



From the Valley Artisans' Co-op Inc.

APPLICATION FOR MEMBERSHIP

BEFORE APPLYING FOR MEMBERSHIP, PLEASE CONSIDER OUR EXPECTATIONS CAREFULLY AND BE CERTAIN THAT YOU ARE PREPARED TO PARTICIPATE FULLY IN OUR COOPERATIVE.

PARTICIPATING FULLY MEANS:

ATTENDING MEETINGS – meetings are held monthly with the exception of December

WORKING IN THE STORE – members are required, on average, to work 2-3 half-day shifts/month

VOLUNTEERING ADDITIONAL TIME – members are expected to contribute their time and talents as needed in various business and promotional activities. Questions? Ask.

PAYING MONIES OWED ON TIME – This includes the \$100 membership fee and monthly fees.

MEMBERSHIP APPLICATION CHECKLIST:

Please initial each to show that each step has been completed and submit it along with your application when you meet with the designated member.

- I have read, understood and agree to the **Membership Agreement Appendices A-C, Obligations of Membership, Rights & Responsibilities, Vision Statement.**
- I have met with the designated member of the Valley Artisans to discuss the benefits and obligations of membership.
- I have completed the Application for Membership in full. It has been signed by both myself and the receiving Artisan





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CONTENTS AND INSTRUCTIONS

This package included the following parts:

- 1. Application for membership** (1 page) – Before completing and submitting this application, the applicant should ensure that she/he is familiar with the obligations of membership. A member of the Valley Artisans will meet with the applicant to discuss the benefits and obligation of membership, to answer questions and to receive the application form. The Coop representative will plan, with the applicant, a date when the applicant can be present at a regular meeting of the Coop to present his/her work.
- 2. Membership Agreement Appendices A-C** (2 pages)
Obligations of Membership, Rights & Responsibilities, Vision Statement.
**The applicant is expected to read and understand these sections before applying.*
- 3. Membership Agreement** (2 pages) – To be completed upon acceptance to the Co-op. This document will be kept on file at the Co-op and will also serve as a place to record additional work accepted by the membership.
**A representative of the Co-op should complete the “Work Accepted” section in accordance to what has been agreed upon by the membership. The agreement is signed by the president as the Co-op’s representative.*
**Future additions to the juried body of work are to be recorded on page two, signed and dated by a member of the executive.*
****The new member should read this agreement carefully before signing.***
**The new member should sign and return this agreement along with the required payments for membership (\$100) and for post-dated cheques for display fees from the first month on display to the following December (currently \$21/space/month + HST = \$23.73). One display space is equivalent to 16 square feet of wall or shelf space. Members may rent a minimum of one half to a maximum of three, depending on availability.*
**Membership is not complete until the agreement has been signed by both the member and the president, and the \$100 Co-op membership fee paid by lump sum or post-dated cheques as agreed upon in advance.*

Please note that if you are using the fillable PDF version of this agreement, you must still print and deliver the completed form to the Co-op or email the completed form to apply@valleyartisans.com.





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APPLICATION FOR MEMBERSHIP (page one of one)

Name: _____ Number of spaces requested (0.5-3): _____

Address: _____

Home phone: _____ Other phone: _____

Website: _____ Email address: _____

I wish to apply for membership in the "From the Valley ARTISANS' Co-op Inc." **I have read the Membership Agreement and I am aware of the Obligations of Membership. If accepted, I am prepared to meet these obligations.** Along with this application, I am submitting _____ pieces, as examples of the body of work I wish to sell through the Co-op. I understand that these examples will be juried by your members and then returned to me intact, as soon as possible, at which time I will be notified of my potential membership status. Jurying criteria include quality and finishing of work as well as suitability for the Valley Artisans' Co-op in the context of our overall inventory. The examples submitted for adjudication are described as follows:

- | | |
|----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |

Please note: You must submit at least three pieces of work, at least two of which must be sale-ready. Sale-ready means pieces that are ready to be placed in the store, including all finishing details and treatments (i.e. packaging, framing, polishing, etc.). You may wish to include additional items to demonstrate the range of expertise of your work. If you are including more than one genre of work, you must include at least one sale-ready piece for each. When jurying, Co-op members need to consider all aspects of an artist's work, not only creativity and skill, but also the final product that will be offered in the Valley Artisans' Co-op. (If accepted, you are not required to include these specific pieces in your inventory if you choose not to.)

If you are unsure about the expectations for sale-readiness, please contact the Co-op for advice.

Signature of Applicant:

Date:



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MEMBERSHIP AGREEMENT – APPENDIX A OBLIGATIONS OF MEMBERSHIP (page one of two)

I Membership

1. Membership obligations include financial, work and inventory commitments.

II Work

1. Fulfill shift obligations by working in the store. The number of shifts required is dependent upon the number of active members at any given time. With an average of thirty members, shift work averages ~1 day per month (two shifts).
2. Work outside the store may include the following: building display units and fixtures, moving displays to other communities, tending store flower beds, developing promotional literature, picking up or distributing supplies and pamphlets or any other work that contributes to the successful operation of the Co-op.
3. Such activities as described above (II-2.) must be approved by the membership before assuming that such activities would be acceptable in exchange for shift duty.

III Inventory

1. *a.* Work must be of excellent quality – without technical errors in workmanship. Work must be original in design by the artisan, not made from a kit or merely assembled from pre-manufactured parts. Some manufactured parts such as hardware are acceptable, but the work must demonstrate original artistic design or craft.
1. *b.* A gallery atmosphere will be maintained by allowing individual pieces to be viewed in a complementary setting, without obstructions.
1. *c.* In addition to any associate artist's work, each member must provide a reasonable body of his/her own excellent quality original work.
2. If any work falls under government-regulated categories such as “*The Upholstered and Stuffed Articles Act*” or “*The Hazardous Materials Act*” the member supplying this work will be responsible for meeting these regulations.
3. The member agrees to the regular rotation of display areas within the gallery, as carried out by the Display Committee. A reasonable effort will be made to accommodate special display requirements.





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MEMBERSHIP AGREEMENT – APPENDIX B **RIGHTS & RESPONSIBILITIES** *(page two of two)*

Each Member:

1. Is expected to attend regular monthly meetings as scheduled and carries one equal vote at general meetings.
2. Is provided with one or more display units (half units are available) within the Co-op's retail store at the current rental rate plus tax.
3. Is provided with a page on the Co-op website at www.valleyartisans.com and an email address.
4. May carry the work of family members or one other artist (*either or both subject to the approval of the Membership*) within his/her display space subject to the provisions of Appendix A, Section IV (1c). Family members may be offered a webpage and an email address as above (3.), while other consigning artists may be shown on a page of associate artists.
5. In good standing (*see below*) qualifies for his/her share of a patronage return from a financial surplus at the end of the fiscal year, when such a surplus exists.
6. Is expected to contribute time and expertise towards the operation of the store.
7. May be elected to serve on the executive or various committees.

Member in Good Standing:

Unless otherwise approved by the members, a "member in good standing" shall be defined in Co-op policy as a member who:

1. Has paid display fees completely up-to-date. Display fees are due, either by lump sum or post-dated cheques, at the end of December for the following year.
2. Maintains a body of work for sale in the store.
3. Has worked in the store, at the minimum, the required number of shifts during that fiscal year.
4. Has attended a minimum of two regular meetings during that fiscal year.

MEMBERSHIP AGREEMENT – APPENDIX C **VISION STATEMENT**

- To support, encourage and inspire local artists/artisans as they develop their skills
- To provide role models for aspiring artists/artisans in our community
- To operate a successful retail co-operative
- To provide artists/artisans with an opportunity to showcase and sell high quality work.
- To educate the public by providing an opportunity to view quality work and learn about the creative process.





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MEMBERSHIP AGREEMENT (page one of two)

I, _____, by signing at the bottom of this document, agree to become a member of the "From the Valley ARTISANS' Co-op Inc." (referred to as the Co-op), and to fulfill my obligations to the Co-op. My obligations are as follows:

I Financial Obligations

I will:

1. Pay a one-time, non-refundable membership fee of \$100 payable at the time of joining, by a single payment _____ or instalments of _____ per _____ (installment payments must be agreed upon by the Co-op treasurer). *I understand that my membership is not complete until this payment is made.*
2. Pay a monthly display fee of \$23.73 (\$21.00 plus 13% HST) per unit of 16 square feet allotted to me by an annual lump sum or post-dated cheques. This monthly display fee is subject to change as agreed upon by majority vote. *I understand that I will not receive proceeds from my sales through the Co-op if my monthly display fee is not paid to date.*
3. Pay 20% of my monthly sales through the Co-op, back to the Co-op. This percentage is subject to change as agreed to by a majority vote.

II Membership

I will:

1. Commit to at least twelve months of membership. *(see appendix A)*
2. Work co-operatively with other members to achieve the goals of the Co-op's Vision Statement *(see appendix C)*
3. Give at least six months written notice if I wish to resign from the Co-op.
4. Remove my work and resign when given four weeks written notice, if I fail to fulfil my obligations to the Co-op, without presenting a reason acceptable to the other members.

III Work

I will:

1. Abide by the policies and procedures of the Co-op.
2. Attend regular monthly meetings of the membership.
3. Serve on the executive and/or other committees as needed. *(see appendix A)*
4. Work in the store for the number of shifts per month required according to the Co-op operating procedures, or provide other services to the Co-op in lieu of work as approved by the members. *(see appendix A)*
5. Co-operate with the members on tasks or commitments as they become necessary for the successful operation of the Co-op.

IV Body of Work – Inventory

I will:

1. Maintain a reasonable body of excellent quality original work for my allotted gallery display space. *(see appendix A)*
2. Be responsible for the quality, condition, and material content of the work I provide that may involve government acts concerned with safety, legality, copyright, etc. *(see appendix A)*
3. Maintain an up-to-date inventory list of my stock numbers and prices at the store.



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MEMBERSHIP AGREEMENT (page two of two)

Work Accepted: (to be completed by a representative of the Co-op)

The following categories of work have been accepted for sale at the Co-op, described by the general term(s) (i.e. jewelry, pottery, photography, woodworking, painting, fibre arts, glass arts, etc...)

and generically described below:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

I understand that other categories of work I wish to sell at the store must be approved by the Membership before being placed in the store for sale.

**Additions made to this list must be approved by the Membership, and should be noted, signed and dated by a member of the Co-op executive.*

New member signature <i>(after acceptance by jury)</i>	Date:
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Co-op President Signature: <i>(after acceptance by jury)</i>	Date:
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New member name: _____

Address: _____

Phone: _____ Other phone: _____

Website: _____ Email address: _____