

## Collective Visions Gallery

331 Pacific Avenue  
Bremerton, WA 98337

### 2024 - 2025 Membership Application

Thank you for your interest in joining Collective Visions.

Please provide the following:

**This application, completed and signed in its entirety- including the list of possible committees you would be interested in joining.**

**Letter of Interest:** Explain why you want to join Collective Visions. Tell us about the skills, interests, and abilities you would contribute to CVG, both art-related and non-art-related

**Current Resume and/or Biography**

**Portfolio of Artwork to Include:**

1. Access to a minimum of **8 images** of your work, each labeled with your name, title, piece, size, medium, and price (We prefer to see your website, Instagram or FB page, but you may also submit images via email.)
2. If invited to an interview at the gallery, please bring 2 or 3 original pieces, no more, framed or otherwise presented in the way you would want them displayed, labeled with your name, title of the pieces, size, medium and price.

**Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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

Cell/Work Phone: \_\_\_\_\_

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

Website: \_\_\_\_\_

**Are you a former member of the Collective Visions Gallery artists cooperative? \_\_\_\_\_**

**If so, what years were you active? \_\_\_\_\_ to \_\_\_\_\_.**

You can apply any time. You will be called following the review of your application.

All application materials (slides/photographs, USB drive, original artwork) need to be picked up at the gallery within one week after your application review.

**COLLECTIVE VISIONS GALLERY ASSOCIATION**  
**MEMBERSHIP AGREEMENT**  
**2024 - 2025**

The purpose of the organization is to form an association that is mutually beneficial to its artist members and the community. The association seeks to enhance the availability and quality of visual art made by local artists and to provide a venue in which members artists may present their work for sale to the public. The organization is a non-profit member-operated organization, committed to charge only minimal dues and commissions on sales necessary to meet overhead and promotional needs.

Membership into the organization is by acceptance by the board of directors. No specific aesthetic stylistic or media criteria for acceptance are established beyond the judgement of the board. The board encourages applications by productive artists in all media.

Previous membership is not a guarantee of reinstatement without current Board approval. Any approved artist may be placed on a waiting list until such time as display space is available. Please note that failure to meet the expectations and participation requirements for membership may be grounds for dismissal from the Gallery.

Member artists agree to the following terms of membership:

- A. To pay an initial non-refundable setup fee of \$100 (due upon acceptance, may be paid in up to 4-months installments)
- B. To pay first month's dues prior to showing artwork and each month thereafter. Currently, dues are \$100 per month for 2D and 3D artists, \$65 per month for Small Space membership, and \$50 per month for Gift Shop only membership. Membership dues are due by the 15th of the month, with a \$15 late penalty for dues not paid by the 15th of the month. This rate cannot be changed without the approval of a majority of the members). New members are asked to make a commitment of 6 months membership. And thereafter, members will provide written notice (addressed to the board) 30 days before their resignation date. All dues are payable and due by the 15th of the month, with a \$15 late penalty for dues not paid by the 15th of the month. This rate cannot be changed without the approval of the majority of the members). New members are asked to make a commitment of 6 months membership. And thereafter, members will provide written notice (addressed to the board) 30 days before their resignation date.
- C. To pay the gallery a commission, currently 33%, on the sale of their work to be collected at the time of the sale. Note: the Gallery may choose to raise the commission rate if deemed necessary as per prescribed protocols
- D. To regularly assist with the duties of holding the First Friday reception held each month.
- E. To participate in the governance of the organization through attending meetings, serving on committees, and/or working on special projects.
- F. To be an active producing artist, rotating work in the members' gallery in a timely manner and holding a one or two person feature exhibit of new work in the Feature Gallery once every 24 to 30 months The featured artists must put up and take down their own shows and pay any advertising or other costs specific to their featured exhibit. Artists are encouraged to promote their shows via their websites, social media, etc. The gallery will promote their shows via social media and emails to gallery contacts.

G. To abide by the Display Chair guidelines in the member gallery. Note: Each member artist is assigned a storage bin. When a piece is sold, a replacement can be taken from the bin.

It is the responsibility of the individual artists to guarantee that they possess unencumbered titles to any work placed for sale within the gallery and that they are the author of their work. Further, it is the responsibility of each artist to insure their work against loss or damage from fire, theft or other cause. The gallery will collect state sales tax and make the payments to the state. Additionally, it is the responsibility of each artist to report and pay any other taxes due from the sale of their work.

The Gallery Association shall provide a pleasant, well-lighted exhibit space for the display of the members' work in its gallery at 331 Pacific Avenue. Every member artist will be entitled to display their choice of a single artist or two-person exhibit in the Feature Gallery on a rotating basis (about every 18 to 24 months). Every artist shall also be entitled to display their work on an ongoing basis in the Members' Gallery area.

**The gallery display committee shall have the responsibility of determining which works go where and how much space each artist is entitled to in the Member's gallery.** The gallery currently maintains and employs a gallery assistant to keep the gallery open and operational. The gallery maintains a regular bookkeeping system and pays the artists for any sales no later than the 30th of the following month. A 33% commission will be deducted from sales. The gallery will retain and remit to the state any Washington State Sales Tax collected from sales, on a quarterly basis. This does not remove the requirement for artists to file their own annual Sales Tax and Business and Occupation Tax with the state. When filing, show all sales from CVG and then annotate them as a deduction to show CVG remitting the sales tax.

The gallery will conduct advertising and promotions to the extent that its budget permits. The gallery will maintain general liability insurance and be responsible for general operating costs.

### **Duty expectations for all CVG members: (No desk duty required)**

**1. First Friday Duties:** At least one hour, at least 6 times per year. This duty includes desk duty after the regular closing hour, greeting, refreshment set up, clean up and close, etc.

**2. General Monthly Member Meeting:** attend at least 50% of these meetings per year.

### **3. Committee Work:**

Every CVG member needs to be involved with at least one committee or ongoing special task. Involvement includes attending committee meetings, helping with tasks assigned to that committee, such as helping set up each monthly art display, helping with the yearly refurbishing of the gallery before each CVG show, helping with special events such as the CVG show, concerts, marketing, etc.

### **4. Display Day:**

Each member is responsible for removing their artwork from the gallery on or just before change-over day, and bringing in artwork to be displayed in the upcoming month.

Each artist is assigned wall space on a rotating monthly basis. 2D artists are responsible for hanging their own work, or can request that the Display Committee hang their work.

3D artists are responsible for changing out their work and arranging the pedestals in the gallery.

All this must be done on change-over day (dates may vary but currently the Sunday evening, and Monday and Tuesday prior to First Friday).

I agree to provide at least 30 days' notice to withdraw from membership.

I have read and understand this agreement.

I am applying for a (*check one*)

Full Membership \_\_\_\_\_

Small Space Membership \_\_\_\_\_

Gift Shop Only \_\_\_\_\_

Signature of Member/Artist \_\_\_\_\_

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

Name:

Date:

## CVG Committees

### 1. Membership Committee

- Print Application packets \_\_\_\_\_
- Recruiting new members \_\_\_\_\_
- Print welcome packets \_\_\_\_\_
- New member training \_\_\_\_\_

### 2. CVG Show Committee

- Chair \_\_\_\_\_
- Display chair \_\_\_\_\_
- Treasurer \_\_\_\_\_
- Reception chair \_\_\_\_\_
- Marketing/ Graphic design \_\_\_\_\_
- CVG Show Web Site manager \_\_\_\_\_
- Cafe manager \_\_\_\_\_
- Sponsor chair \_\_\_\_\_

### 3. Display committee

- Hanging monthly shows \_\_\_\_\_
- Print new member signs \_\_\_\_\_
- Patching walls when needed \_\_\_\_\_
- Lighting \_\_\_\_\_
- Dusting/Cleaning floors \_\_\_\_\_
- Featured/Boardroom schedule \_\_\_\_\_
- Gift shop Display \_\_\_\_\_

### 4. Marketing Committee

- Website manager \_\_\_\_\_
- Facebook/instagram manager \_\_\_\_\_
- Mailing list/Newsletter \_\_\_\_\_
- Press releases \_\_\_\_\_
- Quarterly cards/monthly graphic design \_\_\_\_\_

### 5. Community Outreach

- Rental Program \_\_\_\_\_
- Underground Gallery Curator \_\_\_\_\_
- Community Liaison \_\_\_\_\_
- Programs and Workshops Coordinator \_\_\_\_\_