

EAST SHORE GALLERY CHARTER

East Shore Gallery was formed on March 1, 1967 through the action of the Board of Trustees of East Shore Unitarian Church. The Gallery provides encouragement and a venue for Northwest artists; education and enjoyment for the community; and aesthetic enhancement of the campus by selling fine art and crafts. It maintains a Washington State business license #C600406161.

MEMBERSHIP

Membership in the Gallery is open to the East Shore community. Members are expected to attend monthly meetings, participate in staffing Sunday sales, and to curate, hang and take down shows, or other equivalent/in-kind participation.

OFFICERS AND OTHER MEMBER POSITIONS

Chair, Secretary, Treasurer, and co-officers are nominated and approved at the June meeting for a 1 year term July 1 through June 30. There are no limits to the number of terms a member may serve as an officer. The Gallery has a standing Publicity committee.

MEETINGS

Meetings are held monthly August through June at a time appropriate for the current membership. An agenda is sent to the membership prior to the meeting. Minutes are taken by the Gallery Secretary, sent to members, and approved or corrected at the following meeting. Minutes also may be sent to church administration. Traditionally the June meeting is a potluck held at a member's home.

VOTING

Approval of all Gallery decisions and actions requires a simple majority of those attending the meeting, assuming a quorum of the membership is present. A quorum is 40% of the members.

SHOWS

Art shows are the Gallery's major fund-raiser. The number of and themes for the following year's shows are determined in the spring. The Gallery year runs from September through August. Each show is curated by a show committee. The Gallery is responsible for the hanging and take down of each show. Sales are handled by Gallery members in conjunction with Sunday services, by office staff during office hours, and by special appointment otherwise. All shows and other Gallery events are coordinated with the church office calendar.

FISCAL RESPONSIBILITIES

A Gallery report and financial report are submitted to the Office Manager each year. All income and expenses of art shows and other fund-raisers sponsored by the Gallery are the responsibility of the Gallery. State sales tax is collected on each sale. A contribution to the church operating fund is pledged annually, to be paid within the fiscal year. All monies are held in Gallery accounts and used by the Gallery for projects to benefit the church. Proper accounting procedures are to be followed by all Gallery members involved with funds. The church maintains insurance on the contents of the gallery.