

By-Laws and Rules of the Manayunk Artist's Co-Op

I. Relationship to MAC

The Manayunk Art Center (MAC) is a Pennsylvania 501(c)(3) Non-Profit Corporation established in 1956. MAC is a membership organization governed by an elected volunteer Board of Directors. MAC accepts and is financially dependent upon tax-deductible charitable contributions from individuals and grant sources. MAC has three program branches: Exhibitions, Humanities, and Studio Curriculum. Each program is represented by a Director on the MAC Board of Directors. The Manayunk Artists' Co-Op is the Exhibitions Program of the MAC.

II. Mission of the Manayunk Artists' Co-Op

- Provide forum for artists to exhibit and sell artwork;
- Provide direct participation by exhibiting artists in decision-making and management of exhibitions;
- Provide financial support to MAC;
- Increase MAC's reputation, esteem, and profile in the local art market

III. Organizational Structure of the Manayunk Artists' Co-Op

- One representative to MAC Board of Directors - "Exhibitions Director" (Appointed to the MAC Board as per bylaws of MAC)
- Standing Committees:
 - Curator
 1. Members of the Curator Committee shall be responsible for setting standards for and selecting artwork, and hanging monthly shows.
 2. The Curator Committee shall determine the featured artist or theme of each monthly show.
 3. The Curator Committee shall establish and maintain gallery sitting schedules for all shows.
 - Publicity
 1. Members of the Publicity Committee shall be responsible for ensuring the quality and distribution of information and images to publicize the activities of the Co-Op.
 2. The Publicity Committee shall secure and maintain records of biographical statements of all Co-Op members and any other photos or documents that the Publicity Committee determines necessary.

- Rules
 1. Members of the Rule Committee shall recommend and keep records of all rules, regulations and requirements as voted by the Co-Op.
 2. The Rules Committee shall submit published rules to the Exhibitions Director for presentation to the MAC Board and ensure that the rules are distributed to all Co-Op members.
- Membership Selection
 1. Members of the Membership Selection Committee shall set standards for Applicants for Co-Op membership, recruit and make recommendations for recruiting of new members, schedule applicants for selection meetings, and notify approved and rejected applicants of their status.
- Ad Hoc committees established as determined by Exhibitions Director
- Recording Secretary
- Member Artists - all members of Co-Op must be paid members in good standing with MAC

IV. Rights and Responsibilities of Manayunk Artists' Co-Op Members

- Determine how to choose/screen/select members
- Determine whether there should be any limitation on number of members
- Set rules about how to remove a member
- Determine how to screen artwork/themes
- Decide gallery openings, closings, and sitting scheduling for 10 annual monthly exhibits
- Decide how and whether to choose featured artists or theme shows
- Determine best publicity and advertising strategies
- Establish rules and regulations for use of the gallery for exhibitions

V. MAC Board approvals required for:

- Exhibitions Director appointment (as per bylaws)
- Changes in physical facility
- Changes in gallery hours
- Changes in rules and regulations for use of the gallery
- Contract terms for member artists, buyers, and third parties
- Change in fees and fee structure/percentages with artist
- All financial expenditures
- Changes which would affect the Annual Fall Members Show
- Removal of a member

VI. Rules, as established and voted by the Co-Op and approved by the Board of Directors through December 2006

Table of Contents

- A. Name
- B. Meetings
- C. Approval of New Members
- D. Memberships and Shows
 - 1. Volunteer Commitment
 - 2. Show Requirements
- E. Gallery Sitting
- F. Sales of Artwork
- G. Removal of a Member
- H. Amendments

VI. Rules, as established and voted by the Co-Op and approved by the Board of Directors through December 2006

A. Name: The Co-Op shall be called the "Manayunk Artists' Co-Op"

B. Meetings

1. Co-Op meetings shall be held monthly, except during July and August during which time meetings will be held only as needed;
2. Meetings will be held on a day of the month to be determined by the Co-Op from time to time; Meeting are held on the third Wednesday of the month at 7:30 pm at MAC;
3. The Exhibitions Director (or his or her designee "facilitator") shall preside over the meetings and lead the group through the agenda;
4. Discussions shall be limited to agenda items. Any new business shall be discussed after the agenda has been completed and may be deferred until the next meeting if necessary;
5. A recording secretary shall attend every Co-Op meeting, prepare minutes for approval, and prepare the agenda;
6. All new rules, rule changes, motions, and other group decisions shall be approved by 2/3 vote of the members present, or a minimum of four votes, whichever number is greater.

C. Approval of New Members

1. Applicant must be a member of MAC in good standing.
2. Applications for new membership to the Co-Op shall be communicated to the Membership Selection Committee;
3. Applicant artists must come to a Co-Op meeting to present their work and be interviewed;
4. After the artist presents their work, they will be dismissed from the meeting so that the Co-Op can vote on their acceptance. A new member must be approved by a 2/3 majority (or 4 members minimum whichever is greater);
5. The Co-Op will designate one of its members to notify the artist, within one week of the meeting, whether they have been accepted. The artist will be notified by telephone or e-mail.
6. "Students" can be members, provided they meet all other criteria.

D. Memberships and Shows

1. Volunteer commitment:
 - a. All Co-Op members must attend meetings regularly, with a maximum of 4 un-excused absences per year;
 - b. All Co-Op members must join and participate on one standing committee;

- c. All Co-Op members must be available to gallery-sit at least once a month for a 3 hour shift, the day and time to be determined by the Co-Op from time to time; Every Co-Op member must gallery-sit during a month when he or she is exhibiting work;
2. Show requirements:
 - a. One or two walls of the gallery are designated as the Co-Op members wall and will be densely hung each month. Every member may hang at least one piece of artwork each month on these walls;
 - b. Two or three walls shall be designated for the Featured Artist or Co-Artists;
 - c. All work must hang for the entire duration of the show;
 - d. Wall colors, and any changes in wall colors, shall be determined by the Co-Op from time to time; The current scheme, muted secondary colors, known as "Festive" shall be the standard scheme. A featured artist may change the wall color, with Co-Op approval, and must repaint the walls to the "Festive" scheme immediately following the close of his or her show;
 - e. Shows are hung on the Friday evening preceding the opening, at which time members drop off their work at MAC;
 - f. Shows open on the first Sunday of the month, from 12:00 noon to 3:00 pm, unless it is a holiday weekend;
 - g. Shows close on the last weekend preceding the first Sunday of the month;
 - h. Open gallery hours are Saturday and Sunday from 10 am to 4 pm, except for the Saturday of the weekend of the opening of the show.
 - i. The featured artist is responsible for cooperating with and coordinating with the Publicity Committee for fliers and publicity for their show and must submit a biographical statement to the Publicity Committee to be kept on file;
 - j. The featured artist may receive a reimbursement of a maximum of \$100 for reimbursement for printing costs with the proper receipt submitted to the MAC Board of Directors.
 - k. The featured artist is responsible for providing refreshments for his or her show and may receive a reimbursement of a maximum of \$25 with the proper receipt submitted to the MAC Board of Directors;

E. Gallery Sitting

1. All sitters are to be present during their scheduled time, either on a Saturday from 10 am to 1 pm, Saturday from 1 pm to 4 pm, Sunday from 10 am to 1 pm or Sunday from 1 pm to 4 pm;
2. Sitters who are scheduled for 10:00 must open the center: unlock the door, turn on the lights, heat or AC, and hang the sign;
3. Sitters who are scheduled for last shift until 4:00 pm, must close the center: lock the door, turn off the lights, heat or AC, return the key to its designated place, and bring in the sign, and deliver all receipts and payments;

4. If a sitter needs to leave for an emergency, he or she must contact either Robert Joachim at 215 242 2711 or Debra Valenti-Epstein at 215 219 3796. If neither Bob nor Debbie are available, a message must be left on their phones. If a replacement cannot be found, and the sitter must leave, the sitter must follow the closing procedure above at Section E.4. The gallery must not be left open and unattended at any time;
5. A schedule of the completed gallery sign up sheet will be posted at MAC - either on the wall or at the desk;
6. If a Gallery sitter is unable to keep his or her scheduled sitting time, her or she must find a replacement more than 24 hours in advance. Gallery sitters will be provided with a list of telephone number of other Co-Op members in the event that a switch needs to be made.
7. If the afternoon Gallery sitter is running late, he or she must call the morning sitter at 215 482 3363 and explain any delay.
8. Gallery sitters are responsible for greeting visitors, answering questions, and completing the paperwork necessary to conclude a sale in accordance with the "Sale of Artwork" rules as set forth below at Section F;
9. Gallery sitters must inform the purchaser that the hung artwork will remain in the gallery until the end of the show at which time it may be picked up or delivery arrangements can be made; Prints in bins, if offered, may be removed by the purchaser at the time of the sale;
10. Gallery sitters will ask visitors to sign in with their names and addresses and any other information that may be determined by the Co-Op from time to time.

F. Sales of Artwork

1. All receipts for sales and checks and cash must be turned in to the MAC Board of Directors on the same day that a sale is made; Receipts and payments are to be placed in provided envelopes and dropped off at the Roxborough Law Office at 443 Green Lane (corner of Green Lane and Mitchell Street);
2. All checks must be made payable to "Manayunk Art Center";
3. All sales must be recorded in full on forms provided by the MAC Board;
4. For a period of three (3) months following the close of a Featured Artist's show, all sales of paintings, prints, and related items either shown during that show or to persons who became familiar with the Artist's work through the show, must be sold through the Manayunk Art Center;
5. The MAC Board of Directors is responsible for all bookkeeping, bank deposits, and payment to artists, and all payments and agreements regarding sales must be reported to the MAC Board;
6. Subject to periodic review and approval by the MAC Board of Directors, artists shall receive 70% of the gross sale on art and MAC shall retain 30%.
7. A deposit of a minimum of 10% may be accepted toward a purchase;
8. All purchased artwork shall be marked with a red dot.

G. Removal of a Member

1. Any member may be removed for refusal or inability to adhere to the by-laws, and/or rules and regulations of either or both the Manayunk Art Center and/or the Manayunk Artists' Co-Op. Recommendations for removal shall be presented to the Board of Directors of the Manayunk Art Center for action by the Board.

H. Amendments

The Rules of the Manayunk Artists' Co-Op may be changed or amended by at 2/3 vote of the Co-Op followed by approval by the Manayunk Art Center Board of Directors. Updated Rules shall to be posted on the web site at www.manayunkartcenter.org

(These Bylaws and Rules were compiled by Debra Valenti-Epstein, Esquire, President of the MAC Board of Directors and Member of the Manayunk Artists' Co-Op Rules Committee in December 2006 from reported and approved minutes of both the MAC Board of Directors and the Manayunk Artists' Co-Op beginning in 2005.)