

## THE WINKLER GALLER & ART EDUCATION CENTER (WGAEC) CO-OP Agreement

On becoming a contributing "Artist Member" of the Winkler Gallery Art Education Center,

I, \_\_\_\_\_, Date \_\_\_\_\_, agree to the following:

- To pay a 25% commission from the sale of any art work displayed within the WGAEC. Of that amount, 15% will be paid to Dr. Jeff Rice, and 10% will go into the gallery general fund. Sales tax will be added onto the purchase price of all art sold and will be submitted by the gallery. All Artist Members will sign a W-9 form so that the bookkeeper may take care of the said taxes collected for each Artist Member.  
**Please initial** \_\_\_\_\_
- A 25% commission on sales is required up to 30 days after removal of any artwork with exception of works removed for competitions, shows, or fundraisers. Also, 25% commission is required on commission jobs acquired by association with the WGAEC. The WGAEC may link Artist Members with prospective customers and collectors which may lead to commission sales outside of the gallery. We cannot have Artist Members making deals with customers to avoid paying the commissions to the WGAEC. You are on your honor to make these commissions to the WGAEC to the WGAEC.  
**Please initial** \_\_\_\_\_
- To pay Artist Member co-op dues equivalent to \$12.00 per month. These dues will help offset WGAEC operating expenses. Dues may be paid monthly, quarterly, biannually, or annually and are due by the last day of the month on the cycle chosen. A late fee equivalent to \$2.00 per each month in arrears will assessed to the Artist Member. An invoice will be issued for dues that are 3 consecutive months past due. If the dues are not paid by the first day of the 4th month the artists artwork will be removed from the gallery. Dues payment is by check, or cash only. The dues should be placed in the white envelopes provided at the front desk and placed in the cash box below the cash and coin tray. Please place all pertinent information on the envelope: name, dues amount submitted, the monthly date and year the dues are submitted. Please choose a dues schedule below. If you choose to change this chosen due schedule please contact the WGAEC Treasurer, Manager before doing so. A new CO-OP agreement will need to be signed before that change is completed.  
**Please initial** \_\_\_\_\_ **Chosen dues schedule:** \_\_\_\_\_ **Dues are first due on:** \_\_\_\_\_
- To work two shifts per month at the desk as receptionist and salesperson. Artists Members have the ability to choose (on a first come, first serve basis) which days and times are most convenient for their schedule. All shifts must be signed up for at least one month in advance. An online calendar is shared with all members so that you may sign up for shifts without coming into the gallery. Artist Members are responsible to make changes to their calendar shifts if they need to cancel or be absent from a shift for which they have already signed up. Do not take your name off the shift calendar without signing up for another for that month. It is unacceptable for the gallery to be closed due to an Artist Member not working their shift except for an emergency where the gallery manager (Perry Winkler) needs to be contacted and has approved the closure of the gallery due to the emergency. **Please initial** \_\_\_\_\_
- To relinquish the use of any equipment purchased for the WGAEC by the WGAEC and used by any of the Artist Members if I choose to leave the WGAEC. **Please initial** \_\_\_\_\_
- To arrange and install gallery artwork in my space within the gallery. Artists can trade spaces with other Artist Members if they make their own agreement at any time and this change is approved by the gallery manager, Perry Winkler. The Artists may arrange their spaces as they see fit, patching holes and painting (existing color) are the responsibility of each individual artist. All major changes to the Artist space must be approved with the WGAEC Manager, Perry Winkler. **Please initial** \_\_\_\_\_

- Executive decisions will be made by the Gallery Co-Founder/Manager, Perry Winkler and the Board of Directors. Through our Committees, the Board will make relevant decisions regarding Organization and Fundraising, Education, and Marketing. Artist members will vote on gallery artist related decisions concerning the gallery at posted meetings set by the manager and the artists. **Please initial** \_\_\_\_\_
- Any work that is deemed inappropriate by the Gallery Manager will be removed from the gallery walls without notice. A discussion about the artwork will take place between the Artist Member and the Gallery Manager as soon as both parties are available. **Please initial** \_\_\_\_\_
- New Artists will be juried by the entire Artist Membership of the WGAEC. An Accepted Artist must receive greater than 50% approval vote to be accepted into the WGAEC. New Artist Members are responsible for paying a one-time, non-refundable application and jury fees of \$25.00 upon the application to the WGAEC. New applicants will receive an acceptance letter, or rejection letter upon the completion of the Artist Membership jurying New Artist Members must pay the first quarter, \$36.00, Artist Membership dues before their artwork is placed on the gallery walls. **Please initial** \_\_\_\_\_
- The WGAEC is an Artist Co-operative venture. Sales of the work cannot be guaranteed, nor is there any way to promise equal sales among members. Members are encouraged to influence their sales by advertising and inviting people to visit the gallery to view their work. Payment for artwork can be in the form of cash, check, or credit card through the WGAEC Square program. **Please initial** \_\_\_\_\_
- The WGAEC is NOT LIABLE for stolen or damaged items. ALL ARTIST MEMBERS are responsible for INSURING their own artwork installed within the WGAEC. **Please initial** \_\_\_\_\_
- Artist Member must give a 30-day notice before leaving the WGAEC. **Please initial** \_\_\_\_\_
- Guidelines for revoking an Artist Membership: The WGAEC reserves the right to revoke an Artist Member under circumstances in which a member portrays a negative image of the gallery, fails to fulfill his/her gallery obligation, or any misconduct that a proxy membership vote, or manager rules suitable. This rule will be enforced according to a “three strike” system. An incident report will be filed for each instance of misconduct. Grounds for revoking membership include, but are not limited to the following: - Failure to pay monthly dues - Failure to work the monthly shift rotation at the gallery - Shortages in cash register amounts at the end of your gallery work shift - Speaking negatively about the Gallery, another gallery Artist Member, or Board Member. Each Strike will expire 12 months from the date issued. **Please initial** \_\_\_\_\_

Signature of Participating Artist Co-Op Member

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Print name of Participating Artist Co-op Member

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Address:

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