**APPENDIX A: OVERVIEW OF RESPONSIBILITIES & OBLIGATIONS of MEMBERSHIP**

This section provides an overview of member responsibilities and obligations. Additional details are provided during in-person interviews with MEG members.

**Membership Status**:  Successful juried applicants are welcomed into MEG as non-voting, Provisional Members for six months. Provisional Membership is conditioned upon agreement to accept MEG Bylaws, Policies and Procedures, and conditions of our lease with the City of Alexandria.

At the completion of the provisional term a member who receives three-fourths (3/4) of the MEG membership vote is granted Active Member status with equal rights and responsibilities.

In accordance with MEG bylaws, during the six-month probationary period either party, (Provisional Member or MEG), may decide to sever the membership agreement at any time, for any reason.

**Finances**: MEG members pay monthly dues to cover rent, utilities, Torpedo Factory Artists' Association dues and insurance (currently $100/month, subject to change). Rent is due three months in advance, so newly juried members owe $300 in rent at the start of the six-month probationary period.

Newly juried members are assessed a one-time initiation fee of $400. (Note: This amount is returned in full to any Provisional Member who leaves MEG, for any reason, during the six-month probationary period.)

Gallery sales are subject to a 15% commission.

On very rare occasions, MEG members may vote to enact an assessment to finance major capital improvements (i.e. gallery bins, gallery lighting, etc.).

**Gallery Sitting**:  MEG is open 7 days a week, 360 days a year. MEG members are obligated to share equally in gallery sitting responsibilities.  When MEG has a full complement of members, each member’s sitting obligation is two days per month. However, anytime MEG does not have a full complement of members, for any reason, MEG members are obligated to share equally in any extra sitting responsibilities, so that our lease obligation is met.

**Active Participation**:  Maintaining the gallery as a viable ongoing business entity requires committed effort from every member.

Members are expected to attend monthly business meetings, currently held at the gallery on the first Monday of each month, from 7-9pm (dates and time subject to change).

MEG has four board positions (President, VP, Secretary and Treasurer), and several committee assignments (i.e. social media, outside shows, tech support, etc.), that must be filled annually. All members are expected to volunteer and contribute in meaningful and substantial ways to the ongoing maintenance and operations of the gallery.

Appendix A: Overview of Responsibilities & Obligations of Membership, page 1 of 2

**Exhibitions**: Gallery exhibitions currently run for six weeks, alternating between one and two-artist exhibits and Group exhibits.

Each year MEG mounts between five and seven one-artist or two-artist exhibits. These exhibits are limited to MEG members and are either self-curated or curated by an individual chosen by the artist.  MEG members are expected to mount a one-person or two-person, (member’s choice), exhibition approximately every two years.

MEG also hosts three to five group exhibits each year. Some group exhibits are limited to MEG members only; others may be open to photographers beyond MEG’s membership. Active MEG members are expected to participate in all MEG member group exhibits (i.e. December Holiday show, Summer show, etc.).

In addition to our “wall hung” exhibitions, MEG has a large TV monitor that is used to display work.  The TV serves two purposes: (1) to exhibit work in support of current “wall hung” exhibits; (2) as a stand-alone exhibition space, separate and distinct from the current show on the wall.

In accordance with TFAA guidelines, MEG is required to obtain jurors from outside the Torpedo Factory for five (5) exhibits per year. Except on rare occasions, juried shows are hung at the discretion of the juror with no requirement to hang work from each member. If an image is included in a juried group show it cannot be resubmitted for another juried group show for at least twelve (12) months. (Note: Juried pieces selected and displayed as part of a “TV monitor exhibit” are exempted from this twelve (12) month requirement.)

**Individual Bins/Oversize Bin**: Each member is provided a bin to display matted work.  Matted pieces must fit within the bin without infringing on adjoining bins or exhibition space above the bins.  Matted bin pieces must be kept clean, labeled and well presented.

MEG provides a single oversized bin for matted work that does not fit inside individual bins. Interested members may put up to three matted pieces in the oversized bin.

Appendix A: Overview of Responsibilities & Obligations of Membership, page 2 of 2