

# **Fremont Art Association Board Policies Table of Contents**

Board Business

Boutiques

Conduct

Correspondence

Gallery Staffing

Gallery Use – Member

    Gallery Use Guidelines and Permit

Gallery Use – Non-Member

    Gallery Use Guidelines and Permit

    Rental of Gallery Guidelines and Permit

General Government – Major Matters

Hanging Specifications for Submitted 2-D Artworks

Memberships

Mini-Shows

Records for Gallery and Association

Workshops

## **Fremont Art Association Board Business**

Approved board minutes are to be posted in the gallery for one month and permanently on the website.

The minutes from the past board meeting shall be posted in the gallery.

The agenda for the upcoming board meeting shall be posted in the gallery and sent to the Board of Directors a minimum of three (3) days prior to the meeting.

## **Fremont Art Association Boutiques**

Fremont Art Association may have boutiques, at the discretion of the Gallery Director. These boutiques will be held in the gallery along with the Quarterly Show. The dates and duration of boutiques will be at the discretion of the Gallery Director.

The Gallery Director will set the fee for entering items in a boutique. The entry fee for boutique items shall be discounted for members whose work is currently on exhibit. Members must be current with all fees in order to participate.

The artist will be responsible for pricing and labeling all items for the boutique. All items entered in a boutique must be for sale. The Gallery Director will have the discretion of limiting the type and number of items a person enters, and where and how the items are displayed. Fremont Art Association will receive a 20% commission on all items sold at a boutique.

# **Fremont Art Association Conduct**

The FAA Gallery should be a place where people can gather to enjoy art and the company of other people, without being made to feel uncomfortable for their beliefs or who they are. At meetings and gatherings of FAA members, it is important for members and non-members to be sensitive to the feelings and opinions of others. A person who wants to bring up an issue that might be sensitive should ask the group if it would be all right to talk about the issue; members of the group need to be honest in their replies. Also, if someone brings up an issue that makes someone feel uncomfortable, they, or someone else in the group, have the right to ask that the subject be changed and this request needs to be respected by everyone in the group.

A member who repeatedly causes friction, even after being asked to stop, could be called before the Board of Directors and could be subject to dismissal from the organization. Authority for such action is given in Roberts Rules of Order. A non-member who repeatedly causes friction, even after being asked to stop, could be told they are no longer welcome to attend FAA events.

## **Fremont Art Association Correspondence**

All incoming mail will be put into one designated area. The mail will be reviewed, sorted and processed by a Board Director or Gallery Director.

MARCH 2015

## **Fremont Art Association Gallery Staffing**

Members who are in the quarterly shows are responsible for three (3) days of staffing during that quarter, per the signed contract.

Members who are unable to carry out their staffing responsibility shall be charged a \$40 per day staffing fee.

Members who cannot come in on their assigned day must find their own qualified, FAA-trained member substitute or pay the \$40 staffing fee.

# **Fremont Art Association Gallery Use - Member**

## **Personal**

The workspace in the gallery will be available to members if it is not being used for another purpose.

The Gallery Director shall be notified of a person's intent to use the gallery space.

Member using the gallery shall sign in the "Members Using Gallery" binder behind the desk, and pay a \$3 gallery use fee per day.

There is no time limit per day.

## **Workshop or Class**

See Gallery Use Permit and Guidelines for more information.

The gallery is available for a workshop or class by arrangement with the Gallery Director.

All information about the workshop or class shall be given to the Gallery Director for inclusion in the calendar.

Checks for the workshop or class are payable to FAA.

FAA will retain a 20% commission on all workshops or classes.

# **Fremont Art Association**

## **GALLERY USE GUIDELINES**

The Fremont Art Association operates the space at 37697 Niles Boulevard, Fremont, CA, as a community art gallery. Any use of the gallery:

- must take a secondary role to the display of art at the gallery
- must be scheduled around planned Association and gallery events
- must be conducted in the space reserved in the back of the gallery
- may not be scheduled during receptions of the Fine Art Show

The Gallery Director must be contacted about using the gallery to insure that there are no conflicts with other events or uses of the gallery.

The person using the gallery is responsible for the set-up and clean-up of the space. The classroom space must be returned to the same configuration of tables and chairs as before set-up.

There is no space available to store any materials.

The workspace in the gallery is limited to fifteen (15) adults, if they are working at tables. If only chairs are used, there is a limit of forty-five (45) adults who can attend. The maximum number of children under eighteen (18) years of age who can attend a class, workshop or meeting is six (6).

Please provide FAA with your promotional materials. They will be left at the front desk and put on our website.

Failure to follow these Guidelines may result in forfeiture of gallery space use.



# Fremont Art Association

## Gallery Use Permit

User: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Dates Requested: \_\_\_\_\_

Hours of Use: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Number of People Attending: \_\_\_\_\_

Type of Use: \_\_\_\_\_ Class \_\_\_\_\_ Workshop \_\_\_\_\_ Meeting \_\_\_\_\_ Personal

Medium or Activity: \_\_\_\_\_

As the person responsible for this use of the gallery, I acknowledge that I have received a copy of the FAA Gallery Use Guidelines. I agree to abide by the rules outlined therein.

I will not hold FAA, its members or officers responsible for any damage and/or injury incurred to me, my students, any equipment, artwork, or belongings during my use of the gallery.

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

Name of FAA member in attendance: \_\_\_\_\_

Phone Number of FAA member in attendance: \_\_\_\_\_

\*\*\*\*\*

All FAA Gallery Use Permits are submitted to the FAA Board of Directors.

Board Decision: \_\_\_\_\_ Approved \_\_\_\_\_ Denied Date \_\_\_\_\_

Signature of Authorized Board Member: \_\_\_\_\_

Printed Name of Authorized Board Member: \_\_\_\_\_

Revised August 7, 2013

## **Fremont Art Association Gallery Use – Non-Member**

### **Workshop or class: participants charged a fee**

See Gallery Use Guidelines and Permit for more information.

The gallery can be available for use by non-members by arrangement with the Gallery Director and Board approval.

An FAA member must be in attendance.

Checks for the workshop or class will be made payable to FAA.

FAA retains 30% commission on all workshops or classes.

### **Meeting: participants not charged a fee**

See Rental of Gallery Guidelines and Permit for more information.

The hourly rental of the gallery is \$20.

One-day rental, 6 hours maximum, is \$100.

## **Fremont Art Association**

### **GALLERY USE GUIDELINES**

The Fremont Art Association operates the space at 37697 Niles Boulevard, Fremont, CA, as a community art gallery. Any use of the gallery:

- must take a secondary role to the display of art at the gallery
- must be scheduled around planned Association and gallery events
- must be conducted in the space reserved in the back of the gallery
- may not be scheduled during receptions of the Fine Art Show

The Gallery Director must be contacted about using the gallery to insure that there are no conflicts with other events or uses of the gallery.

The person using the gallery is responsible for the set-up and clean-up of the space. The classroom space must be returned to the same configuration of tables and chairs as before set-up.

There is no space available to store any materials.

The workspace in the gallery is limited to fifteen (15) adults, if they are working at tables. If only chairs are used, there is a limit of forty-five (45) adults who can attend. The maximum number of children under eighteen (18) years of age who can attend a class, workshop or meeting is six (6).

Please provide FAA with your promotional materials. They will be left at the front desk and put on our website.

Failure to follow these Guidelines may result in forfeiture of gallery space use.

# Fremont Art Association

## Gallery Use Permit

User: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Dates Requested: \_\_\_\_\_

Hours of Use: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Number of People Attending: \_\_\_\_\_

Type of Use: \_\_\_\_\_ Class \_\_\_\_\_ Workshop \_\_\_\_\_ Meeting \_\_\_\_\_ Personal

Medium or Activity: \_\_\_\_\_

As the person responsible for this use of the gallery, I acknowledge that I have received a copy of the FAA Gallery Use Guidelines. I agree to abide by the rules outlined therein.

I will not hold FAA, its members or officers responsible for any damage and/or injury incurred to me, my students, any equipment, artwork, or belongings during my use of the gallery.

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

Name of FAA member in attendance: \_\_\_\_\_

Phone Number of FAA member in attendance: \_\_\_\_\_

\*\*\*\*\*

All FAA Gallery Use Permits are submitted to the FAA Board of Directors.

Board Decision: \_\_\_\_\_ Approved \_\_\_\_\_ Denied Date \_\_\_\_\_

Signature of Authorized Board Member: \_\_\_\_\_

Printed Name of Authorized Board Member: \_\_\_\_\_

Revised August 7, 2013

# **Fremont Art Association**

## **RENTAL OF GALLERY GUIDELINES**

The Fremont Art Association operates the space at 37697 Niles Boulevard, Fremont, CA, as a community art gallery. Any classes, workshops or meetings conducted at the gallery:

- must take a secondary role to the display of art at the gallery
- must be scheduled around planned Association and gallery events
- must be conducted in the space reserved in the back of the gallery
- may not be scheduled during receptions or the Fine Art Show

The Gallery Director must be contacted about using the gallery to insure that there are no conflicts with other events or uses of the gallery.

The person having the class, workshop or meeting is responsible for the set-up and clean-up of the space. The classroom space must be returned to the same configuration of tables and chairs as before set-up.

There is no space available to store any materials.

The work space in the gallery is limited to fifteen (15) adults, if they are working at tables. If only chairs are used, there is a limit of forty-five (45) adults who can attend. The maximum number of children under eighteen (18) years of age who can attend a class, workshop or meeting is six (6).

The person renting the space and signing the Rental of Gallery Permit is responsible for paying the rental to Fremont Art Association at the time the Rental of Gallery Permit is submitted.

- Checks are payable to FAA.
- One-day rental (6 hours maximum) is One Hundred Dollars (\$100).
- Hourly rental is Twenty Dollars (\$20).
- Hours available for rental are during normal gallery hours or by arrangement with the Gallery Director.

Cancellation policy: A total refund will be given to the Renter if the Gallery Director is notified at least seventy-two (72) hours prior to the start of the event.

Failure to follow these Guidelines may result in forfeiture of gallery space use.

**Fremont Art Association**  
**RENTAL OF GALLERY PERMIT**

Renter: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Hours of Use:      From: \_\_\_\_\_ am/pm      To: \_\_\_\_\_ am/pm

Check One:    ☐ Class    ☐ Workshop    ☐ Meeting

Description of Activity: \_\_\_\_\_  
\_\_\_\_\_

Number of Attendees Expected: \_\_\_\_\_

As the person responsible for this activity, I acknowledge that I have received a copy of the FAA Rental of Gallery Guidelines and agree to abide by the rules outlined therein. I will not hold FAA, its members, officers, or directors responsible for any damage and/or injury incurred by me, attendees, equipment, artwork, or belongings during my use of the gallery.

Renter's Printed Name \_\_\_\_\_

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

All Rental of Gallery Permits are submitted to the FAA Board of Directors.

Board Decision:    ☐ Approved    ☐ Denied    Date \_\_\_\_\_

Signature of Authorized Board Member: \_\_\_\_\_

Printed Name of Authorized Board Member: \_\_\_\_\_

Revised: April 2013, March 2015

# **Fremont Art Association**

## **General Government – Major Matters**

See Article X, Section 1 of the Bylaws.

Major matters is defined as situations beyond the normal business routines.

Regular expenditures that are recurring contractual obligations may be made without Board approval.

Prior Board approval needs to be obtained for expenses below \$300.

Prior Association approval is required for expenditures \$500 and above.

Up to \$1,000 may be incurred in emergency situations. Immediate notice must be given to the Board members in charge of Facilities and/or Gallery.

# **Fremont Art Association Hanging Specifications for Submitted 2-D Artworks**

Because of the nature of the hanging system, artwork must be wired in a way so that the wall hooks are not exposed.

1. Flat hangers or D-rings must be used. These are available at the gallery for a small cost. No sawtooth hangers or eyehooks.
2. Hanger is attached 1/3 of the way down from the top of the frame.
3. The top of the wire must be 3 to 4 inches below the top of the frame. Please use picture hanging wire only.
4. On the back of the artwork, please place a tag with the following information:

First and Last Name of Artist  
Title of Artwork  
Medium  
Price  
Phone Number of Artist



# **Fremont Art Association Layaways**

Fremont Art Association will allow customers to make layaways in the following way:

1. Customer requests a layaway from the staffer.
2. Staffer contacts the artist to ask if they are willing to sell the item on layaway.
3. If the artist agrees to the layaway, the staffer will give the contact information for the artist to the customer.
4. The artist and the customer will agree on a payment schedule and the customer will make payments directly to the artist.
5. The artist will remove the layaway item and replace it in the gallery with a similar-sized item.
6. When the customer has paid off the layaway item, the artist will pay Fremont Art Association its customary 20% commission.

## **Fremont Art Association Memberships**

Memberships for Fremont Art Association are on an annual basis, from January 1<sup>st</sup> through December 31<sup>st</sup>.

Individual	\$40
Senior	\$35
Full-Time Student	\$35
Family	\$60
DaVinci Level	\$75
Rodin Level	\$100
Picasso Level	\$500
O'Keeffe Level	\$1,000

Businesses	\$200	includes advertising in Local Color
------------	-------	-------------------------------------

New memberships paid in October through December will be applied to the next year's dues.

Honorary membership may be given to a member with approval of the Board of Directors. Honorary members are lifetime members and are exempt from paying membership dues.

Friend of Fremont Art Association – This category of membership is for seniors who are 85 years of age or older and have been a member for at least 15 years. They are exempt from paying dues and they are entitled to attend the Tuesday Painters and Fiber Arts group meetings for free.

January 2018

## **Fremont Art Association Mini-Shows**

The Gallery Director may choose to have mini-shows in the gallery at the same time as the Quarterly Show. These can be open to members or non-members, at the discretion of the Gallery Director.

The dates and duration of the mini-shows are at the discretion of the Gallery Director.

The artist will be responsible for pricing and labeling all sale items. Fremont Art Association will take a 20% commission from all artwork sold. At least eighty percent (80%) of an artist's items must be for sale.

# **Fremont Art Association Records for Gallery and Association**

Separate records shall be kept for the Gallery and the Fremont Art Association.

**March 2015**

# **Fremont Art Association Workshops**

Each workshop will have a liaison who works with the gallery and the workshop instructor. The liaison will:

- Open and close the gallery

- Help with artist set-up and take-down

- Accept and process payments

- Set up drinks: coffee, tea and water

In exchange for the services of the liaison, the instructor of the class will agree to allow the liaison to take the workshop free of charge.