



MEMBERSHIP AGREEMENT

Updated: July 6, 2021

The Denver Art Society Cooperative (“the Coop”) needs Members to embody our values, make friends, find supporters, and ultimately accomplish our mission. By joining the Coop, I dedicate myself to working with the community to cultivate creative minds, with respect for all others, without violence or censorship.

This is the fundamental agreement between all Coop Members. The Coop is a nonprofit project of Denver Art Society, a nonprofit organization registered in Colorado and governed by its Board of Directors. This agreement can be changed by a 2/3 vote of standing Coop Members, as outlined in the [Coop Bylaws](#).

Membership

Members are the ‘owners’ of the Coop. As a Member, I understand I have an ethical and legal responsibility to ensure that I do the best work possible in pursuit of our mission. I believe in the purpose and the mission of the Coop, and will act responsibly and prudently as its steward.

Responsibilities

Part of my responsibilities as a Member include the following:

1. I will interpret the Coop’s work and values to the community, represent the Coop, and act as a spokesperson.
2. I will attend at least 1 co-op meeting every 3 months.
3. I will volunteer for six hours per month at the front desk of the gallery. (“Month” is measured from curation to curation).
4. As I am able, I will contribute a \$25 a month suggested donation but understand that it is



not required of me to be an exhibiting member.

5. I will stay informed about what's going on in the Coop. I will ask questions and request information.
6. I will participate in and take responsibility for making decisions on issues, policies, and other Coop matters.
7. I will work in good faith with staff and other Coop Members as partners towards achievement of our goals.
8. Failure to fulfill these commitments to the Coop will result in a list of documented deficiencies towards my responsibilities, to then be discussed in a private session between me and the Coop Program Coordinator.

In turn, the Coop will be responsible to me in several ways:

1. I will be sent, without request, yearly financial reports and regular updates of Coop activities that allow me to make prudent decisions at Member meetings.
2. Opportunities will be offered to me to discuss with the Membership Committee and the Program Coordinator its projects, programs, goals, activities, and status; additionally, I can request such opportunities.
3. The Coop will help me perform my duties by keeping me informed about issues in the education and arts environments, giving me access to internal Coop research, and by offering me opportunities for professional and creative development as a Coop Member.
4. Coop Members will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to the Coop. Coop volunteers and members will work in good faith with me towards achievement of our goals.
5. If the Coop does not fulfill its commitments to me, I can call on the Coop's Membership Committee and Program Coordinator to discuss the Coop's responsibilities to me.

Behavior

The guidelines listed in this section are taken very seriously. Violation will result in suspension of Membership, removal from the Coop, or banishment from the Coop.

1. There will be no tolerance concerning threats or acts of violence. The consequences of such behavior may include immediate removal from the Coop or suspension during an investigation by the Steering Committee.
2. Smoking is not allowed inside or in front of the Coop. **Failure to comply after three warnings may result in a 1 month suspension from the Coop.**
3. **Consumption of alcoholic beverages is only permitted when applicable licenses are granted to Denver Art Society by the City and County of Denver. Visible intoxication and belligerent behavior, are grounds for immediate dismissal from the building and upon investigation, grounds for temporary or permanent suspension from the coop.**
4. **The consumption or distribution of illegal substances is not allowed in the Coop.**

**Failure to comply will result in permanent removal from the Denver Art Society.
Members under the influence of illegal substances will be asked to leave the**

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premises immediately and, upon investigation, be subject to a temporary or permanent suspension. This policy also applies to legal/decriminalized substances that are not permitted for use in public spaces.

5. Any act of verbal, physical, or sexual harassment or abuse of anyone on the premises for any reason is grounds for immediate dismissal from the building, and subject to permanent removal from the Coop. These acts include, but are not limited to, the following:
 - a. Physical abuse such as hitting, kicking, throwing, spitting, or choking
 - b. Verbal abuse such as racist, sexist, homophobic, or xenophobic comments (verbal harassment)
 - c. Sexual abuse such as inappropriate and sexual statements or touch
6. Destruction, theft or misuse of Coop property or the property of members will result in full reimbursement to the affected party. Other possible consequences may include immediate suspension and, upon investigation, be subject to 1 month suspension or permanent suspension from the Coop.
7. **There is a zero tolerance policy for any member sleeping in studios or public spaces. Violation of the sleeping policy will result in an immediate suspension from the coop while the conflict is investigated by the Incident Committee and be grounds for temporary or permanent suspension.**
8. Vandalism of Coop property will result in immediate and permanent removal from the Coop and may result in the subsequent notification of authorities.

When any member observes a violation of these rules, he/she must fill out an incident report. All parties involved must work in good faith, with the potential incident committee. If multiple incidents have occurred but the offenses have not yet warranted a suspension from the coop, the incident committee may bring a members' temporary or permanent suspension up for a general vote in the coop; This a last resort that must have unanimous support in the steering committee. Such measures require at or above a 2/3 majority of the vote at the art council meeting.

Art Exhibitions

Art Jury (for specific exhibitions only)

The purpose of the Jury is not to judge the quality of Members' art, but rather to 'own the show' by recruiting artists for the exhibition and promoting events taking place during the exhibition. Nonetheless, every work of art curated in the exhibition must first be approved by the jury. Jurors will be selected for each monthly exhibition from amongst standing Members, and tasked with a clearly defined outline for the exhibition at hand.

In order to provide a welcome space open to the entire community, jurors will accept all works to the exhibition, unless *all* of the following criteria are met:

1. the piece's curation would be inappropriate for the theme of the exhibition

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2. the piece's curation could reasonably be taken as hateful, harmful, or violent considering the theme of the exhibition, and
3. the piece's curation would significantly harm the cohesion of the completed exhibition.

The jury cannot, for example, reject a piece because 'the piece is not good enough' or 'the artist has been difficult to get along with'. If all three criteria are met by a majority of jurors, the rejected artwork will be returned to the artist with a printed note, signed by every member of the jury, explaining precisely why the art was rejected. The artist will then be given a chance to appeal the decision.

Art Curation

The purpose of curation is to place all art accepted by the jury into a single, cohesive, building-wide theme every month. The Curation Committee accomplishes this by discussing, designing, and finally arranging where art gets placed for the entire duration of the exhibition. **All exhibiting artists must sign the artist/release waiver form.** The Curation Committee is made up of at least two and at most five Members selected from amongst co-op members in good standing.

1. **Timeline** -- The final art "drop off deadline" for each exhibition is **7pm on the Wednesday just before the Third Friday** of every month.
 - a. Members or submitting artists may drop off work on the main floor up to 10 days prior to the drop off deadline.
 - b. Art which arrives after the drop off deadline may not be included in the exhibition. If it is accepted by the jury and included, the art may have a less prominent curation. A one-time exception to this rule has historically been made for first-time members, who traditionally hang one piece immediately upon joining.
 - c. Only minimal curation changes will be made before First Friday and other events taking place throughout the duration of the exhibition. All events will be conducted according to the same protocol, outlined in this Agreement.
 - d. Curation should be completed by midnight on the day of the drop off deadline, with any adjustments to be made clearly written and posted by the Curation Committee. No verbal promises or arrangements will be honored.
2. **Art Priority** -- Certain art will naturally be given a more prominent curation. Priority will be given to art in the following order:
 - a. Art in the monthly theme of the exhibition will be given priority, and shown near the front of the main gallery.
 - b. New art by existing Members will be given priority

- c. Other art by existing Members will be grouped by Member, or other factors creating a harmonious flow throughout the exhibition.
- d. Properly documented and labeled art will be displayed before improperly documented or unlabeled art is considered.

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3. **Art location** -- Art occupying floor space, as well as art occupying wall space, are part of the curation process, and must not be changed by anyone without approval of the Curation Committee (however, Members may of course remove their own art at any time).
 - a. Floor and table space will be assigned on an event-by-event basis, not on a continual monthly basis as with wall space, unless approved by the Curation Committee before the final evening of curation.
 - b. Members requesting a table for an event must come to the planning session of that event with a table and a description of what will be on the table, so the table can be placed appropriately. For example, First Friday events are planned at 7pm on the Wednesday before First Friday; Third Friday events are planned at 7pm on the Wednesday before Third Friday.
 - c. When possible, table space will optimize the flow of traffic and not block wall space.
 - d. Lighting throughout the gallery should remain balanced and fair, as decided by the Curation Committee.
 - e. Standing art, and art on pedestals and tables, will be distributed evenly throughout the exhibition.
 - f. A final diagram will be drawn and posted for more complex layouts outlining how tables, walls, and will be occupied. The final diagram will be kept in the office.

4. **Labelling** -- All art must be labelled correctly in order to show during an exhibition.
 - a. All art must be labeled in three ways:
 - i. A label is attached to the the back
 - ii. An identical label is displayed next to the art
 - b. Each label must include the Member's name, art title, medium, and price. c. Members must input their pieces for sale with accurate name and price in the Square system.

Committees

Members may form and sit on Committees as needed. Each Committee has a Chair (a person who is responsible for the overall success of the Committee) who works with all other Chairs.

Purpose

The purpose of Committees is to perform the day-to-day operations of the Coop in an

organized fashion. Committees include, but are not limited to, the Steering Committee, Cultural Committee, Education Committee, Maintenance/Construction Committee, Curating Committee, Exhibitions Committee, and Membership Committee, PR/Advertising Committee, Tech Committee .

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Committee Members

In addition to regular responsibilities, some Members choose to join one or more Committees, thereby choosing to take on additional, specialized responsibilities. Not all Members are required to sit on Committees. A single Member may sit on multiple Committees.

New Committees

Additional Committees will be formed and dissolved as needed.

Councils

Members may join Councils as needed.

Purpose

Purpose of the Councils is to create group projects that benefit the Coop and its Members. Projects should focus on publishing Member art, public events, Member classes, community outreaches and collaboration with diverse art forms, diverse heritages, and diverse lifestyles and backgrounds.

Council Members

In addition to regular responsibilities, some Members are elected by popular vote to become a Council Member with additional, specialized responsibilities. Not all Members are required to sit on Councils. A single Member may sit on multiple Councils.

Each Council has, at a minimum, the following Members:

- **Chair**
 - Ensure the overall success of the Council.
 - Host at least one meeting per month for Council Members.
 - Moderate ongoing, regular discussions between Council Members.
- **Vice-Chair**
 - Act as the Chair in the event of the Chair's absence.
- **Secretary**
 - Act as the public face of the Council and represent the Council in matters of public engagement.
 - Spread awareness of the Council's activities, events, and projects across the

Internet, including the Coop website.

○ Keep the public up to date on what's going on in the Council.

● **Treasurer**

○ Keep track of all Council financial transactions and records.

○ Provide quarterly financial statements to all Council Members without request. ○

Provide access to financial statements, as requested, to all Council Members in a timely manner.

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○ Guarantee the financial integrity of the Coop, and work with the Coop Treasurer to ensure proper handling of all monies within the Council.

New Councils

New Councils may be formed by filing a formal application and being approved by majority vote of the Coop as well as the Steering Committee.

Terms

Members are encouraged to serve one-year terms, with no term limits.

Fiduciary Duties

In addition to any specific duties requested by the Coop, I am responsible for performing the following duties.

Duty of care

I will meet the duty of care by

- exercising my responsibilities in good faith and with diligence, attention, care, and skill,
- carrying out the purpose and mission of the Coop,
- complying with local, federal, and state law, and
- complying with the Coop's bylaws and agreements.

This includes both decision making and oversight responsibilities, and is fulfilled by such things as attending Member meetings regularly, entering discussions, reading minutes, learning about the Coop's programs, maintaining careful oversight of finances, and questioning unclear or troubling activity.

Duty of loyalty

I will meet the duty of loyalty by placing the interests of the Coop before my private interests and avoiding the use of Coop assets for personal gain.

Coop review and self-evaluation

I will work with the Coop to annually evaluate itself with an eye toward ensuring the effectiveness of the Coop while also improving operating practices. I will work with the Coop to periodically review its size and operational structure to ensure it is effectively supporting the Coop's current goals and objectives.

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I will work with the Coop to periodically review this agreement and the Coop's mission statement.

Board of Directors

I will work with the Coop to elect the Board of Directors and review their performance, as outlined in the Coop's Bylaws.

Continual record of operation

I will work with the Coop to develop and maintain a rich, ongoing record of what this Coop does that is freely available to the public.

Conflict of interest policy

I will sign the Coop's conflict of interest policy annually, which includes a disclosure form, procedures for managing conflicts of interest, and handling situations in which public and private interests intersect. I will disclose all material facts and relationships and refrain from voting on any matter when there is a conflict of interest.

Agreement

I agree to all of the terms in this agreement. I wish to join the Coop, pending a successful completion of the Coop's enrollment process. All donations and membership dues I make to the Coop are a non-refundable gift to support Denver Art Society's mission. I understand I must be approved by the Coop before I become a Member.

Member name date

Member signature

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