

**SAN DIEGO ENAMEL GUILD**  
**Membership Agreement**  
**Studio 5**

**Updated 03/17/18**

**Studio 5** is an art gallery and working studio dedicated to enamel art, operated and maintained by active juried members of the San Diego Enamel Guild. Original enamel art by member artists is displayed for the enjoyment and education of the public. Members strive to maintain high standards and inform the public about the art of enameling. Studio 5 is a member of Spanish Village Art Center and is subject to Spanish Village Rules and By-laws, as well as San Diego City regulations. Members are expected to volunteer as SDEG officers and board members, to accept non-board positions, to help with enamel exhibitions, and take part in Spanish Village duties.

**STUDIO RULES**

1. **FOCUS:** Enamel must be the main focus of the art work displayed and must maintain the quality of the original juried works. Pieces should be original in concept. Mountings for wall pieces must be strong and secure.
  
2. **DISPLAY:**
  - A. **Limits:** Depending on size and space available, wall pieces will be limited per member. General rule is 20 jewelry pieces and 5 average size wall pieces. Case displays will be monitored by the Display Committee for over crowding. Cluttered displays will be reworked and excess pieces removed, wrapped securely, marked, and placed in the reserves. Only the Display Committee may rearrange the entire studio configuration. SDEG carries no insurance. All items displayed or kept in reserve at the studio are done so at members' risk.
  
  - B. **IDENTIFICATION:** Identification labels affixed on all pieces will include the artist's name, title, price, and inventory number. Jewelry pieces should be marked with the type of materials used in construction, including chains and earring findings. The inventory number should be written on the back of the enamel piece for easy identification. Correct, proper and distinct labeling is the responsibility of the artist.
  
  - C. **RESERVES:** Extra pieces are stored in the back closet and used for replacing work sold. Wrap securely and mark clearly with name, title and inventory number on each piece. Space is limited.
  
  - D. **TIME LIMITS:** Pieces may be displayed only **ONE YEAR**. If not sold, please remove from the studio and replace. Pieces removed should **NOT** be returned for at least six months.
  
  - E. **INVENTORY BOOK:** List individual pieces with full date (month, day, and year). Fill in all information. If a piece is removed and resubmitted after six months, re-list on a separate line with a new inventory number and date. Every member is responsible for their inventory list.
  
3. **FEES & LICENSES:**
  - A. Yearly dues are \$70.00 for active Studio membership. Payment of dues is required no later than June 30<sup>th</sup>. A late payment of \$15.00 will be assessed if still unpaid as of July 15<sup>th</sup>, and member's artwork will be removed from sale at the studio, and active membership is discontinued. Members joining at other times will have their dues prorated. Active studio membership includes both the privilege of exhibiting or selling enamel work and working allotted time sitting the gallery whether they are exhibiting or not. Only **ACTIVE** studio members have studio privileges. Dues are subject to change, when necessary, by vote of the studio members.
  
  - B. The City of San Diego City requires a San Diego Business Tax Certificate for each studio member to sell artwork within city boundaries. Members must have a current Certificate on file in the studio to display items for sale in the studio.
  
4. **COMMISSION:** Work sold in the studio or within 15 feet in front of the studio is subject to a commission of 25%. Commission rate is subject to change by vote of the Board. Sales will be documented in designated receipt books for inside and outside sales. Sales developed through the studio are subject to commission.

Date \_\_\_\_\_ Initials \_\_\_\_\_

**5. SITTING:**

- A. Currently all members are required to sit a minimum of 14 days per year: one day each month and two extra days yearly during the Spanish Village's regular operating hours. The calendar year is from January 1<sup>st</sup> to December 31<sup>st</sup>. Members unable to sit on their assigned day **MUST** find a replacement among the membership, inform the Calendar Coordinator and change the calendar posted in the studio. The studio is required to be open every day of the year except on **Thanksgiving, Christmas, and New Year's Day.**
- B. Money in the cash box must be counted daily and noted in the log with date, name or initials. Adjustments to cash should be made using the funds within the safe. Usage of the safe funds requires notification to the treasurer.

**6. TELEPHONE USAGE:** The phone is for business purposes. Personal calls, if necessary, should be short. Long distance calls may be made **ONLY** for Studio 5 business.

**7. SALES:** Each sale will be recorded in the sales receipt book and entered into the journal for the appropriate month. It is recommended but not required to call and inform the artist of the item sold so they may replace it.

**8. KEYS:** Each member is issued a key and is responsible for its security and care. No one who is not a paid active member in good standing will be allowed to have a key to Studio 5 or work alone at any time. Upon terminating membership, keys must be returned in person or by mail. Do not loan or reproduce keys. There will be a \$5.00 replacement fee for lost keys.

**9. EXTRA ENAMEL WORK:** Additional enamel work may be displayed by members on their assigned day in the Studio, but no promotional material or non-enamel related activity is allowed without the express consent of the Board. All work sold under those circumstance must go through the normal studio sales process.

**10. HOUSEKEEPING:** Members must clean the studio at the end of their assigned day in the studio. A check list is posted in the studio for required daily tasks.

**11. CONDUCT:** All members are expected to conduct themselves in a polite and mature manner at all times interacting with the public and other members.

**12. INFRACTION OF RULES:** For the first offense the member will be given a written warning stating the inappropriate behavior or infraction of Spanish Village or Studio 5 rules or guidelines. The member receiving the warning may make a written or verbal appeal to the Board at the board meeting. A second offense will result in termination of membership by a vote of seventy-five percent (75%) of the entire Board. There will be no refund of dues. Major infractions of rules may expedite termination of membership.

WE ASK FOR THE COOPERATION OF EVERY SDEG MEMBER.

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I have read the above Membership Agreement and will abide by it.

Signature \_\_\_\_\_ Date \_\_\_\_\_