



NORTH BANK ARTISTS COMMUNITY PROJECT

Code of Conduct:

- Members and guests will practice safe use of materials. No materials on display in the gallery or used in the studio spaces will cause health risks to humans or animals.
- Member and guest artists will return the gallery to original condition at the end of their exhibit. Expenses of all damages are the responsibility of the artists who made them.
- All work on display will be original, created by exhibiting artists. There will be no printed reproductions in the gallery unless they constitute an integral part of an installation.
- There will be safe and healthy work conditions for employees and non-employees.
- Consignment forms will be filled out and signed by all guest artists for every show.
- Harassment, as defined as unwelcome verbal or physical conduct based on protected status (for example: Race, Color, Religion, Gender, National Origin, Age, Disability, Sexual Orientation), is prohibited. Members, employees, and non-employees are protected against unwanted sexual, discriminatory, or bigoted behavior. If such actions occur, the complaint procedures must be implemented in a timely manner.
- Any member who breaks the code of conduct can be removed by the board of directors once the complaint procedures have been implemented.

Complaint Procedures:

North Bank will engage in an "Open Door Policy," meaning members, non-members, employees, and guests must approach the supervisor (Executive Director) with concerns in a timely manner. An informal conversation will be the first step towards resolving issues. If a conversation does not resolve an issue, the person with the complaint must write a formal complaint and submit it to the Board of Directors.

The Board will then discuss the issue, and come up with an action plan of resolution as soon as is reasonable for them to meet. The board will contact all parties involved in the complaint with their decision.

Duties/Responsibilities

- Rent and dues as applicable to membership type must be paid on time, which is by the fifth of the month.
- Attend and participate in general membership meetings, which are held the Sunday before First Friday at 6pm, unless otherwise noted.
- Actively participate in at least one of the permanent committees: New Member, Gallery/Exhibition, Promotions, Fund Raising/Community Relations, Program Planning/Education Outreach
- Participation in Open Studios Night on a monthly basis (First Friday). A studio member is required to have their studio space open to the public, and be available to answer questions. Affiliate members are required to be present at the opening and be available to answer questions.
- Contribution of time, expertise, materials and/or teaching experience in developing and implementing our public adult and youth education programs.

Artist's Signature:

X _____ Date _____