

Rocky Neck Gallery Bylaws

I. Elected Officers

- a. The officers and committee chairs shall be elected annually by a simple majority of the gallery's members.
- b. Nominations and elections shall be held at the first meeting of the calendar year.
- c. New officers shall assume their new positions upon election.

II. Officers and Committee Chairs

a. Elected officers include

- i. **Gallery Manager:** shall conduct all meetings and will oversee the day to day operations of the gallery including scheduling, gallery sitting, cleaning, writing/updating gallery instructions and other documents, and maintenance. The manager may appoint people to assist in various tasks as needed.
- ii. **Bookkeeper:** shall be responsible for keeping track of member fees, individual sales, sales tax, credit card and cash sales, and gallery commissions; bookkeeping will be done on a computerized spreadsheet or database. The bookkeeper shall submit a monthly report to the Gallery Manager and the RNAC treasurer detailing these items.
- iii. **Secretary:** shall be responsible for taking notes at gallery meetings and distributing those notes to the members. The secretary may also be asked to assist with postal mailings.

b. Committee chairs include:

- i. **Hanging:** shall be in charge of hanging all work on walls, card racks and bins. The hanging chair may ask 2 or more members to assist and will resolve hanging conflicts during the season. The committee is also in charge of check-in and check-out. Special shows, gift shop, or other events with unique hanging requirements will be run by a sub-committee of the hanging committee.
- ii. **PR/Marketing:** shall advertise gallery events and receptions.
- iii. **Receptions:** shall organize food donations and set-up of scheduled receptions including Nights on the Neck.

III. Gallery Membership

- a. All Rocky Neck Gallery members must be current members of the Rocky Neck Art Colony.
- b. New members will be juried by members of the Rocky Neck Gallery. They will submit actual work for jurying at a time and place selected by the hanging committee. All members are invited to jury, but only those present will have a vote.
- c. All members will be assessed a “rental fee” based on the number of exhibit units for which they subscribe. Each artist may have from one to four units. The total amount of the collected fees will cover the base rent of the gallery. In addition each artist will be charged a 25% commission on all work that is sold in the gallery. Each member must share in gallery sitting duties or arrange for a substitute to do so. The Gallery Manager and the Treasurer may be compensated by waiving a portion of their annual fees; amount to be determined by the RNAC executive committee.
- d. An exhibit unit consists of 2 linear (horizontal) feet of exhibit space.
- e. In the event that a gallery member fails to pay rent due at the proper time or fails repeatedly to carry out gallery sitting responsibilities, the executive committee may revoke his or her membership.

IV. Meetings and Parliamentary Authority

- a. Meetings will be held as needed and will be scheduled by the Gallery Manager.
- b. The rules contained in the current Robert’s Rule of Order shall govern the club in all cases to which they are applicable and in which they do not conflict with these By-laws.
- c. A quorum of 1/3 of the Gallery’s members must be present to vote on Gallery business, including election of officers.

V. Amendments

- a. These by-laws may be amended by a vote of at least 2/3 of the membership present at a meeting called for that purpose. Proposed amendments must be made known to members by notifying them by mail or email at least 10 days before the meeting.