

*Ebb Tide Gallery of Gifts Art Co-op*  
*7809 Pioneer Way*  
*Gig Harbor, WA 98335*  
*(253) 851-5293*

## **Ebb Tide Gallery Policies**

### **Hours/Working**

Each member shall work in the gallery on a monthly basis; hours determined by the board and gallery membership. Only an active member may serve as a gallery attendant.

\*Members are responsible for their hours at the gallery. If you have signed up to work and find that you are unable to fulfill that obligation it is your responsibility to arrange for a replacement. You may either exchange hours with another active gallery member or pay a member to work for you at the present Washington State minimum wage. If you fail to show on your appointed workday you may be assessed an amount equal to the minimum hourly rate to be paid to Ebb Tide Gallery or the member who covers your absence. Said assessment shall be deducted from your earnings.

\*If you are planning to be gone for an extended period of time, you shall pre-arrange for a member(s) to cover your hours or make advance arrangement with the Calendar Chairperson.

The gallery shall not be left unattended at any time during normal working hours. If you must leave the gallery unattended due to an emergency or inclement weather contact the gallery President or board member and advise them of the situation.

Members may do their artwork in the gallery during their shift with the understanding that the customer comes first and shall receive the expected attention.

Professional attire shall be worn while being an attendant in the gallery. Do not bring children to work with you unless it is an emergency and no other option is available.

Notes or messages left in the gallery for other members/committee members/board members shall be signed and dated.

All credit cards that must be manually entered in the sales system are to be REFUSED. (per GH police fraud warning)

### **Rent**

Rent is due on or before the 25<sup>th</sup> day of each month. Failure to pay rent fees before the last day of the month shall incur a penalty in the amount of \$15.00 payable to Ebb Tide Gallery. Rent payments are to be placed in the Rent file located in the file cabinet.

### **Pricing/Display/Merchandising/Restocking**

To maintain a professional image and in fairness to the gallery all artist's works shall be priced the same in all local outlets.

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Gallery members approved a 48 hour return policy. After 48 hours have expired, customer should contact artist for exchanges (11/21/2019)

Artwork "on sale" Policy is not allowed unless the membership agrees to hold a gallery-wide sale or on a case by case basis for individuals. (app'd 9/5/19)

Work made available at non-gallery settings such a grocery stores, drug stores, etc., shall not be displayed for sale at Ebb Tide Gallery.

The Display Committee shall have the final say as to acceptability of work to be displayed and the manner in which it is displayed. As artwork is sold it should be replaced with the same artist's work if at all possible.

Special display units such as cardholders, shrink-wrap, display bins, etc. shall be subject to approval of the Display Committee and gallery members.

Daily chores for maintaining a professional looking gallery are listed in the gallery.

### **Meetings/Voting/Committees**

Gallery member meetings will be held monthly as determined by the Board and membership. Currently the meetings are held at the close of business on the last Thursday of the month.

The Board shall meet quarterly or as decided by the Gallery President in consultation with the Board Members.

Full time and part time members have one vote each on gallery matters. If a member is unable to attend a meeting they may give their proxy vote to an attending member.

Each member is expected to serve on a committee or as an officer.

\*Gallery members are expected (required) to attend the monthly meetings at which time next month's work calendar will be available for sign up. (The order of member sign up is presented by the calendar manager and changes each month.) Discussion followed by vote of approval was held at the 9/5/19 meeting regarding members missing meetings and then calling in their preferred work days for the upcoming month (ahead of the other members). It was MSC to allow two special considerations for early signup annually; otherwise the member must take the days that are left. If the work days do not fit into the member's schedule it is his/her responsibility to trade or pay another member to work.

(Note: paragraphs with an \* discuss calendar sign up and working in the gallery.)