

Pocahontas County Artisans Co-op Juried Membership Information

P.O. Box 373 ~Marlinton, WV 24954 ~304-799-2550
For More Information Contact the Officer at Large

The Pocahontas County Artisans Co-op (PCACo-Op) is a 501(c)3 charitable non-profit organization formed to promote the arts, arts education and arts-based businesses in Pocahontas County, WV. Our motto is: *Artists Helping Artists*. As a charitable organization, a substantial portion of our activity is directed toward the larger community. The PCACo-Op promotes the arts through special events, artisan demonstrations and exhibitions, special appearances, and workshops.

Pocahontas Artisans, Inc. (PA, Inc.) is a subsidiary corporation owned by PCACo-Op. PA, Inc. operates all PCACo-OP-sponsored for-profit retail outlets. The Executive Management Team maintains day-to-day responsibility of gallery operations including management of the clerking work force and maintaining all key business functions to maintain the company's normal business operations.

When you join the PCACo-Op, you have the privilege of 1) serving in a charitable organization committed to the promotion of arts in Pocahontas County AND 2) exhibiting your arts and crafts in one or more galleries where the public may purchase them.

Type of Membership

The Pocahontas County Artisan Co-Op offers two types of Juried membership.

- A Juried *Full Member* pays monthly dues and a sales commission, serves as the clerking workforce, and has voting privileges in the organization.
- A Juried *Provisional Member* pays annual dues and sales commission. Provisional members have no clerk requirement and no voting privileges.

What is a membership in the Pocahontas County Artisan Co-Op?

The PCACo-Op defines a Juried Membership as an individual or two combined artists, living in one household who have a registered business with the West Virginia Tax Department. Members may be an individual artist or a couple, including husband/wife and life partners.

What's my commitment as a Full Member?

Dues

Full Members pay monthly dues to PCACo-Op. Dues are a mandatory monthly financial contribution which amount is set by the voting membership.

Effective Date: _____ Current Monthly Dues: _____ Date Due: _____
Send Dues Payment to: Membership Treasurer, P.O. Box 373, Marlinton, WV 24954

Labor

Each Full Member is required to clerk the required number of days as designated by PA, Inc. at each gallery where they choose to exhibit their work. In order to exhibit and sell at a gallery, the artist must agree to maintain an exhibit during all months the gallery is open to the public.

Members are expected to arrive with sufficient time to set-up the cash register and prepare the gallery to receive the public by the posted opening time. Members are expected to keep the gallery open and the cash register operating until the posted closing time.

The full workdays as clerk and gallery caretaker is each Full Member's **minimum contribution** to the operation of the PCACo-Op's exhibition space and to the promotion of arts & crafts.

Those Full Members unable to fulfill their required clerk-day obligations must pay another member the designated amount approved by the voting membership to clerk in their stead. Hiring of non-members is not allowed.

Effective Date: _____ Current Clerk for Hire Fee: _____

Full Members are entitled to exhibit their artwork at auxiliary galleries. Members electing to exhibit their work at an-auxiliary gallery are required to fulfil additional clerking days as designated by Pocahontas Artisans, Inc. at that location or pay another member to clerk in their stead.

Volunteer Labor

Full Members are requested to offer an average of 4 hours per month of additional labor in support of the day-to-day operations of the charitable organization.

Such labor may include, but is not limited to: Participating on a committee, planning and staffing special events & community outreach, conducting workshops & demonstrations, maintenance, grounds keeping, marketing and advertising, etc.

What skills do you have to contribute to an all-volunteer organization? Please ask the New Member Manager for more information about opportunities for participation.

What's my commitment as a Provisional Member?**Dues**

Provisional Members pay annual dues to PCACo-Op. Annual Dues paid on the first day of the membership are a mandatory financial contribution which amount is set by the voting membership.

Effective Date: _____ Current Annual Dues: _____

Provisional Members are entitled to exhibit their artwork at auxiliary galleries. Members electing to exhibit their work at an auxiliary gallery are required to pay an additional dues fee of the amount approved by the voting membership for each gallery they chose to exhibit-in.

Effective Date: _____ Current Auxiliary Gallery Fee: _____

Volunteer Labor

Provisional Members are encouraged to offer volunteer support toward the accomplishment of the charitable organization's mission of the promotion of the arts and culture in our community. What

skills do you have to contribute to an all-volunteer organization? Please ask the New Member Manager for more information about opportunities for participation.

Commissions/Sales Tax

PA, Inc. collects a commission, and State and local sales taxes on all sales. The commission collected by PA, Inc. funds the sales infrastructure of the for-profit business. PA, Inc. files appropriate forms and submits payments of all appropriate sales taxes to the respective government bodies. PA, Inc. distributes monthly sales checks no later than the 15th day of each month.

Effective Date: _____ Current Full Member Commission: _____

Effective Date: _____ Current Provisional Member Commission: _____

Prohibited Artwork

Due to the non-profit 501(c)(3) tax status, no artwork is permitted that will jeopardize the Tax Status as stated in the bylaws under article 6.

In addition, the following artwork is prohibited:

No work may lobby or promote political activity

No work may promote discrimination of any kind

No work may display inappropriate language, profanity

No work may represent abuse or a lack of respect for life's inherent dignity.

How do I apply?

First, review the Gallery Standards and Jury Criteria. After reviewing this material, you will complete a New Member Application. This Application provides space for you to include an artist's statement explaining your commitment to your art/craft/specialty good or manufactured/mass-produced item and describing the work(s) you are submitting for jury. This is your opportunity to explain your work to the Jury Committee. Examples of your art work in each medium must be submitted for jury. Committee members may seek outside advice regarding the works they do not feel personally qualified to evaluate.

To ensure a cooperative environment in the galleries, it is recommended each membership jury no more than 4 separate mediums with the understanding that the number of mediums displayed is dependent upon available space as determined by the PA Inc. management team.

We also request the following:

- Three physical examples of each Fine Art or Fine Craft medium being juried.

The application and jury process will take place the second week of January, April, July and October of each year. Completed applications are due the last Friday of December, March, June and September. Arrangements to drop off artwork at the McLaughlin Log House will be made by the Membership chairperson after receiving a complete application.

DISCLAIMER: The Pocahontas County Artisan Co-Op will take necessary precautions to ensure the safety of all artwork submitted for the jury process. The PCA Co-Op cannot be held liable for any damage to artwork that may occur.

Pocahontas County Artisans Co-op Membership Application

P.O. Box 373 Ÿ Marlinton, WV 24954 Ÿ 304-799-2550

Name: _____

Address: _____

Home Phone: _____ Cell/Other: _____

Email: _____

Membership Application Type: _____ Full Member _____ Provisional Member

Medium(s) to be juried (as described in our Gallery Standards and Jury Criteria):

1. _____

2. _____

3. _____

List each item to be juried. Add an additional page if necessary.

Medium	Item Description	Retail Price

Do you have particular skills you would be willing to volunteer to the Co-op? EVERYONE has something to contribute. Please give us an idea of how you might participate. All skills are welcome! Accounting? Advertising? Carpentry? Design? Phone Skills? Recordkeeping? Public Relations? Scheduling?

Do you have particular needs as an artist or business owner that you would like the Co-op to help you with? If so, please tell us how we can help you better succeed. Providing no-cost or low-cost services to our members to help them succeed is a big part of our mission. Accounting? Branding? Labeling? Training? Web presence? Workshops? Let us know what's on your mind.

DISCLAIMER: With my (our) signature below, I (we) acknowledge the Pocahontas County Artisan Co-Op will take necessary precautions to ensure the safety of all artwork submitted for the jury process. The PCACo-Op cannot be held liable for any accidents involving artwork that may occur during the jury process.

Signed: _____ Date: _____

Received: _____ Date: _____

APPLICATION ITEMS REQUIRED:

____ Three (3) examples of Fine Art or Fine Craft medium.