



# **HUNTSVILLE ART LEAGUE BYLAWS**

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**HUNTSVILLE ART LEAGUE  
BYLAWS  
Revised 5/21/2018**

**ARTICLE I  
Name**

The name of this corporation shall be Huntsville Art League, hereinafter in these bylaws referred to as such.

**ARTICLE II  
Mission**

The mission of this corporation shall be as set forth in its Articles of Incorporation, dated October 23, 1957, and all amendments thereto.

Our Mission Statement to the community at large: Huntsville Art League's mission is to promote understanding, appreciation, participation and general interest in the visual arts and artists throughout the Tennessee Valley.

To the art community: HAL is a co-op Gallery, run for, and by the Member artists. It is inclusive in nature, that is, it seeks to showcase as many Tennessee Valley artists as possible, as long as they pass our Standards process. It is not exclusive, that is, space is provided equally as possible, not based on sales or fees paid.

**ARTICLE III  
Membership**

Section 1. There are 8 paid categories of Membership: Student (with school ID), Senior (62 and older), Military, Individual, Family, Supporting, Sponsor, Patron, and Benefactor. There are also Lifetime and Honorary memberships for those who have made a significant contribution to Huntsville Art League. Dues shall be set by the Executive Board. Changes to dues will be published by electronic media to the Membership prior to implementation.

Section 2. Members may join or renew at any time and their membership will be valid for one year from the date of entry. Any increase in membership dues will be published in the newsletter two months prior to implementation. The Membership Chair shall notify members two months in arrears, and those whose dues are not paid within one month thereafter shall be automatically dropped from membership.

Section 3. Though rare, any Member whose actions negatively impact Huntsville Art League can be removed from the membership by a majority vote of the Executive Board.

## **ARTICLE IV Monthly Meetings**

Section 1. Monthly meetings of the Huntsville Art League shall be held approximately six times a year, (with no meetings in the summer, or December). These meetings will be scheduled by the Monthly Meeting Organizer and shall include an annual meeting in May, for elections. Monthly meetings are free and open to the public, and include a time for receiving reports from the President, or any other business that may arise. As a rule, the primary objective of the Monthly Meeting is “public outreach”. They should be informative and educational in nature, in keeping with our Mission.

Section 2. Fifteen members of Huntsville Art League at a Monthly or Special meeting shall constitute a quorum.

## **ARTICLE V Officers**

Section 1. Elected Officers of Huntsville Art League shall be President, 1<sup>st</sup> VP, and Secretary. Honorary VP's shall be The Publicity and Marketing Coordinator, Office Coordinator/Treasurer, Special Services Coordinator, Facilities Coordinator, Artist Development Coordinator, Gallery Events Coordinator, and Education Coordinator. These officers shall perform the duties prescribed by these Bylaws and by the Huntsville Art League Job Manual.

Elected Officers may serve two consecutive terms in the same elected position. At the end of the second term, they may not serve in that same position again until a full term has passed.

Section 1. A full Term of Office is defined to coincide with the fiscal year of Huntsville Art League, currently from June 1 to May 31 of the following year.

Section 2. Though rare, any Officer whose actions negatively impact Huntsville Art League can be removed from office by a 2/3 vote of the Executive Board.

Section 3: Consistent with Alabama law for Non-profits, any two or more offices may be held by the same person, except the offices of President and Secretary.

## **ARTICLE VI ELECTIONS**

March - At the Executive Board meeting in March the President shall appoint a Chair of the Nominating Committee. The Chair will select four more committee members from the Huntsville Art League Membership. It shall be the duty of this committee to nominate candidates for the offices.

All officers and board members must be members in good standing. To be eligible for the office of President, a candidate must have been a member for at least one year preceding the May Meeting and if possible, should have served a term on the Executive Board.

The permission of any candidate must be obtained prior to nomination.

April - The Nominating Committee shall report to the Executive Board, and the list of nominees shall be published in the upcoming Newsletter or via electronic media no later than April 30. Additional nominations from the general membership shall be permitted before the election.

May - At the Monthly meeting in May the Members will vote on officers. As in Article IV, fifteen members of Huntsville Art League are required for a quorum. Per tradition, "Absentee Ballots" in the form of Emails, may be accepted, if the email is present and the Member name is visible. This counts as part of the quorum.

Vacated positions – If any Huntsville Art League officer cannot finish their term, the President will nominate a replacement, to be ratified by majority vote of the Executive Board. The new officer shall serve the remainder of the original term. In case the President needs replacement, the Executive Board can nominate and ratify a replacement.

## **ARTICLE VII The Executive Board**

Section 1. The Huntsville Art League Officers, the immediate past President and the Chair of any regular, ongoing Committee shall constitute the Executive Board. Each committee chairperson should present a report at each Executive Board Meeting. Each member of the Executive Board may vote on the business at hand. Members may attend any Executive Board meeting at any time, but do not vote. Executive Board meetings are not open to non-members, except by invitation.

Section 2. The Executive Board shall provide supervision of the affairs of Huntsville Art League, make recommendations to the membership, and shall perform other duties as specified in the Bylaws and Job Manual. The primary purpose of the Executive Board is to set policy and establish goals for all aspects of the Art League's functions. The Executive Board is not bound by decisions made in committees or by the Huntsville Art League Advisory Board.

Section 3. When time permits, before initiating new contracts in excess of \$1000 or time duration greater than 9 months, the Executive Board shall determine the consensus of the membership. In either case, consensus of the Board is required.

Section 4. Regular meetings of the Executive Board shall be held once a month at HAL, at a mutually agreeable day and time to be set by the President. The time of upcoming meetings will be published in the Huntsville Art League newsletter or broadcast electronically.

Section 5. Five members of the Executive Board (at least 3 of which are Officers or VP's) shall constitute a quorum.

Section 6. Paid employees do not vote on the Executive Board.

### **ARTICLE: VIII Duties of Officers**

The duties of all Huntsville Art League Officers shall include those listed under their specific title in the current edition of the Huntsville Art League Job Manual.

### **ARTICLE IX Job Manual (Duties of Officers/Staff/Committees)**

Section 1. All additions and modifications to the Job Manual, (especially Staff positions) must be brought up with a motion, discussed, and approved by the Board with a majority vote.

Section 2. Each Executive Board member shall prepare recommendations for updating his/her portion of the Job Manual annually and submit it at the Executive Board meeting in April for approval. When approved by the Board by majority vote, the procedure and/or revision shall be incorporated into the appropriate manual and distributed to the new officers elected at the May meeting.

### **Article X Duties of Exhibitors**

Exhibitors will be expected to be members of Huntsville Art League in good standing, to pay Gallery fees and contribute in a substantial way to the functioning of the Art League by serving on a minimum of 2 committees and working at the Sales Desk as determined by the Executive Board. Exhibitors will also be required to contribute at least one piece of artwork as specified in the "Call to Art" to Collector's Draw each year.

### **Article XI Conflict of Interest**

Executive Board members, employees and independent contractors shall be informed of and required to sign the Huntsville Art League Conflict of Interest Policy.

**ARTICLE XII  
Advisory Board**

The President shall have power to form an Advisory Board of learned persons who may give advice and counsel to the President and officers. The members of the Advisory Board will be required to be members of Huntsville Art League. Two representatives from Huntsville Art League Executive Board shall sit on the Advisory Board and act as liaison between the two Boards. A file shall be maintained by the Secretary of the Advisory Board, listing each member of the Advisory Board, their area of expertise, current home and/or business address, and current phone numbers. A statement of purpose of the Advisory Board, along with monthly minutes, shall be kept on file in the Huntsville Art League office.

**ARTICLE XIII  
Paid Employees**

Section 1. The Executive Board of Huntsville Art League shall have the authority to employ individuals to carry out the daily operations of Huntsville Art League.

Section 2. The Executive Board shall have the responsibility for these paid employees and independent contractors; paid employees including independent contractors are accountable to the Executive Board.

Section 3. Job descriptions for all paid employees shall be kept in the Job Manual.

**ARTICLE XIV  
Committees**

Section 1. The Chair of each Huntsville Art League committee shall have the power to appoint, with the Members' consent, individuals from the general Huntsville Art League membership to serve on their committee.

Section 2. The President shall be an ex-officio member of all committees except the Nominating Committee.

Section 3. A member may serve on a total of four committees, but may hold no more than two chair positions.

**ARTICLE XV  
Special Meetings**

Special meetings may be called by the President, three members of the Executive Board, or by ten members in writing given to any Officer. The purpose of the meeting shall be stated in the call, and distributed electronically by the Secretary. Except in cases of emergency, at least three days' notice shall be given.

**ARTICLE XVI  
Auxiliary**

The Executive Board shall have the power to establish and/or approve the missions and goals of any auxiliary group that may exist or that may be formed to support the aims and purposes of Huntsville Art League, and to accept or reject support offered. The relationship between Huntsville Art League and such auxiliary shall be confirmed by a letter of agreement signed by the President and Secretary of Huntsville Art League and by the President and Secretary of such auxiliary.

**ARTICLE XVII  
Parliamentary Authority**

The rules contained in the current edition of Robert's Rules Of Order Newly Revised shall govern Huntsville Art League in all cases except for those specifically covered by these Bylaws; in which case the Bylaws take precedence.

**ARTICLE XVIII  
Amendment of the Bylaws**

Section 1. These bylaws shall be reviewed for amendment a minimum of every two years (on the odd-numbered year).

Section 2. Bylaw changes may be approved at any Monthly or Special meeting of Huntsville Art League by two-thirds vote (with a quorum of 15 members), provided that the amendment has been submitted in writing at the previous Monthly meeting or published in the Huntsville Art League newsletter or distributed electronically at least 2 weeks before the Monthly meeting.

**ARTICLE XIX  
Monetary Issues and Business Practices**

Section 1. Insurance -- The Huntsville Art League will carry insurance which covers all losses created by employees and workers.

Section 2. Financial Estimate-- Any motion which will require more than \$100 in

expenses must be accompanied by a financial projection estimating the Income and Expense involved.

Section 3. Expense Limit -- Therefore, no committee is authorized to spend more than \$100 within any given month without the consent and approval of the Executive Board, with the exception of recurring expenses. Committee members are required to have the approval of the Committee Chair.

Section 4. Bookkeeper -- The Bookkeeper is not authorized to sign checks. Only the elected Officers with signatory authority and the bookkeeper are allowed to prepare checks. Checks written must be signed by an authorized signer other than the writer of said check.

Section 5. Financial Reports -- The Office Coordinator shall present a Profit and Loss Statement and bank balances for the previous month at each Executive Board Meeting.

Section 6. Document retention – HAL keeps all financial documents for 7 years, minimum.

Section 7. Joint Ventures – HAL does not generally enter into joint ventures with for-profit organizations.

Section 8. Non-standard Contributions – HAL does not accept contributions of stock, time-shares, etc.

Section 9. Compensation – Officers do not receive compensation

Section 10. Loans & Grants – HAL will not loan any person money, and does not award Grants.

Section 11. Minutes – Minutes of all meetings are kept by the Secretary, approved monthly, and distributed to the Membership.

Section 12. Form 990's – are provided to Board members for review before filing.

Section 13. Public Disclosure – Copies of the form 990 are available to the public by submitting a request to any worker. All HAL policies are appended to the Bylaws and are available online at [huntsvilleartleague.org](http://huntsvilleartleague.org)

At any time, the Board may request the President to secure an independent Audit or Review of accounts of the previous fiscal year.

Section 15. The fiscal year is from June 1 to May 31 of the following year.



## --- P O L I C I E S ---

**TAX ID #:** EIN 63-0480479

### **POLICY LISTING PROCEDURE:**

Policies will be listed chronologically, by date and subject, as motions are passed. If a policy is invalid, non-applicable or has been superseded, it will be struck thru.

For lookup purposes, an Index to *current policies only* will be at the end of the form. To “browse” all policies, just read chronologically; invalid policies are struck thru.

### **Huntsville Art League Desk Policy: (May 2015)**

Thank you for being a part of our cooperative gallery. We all must work together to keep our gallery open regular hours and welcoming in order to share our artwork with the city of Huntsville. As an Exhibiting artist (referred to as Exhibitor for the remainder of this policy) for the Huntsville Art League, the Exhibitor agrees to work at least one shift a month. Exhibitors may have to work a second shift in any given month when the number of Exhibitors is fewer than the number of shifts needing to be filled. Those needed to work a second shift will be determined alphabetically and rotated through the list of Exhibitors. Exhibitors must sign up for their monthly shift by the **15<sup>th</sup> of the preceding month**. An Exhibitor may sign up several months in advance if they desire.

Shift Exhibitors are expected to:

- Arrive 15 minutes prior to their scheduled shift to familiarize themselves with changes in the gallery and prepare for their shift. Read any notes on the sales counter.
- Dress professionally
- Great customers and provide friendly/ excellent customer service
- Review and perform duties as outlined in the Desk Procedure notebook kept at the front desk
- Facilitate sales and record them appropriately in the inventory log book and receipt method

The Exhibitor takes full responsibility for the front desk during their shift. When the Exhibitor working the desk does an excellent job we all look good. If you aren't sure how to help a customer or answer their question, please take down all their information and

contact someone for help. Please note any issues or problems so that they can be addressed promptly. It may also be necessary to attend mandatory training when significant changes to operating procedures occur in order to maintain proficiency and professionalism.

### Trading Shifts / Hiring Subs

If an Exhibitor is unable to work a shift that month or would prefer not to, he/she is welcome to either coordinate with another Exhibitor to switch shifts or hire one of the board-approved substitutes to take their shift for them. The Exhibitor must compensate the substitute appropriately-currently \$30/shift. The money/check should be in the drawer the day of the shift, or both parties may make a prior arrangement concerning payment. In order for an Exhibitor to be totally released of shift duty responsibility for any particular month or longer requires board approval, except in very special cases as outlined below. Any Exhibitor who fails to sign up for a shift or fails to work/arrange for a substitute for an assigned shift is subject to a \$30 "missed shift" fee, and will be billed.

### Acceptable Reasons for Missing a Shift:

- Sudden Illness/Medical Emergency
- Death in the family
- Car trouble/accident DAY OF THE SHIFT

### Unacceptable Reasons for Missing a Shift (will result in fee of \$30):

- travel
- forgot/desk worker from the day before did not remember to call you
- social engagements

### What to Do if you have to miss a shift (non-emergency):

You can ask your fellow Exhibitors to trade shifts with you. If a substitute cannot be found, you can call Claire Mikkelsen (256-883-7919), Toni Bridges (256-603-1393), or Renee Prasil (256-783-2052) to see if they are able to work the shift for you for the \$30 fee.

An Exhibitor may not sign up for two shifts in one month in order to be excused for a shift due to absence in another month, but may coordinate to swap that duty with another Exhibitor.

What to Do if You Have to Miss a Shift (day-of/emergency):

If you find yourself in one of the situations listed above, please (if possible) call the gallery and ask the current worker if he/she can cover your shift or try to find a substitute for you. If it is a minor emergency (car trouble, etc.) or you have the first shift and there is no answer, please try to call the substitutes listed above or an Exhibitor who lives near the gallery-such as Teri Hartmann (256-339-6432), or Walt (256-457-5586) and ask if they can cover for you. Put these numbers in your phone. We will try to add to these last minute numbers as we have people who volunteer to be put on the list.

What to Do if Your Replacement Does Not Show Up:

Call him or her. Stay as long as you can. **Use the HAL phone to call** Walt (256-457-5586). (That number is in his phone and he will pick up.)

What to Do if You Feel You Should Be Exempted from Desk Work:

Exhibitors facing long term health issues should petition the Board for exempt status. He/she should prepare a written explanation requesting exemption and send it to a board member.

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**~~Nudity Policy — August 8 2005~~**

~~"Annette said that she felt we needed a policy on nudity (in artwork) at the gallery.— Teresia moved that there should be “no frontal nudity in any form or media exhibited in the gallery or off site locations.” Peter seconded and it was unanimously approved."~~

**~~Nudity Policy Revision, NOVEMBER 4, 2013~~** MOTION — Nudity allowed upstairs in Lowe Mill (not 103), and must be “tasteful” If there are any questionable pieces being hung, Patti or Heike will contact the Board for a judgment. PASSED (see immediately below)

**NOVEMBER 4, 2013 MOTION** – to drop the Boutique and Visions Exhibitor categories. PASSED

REVISED 2015-06-08 - MOTION – Re-instate **“Boutique” category** FOR ALL Members and Exhibitors... these items on display boxes add variety and “ambience” to the Gallery.-PASSED “Rules” for Boutique”:

- Items < \$100 (same rules as Christmas Boutique)
- Must be Member; Non-exhibitor split, 50/50
- Exhibitor split, 35/65; can display non-juried art
- All Boutique art is subject to review by the Gallery Committee and Board.

### **Library use policy NOVEMBER 4, 2013**

Motion – Must be a HAL Member to check out Library books PASSED

### **GALLERY FEES – May 12, 2014**

Teresia called for a motion after a meeting with the Gallery Committee. This was a refinement in fees and space allocation.

- All artists pay a minimum \$20 fee
- ~~Any mix of painting media counts in the \$20, adding a non-painting medium is an extra \$10~~
- ~~Cards and/or prints in bins, are an extra \$5~~ REVISED 2015-05-11 MOTION – eliminate Print, Card, and Bin fee, since those items are now attached to individual display spaces. PASSED
- 

Motion PASSED, effective June 1, 2014

### **Board Procedures**, effective 6-11-2014

No Motions in Reports, for clarity

5 minute time limit on Reports, for expediency (10 for Treasurer)

Debate comments limited to one minute per person, twice, in the order seated.

### **Policy Changes 2014-07-14**

MOTION – “All individuals associated with HAL as a worker or volunteer will be subject to a background check, and the HAL Board must decide whether they are a good fit.”

Passed

MOTION – “Extend to **Low Mill artists the HAL member price** on Workshops” Passed

MOTION – “We do not wish to **advertise other Galleries or venues in the HAL Gallery**, and do not have room at this time to put out advertising for individual HAL artists; (except within their own space)” Passed

### **Policy Changes 2014-08-18**

MOTION – **Framed Giclees will now be allowed** in the main Gallery, as long as they are a close representation of the original, and the art tag specifies that it is a Giclee.  
PASSED

MOTION – **Privacy Policy**: HAL will not share Member information with any outside agency, unless approved by the Board.

MOTION – **Conflict of Interest Policy** is approved, as amended and attached. PASSED

~~MOTION – [Effective at next Changeout] – Each Exhibitor’s art will be displayed as a “body of work”, all in one location. The location will be determined at random, drawn “from the hat”. PASSED~~

## Huntsville Art League Commissions

Definitions: an "exhibitor" is a person accepted by the Huntsville Art League Standards Committee, is paying monthly gallery fees, working monthly shifts, and usually has art displayed/hanging in the gallery.

Commission for NON-exhibitor sales, at any time, in any context- is 50/50.

<b>Gallery Exhibitors:</b>	<b>Fee</b>	<b>Commission: Art League / Artist</b>
3D (Jewelry and Sculpture)	\$20	35 / 65
Main Gallery (hanging) (any mix of approved media)	\$20	35 / 65

### Other Commission Rules:

The 'regular' commission applies whether the art is still hanging at the gallery or sold within 30 days of hanging at the Huntsville Art League gallery.

~~When a sale results due to a referral, the Huntsville Art League expects a 10% commission.~~

### Outside Exhibits:

Outside exhibits-as at the Huntsville Library - where no entry fee is paid by the Huntsville Art League: Commission is 25/75.

Outside exhibits where Huntsville Art League pays an entry fee: Commission is 35/65.

Joint Fundraisers: Commission will be determined on a case-by-case basis.

### TEACHER PAY (not workshops, which are negotiated case-by-case)

Where the class is taught in HAL classrooms: ~~50/50~~

~~Where the class is taught outside of HAL classrooms: 20 / 80 (Oct 2013)~~

~~Exception is Affiliated artists doing their own booking; they pay HAL 15% (Dec 2014)~~

The teacher pay is based on the Member price (not the Non-Member price). The Non-Member price is plus ~ 10%, as an inducement for them to sign up as a Member. If they do not, HAL absorbs the surcharge.

## HUNTSVILLE ART LEAGUE CONFLICT OF INTEREST POLICY (July 2014)

Conflict of interest arises whenever the personal, professional, or financial interest of a Board Member is potentially at odds with the best interests of Huntsville Art League.

### CONFLICTING AFFILIATION

Board members or Staff who are also members of other organizations shall identify the other Organization and their relationship to it. The Board member should remove him/her-self from discussion and voting on any motion relating to that organization. Persons interviewing for Staff positions should be asked by the Board about other affiliations at that time, to determine if a conflict exists.

### WORK FOR HIRE

Board or Staff Members commercially engaged or hired by Huntsville Art League for any reason, may encounter a potential conflict of interest. If an issue to be decided by the Board involves potential conflict of interest for a Board Member, the Board member should remove him/her-self from discussion and voting on that issue.

Furthermore, it is the responsibility of the Board to decide to hire or contract with the Board/Staff member only if they are the best qualified individual available, and are willing to provide the goods or services needed at the best price.

### ASSOCIATED INDIVIDUALS

Associates of any Board or Staff member should be identified by the Board Member, and the Board should only hire or contract with individuals if they are the best qualified, and willing to provide goods or services needed at the best price.

### MISCELLANEOUS

Although it is not a conflict of interest to reimburse Board Members for expenses incurred (such as the purchase of supplies), Board Members are prohibited from being paid for serving on the Board, and will only receive payment for projects approved by the Board.

Members of the Board, Committees, or Staff shall refrain from obtaining any list of clients, customers, or Members for personal or private solicitation at any time during the term of their affiliation.

**This is to certify that I, except as described below, am not now nor at any time during the past year have been a participant in any arrangement, agreement, or activity with any vendor, supplier, or other party doing business with the Huntsville Art League which could result in personal benefit to me, or undue influence by another organization.**

OTHER PARTY \_\_\_\_\_

OTHER PARTY \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## **POLICY CHANGES 2014-10-13**

Discontinue **2D inventory** sheets because Heike is doing tags.

**3D** artist should **changeout** when everyone else does. If not changed out, then it should be rearranged. The Gallery committee has the right to rearrange it also.

### **Eliminate Layaway Policy.**

A reciprocal membership discount with MindGear for classes (10% discount for classes only).

Classes offered through HAL are held at HAL unless special required equipment is not available at HAL (such as Kilns). ~~Raise commission on classes not held at HAL from 15% to 20%.~~

~~Amend the previous motion (to ban all classes taught outside of HAL), to "grandfather" (allow) Ann Steverson and Yuri Ozaki to continue teaching in their own Studios, as they were, for two years.~~

## **POLICY CHANGES 2014-11-10 // Revised 2015-05-11**

New space-Each 2D artist will have a minimum of 3' feet of wall/panel space.

~~Eliminate community print bins and have individual artist print bins in front of each artist space.~~

Make Gallery Tour a recurring fee (\$250) and Collector's Draw room deposit (\$500).

## **POLICY CHANGES 2014-12**



MOTION to amend “Affiliated” artists contracts:

IF the artist chooses to remain a HAL Exhibitor, they may have a standard amount of display space. But they are also subject to Exhibitor requirements (i.e. Desk shifts, commission, etc)

~~Affiliated artists MAY link their class descriptions on the HAL website to their own webpage. They would then book their own classes, collect money, and remit to HAL the 15% commission. PASSED~~

#### **POLICY CHANGES 2015-04**

~~MOTION – Use the “Seniority” list to reflect “Ranking”. Ranking will take into account good or bad participation; i.e. attending Board meetings, submitting reports, missing a shift, non-payment of fees, etc. This will move an Exhibitor up or down the list which will affect their choice of exhibit space and possibly whether they are on the Waiting list, etc. PASSED~~

**Nudity Policy Revision, May 11-2015** MOTION – amend policy of Nov. 2013 regarding nudity in artwork in the Gallery... (since the entire Gallery is “upstairs” now)... **Nudity is allowed as long as it is “tasteful”** (to be decided by Board.) PASSED

#### **POLICY CHANGES 2015-06**

MOTION – Move **Monthly Meeting** to the 3rd Thursday of each month, 5:30 PM (Jan, Feb, Mar, Apr, May Sep, Oct, Nov) PASSED

~~MOTION – Do Art Rotation (of spaces) every 4 months... on the weekend preceding the First Friday of the ODD month, starting with June 2015 – PASSED (Changed Oct. 2015)~~

MOTION - No one is to **use the HAL facilities** (Gallery) during off hours without scheduling with the Education Director... fee is \$25/hr. PASSED

MOTION – Establish guidelines for an “**info plaque**” at each Exhibitor’s space. PASSED

- 8.5 x 11
- Wallet size photo
- Bio / Artist’s statement
- Framed

## POLICY CHANGES Aug 2015

- Establish **student membership** fee of \$20 (requires valid student ID)
- To allow **framed prints** to be displayed (**not over 35% of entire exhibit**) and must be labeled as prints
- How to **pay for art displayed at Library**: Customer calls artist and artist works with customer to arrange payment and art delivery (typically at HAL).

## Definitions related to Education:

A Class is an ordinary instructional meeting or series of meetings, taught by local teachers, ~~paid at 50/50~~ (if taught inside HAL).

A Camp is a series of classes over a 4-5 day period, and is paid at the usual class rate of ~~50/50~~ (for the portion taught inside HAL).

A Workshop is a special meeting or series of meetings, which:

- Last a day or longer
- Publicized well in advance
- Presented by a well-known artist; usually from outside Huntsville
- Intensive experience directed toward experienced artist; also frequently from outside Huntsville
- Paid to the teacher via a pre-negotiated fee, including travel expenses, food, lodging, etc.

In general, any teacher payment which deviates from the current pay scale must be approved by the HAL board

## POLICY CHANGES Sept 2015

**Motion**-~~Make every Friday a reception night (call it First Friday). Make it a theme. (Rescinded in January in favor of coinciding with Lowe Mill receptions)~~

**Motion**-Have quiz training on desk manual.

## POLICY CHANGES October 2015

- ~~**MOTION** have Rotation every 3 months. (On June 1, Sept 1, Dec. 1, and March 1)~~
- ~~**MOTION** – That the folks featured in the Theme wall exhibit be responsible for bringing the snacks, and manning the table. **PASSED**~~
- **MOTION:** “Extra” spots must be vacated at the end of each month for new artists, from the bottom of the "Ranking", up. **PASSED** (“Extra” are only extra because we lack artists)

## **POLICY CHANGES Jan 2016**

**Motion: Have space around gallery 36” free to accommodate **wheelchairs**.**

**Motion: Rescind the First Friday reception**

**Receptions** to coincide with Lowe Mill “Open House” calendar

**Theme for wall: ~~(as Revised, August 2016)~~**

- ~~January = Winter~~
- ~~March = Spring~~
- ~~May = Flowers~~
- ~~July = Summer~~
- ~~September = Fall~~
- ~~November = Christmas~~

## **POLICY CHANGES Feb 2016**

**Motion: New officer descriptions, different categories/coordinators approved.  
(See Index of Job Manual)**

**SPECIAL MEETING 2/2: "Adding new **artists**" (i.e.spaces)**

Voted to:

- Change the "Standard" space to 3' wide, @ \$20/mo
- 4' space @ \$25/mo.
- May have extra 3' spots available from time to time
- ~~Will create a "Seniority" list, to create an order in which Exhibitors can choose options. This will also include the "Waiting list" (with new or "Dropped Out" folks at the bottom.)~~
- There will be a "**Leave of Absence**" provision for those not permanently dropping out. (i.e., they retain their ranking if they continue to pay Gallery Fees.)

**SPECIAL MEETING 2/3: "Methods to add **Print bins to Display spaces**"**

- Biz card holders are up to the Exhibitor
- Tri-fold also optional

PRINT BINS We wanted a “Standardized” bin

- a) Plexiglass too pricey
- b) Wire options. at size needed (1' x 1' x 2') also too pricey
- c) **Wood probably best --PASSED**
- d) **"Wall" spaces will use typical canvas bins –PASSED**

### POLICY CHANGES Apr 2016

Motion: Go back to previous system of **notebook education listing**, and registration.  
Approved

### POLICY CHANGES May 2016

Motion: Raise the **pay rate for teachers** from 50/50 to 75/25. Approved

### POLICY CHANGES June 2016

- Artists who have **not paid gallery fees** after reminded via email for 2 consecutive months, artwork will be removed.
- The **minimum age to become a HAL Exhibitor** is 19.
- ~~Change the monthly board meeting from the 2nd Monday of the Month to the 2nd Thursday of the Month at 5:30pm.~~
- Add Classes and Workshops to the Public **Facebook** Forum.
- Change the name from Peer Critique to Peer Review.
- Have a signup sheet for **artist demos** on Saturdays.

### POLICY CHANGES Aug 2016

Themes for wall (changeout every 2 months):

- ~~January = Winter~~
- ~~March = Spring~~
- ~~May = Flowers~~
- ~~July = Summer~~
- ~~September = Fall~~

●—November = Christmas

## **POLICY CHANGES Oct 2016**

If any **artist leaves HAL** (voluntarily or otherwise) HAL may deduct any fees owed from any current sales. PASSED

## **POLICY CHANGES June 2017**

~~Allocate \$100/wk for HAL board to hire a “Gallery Coordinator”. PASSED~~

## **POLICY CHANGES May 2018**

Re-establish elected office of 1st VP.

When the **President is not available** at a Board meeting, this will be filled in, in the order of: 1st VP, followed by the VP of Marketing, followed by the Treasurer VP, etc, in the order VPs are listed in the Job Manual.

**Absentee (Email) Ballots:** A Member can vote in an election or on a regular Motion by stating their preference in an email, as long as the email is brought to the Board Meeting for counting.

## **POLICY CHANGES approved July 2018**

Rescind 10% Commission on Referrals

Board votes to approve occupancy of **Affiliated studio** spots

**Artists commit to committees** for the period of one year. Non-Participation in Committees may result in re-evaluation of their exhibiting status.

**Military discount** of \$20 Membership fee and 10% off on all art purchases.

Theme Wall renamed Special Events Wall

Create Staff position of **Assistant Bookkeeper** (job in Job Manual) at \$100/month.

Add job of Art Photographer

Add job description of Education Committee

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