

Fremont Art Association Board Policies Table of Contents

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Fremont Art Association Board Business

Approved board minutes are to be posted in the gallery for one month.

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.

November 2019

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.

APRIL 2017

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.

Gallery Director will make the final decision on all staffing issues.

October 27, 2015; November 2019

Fremont Art Association Gallery Use - Members

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 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.

November 2019

Fremont Art Association Gallery Use – Non-Members

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.

March 2015

Fremont Art Association

GALLERY USE GUIDELINES

Members and Non-Members

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 Annual 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.

Revised November 2019

Fremont Art Association

Gallery Use Permit Non-Members

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 November 2019

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 Annual 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.

I have read and agree to these guidelines.

_____ printed name

_____ signature

_____ date

Revised: Aril 2013, March 2015, November 2019

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 \$500.

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

June 2014

Fremont Art Association Memberships

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

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.

Revised: 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.

March 2015

Fremont Art Association Workshops Taught by Non-Members

Each workshop taught by a non-member will have a member who 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 member, the instructor of the class will agree to allow the member to take the workshop free of charge.

Revised: March 2015; November 2019