

## Portland Artisans' Co-Op Team

# MEMBERSHIP AGREEMENT CONTRACT

Last revised 5-25-2018

Welcome to our group of artists at PACT. One of the things that make us so unique is the support that a co-operative offers. We honor creativity, integrity, and camaraderie. Please read and consider the following rules & regulations of the Co-Op carefully and sign below.

**DUES:** You agree to pay the required fee for the level you choose no later than the 1<sup>st</sup> of each month for the following month. There is a grace period, ending on the 5<sup>th</sup> of the month. Artisans whose payments are not received after the 5<sup>th</sup> of the month are subject to their products being removed from the store shelves.

**SHIFTS:** You agree to work the hourly requirements of your chosen PACT membership level. You must sign up for your shifts no later than the 15<sup>th</sup> of the prior month and the monthly schedule will be posted by the 20<sup>th</sup> of the prior month. If you cannot fulfill your scheduled shift(s), you must contact the scheduler ASAP and inform them of your situation and your replacement, if possible. Your membership level is a minimum requirement; at times you may be asked upon to work additional shifts in the store. Back up shifts do not transfer as a regular shift. If there is an empty shift slotted and you are back up assuming that you are working that shift. Members must also actively serve on at least one of the committees as part of their membership requirements.

### **LIABILITY:**

PACT will provide liability insurance for the store. At this time, we are not providing content coverage. We strongly recommend that you have your own insurance for your art. In the event of a fire, flood, theft or other disaster, your work is not insured by PACT. We recommend that you carry your own insurance for your art, and keep track of personal belongings left in the store. Unclaimed personal items left in the store for over 48 hours will be donated.

### **MEMBERSHIP:**

All members juried shall have an initial five-month probationary membership contract, converting to a month-to-month contract thereafter, pending the approval of permanent membership status. Members may terminate their contract with thirty days' notice, effective at the beginning of the month following the termination notice. After three months, members shall be contacted by the Board to review membership sales and participation in committees. A final review of membership shall be made at the end of the initial five-month contract to invite members into full membership. No contact, unfulfilled shifts, no committee participation and unpaid dues extending beyond 45 days may result in automatic membership termination.

After signing a membership contract, members shall be required to pay a non-refundable amount equivalent to their first five months of dues and their last month. Amount is determined by their membership level. At the start of their sixth month they will be required to pay the equivalent of one month's dues and thereafter each month they will be required the equivalent of one month's dues. For the initial dues we will accept a check or a credit card payment. After this initial payment we will only accept a check for payment of monthly dues. If co-op folds

before all funds are disbursed, any remaining funds will be returned to the member. Membership dues may be refunded at the discretion of the Board. Application and administrative fees remain non-refundable. Please see DEPARTURE section below.

The membership month begins and ends at the date of the month-end store redo. That is, departing members must free up their display area, and new members are to bring in their art on the day of the month-end store redo. Normally, store redo happens Sunday morning before the store opens for business, but may shift if unforeseen circumstances occur. For new members, working in coordination with the Store Design Committee, your display space will be ready to receive your art on the last store redo of the month prior to your beginning month.

#### **PRESENTATION:**

Price barcodes, basic signage, and website representation will be provided for you. Artist statements and business cards must be displayed with your artwork within 30 days of acceptance date. Our Member Liaison will work with you to complete all of the above presentation requirements.

#### **DISPLAY SPACE:**

You are entitled to display space equivalent to the **average** size space that all members have. The size and number of pieces allowed will vary for each artist, according to size and content. Most art will be inter-merchandised and will be designated by the members of the store committee. We will try to accommodate your work in an appropriate space relevant to your work, especially if your work has particular needs. For new members, your display space will be ready to receive your art on the last store redo of the month prior to your beginning month.

#### **MEETINGS & PARTICIPATION:**

Members must participate in the monthly membership meetings. Unexcused absences will result in reverting status to a probationary membership, with the potential of losing their membership. Membership meetings are held on the 4<sup>th</sup> Monday of the month. Members must also take an active part in one or more of the co-op's committees.

If a member goes into a probationary status, it can be rectified by attending the next membership meeting.

Members must abide by the Membership Application, Bylaws, and Artisan Guidelines, and any future changes made to these documents.

#### **REGISTER PROCEDURES:**

Each artisan scheduled for a store shift is responsible for the register money on their own shift. This is why you must balance the money in the register at the beginning **AND** end of your shift. If the register is short for any reason, the artisans scheduled for a store shift are required to pay that amount to the register by the end of that day, before any bank deposits are made. If the register is over for any reason, the artisans scheduled for a store shift are not allowed to keep any overage for any reason.

#### **DEPARTURE:**

Your art should be removed by the morning of the last store redo of your last month. If for any reason you leave the co-op and do not collect your art within 30 days, your art will become property of the store. Unclaimed commission checks after 60 days will be void and considered a donation to the store. You must also return your store key.

Signed: \_\_\_\_\_

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

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