

Island Art Association, Inc.

OPERATIONS MANUAL

May 2019

January 2023

CHAPTER 1 - OFFICERS

Section 1.1 - President. The President shall oversee the operations of the Association. The President shall ensure conformance with all Bylaws and other operational regulations of the Association and performance of all prescribed duties of other Officers, Committees, and the general membership in a fair, impartial, and orderly manner. Specific duties and responsibilities (in addition to those contained in the Bylaws) include:

- a. Acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the Bylaws and operational rules and procedures of the Association.
- b. Preside and maintain order at all Board meetings and general meetings of the membership using proper parliamentary law and procedure.
- c. Prepare agendas and amplifying information for Board meetings and distribute to Board members.
- d. Prepare a charter and guidelines for all special committees formed on a case-by-case basis.

Section 1.2 - First Vice-President. The First Vice-President shall assist and act on behalf of the President to oversee the activities of the Shrimp Festival Project and shall represent the Association with the city Shrimp Festival Committee. The First Vice-President will serve as the chairman of the Association Shrimp Festival Committee and shall assist the President in the appointment of membership to the individual Shrimp Festival Sub-Committees. The First Vice-President shall assume all necessary duties of the President in the absence of the President.

Section 1.3 - Second Vice-President. The Second Vice-President shall assist and act on behalf of the President to oversee the activities of the Gallery Project in conformance with gallery rules and operational procedures contained in this manual. The Second Vice-President will serve as the Gallery Director and as chairman of the Gallery Committee. The Second Vice-President shall assume all necessary duties of the President in the absence of the President and the First Vice-President.

Section 1.4 – Third Vice-President. The Third Vice-President shall assist and act on behalf of the President to oversee the activities of the Art Education Center Project in conformance with gallery rules and operational procedures contained in this manual. The Third Vice-President will serve as the Art Education Center Director and as chairman of the Art Education Center Committee. The Third Vice-President shall assume all necessary duties of the President in the absence of the President and the First and Second Vice-Presidents.

Section 1.5 - Secretary. The Secretary shall assist and act on behalf of the President to oversee and perform duties which the title of the office normally connotes.

Specific duties and responsibilities include:

- a. ~~Maintain membership records.~~
- b. Give notice of meetings as prescribed in the Bylaws and maintain attendance records for Board meetings.
- c. Record thorough meeting proceedings and prepare minutes of meetings for Board approval.
- d. Send condolences/congratulations to IAA members and/or their families.
- e. Prepare and direct official Association correspondence and notifications.
- f. ~~A minimum of weekly, check incoming E-mail, take action and/or route messages as appropriate for action.~~

Section 1.6 - Treasurer. The Treasurer shall be the custodian of all funds of the Association. The Treasurer shall be responsible for all receipts and disbursements of the Association and for the proper accounting and reporting of transactions in an acceptable manner. The Treasurer may be bonded in an amount determined by the Board of Directors, the premium for which shall be paid by the Association. The Treasurer shall serve as the chairman of the Finance Committee. Specific duties and responsibilities include:

- a. Deposits should be made by another member of the finance committee or officer to maintain a system of checks and balances.
- b. Disburse all **monies through digital commercial banking and accounting firm whenever possible with minimal use of manual checks.** ~~by check wherever possible, countersigned by another officer of the Association.~~
- c. Verify all disbursements as properly authorized.
- d. Ensure all disbursements are accounted for with proper receipts of the expenditures. Maintain gallery sales records and disburse artist commissions on a monthly basis.
- e. Provide IAA artists and Shrimp Festival winners with an annual record (SF 1099) for tax purposes for all payments made by the Association to those individuals during the year that total \$600 or more.
- f. ~~Develop and prepare annual operations budgets.~~ **Prepare financial reports that are clear, accurate and timely.**
- g. Present a quarterly statement of finances to the board and membership.
- h. **Prepare an annual report.**
- i. At the annual meeting of the Association's membership, discuss and answer questions regarding the financial statements.
- j. Ensure Association asset inventories are maintained in an accurate, up-to-date condition.
- k. An outside accounting firm may be hired for any of these duties which will be determined by the Board of Directors.

- I. Ensure that Association property has insurance coverage if available.

CHAPTER II - COMMITTEES

Section 2.1 - Committee Chair(s) Chairman and Members. Assignment to committees gives each member an opportunity to actively participate in the activities and functions of the Association. Additionally, it allows the Association to benefit from knowledge and experience of each member. Specific duties and responsibilities include:

- a. Attend committee meetings as called by the committee **chair**. ~~chairman~~.
Prepare and maintain a committee "turn-over file" and standard operating procedures document that contain detailed procedures for completing assigned responsibilities, contacts, sources, and other pertinent data that can be transferred to succeeding committee chairman and members.
- b. Make recommendations to Board for improved procedures as required.
- c. Communicate with other committees and/or members as required.
- d. Make recommendations to the Board for improved procedures as required.
- e. **Perform duties in a timely manner.**

Section 2.2 – Marketing / Communications Committee. The Marketing/ Communications Committee shall promote the Association's mission in the community and promote communication within the Association. Specific duties and responsibilities include:

- a. Conduct marketing efforts of the Association's philanthropic, educational, and gallery activities. Promote publicity of calendar events, accomplishments and publication of noteworthy Association information, news of members, and information about the arts.
- b. Establish a marketing liaison, each, with the Gallery, Art Education, Membership and Arrangement Committees, to accurately assess and implement a marketing plan for the separate needs of each of these committees.
- c. ~~Maintain and update the IAA website content with the support of the Technical Computer Support Committee. Technical Computer Support shall maintain the IAA website in cooperation with the Marketing /Communications Chairperson.~~ **Provide content to the Technical Support Committee for posting on the IAA web site and various social media platforms.**
- d. Coordinate Facebook, Twitter, member e-blasts, and other social media in promotion of IAA activities.

~~e. Create and distribute the newsletter via the internet to all members and other interested parties by the end of each calendar month.~~

Section 2.2.1 - Grant Writing Sub-committee of Marketing/ Communications. The Grants sub-committee shall, on an as needed basis: research potential grant opportunities, obtain application forms and necessary information for completing grant applications, submit grant applications and provide follow-up as necessary. Specific duties and responsibilities include:

- a. Research and identify sources of grants applying to the Association.
- b. Obtain forms and information and complete grant applications.
- c. Communicate grant awards to the Treasurer and the Board for action as appropriate.
- d. Work with the treasurer to ensure adequate records of grant expenditures are collected and that all expenditures comply with restrictions related to the grant.
- e. Compile and submit all reports required by the granting entity in a timely manner.

Section 2.2.2 – Fundraising Sub-committee of Marketing/ Communications. The Fundraising subcommittee will be responsible for organizing fundraising opportunities on an as needed basis.

- a. Identify fundraising needs based on Association goals, as well as those needs of the various committees as assessed by Marketing liaisons.
- b. Establish contacts with potential donors/community associations (i.e. TDC, Main Street Committee) to explore partnership and fundraising possibilities.
- c. Work with the Board of Directors and Membership committee to identify new membership, art patron and/or sponsor levels, created around needs and purpose.

Section 2.3 - Arrangements Committee. The Arrangements Committee shall plan, coordinate, and oversee ~~in-house activities and programs.~~ **hospitality related to special events, special meetings and selected programs.** Specific duties and responsibilities include:

- a. ~~Arrange programs and demonstrations for regular and special meetings.~~ **Arrange and provide refreshments for meetings, socials and special events. (Examples include: Members Night, Sundays on Second, December Holiday Social, Jazz in the Courtyard, General Business Meetings.)**
- b. ~~Responsible for arranging the monthly General Meetings, open to the public, to be held from September to May.~~ **Make budget requests to the Board in support of hospitality-activities.**

- c. ~~Responsible for arranging and conducting the December Social and the May Annual meeting for the election of officers.~~ **Assist in arranging indoor and/or outdoor furnishings to provide meeting space for General Business Meetings, special meetings, demonstrations and socials.**
- d. ~~Coordinate with appropriate committees regarding open house and special shows.~~
- e. ~~Rearrange Education Center furnishings to provide meeting space for General Meetings, Special meetings and demonstrations~~
- f. ~~Arrange for refreshments for socials and special events as needed.~~

Note: The Gallery Reception Committee, whose duties and responsibilities are described in Section 2.14, and the Shrimp Festival Hospitality Committee, whose duties and responsibilities are described in Section 4.4.9, are separate from the Arrangement Committee.

Section 2.4- Technology Computer Support Committee. The **Technology Computer Support Committee** shall provide support by maintaining and operating all computer and related equipment which includes the printers, phones, TV, projector, sound systems, and router and the systems and software used in the management and operation of the Association. Specific duties and responsibilities include:

- a. Make recommendations to the Board on equipment and system issues and provide support in getting the issues resolved
- b. ~~Provide assistance in putting data and providing reports as requested by the Board or other Committee Chairpersons.~~
- c. Maintain and update the Association Web Site with content provided by the Marketing/Communications Chair and other committee chairs.
- d. Post information to social media accounts such as Facebook and Instagram.
- e. Monitor, forward or respond to emails received by the IAA email accounts.
- f. ~~Work with the Shrimp Festival Computer Support Sub-Committee by performing responsibilities outlined in Section 4.4.8.~~

Section 2.5- Finance Committee. The Finance Committee shall oversee the financial activities of the Association to ensure conformance with policies and financial matters approved by the Board and general membership. Specific duties and responsibilities include:

- a. Assist the Treasurer in developing ~~operating budgets and~~ financial exhibits.
- b. Provide recommendations to the Board and general membership on financial matters.
- c. Establish and administer a program for the reporting of community service and volunteer hours and activities, and the reporting of that information to sustain the Association's 501c3 Non-Profit status.

Section 2.6 - Gallery Committee. The Gallery Committee shall oversee the daily operations of the Gallery Project to ensure conformance with policies, rules, and procedures approved by the board and general membership. Specific duties and responsibilities include:

- a. Maintain and enforce Gallery Rules (Chapter III of this Manual). Provide recommended changes and/or updates to the Board and general membership for approval.
- b. Maintain detailed Gallery Operational Procedures available in the Gallery to assist the Gallery staff in day-to-day operation.
- c. Ensure trained, competent personnel are assigned for gallery operation at all shifts.
- d. Maintain Gallery work schedules.
- e. Using a Gallery Hanging Sub-Committee, rehang work in the Gallery at least quarterly (every three months), change the window display and set up the gift shop and holiday shop.
- f. Continually review work exhibited in the Gallery for conformance with standards as outlined in the Gallery Rules.
- g. Coordinate and run art events outside the Gallery. Plan participation in and/or support of special art exhibits sponsored by other community organizations such as the museum, libraries, resorts, and/or other tourist development agencies.
- h. Use an Outside Exhibits Sub-committee jury to coordinate and hang shows at art exhibits outside the gallery in commercial facilities and other local venues.
- i. Jury work of prospective new exhibiting members for conformance to standards.
- j. Jury work of current members for opportunity to add a medium at least once per year.
- k. Plan, coordinate, and operate the Nouveau Art program in the Gallery.
- l. Plan, coordinate, and operate the Featured Artist Program.
- m. Plan, coordinate, and operate the Artist of the Year program.

Section 2.7- Historian Committee. The Historian Committee shall gather, record, and preserve information concerning the activities, accomplishments, functions, and purposes of the Association. Specific duties and responsibilities include:

- a. Obtain and preserve documentation such as published articles, letters, invitations, and photographs which pertain to the Association and its members.
- b. Prepare and maintain historical scrapbooks containing this historical data and make them accessible to members.

Section 2.8- House and Properties Committee. The House and Properties Committee shall obtain, maintain, and inventory all capital investment equipment and all buildings owned or occupied by the Association. Specific duties and responsibilities include:

- a. Maintain an up-to-date inventory of equipment and properties.

- b. Plan for and ensure accomplishment of maintenance for Association buildings and property. **Routine interior maintenance includes changing air conditioning filters on a schedule and changing light bulbs. Routine exterior maintenance includes tree / shrub trimming, pressure washing, landscaping and landscape lighting.**
- c. Evaluate and check security of properties.
- d. **Implement the hurricane preparedness checklist as outlined in the IAA Procedures manual.**
- e. Procure capital investment equipment for the Association.
- f. **Manage capital improvement projects for the buildings and grounds.**

Section 2.9 - Membership Committee. The Membership Committee shall oversee membership solicitation programs and maintain membership records. Specific duties and responsibilities include:

- a. Plan for and head membership drives.
- b. Ensure membership applications are readily available.
- c. Maintain membership records including dues status, **home address, email address** and telephone numbers.
- d. **Data for the entire membership will be entered into the database on on-going basis.**
- e. The following time frame shall be used to prepare and print the yearly IAA Directory of Membership:

June 1: All **Exhibiting Artist** membership dues shall be due (By-Laws, Section 3.8, updated 2012)

July 1: **Exhibiting Artist** Members whose dues are not paid shall be given notice by the ~~Secretary~~ **Gallery Director** and dues that are unpaid by August 1 shall terminate membership (By-Laws, Section 3.8).

August 1: Membership committee will request of all Committee Chairs of standing committees along with the Shrimp Fest Chair (First-Vice President) accurate committee membership. These names will be furnished to Membership Committee no later than August 15.

September: At the September General Business Meeting, the IAA will provide membership and committee information.

January 1: Associate Membership fees are due and verified by the Membership Committee.

~~If directory is to be printed:~~

~~August 15-30: Data for entire Directory will be entered in the data base and layout of Directory will be submitted to printer.~~

~~September 1: Printer will be given guidelines for printing and given a two week deadline for delivery of Directories.~~

~~September General Meeting: Distribution of Directories to all members.~~

- f. **Inform the E-blast/Newsletter editor** ~~Marketing Chairman~~ of new members and pertinent data for inclusion in newsletter. **Membership will send a welcome letter to new members and enter their data into MailChimp for the E-blast/Newsletter.**

- g. Inform appropriate committee chairperson of any new member's volunteer interest as denoted on their membership application.
- h. Publish updated membership list at least annually or as major changes occur.
- i. **The Membership spreadsheet will be maintained continually and the membership binder in the Gallery will be updated throughout the year.**

Section 2.10 - Nominating Committee. The Nominating Committee shall ensure that ample qualified candidates, willing to serve shall be on election ballots for Association elections. The chair of the nominating committee must not have a conflict of interest. If the chair decides to run for office or a position requiring a vote by the members, then said chairperson should recuse his/herself and find someone to replace them as chair of this committee.

Specific duties and responsibilities include:

- a. Poll members to assess capability and willingness to serve on the Board and/or as an Officer of the Association.
- b. Present a list of nominations for Officers and Board members as prescribed in the By-laws at least sixty days prior to the May annual Association meeting.

Section 2.11 - Scholarship Committee. The Scholarship Committee shall facilitate awarding of scholarship grants and awards to outstanding Nassau County public and private school students to provide assistance in continuing art and craft educational programs. Specific duties and responsibilities include:

- a. Serve as Association liaison with the appropriate individuals and departments of the County schools.
- b. Notify schools by letter by the middle of the school term of scholarship contest and perform appropriate follow-up notification.
- c. Facilitate the presentation of students' work to the Association for awards selection.
- d. Coordinate with schools to ensure that scholarships are awarded at annual awards assembly.
- e. Oversee the distribution of any IAA donations to the art departments of Nassau County schools.
- f. Coordinate with Shrimp Festival Committee and Nassau County School System on the art booth for children at the Festival. ~~These responsibilities include securing judges, award ribbons and patron award donations.~~

Section 2.12 - Shrimp Festival Committee. The Shrimp Festival Committee shall organize and supervise the Shrimp Festival Project as per the Association Bylaws. The Shrimp Festival Committee is comprised of the Chairman and Sub-Committee Chairmen (Show Administration, Jury, Judging, Marketing, Block Captains/Booth Sitters, Hospitality, School Arts, Artist Check-in, Computer Support, Street Marking) as appointed by the Committee Chairman. Specific duties and responsibilities are included in Chapter IV of this Manual.

Section 2.13 - Education Center Committee. The Education Center Committee shall plan, coordinate, and oversee operations of the Education Center. Specific duties and responsibilities include:

- a. Develop rental rates for studio space for Board approval.
 - b. Maintain schedules for use of the center.
 - c. Promote special classes, seminars, and workshops to provide opportunity for members and local artists to enhance creativeness and artistic skills.
 - d. Arrange and schedule classes for the youth art program **and summer camps**.
- b. Maintain liaison with the other art associations, state cultural affairs agencies, local educational institutions, the Downtown Merchants Association, the Chamber of Commerce, and other similar related organizations.

Section 2.14 - Gallery Reception Committee. This committee is responsible for holding all second Saturday Artrageous Art Walk receptions. The Art Walk receptions will be held from 5-7 pm the second Saturday every month (The Gallery will remain open until 7 8 pm).

~~a. All featured artists of the month will pay a fee of \$50. for food and beverages provided at the reception with the balance paid by IAA.~~

b. Light appetizers and beverages will be available from 5-7 pm at the Second Saturday, Artrageous Art Walk receptions with two members from the GRC to set up, greet visitors, serve beverages and clean up when the reception does not coincide with the nouveau art opening.

~~c. When the reception coincides with the Nouveau Art opening reception, committee members from Nouveau Art will set up and clean up and will also be there to present awards.~~

d. Members responsible for buying will shop and deliver food, beverages and serving products to the Gallery. The food and beverages will be stored in the education building and be marked Gallery Receptions. This committee is responsible for holding all Second Saturday Artrageous Art Walk receptions. ~~The Art Walk receptions will be held from 5-7 PM the second Saturday every month (The Gallery will remain open until 8 pm).~~

CHAPTER III - GALLERY PROJECT OPERATIONS

Section 3.1 - Gallery Director and Gallery Committee. The Gallery Director, as the chairperson of a Gallery Committee, will maintain the Gallery as a major project of the Association. The Gallery Committee will consist of the sub-chairman of the Hanging, Outside Exhibits, and Nouveau Art sub-committees and other members as deemed necessary. The Gallery is the focal image of the Association and is to be maintained with a high level of standards and quality.

Section 3.1.1 - Hanging Sub-Committee. The Gallery Director appoints a Sub-Committee Chairman and names a committee of at least nine volunteers to act as the Hanging Sub-Committee. The Hanging Sub-Committee will meet at the direction of the Gallery Director to rehang the gallery at least every three months. Rehangings of the Gallery will be marked on the calendar and announced in the newsletter. The Hanging Sub-Committee Chair will serve as a member of the Gallery Committee. The Gallery Director will maintain consistency of the committee members and make adjustments at his or her discretion.

Section 3.1.2 - Outside Exhibits Sub-Committee. The Gallery Director appoints a Sub-Committee chairman and members. This Sub-Committee shall be responsible for identifying artists' work to be exhibited at locations outside the Gallery sponsored by the Association. It shall coordinate hanging details, schedules for re-hanging exhibits and hang the work at the location. The Outside Exhibits Sub-committee chair will serve as a member of the Gallery Committee.

Section 3.1.3 Nouveau Art Sub-Committee. The Gallery Director appoints a Sub-Committee chair and members. This Sub-Committee shall be responsible for planning and executing exhibitions that change every two months. It will plan for a High School exhibit and a Member's Only Show for one month each. The committee shall determine show themes, supervise the receiving, hang the artwork and attach labels, secure and welcome the judge to jury the show, arrange for and present ribbons and money awards. ~~The committee is responsible for the Reception, setting up and cleaning up in the Gallery.~~ The Gallery Reception Committee is responsible for purchasing all food and **beverage wine** that is served in the Gallery at regular Second Saturday Artrageous ArtWalk Receptions and the Nouveau Art Receptions. The Nouveau Art Committee Chair is responsible for the publicity of Nouveau Art, notifying the IAA photographer to photograph the winners, notifying the Publicity Committee so that information is put on the IAA website, Facebook, area newspapers, etc. It will coordinate with the opening of the "Featured Artist of the Month" and Artrageous Artwalks. The committee will publish dates for receiving artwork and the opening exhibit in the IAA newsletter, on the IAA website and in the FB News-Leader. In coordination with the Gallery Director, the committee will plan dates of receiving and openings, and provide entry forms and information at the Gallery desk. The Nouveau Art Sub-Chairman will serve as a member of the Gallery Committee. A representative of the Nouveau Art Committee will be present at the opening reception from 5-7 PM to help with setting up and cleaning up for the reception. This representative will also be there to present awards and prize moneys to the winning artists. The Gallery will remain open until 7 8-pm.

Section 3.2 - Exhibiting Artists. All exhibiting artists must be a legal resident of Nassau County, FL and a member of IAA in good standing.

Section 3.2.1 – Exhibiting Artists are juried into the gallery under a specific category. Work displayed in the gallery will not contain content that is abusive or violent in nature, pornographic, or that advances hate messages.

Section 3.2.2 – An accountability statement is to be signed each year at the time of Annual Dues payment. "I verify that the work I submit to the gallery is my own original work and not copied from other sources. I agree to abide by the Bylaws and Operating Manual of the Island Art Association. It is my responsibility to be aware of changes that are made periodically."

Section 3.2.3 – To be in good standing as noted in Section 3.2, exhibiting artist must comply with the following requirements:

- a. Pay exhibiting member dues.
- b. Sign an Accountability statement each year.
- c. Meet monthly minimum work obligations of a full shift at the sales desk.

- d. Participate actively on Association and Shrimp Festival Committees. Work hours must be recorded in the Volunteer Work Hours notebook in order to provide the Association's accountability as a non-profit organization.
- e. Maintain accurate **online** inventory records of artwork on display in the gallery.
- f. Follow rules and procedures as outlined in this Operating Manual.
- g. Attend committee meetings, and training sessions. Attend all three mandatory business meetings unless excused by the president. ~~or their designee.~~
- h. Help to foster a positive cooperative spirit in the mission of the Art Association.

Failure to comply with the above stated requirements will result in the loss of exhibiting artist privileges.

Section 3.2.4 - Limited Member Emeritus Membership: An exhibiting member who has been an active, long term member for a **minimum of consecutive 15 years**, and in good standing, may request to be relieved of work shifts and committee responsibilities due to such-as health limitations of self or dependent. The exhibiting member will make a request of the Gallery Director and be approved by the BOD for a period of not more than one year with the understanding they will never return to full time exhibiting membership. The Limited Member Emeritus can exhibit one piece of art for one year at no charge - the size is subject to approval of the Gallery Director. The gallery director has full discretion in determining the sizes of pieces each artist in the Member Emeritus status may enter. ~~Art must be changed at each rehang and pieces also can be replaced when art is sold.~~ **The Limited Member Emeritus will maintain a supporting member membership in the IAA.**

Section 3.3 - Gallery Rules.

Section 3.3.1 - The Gallery Director and the Gallery Committee are responsible for the layout and appearance of the gallery space, for preparation of a hanging plan and diagram and for the worker's sign-up calendar.

Section 3.3.16- The Gallery shall be rehung at least every three months by the Hanging Sub-Committee. All exhibiting artist's work will rotate as planned by the Gallery Director and the Gallery Committee. The Hanging Committee will take all reasonable measures to ensure that no damage occurs to the member's work during gallery rehunging. Members who wish to rehang their own work at the scheduled time may do so only with the approval of the Gallery Director. Artists are encouraged to bring in new artwork at the rehang. Any work brought in between the rehang dates (other than replacements for sold art) must be with the approval of the Gallery Director.

Section 3.3.2 - The Association receives 30% sales commission on all gallery sales. No artwork is to be removed from the gallery for sale on the outside to avoid paying the commission.

- a. No additional artwork can be brought in to sell while working.
- b. Selling artwork in the gallery without writing a receipt is prohibited.
- c. No signage will be displayed promising that the artist's profits will be donated to a personal cause.
- d. All exhibited work in the gallery, whether from supporting or exhibiting members, must be listed for sale. This includes Nouveau Art, Featured Artist, Holiday Shop or any other special projects, except for student portfolios **and children's art**.

Section 3.3.3 - Exhibiting members are to be advised that the Association is not responsible for damage to their exhibited artwork.

Section 3.3.4 - At any time damage occurs to exhibited artwork, the damage must be reported to the artist and to the Gallery Director.

Section 3.3.5 - All exhibited work must be of the category for which the artist was juried, for sale, and priced by the artist. Gallery workers shall not negotiate prices on another artist's work.

- a. If an artist wishes to display work in a medium outside of original juried work, an application for this request must be submitted to the Gallery Director and a jury will be convened by the Gallery Committee. If applying for 3D space in addition to 2D space, the wall space will be reduced. Present wall space is approximately 4' x 6'. The artist must decide how to split the display space. i.e.: 50% wall, 50% 3D; 25% wall, 75% 3D, 74% wall, 25% 3D, and fill in the appropriate space on the application. This change depends on whether space is available
- b. Categories are:
 - i. 2D on the wall:
 1. Paintings (Watercolor, oil, acrylic, drawing, mixed media, pastel, collage)
 2. Art Photography
 3. Fiber
 4. Glass (window and wall)
 5. Other 2D media (i.e.: bas relief wall hanging, 2D wood, glass, sculpture, metal, plastics, etc. wall hangings)
 - ii. 3D on the shelf:
 1. Pottery
 2. Jewelry
 3. Fiber (leather, baskets, gourds, paper, clothing, etc.)
 4. Other media (clay, wood, metal, glass, sculpture, plastics, etc.)

c. **Other items may be** displayed in the ~~Gift Shop area~~ are placed per the Gallery Director's discretion.

Section 3.3.6 - Each Exhibiting Artist shall maintain an inventory of at least three pieces of original artwork to be exhibited in the Gallery.

Section 3.3.7 - Each item of original artwork may be exhibited for a maximum time of six months. At the end of that six months, the work will be retired from the Gallery for a minimum period of ~~another~~ six months. After the six-month retirement period, the work may be returned for exhibit in the Gallery for an additional six-month period and the cycle repeated.

Section 3.3.8. - The artist must perform the following tasks when placing art in the gallery for exhibit:

- Record the work in the Gallery Online Inventory Ledger. ~~Assign a number, title, date, and price.~~
- 3D artists shall attach a price sticker or tag to the work. ~~or tag showing artist's inventory number, the artist's initials, and price.~~
- Fill out and attach a gallery approved title card to all framed, two-dimensional original art showing title, artist's name, medium, ~~overall size~~ and price. Attach the same information to the back of the work.
- Computer generated title cards must follow the same **Gallery standard** format.

Section 3.3.9 - Original art and creative crafts will be exhibited in the main gallery.

- a. Crafts made from kits will not be allowed.
- b. Original art must comply with all intellectual copyright laws as applicable. The artist must own the rights to their work. If any art is a derivative from another work, the artist must provide appropriate references to be added to the display. The exception to this rule is work that is based on public domain or creative commons licenses, or for which the artist purchased or procured production or distribution rights. The majority of the artist's work must be original.
- c. Art displayed in the gallery will not feature content that is abusive or violent in nature, pornographic, or that advances hate messages.

Section 3.3.10 - Work mechanically produced, will be classified as "reproduction" and will be exhibited in the areas reserved for that category. ~~Artwork hand painted by artists on their own reproduction will be displayed in the section of the Gallery designated for reproductions.~~

Section 3.3.11- A statement of disclosure of the process for reproduction must be placed on the back of any artwork on displayed in the reproduction area.

Section 3.3.12 – All photography in the Gallery is considered an unlimited edition unless noted by the photographer on the artwork and title card.

Section 3.3.13 – Work copying well-known artists' or photographers' work will not be exhibited in the Gallery.

Section 3.3.14 - A gallery conforming sign with the artist's name shall be placed within the artist's display space. ~~Signage such as Business cards, brochures, and information regarding commissions, etc., shall be placed in a centralized area. if space allows at the front desk.~~

Section 3.3.15 - Any work deemed as not conforming to standards outlined in this manual will be removed from display by the Gallery Director. The Gallery Director will notify the artist of this action. The artist may appeal in writing the decision at the next BOD meeting following the removal. The artist will present his/her case and the piece in question to the BOD. The artist will leave the room during discussion and a 2/3rds vote is needed to overturn the removal.

Section 3.3.16- The Gallery shall be rehung at least every three months by the Hanging Sub-Committee. All exhibiting artist's work will rotate as planned by the Gallery Director and the Gallery Committee. The Hanging Committee will take all reasonable measures to ensure that no damage occurs to the member's work during gallery rehanging. Members who wish to rehang their own work at the scheduled time may do so only with the approval of the Gallery Director.

Section 3.3.17 – If all delivered work cannot be hung within the space allotted to an artist, the Gallery Director will notify the artist for removal of excess work from the gallery.

Section 3.3.18 - If art is sold resulting in a vacant space, the gallery worker on duty should make minor adjustments to the display area to fill the vacated space. The artist will be contacted to provide a replacement artwork. ~~If additional work is not available, the Gallery Director may assign work by other artists to fill the available space.~~

Section 3.3.19 – Art may be temporarily removed from the gallery for an away show with the Gallery Director's consent. An "out to Show" sign by the artist will be placed at the exhibit location when art is temporarily removed.

Section 3.3.20 - Additions or deletions to these Gallery rules will be posted in the Gallery and be included in the Procedures notebook.

Section 3.4 - Presentation of Exhibited Work - All artwork exhibited in the Gallery will be professionally presented as outlined in this Section. The Exhibiting Artist shall ensure that the exhibited work is maintained in an undamaged clean condition.

Section 3.4.1 - All framed work shall conform to standards of the framing industry.

Section 3.4.2 - Supports and frames must be clean, properly jointed and have adequate hardware for ease of installation.

Section 3.4.3 - Frames, glass, and mats must be clean and bright.

Section 3.4.4 - Hanging wire ends will be installed in a manner to preclude personal injury.

Section 3.4.5 - No saw tooth hangers shall be used on pictures.

Section 3.4.6 - No masking tape or cardboard shall be used on the back of a framed painting.

Section 3.5 - Gallery Work Commitment

Section 3.5.1 - Each artist is obligated to sign for a full work shift on the calendar by the 20th day of the preceding month. All work shift slots shall be filled. Double signing with another member may be selected only after all open slots are filled and where specified on the calendar. Each artist must work the entire shift. Artists who have full time jobs must be given priority for selecting work shifts. Full work shifts are currently 4 hours on Sundays and evenings and ~~6~~ 6.5 hours on weekdays but are subject to change seasonally and as determined by the Gallery Director with the approval of the Board of Directors. **The Gallery Director(s) and President are exempt from signing up for work shifts but may fill in as needed.**

Section 3.5.1 a - Desk Partner's Program: 2 members can partner with each other to split a work shift (~~Sunday and~~ evening shifts are excluded) by signing up with their desk partner for two days a month.

- i. An application to participate must be filled out before participating in this program.
- ii. Desk partners must abide by the rules stated in section 3.5.1 with this exception: instead of working ~~6~~ 6.5-hour shift, each desk partner will work ~~3~~ 3.25-hour shift twice a month.
- iii. Instructions, applications, and rules will be provided in the calendar notebook.
- iv. Double signing and splitting a day are prohibited. Only desk partners can split a day.

Section 3.5.1.b – Associate members may apply to work as an additional person at the front desk. Guidelines for associate members aiding at the front desk are

- i. The applicants must be IAA members (associate, student {18 or older} or family memberships) in good standing (Paid dues)
- ii. The applicants must be trained formally by an Exhibiting Member as assigned by the Gallery Director or designee.
- iii. Training consists of the same training points as for Exhibiting Members.
- iv. Associate members must sign up to work by ~~signing the calendar at the front desk~~ communicating with the Gallery Director on the day they want to work by the 20th of the preceding month in a space reserved for associate member workers.
- v. Associate members must work with an exhibiting member at all times. Associate members may not work alone any part of the workday or with only another associate member.

- vi. Exhibiting members may not vacate the gallery at all (Violation of contract) leaving an associate member staffing the desk alone or with another associate member.
- vii. Associate members must work at least a half workday shift when working. (i.e.: ~~11-2 or 2-5~~ 10:30–1:45, 1:45–5:00. Four-hour night shifts should be worked for no less than 2 hours.) They may choose to work full shifts, however.
- viii. If 2 exhibiting members or 1 exhibiting member and 1 associate member are already staffed for a shift, the associate member **MUST** choose another time slot. (i.e.: If 2 people are signed up to work already, the associate member may not choose that shift.)
- ix. Associate members are not responsible for locking and unlocking the gallery. Keys and combinations will not be issued to associate members.
- x. Desk workers must call the associate member scheduled to work the next day in addition to calling the exhibiting member scheduled to work the next day.
- xi. Associate members should record their volunteer work hours in the Work Log notebook. A page will be created for each associate volunteer in the program and placed in ABC order as to last name.

Section 3.5.2 - The Gallery Director is the final authority for the **online** calendar. The artist must notify the ~~person handling the calendar~~ Gallery Director in advance of any requested changes or alterations ~~and change to the calendar. at the desk.~~

Section 3.5.3 - If the artist is unable to honor the monthly commitment, the artist is responsible for finding a replacement. The artist must notify the ~~person handling the calendar~~ Gallery Director.

Section 3.5.4 - The ~~person handling the calendar~~ Gallery Director will assist the artist in finding a replacement worker in times of extreme emergency.

Section 3.5.5 - Inactive exhibiting members completing a Board approved leave of absence desiring to be restored to active status must retrain for one month on gallery operations before returning to active exhibiting member status.

Section 3.6 - Exhibiting Member Leave of Absence. An Exhibiting Member may request a leave of absence up to one year for extenuating circumstances such as temporary incapacitation due to illness, a temporary job transfer out of the area, etc. The request must be presented to the Board of Directors on the approved form with full justification.

Section 3.6.1 - Planned Illness Leave of Absence Request

Planned illness includes scheduled procedures such as surgery, cancer treatments, etc. of self or dependent. Dependent is defined as immediate family – spouse or significant other, children, etc. The artist knows prior to the absence that they will be absent from work for at least one to three months.

The artist must notify in writing on the form below, the artist's designee who will

1. rehang work if an illness absence occurs during a rehang

2. replace sold work. Artists must still maintain at least 3 pieces of work in the gallery during their absence and be current with dues.

This leave may be used for one to three months. After three months, if the artist is still unable to return to work, their artwork will be removed from the gallery at the next rehang. The artist may then be on leave for up to a year of total absence (The 3 months or so during which their work hung in the gallery, plus additional months up to a year when their work is not shown in the gallery.) If able, the artist must complete the form for planned illness leave.

The artist is required to make up workdays missed within the time frame of the illness after the leave, if they are able. (i.e.: If the artist was absent for 2 months, they should make up the sick days missed within the two months after their return. The artist was absent for 6 months, but their work hung in the gallery for 3 months, so they make up 3 months.) They are not required to secure a substitute to work for them while they are recuperating.

If able the artist also must define what committee work they will miss and how they will resolve that work with the committee chair. Failure to comply with all the requirements will result in the artist's work removed from the gallery until the rehang AFTER the time period of the absence.

PLANNED ILLNESS NOTIFICATION TO THE GALLERY DIRECTOR FORM

Artist's Signature:

Date of Request:

Reason for absence:

Projected dates of absence:

Signature of designated person responsible for the rehang dates:

Signature of designated person responsible for replacing sold work:

Section 3.6.2 - Unplanned Illness Leave of Absence/Bereavement Request

Unplanned illness is the sudden, unforeseen onset of a debilitating illness or an injury that leaves the artist or dependent unable to perform daily living activities. The artist is incapacitated and does not know for how long they may be unable to perform gallery duties.

Bereavement: The death of a family member dependent for whom the artist must take a leave in order to grieve, prepare for final arrangements and longer-term needs settling estates.

This leave may be used for one to three months. After three months, if the artist is still unable to return to work, their artwork will be removed from the gallery at the next rehang. The artist may then be on leave up to a year of total absence (The 3 months or so during which their work hung in the gallery, plus additional months up to a year when their work is not shown in the gallery.) If able, the artist must complete the form for unplanned illness leave.

If the artist is unable to complete the form, the gallery director or designee will be responsible for maintaining contact with the artist or artist's family to determine how to replace sold work for the artist during their leave. If there are no replacement pieces, once the artist's body of work at the gallery is sold, their wall space will be reassigned until the next rehang after their leave is completed.

The artist is required to make up workdays missed within the time frame of the illness up to 3 months after the leave, if they are able. (i.e.: If the artist was absent for 2 months, they should make up the sick days missed within the two months after their return. The artist was absent for 6 months, but their work hung in the gallery for 3 months, so they make up 3 months.)

If able the artist also must define what committee work they will miss and how they will resolve that work with the committee chair. Failure to comply with all the requirements will result in the artist's work removed from the gallery until the rehang AFTER the time period of the absence.

*UNPLANNED ILLNESS/BEREAVEMENT NOTIFICATION
TO THE GALLERY DIRECTOR FORM*

Artist's Signature:

Date of Request:

Reason for absence:

Projected dates of absence:

Signature of designated person responsible for the rehang dates:

Signature of designated person responsible for replacing sold work:

Section 3.6.3 - Travel Leave of Absence Request

This procedure applies for an artist who must travel due to work requirements necessitating temporary leave from gallery duties. This procedure also applies to an artist who plans to travel for an extended time (more than one month).

This type of leave may be used once per year for two to three months. This procedure requires the artist to arrange - prior to the absence - for other artist(s) to work the days missed in addition to their own, replace sold work, and perform any tasks for rehang, if missed. The artist also must define what committee work they will miss and how they will resolve that work with the committee chair.

The artist must make up workdays prior to the absence, if time allows. Otherwise, the days must be made up immediately following their return within the same time frame of the absence. (i.e.: If the artist is absent for 3 months, the days must be made up prior to the trip or within 3 months of return.) The artist also must work all the days for the artist(s) who substitute for her/him during his absence prior to or immediately following her/his return. The artist may not double sign for any of these workdays – her/his own make up days or her/his regular days (unless there are no days left).

Failure to comply with any of these procedures or requirements in the time frame required will result in the artist's work being removed from the gallery for the same length of time the absence occurred. The artist will be able to resume hanging at the next rehang after the time required.

The artist must notify the gallery director in writing on the proper form the following information. Signatures of all persons who agree to work for the artist must be obtained by the artist.

1. The months to be missed and the artist(s) (with their signature) who agrees to substitute for them each month. If more than one month is missed, the substitute may be one person or multiple people.
2. The artist (with their signature) who agrees to replace the absent artist's sold work so the absent artist keeps in the gallery the minimum 3 pieces in the gallery.
3. The artist (with their signature) responsible for moving their work on rehang if a rehang session is to be missed. (This applies mainly to 3D artists.)
4. How they will make up any committee work missed after notifying the committee chair.
5. Dates for which they will work to make up the dates their substitute(s) work for them.

TRAVEL ABSENCE LEAVE REQUEST

Artist's Signature:

Date of Request:

Dates of absence:

NOTIFICATIONS TO THE GALLERY DIRECTOR

1. Substitutes for the required one day a month while the artist is traveling in addition to their own workday. The substitute(s) will work 2 days that month, but will not work a month(s) as agreed with the artist upon the traveler's return. Each month of absence must be noted.

MONTH OF MISSED WORK	SUBSTITUTE ARTIST'S NAME	SUBSTITUTE ARTIST'S SIGNATURE
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1

2

3

If the absence falls before the rehang, please indicate below which artists will be responsible until the next rehang after the three-month absence.

1

2

3

The substitute artist realizes they will work 2 days the month they agree to work for the traveling artist, but they will not work when the traveling artist makes up the date(s) for them.

2. Dates each month when the absent artist will work prior to or upon her(his) return from travel including his regular workday and the make-up date for the substitute who worked an extra day in her(his) absence. These dates must occur prior to or as soon as the artist returns.

MONTH:

My regular work date

MY MAKE-UP DATE FOR MY SUBSTITUTE ARTIST (INCLUDE NAME)

1

2

3

If the absence falls before the rehang, please indicate below which artists will be responsible until the next rehang after the three-month absence.

1

2

3

3. Designated artist's signature responsible for the rehang dates if a rehang occurs during absence:

4. Designated artist's signature who has agreed to be responsible for replacing the absent artist's sold work:

5. I have talked with the committee chairs of the committees with which I work to arrange my responsibilities. I am current with my dues. Should my leave coincide with dues being due (June 1), I assure they will be paid on time.

Section 3.6.4 - Removal of Art Without Approved Leave: Except for participation in Art Shows, an exhibiting member will not remove all work from the Gallery without a prior approved leave of absence by the Board. If this should happen, the member will automatically be reverted to Supporting Member status.

Section 3.6.5- Exhibiting Member Resignation: When an exhibiting member resigns, the only way the exhibitor can be reinstated will be to go through the jury process for new Exhibiting Members as described in Section 3.8

Section 3.7 – Removal of Work for Cause: In the event that an Exhibiting Artist misses serving as gallery worker in any month, neglects committee responsibilities **or breaches the Code of Conduct** the following will occur:

- a. The Gallery Director will issue a single warning.
- b. Should the situation reoccur, the artist's work will be removed from the Gallery and the artist reverted to Supporting Member status.
- c. In all cases of neglect of gallery responsibilities, the Gallery Director has full vested authority to remove an exhibiting artist's work from the gallery. An appeal to the Board of Directors may be made if the artist desires.

Section 3.8 - Admission as a New Exhibiting Member. Admission to Exhibiting Artist membership in the Association will be on a space available basis after acceptance of work through a juristic procedure outlined below.

Section 3.8.1 - The Gallery Director shall continually review space available in the Gallery for admission of artists to membership as an Exhibiting Artist. Upon determination that space is available for admission of additional Exhibiting Artists, the Gallery Director shall recommend to the Board of Directors that a jury be convened, and an artist or artists be accepted as a new Exhibiting Artist.

Section 3.8.2 - The following procedures will be followed in accepting the work of prospective exhibiting members for admittance to an exhibiting member status:

- a. The Gallery Director will notify prospective exhibiting members to deliver six original works of art to the gallery office for the juristic process.
- b. 2 D artists must present at least three that are "framed originals" as part of their six works of art.
- c. All work must have been created within the previous two years.

- d. No “student work” or workshop created work will be accepted.
- e. Work submitted in this jury or work that is to be displayed in the gallery will not feature content that is abusive or violent in nature, pornographic, or that advances hate messages.
- f. The Gallery Committee will form a ten-member panel to jury the new member’s work.
- g. The panel of jurors will individually evaluate the work based on the basic standards of Fine Art: such as composition/design, skill in the use of media, line, shape, form, texture, color, and space. In addition, creativity/originality, presentation (framing), and an overall impression of the work will be considered. Each artist’s work being juried will be assigned a numerical value. A composite score based on the evaluation of the ten jurists will be calculated and artists’ work will be ranked from this composite score.
- h. The jury may also identify alternates, also ranked from composite scores, to serve as an Exhibiting Artist if space becomes available prior to the next solicitation for Exhibiting Artists.**
- i. The Gallery Director will report the findings of the jury to the artists.

Section 3.8.3 - Artists not selected may reapply for Exhibiting member status when the membership reopens for applications.

Section 3.8.4 - In addition to having work approved through the jury process, an artist must complete the following before exhibiting work in the gallery:

- a. Work three training sessions at the gallery.
- b. Attend three board meetings of the Association.

Section 3.8.5 - New members will be informed of the rules and operations of the gallery in their membership packet.

Section 3.9 - Exhibiting Artist's Biographical Book. A book containing biographical information on each artist is available in the Gallery ~~near the sales desk~~ for review by Gallery customers. Each exhibiting artist is responsible for providing recent photographic and biographic information, which should be kept brief and succinct.

Section 3.10 Featured Artist. The Gallery will feature an associate member as the “Featured Artist.” As the selectee, the associate member will be given an opportunity to display a special exhibit of works in a prominent place in the gallery for a period of one month. At the November general meeting of the membership, the featured members for the following year will be selected by drawing names of associate members interested in participating in this program. Specific guidelines for this program are:

- a. All associate members of the Association are eligible.
- b. Members must express interest in being considered by timely submission of an application using the announced form.
- c. All featured artists of the month will **pay a fee of \$50.** ~~towards the cost of the opening reception.~~ **The Gallery Reception Committee will host an opening reception** and provide food and beverages and be responsible for the set up and clean up during the

reception from 5-7 PM with the help from the Nouveau Art Committee when the two receptions coincide. The Gallery will remain open until 7 & pm.

- d. The artist will be responsible for their own publicity, printing and sending out of invitations for their opening. **Additionally, the artist will provide a photo and a brief bio to the Technical Support Committee chair at least one week before they begin to hang their featured art.**
- e. The artist will hold their reception on the Second Saturday Art Walk.
- f. All artwork for the show must be acceptably framed and ready to hang
- g. Two artists may share the space and therefore the cost of the opening reception.
- h. Space will be provided within the Gallery for display of work.
- i. All exhibited artwork in the Featured Artist show must be listed for sale.

CHAPTER IV - SHRIMP FESTIVAL PROJECT OPERATIONS

Section 4.1 - Project Description. As a major part of the Annual Shrimp Festival, the Association assists the Isle of Eight Flags Shrimp Festival Committee by organizing and conducting the arts and crafts portion for the weekend festival. The Project includes planning, advertising, collecting fees; selection of exhibitors, assignment of exhibit spaces, and overseeing exhibitors during the weekend. This project is one of the major projects of the Association and is a key provider of funding for the Association. While the Shrimp Festival occurs the first weekend in May of each year (except if Mother's Day falls on the 1st Sunday of May, then it is the prior weekend) ,planning and organizing for the arts and crafts show is a full year round responsibility of the Association Shrimp Festival Chair and Committees.

Section 4.2 - Key Project Dates To successfully complete the Association functions for the Shrimp Festival, close adherence to meeting the target dates as outlined in the Shrimp Festival Standard Operating Procedures (SOPs) is important.

Section 4.3 - Shrimp Festival Project Chairman. The First Vice-President shall serve as the Association Shrimp Festival Chairman. The Chairman will be responsible for planning, organizing, and supervising the Shrimp Festival Project as per the Association by-laws. The functions of this position will be performed through the supervision of various sub- committees comprised of Exhibiting Artist Members of the Association. Specific duties of the Chairman include:

- a. Solicit volunteers to chair sub-committees and assist the President in assignment of Exhibiting Artist Members to sub-committees.
- b. Calls and conducts meetings as required for planning and for supervision of performance of subcommittees.
- c. Prepare a budget and submit financial accounting for all expenses/income.
- d. Places advertisements/announcements for artist vendors in publications as required.
- e. Make space assignments for exhibitors.
- f. Oversees exhibitors and exhibits to ensure conformance to rules and regulations.
- g. Serves as the Island Art Association representative on the Isle of Eight Flags Shrimp Festival Committee.
- h. Ensures an up-to-date map of streets and spaces is available.
- i. Maintains SOP documentation of process and conducts turn-over meeting to following year's incoming sub-committee chair.

Section 4.4 - Shrimp Festival Sub-Committees. Each Exhibiting Artist Member of the Association is required to work on one of the Association Shrimp Festival Sub-Committees. An opportunity to volunteer to work on a specific sub-committee will be presented to each Exhibiting Artist Member. If the member does not volunteer on a timely basis, the Shrimp Festival Chairman and the President will make assignments to sub-committees. Failure to actively participate as a sub- committee member may be grounds for termination of Exhibiting Artist Membership status. The following Sub- Committees shall perform the functions as listed.

Section 4.4.1 – Show Administration Sub-Committee

- a. Consists of Shrimp Festival Chair, ZAPP Administration Chair, Jury Chair, Judging Chair, Hospitality Chair, and Artist Check In chair.

- b. Sets Application Fees and Booth Fees prior to posting on ZAPP (to be reviewed each year).
- c. Reviews application for changes and updates prior to posting on ZAPP
- d. Two categories of applicants: Fine Arts & Crafts, Creative Crafts. Use separate score listing or tally for each.
- e. Makes all space assignments using score rank from each category (Fine Arts & Crafts, Creative Crafts), Medium and artist requests for specific booth space.
- f. Reviews costs and prepares budget for following year.
- g. Maintains SOP documentation of process and conducts turn-over meeting to following year's incoming sub-committee chair.

Section 4.4.2 ZAPP Administration Sub-Committee

- a. Membership consists of a chair and one backup entry person for emergencies.
- b. Prepares and enters show information in the online system, coordinates all communication with ZAPP regarding the show including go live dates, e-blast dates and payment information.
- c. Processes on-line applications and communicates with applicants as needed to complete their information.
- d. Prepares jury information in system and sets up ZAPP juror access. Provides jury process information to the Jury chair.
- e. Compiles and distributes final applicant score standing upon completion of jury process for space assignments and updates ZAPP system with space assignment and waitlist information.
- f. Manages all applicant communications on assignments and waitlist assignments as the final payments and confirmations are completed.
- g. Provides treasurer with checks for deposit and prepares a final income and expense statement on the ZAPP proceeds and fees to the chair and the treasurer.
- h. Updates ZAPP system and, prior to the show and provides a final list of artists with space assignments and media category to the Shrimp Festival Chair, the IAA Computer Support Chair, and the printer (if printing funding source is available).
- i. Answers questions for the e-mail communications team regarding the application process and progress.
- j. Maintains a waiting list to be used to fill cancellations.
- k. Communicates via ZAPP with exhibitors to advise of acceptance/rejection by Jury Sub-Committee and to assist by providing helpful information, solve problems, etc.
- l. Maintains SOP documentation of process and conducts turn-over meeting to following year's incoming sub-committee chair.

Section 4.4.3 Email Support Sub-Committee

- a. Monitor and provide information to artists inquiries at the IAA e-mail site in consultation with the Shrimp Festival Show Administration Sub-Committee.
- b. Works with ZAPP Admin and other chairs to keep current with processes so questions can be answered
- c. Provides information to the gallery desk workers for answering phone questions from artists regarding shrimp festival
- d. Maintains SOP documentation of process and conducts turn-over meeting to

following year's incoming sub-committee chair.

Section 4.4.4 - Jury Sub-Committee

- a. Selects dates and times for jury review of applicants' images.
- b. Reserves and readies the jury room.
- c. Coordinates with the ZAPP administrator to prepare the ZAPP system for jurying.
- d. Conducts the jury review and ensures all jury members perform their independent scoring of all applications within designated time frame.
- e. Works with ZAPP administrator to compile jury information to determine accepted artists.
- f. Provides ranked score list to Shrimp Festival Committee Chairman.
- g. Maintains SOP documentation of process and conducts turn-over meeting to following year's incoming sub-committee chair.

Section 4.4.5 - Judging Sub-Committee

- a. Selects judges 4 months before the show.
- b. Provides judges' bios in March for Essentials Magazine. Obtains copies of the magazine for judges and Festival documentation.**
- c. Reviews and revises category list for Zapp application.**
- d. ~~Obtains~~ **Schedules** use of Art Education Center for judging space.
- e. Arranges purchase of ribbons for show winners. and school show.
- f. Coordinates with the IAA Treasurer for issuing winners' checks **and judges stipends.**
- g. Arranges for printing of award certificates for ~~presentation to winners with checks~~ **winners and purple booth "Judges' Choice" certificates.**
- h. Arranges for luncheon for judges and appointed staff.**
- i. Holds a pre-event committee meeting and arranges assistants for judges and for workers to support the judging process.**
- j. ~~Arranges for assistants for judges and for workers to support judging process.~~
- k. Assembles **artists' packet** instructions for artists who have work selected for final judging.
- l. Photographs award winning work.
- m. Compiles and provides Shrimp Festival Chair and treasurer a list of award winners immediately following conclusion of judging.
- n. Creates a photo display of winners before Sunday morning of the Festival.
- o. Shares award winners' information with Publicity Sub-Committee chair.
- p. Holds a post-event meeting with committee for feedback and procedure revisions.**
- q. Maintains SOP documentation of process and conducts turn-over meeting to following year's incoming sub-committee chair.

Section 4.4.6 - Publicity Sub-Committee

- a. Arrange additional publicity about the arts and crafts show with national and regional artist magazines and local and area papers and provide and FYI copy to main Shrimp Festival Committee.
- b. Coordinate email notifications to artists about show details, pertinent dates and information (via ZAPP, eblasts, etc.) for the current and upcoming year. Provide list of award winners and pictures to local papers after festival.
- c. Maintains SOP documentation of process and conducts turn-over meeting to following year's incoming sub-committee chair.

Section 4.4.7 - Block Captains /Booth Sitters Sub-Committee

- a. Sub-Committee Chairman to provide instructions and training regarding Block Captains responsibilities and procedures.
- b. Preview accepted artists in assigned block.
- c. Any IAA Exhibiting Artists participating in the show will hang a Block Captain's flag on their booth during the show.
- d. Arrive early the first day of the show.
- e. Appoint someone to answer phone during all show hours, notify Shrimp Festival Chairman if needed, and direct booth sitters.
- f. Solve problems as they arise or notify Shrimp Festival Chairman or appointed delegate.
- g. Provide temporary booth sitters for exhibitors during Shrimp Festival weekend.
- h. Maintains SOP documentation of process and conducts turn-over meeting to following year's incoming sub-committee chair.

Section 4.4.8 - Artist Check-in Sub-Committee

- a. Provides person to help exhibitors find their assigned spaces.
- b. Coordinates with the Shrimp Festival Chair to prepare exhibitor check-in packages.
- c. Staffs the artist check-in desk during the designated check-in times for exhibitors.
- d. Assists exhibitors with procedures and issues.
- e. Maintains SOP documentation of process and conducts turn-over meeting to following year's incoming sub-committee chair.

Section 4.4.9 - Hospitality Sub-Committee

- a. Two weeks prior to the Festival makes arrangements for exhibitor refreshments.
- b. Purchases and stores coffee, water, condiments, napkins, table clothes, cups, etc., in the Education Building.
- c. Week before event: Check equipment coffee pots, extension cords, tables, ice chests, platters.
- d. Arranges Friday setup (ice, water, cookies, etc.) for check in. Before leaving Friday, sets up coffee and tables for Saturday morning.
- e. Arranges for setup and manning Saturday and Sunday serving and cleanup.
- f. Maintains SOP documentation of process and conducts turn-over meeting to following year's incoming sub-committee chair.

Section 4.4.10 - School Arts Sub-Committee

- a. Coordinate and assist the central Shrimp Festival Committee Chair for the School Artist Area.
- b. Provides information on guidelines and rules for participation in the Nassau County School Art Exhibit to the Nassau County School Board for distribution to schools throughout the County.
- c. Coordinates Island Art Association volunteers in assisting School Board in setup of school arts exhibit during Shrimp Festival.
- d. Arranges for judges for school art exhibit.
- e. Coordinates with Judging Sub-Committee Chair for awards for school art exhibit.
- f. Maintains SOP documentation of process and conducts turn-over meeting to

following year's incoming sub-committee chair.

Section 4.4.11 – Space Marking Sub-Committee

- a. Marks exhibiting spaces on Thursday (weather pending) prior to Festival weekend.
- b. Maintains SOP documentation of process and conducts turn-over meeting to following year's incoming sub-committee chair.

Section 4.5 - Shrimp Festival Participation of Association Membership. Island Art Association's Exhibiting Artist Members, who have maintained continuous exhibiting artist status for six months prior to the cut-off date for acceptance of applications will be exempt from the jury process. These members will be accepted as a "Shrimp Festival exhibitor" upon submission of an application and payment of fees by the cut-off date and will serve as Block Captains.

CHAPTER V – ART EDUCATION CENTER OPERATIONS

Section 5.1 - Project Description. The Art Education Project is a continuing major project of the organization. The Art Education Center was established to facilitate the Association's major goal to encourage art education in the community.

- a. The project includes the pricing, scheduling, marketing /advertising, and rental management of AEC classes, workshops, meetings and other community events, as well as AEC scheduling and rental management of Association meetings, free classes, special interest groups and Association activities.
- b. The facility consists of a studio/activities space that may be partitioned into two studios. **The Committee is responsible for maintaining the Studio, Kitchen, restroom and providing supplies such as paper products, cleaning supplies, sodas, waters and office supplies for the AEC.**
- c. The Committee will assure optimum liaison with board and IAA committees and fair use and participation by Association members.
- d. First priority will be given to Association activities. **The Committee will inform regular groups whenever they cannot meet due to a scheduled workshop.**
- e. ~~Rental to IAA members and nonmembers for other than art related functions may be scheduled on a case-by-case basis.~~ **Functions and activities held in the AEC and/or courtyard must be compatible with the organization's philanthropic and educational purposes as stated in the By-Laws. Any use by or rental to IAA members and/or non-members where the activity is not related to the arts or arts education is not permitted.**
- f. Free use will be approved by the board of directors.
- g. The project includes planning and scheduling the use of an online long-range planning calendar which is continuously updated to assure maximum use of the facility without conflicts.
- h. ~~The calendar is posted in the gallery and AEC and can be subscribed to upon request.~~
- i. The committee assures that rental scheduling, procedures, pricing and policies, i.e., payment and cancellations, are understood by potential users who will be thoroughly briefed by a committee member.
- j. All users are required to execute a rental agreement and provide an application and security deposit.
- k. The AEC Committee ensures payments are made in advance through the normal Association financial systems. **The Committee will also record all painting groups' payments to confirm they are up to date.**
- l. Security deposit checks are returned upon completion or timely cancellation of the activity.
- m. The AEC Committee will assist users in advertising and marketing workshops and classes through use of the hard copies of calendars posted in the AEC and Gallery, IAA

newsletter, e-marketing, **Fernandina Beach Newsleader** and other available media. **The Committee will also maintain flyers and bulletin boards in the AEC and Gallery.**

- n. From time-to-time effort will be made to bring in nationally recognized artists for workshops.
- o. These arrangements will be coordinated to the extent possible so as not to interfere with ongoing activities.
- p. The AEC Committee will perform other duties, updates policies/procedures and makes management decisions as required.

CHAPTER VI - CODE OF CONDUCT

Section 6.1-General: The Island Art Association (IAA) is a community-based organization dedicated to developing and sustaining an interest, appreciation and enjoyment in and of the arts in Nassau County, FL. Participation in the Association's programs is subject to the observance of the Association's rules and procedures.

Section 6.2-Code of Conduct: The activities outlined below are strictly prohibited. Any member, volunteer or participant who violates this Code of Conduct is subject to discipline, up to and including removal from the organization.

Abusive language, discourtesy or rudeness towards a member, volunteer or participant.

Reporting to the program while under the influence of alcohol or non-medically prescribed drugs. (At IAA sponsored events where alcohol is served, members, volunteers and participants who consume alcohol are expected to act in a responsible manner.)

Verbal, physical or visual harassment directed to another member, volunteer or participant.

Actual threatened violence towards any individual or group.

Conduct endangering the life, safety, health or well-being of others.

Inappropriate use of telephones, computer equipment, or other IAA owned equipment.

When attending or participating in community activity and events on behalf of or representing the IAA, members and volunteers are expected to adhere to this Code of Conduct. Members, volunteers or participants who violate this code of conduct are personally responsible for any liabilities incurred due to the violation(s).