies, protocols, and procedures of PACT, and any future changes made to these documents.

Members must also actively serve on at least one of the Teams as part of their membership requirements.

**REGISTER PROCEDURES:** Each member scheduled for a store shift is responsible for the cash money on their own shift. This is why the cash must balance in the register at the beginning AND end of the member's shift. If the register is short for any reason, the member scheduled for a store shift is required to pay that amount to the register by the end of that day, before any bank deposits are made. If the register is over for any reason, the member scheduled for a store shift is not allowed to keep any overage for any reason.

**DEPARTURE:**

Members may terminate their contract with at least thirty days' notice; for example, a member wanting to leave the co-op by April 30 must send an email to the board by March 31. The art should be removed before the morning of the last store redo of the last month. If for any reason you leave PACT and do not collect your art within 30 days, your art could become property of the store. Unclaimed commission checks after 60 days will be void and considered a donation to the store. You must also return your store key in order to receive the key deposit paid at the time of joining.

I agree to the above.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature (Member Artist Name)

\_\_\_\_\_  
Print (Business Name if applicable)