

Grand Mesa ImpressionZ

Policy and Procedures

This Policy and Procedure applies to all artists belonging to the Grand Mesa ImpressionZ, Inc Cooperative.

Artist Applications to ImpressionZ are reviewed and applicants are interviewed by the Board of Directors. It takes a majority to vote of the Board to accept a new member.

Works Submitted to the gallery should be original work made by the artist member. Other items can be submitted as a donation item to the gallery for a higher commission fee.

Artists are required to commit at least 7 hours a month to helping at the gallery, which can include but is not limited to:

- keeping the gallery open during published hours
- inputting information into the computer
- publishing and/or mailing gallery newsletters
- hosting events at the gallery such as artist receptions, open house, etc.
- assisting to "hang" the gallery
- compose forms needed at the gallery when requested
- it is suggested that artists donate refreshments for gallery events

If a member cannot or will not fulfill their 7 hour commitment to work at the gallery the Board of Directors has the option to either (a) ask them to leave the gallery, or (b) increase their rental fee.

Artists must be respectful of other Co-op Members, the Board of Directors and customers.

It is also necessary that they are respectful of all artwork at the gallery.

ImpressionZ will host events on a regular basis including but not limited to: "artist of the month", workshops, meet and greet, and support special community events.

Commissions will be paid to artists on sale of their artwork as outlined in ImpressionZ the Artist Agreement

Damaged Artwork must be reported to the board of directors. Artists are responsible for insurance to cover their artwork.

Artists are responsible to check on their display at the gallery, make sure their work is properly priced, replace sold pieces and change their inventory on a regular basis.

Members will be notified when the gallery will be changed out, and are welcome to come help and/or give their input.

Complaints or a grievance by a co-op member must be in writing and submitted to the Board of Directors. This paperwork will be reviewed by the board and they will determine if action should be taken. The submitting artist will be notified.

Violation of "rules":

- Will be reviewed by the Board of Directors
- Action will be discussed with the individual member
- The Board decision will be final

Dismissal of a co-op member - reasons an artist is asked to leave can be but are not limited to:

- nonpayment of vendor fee
- combative attitude to other members
- refusal to work at the gallery
- Theft
- refusal to adhere to the policy and procedure of ImpressionZ

Revisions can be made to this Policy and Procedure as needed. A Revision must be in writing, approved by the Board of Directors and notice sent to all Co-op members.