

# Portland Artisans' Co-op Team

## MEMBERSHIP AGREEMENT CONTRACT

Revised 11/2022

Welcome to the cooperative group of artists at Artistic Portland Gallery (Portland Artisans' Co-op Team or "PACT"). We honor creativity, integrity, and camaraderie. One of the things that makes 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.

**MEMBERSHIP:** All approved members will have an initial two-month probationary membership contract, converting to a month-to-month contract thereafter, pending the approval of permanent membership status. A final review of membership shall be made at the end of the initial two-month contract to add members into full membership. Lack of contact, unfulfilled shifts, lack of team participation and unpaid rent extending beyond 45 days may result in automatic membership termination.

After signing the membership contract, members shall be required to pay a non-refundable amount equivalent to their first two months of rent plus their last two months. Amount is determined by their membership level. At the start of their third month, they begin to pay rent monthly. If PACT folds before all pre-paid rent are disbursed, any remaining funds will be returned to the member.

**RENT:** You agree to pay the required rent for your level no later than the 25th of the month prior. 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.

The rent payment runs from the first to the last day of the month. The display of a member's work begins with the day of the gallery "re-do", when the window display is changed and any necessary gallery redesign is done, and ends with the next re-do at the end of the month. 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 re-do. Normally, store re-do happens Monday morning at the end of the month 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 re-do of the month prior to the month you begin paying rent.

**SHIFTS:** You agree to work the hourly requirements of your chosen PACT membership level. Sign-ups for shifts two months in advance open at 7pm on the 21st of each month. We use the Sling app to schedule shifts. If you cannot fulfill your scheduled shift(s), you must arrange for a substitute and contact the scheduler as soon as possible to help facilitate the exchange of shifts on Sling. 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 gallery.

**MEETINGS:** Members must participate in the monthly membership meetings. If you cannot attend a meeting, you may contact a member of the Board. Members are allowed 3 missed meetings per calendar year. Missing more than 3 meetings 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 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.

**COMITTEE WORK:** In addition to shifts and rent, a minimum of 6 hours/month comittee work is required of each member.

**PRESENTATION:** You will be trained and be responsible for entering your price barcodes, gallery cards, and web site representation. Artist statements and business cards must be displayed with your artwork within 30 days of your start date. The Member Liaison and Marketing Team 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.

**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.

**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 gallery. Unclaimed personal items left in the gallery for over 30 days may be donated.

**DEPARTURE:** Members may terminate their contract with at least sixty days' notice; for example, a member wanting to leave the co-op by May 31 must send an email to the board by March 31. Their art should be removed before the morning of the last store redo of the last month, and all inventory removed from the system. 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 \$30 key deposit paid at the time of joining.

I agree to the above.

Signed \_\_\_\_\_

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