

HERVEY BAY ART SOCIETY HANDBOOK

UPDATED NOV 2022



Welcome to Hervey Bay Art Society (HBAS) and Gallery 5, a place for those interested in developing their art skills and being among fellow artists.

WHAT WE ARE ABOUT:

As MEMBERS of a COMMUNITY GROUP, we value:

1. Showing & Earning **RESPECT**
2. Acting with **INTEGRITY**
3. **BELONGING** through **INVOLVEMENT**
4. Demonstrating **COMMITMENT**
5. Showing **COMPASSION & TOLERANCE**

As ARTISTS, we value:

1. **COURAGE** with our **CREATIVITY**
2. Showing **PERSISTENCE** with **PATIENCE**
3. Demonstrating **PASSION** for **ADVENTURE**
4. Having **FUN** through **INTERACTING & SHARING**
5. Being **SELF-DISCIPLINED** in our **ON-GOING LEARNING**

OUR PURPOSE:

HBAS strives to promote the visual arts throughout our community by providing opportunities for art lovers to develop their skills, while also providing a quality venue to display their artwork for the public to appreciate and hopefully purchase those artworks.

GALLERY 5

Our gallery, at **5 Sandy Street**, has its predominant focus on, **but not limited to**, developing these **five (5) key visual art forms**:

PAINTING: Acrylics, Oils & Watercolours

PASTEL ARTWORKS

3D ARTWORKS

MIXED MEDIA

PRINTMAKING

The aim is to maintain a gallery that provides quality display areas that are open to members and the public seven days a week.

GALLERY GOLDEN RULES

No.1 DO WHAT'S RIGHT

There is never a right time to do wrong.
There is never a wrong time to do right.

No.2 WHATEVER YOU DO, DO IT TO THE BEST OF YOUR ABILITY

You have the right to fail while trying but do not have the right to make someone fail due to you not trying to do your best.

No.3 HAVE FUN

Fun is contagious and uplifting. You cannot have fun if you complain to others (realise of those you complain to 90% don't care & the other 10% are pleased you have issues). Nor can you have fun if you blame others for the choices you made - the blame game kills fun.

No.4 SHOW YOU CARE

Ask yourself how can I help others and then just do it with a generous spirit. Caring is valued by others more than we know.

No.5 DISCOVER & LEARN

Throughout your life seek to discover new and different things. Become a lifelong learner who continues to grow by challenging yourself as often as you can.

RESPONSIBILITY of HERVEY BAY ART SOCIETY (HBAS)

HBAS has a responsibility to:

- provide a quality venue for undertaking art activities.
- effectively displaying artworks produced by its members.
- promote a safe and fair environment for its members.
- have the gallery reliably available to our community during the advertised opening times.
- provide regular and varied workshops to develop artistic skills for members and our community.

MEMBERS have the responsibility to:

- volunteer at least four times per year if not showing artworks
- volunteer once a month (3 hours) if they wish to show their artwork
- be considerate of other members at all times to support a safe and fair environment
- tidy the areas used for your artwork or social interactions within the gallery
- return any HBAS equipment which has been borrowed/used to where it was originally located
- abide by the rules set down by HBAS
- communicate any issues with the executive or members concerned in a reasonable manner
- be involved in as many ways as is feasible in order to share the load of our not-for-profit, volunteer-based organisation
- promote Gallery 5 & HBAS as often as possible and actively encourage new membership

The following is some general information about our art society.

HISTORY

The Hervey Bay Art Society was established in 1971 by a small group of like-minded artists. During the 1980s, the then members worked hard to raise funds to buy a place to be their permanent home for the society. This was a huge task, carried out by a small group of dedicated workers. In 1993, they finally had enough raised to purchase a rundown building in Sandy Street, Urangan which was built in 1949 as a bakery. It took another three years of fund raising and securing grants to turn the old factory into an Art Gallery & workshop area. In 1996, the doors were officially opened for the first for the space known as "GALLERY 5".

Over the years since, the building has been considerably upgraded to be the very effective space it is today for holding exhibitions, workshops and classes.

A major objective of HBAS is to **develop art within** the Hervey Bay **community**. This is done through providing tutored sessions and social group sessions each week. Regular workshops are also available for our members and other community participants. HBAS also holds additional workshops throughout the year, presented by visiting notable artists to pass on their skills to the attendees.

Hervey Bay Art Society holds two major exhibitions each year:

- The Annual Members' Exhibition open to any member of HBAS only.
- The Annual Competitive Art Exhibition held at one of our Regional Galleries. This is open to any artist and has grown in stature to become an important event on the Queensland Art Calendar.

Monthly competitive exhibitions are held as per the HBAS Monthly Program (see website for details). Any member can enter each of these monthly exhibitions which play an important role in acknowledging the development of art within our region. Two weeks after the installation of the competition entries in the front half of the gallery, General Artworks are installed in the rear half. Any member who volunteers on a regular basis can submit with no cost to install.

Social activities are also an important part of our Art Society's role within the local art community. These take the form of barbeques in the back garden area or nibbles in our inside kitchen. We also have exhibition opening functions and of course our End-of-Year Break-up.

Our society is run by volunteers and is entirely self-funding, relying on its fundraising efforts and grants to meet its operating expenses. Look out for our raffles and fundraising events.

As part of HBAS 40th Anniversary celebrations, the members compiled a book which provides a brief history of Hervey Bay with a focus on the lives of people several generations ago. The book has been illustrated by members of our Art Society. HBAS celebrated its 50th Anniversary in February, 2021.

INFORMATION for ALL MEMBERS

This is a general overview of information which is included in our Policy and Guidelines Folders that are available to all members. If you have any questions, please ask one of our Committee members.

Each and every member has a responsibility to do gallery duty or to volunteer in some other way.

The aim of our art society is to encourage participation in, and a greater appreciation of ART. To achieve that aim the society offers the following activities to new and continuing members:

- Regular weekly workshops conducted by experienced tutors or art teachers.
- Workshops and seminars conducted by invited artists or art teachers will be offered at a discount rate to members,
- The opportunity to display, exhibit and sell your artworks at our gallery (registered volunteers only).
- Competitive art exhibitions will be held regularly where members have the opportunity to win prizes and/or awards. Feedback will be provided upon request.
- Access to our library of books, videos and magazines for borrowing.

Constitution / Rules / By-laws / Policies & Guidelines

Copies of the above documents are available for all members to read and are in folders kept under the official noticeboard at the front of the gallery workshop area. If you require a copy of any of these documents, please ask our Secretary.

Monthly Newsletter

Members will receive a digital copy of our monthly newsletter if you provide your e-mail address on your membership form. If you have no e-mail access, a paper copy can be posted to you for a small fee to cover postage. The newsletter includes the criteria for the following month's exhibition, as well as the Gallery 5 Weekly Program. The newsletters are also available on our website or accessible via Facebook. Hard copies are available in our foyer.

Gallery 5 Website

Our website provides an overview of Hervey Bay Art Society and keep you abreast of the key news and information on exhibitions, artists and upcoming workshops. Member profiles are also included where possible. Go to herveybayartsociety.org.au to access our ever evolving website.

General Meetings

These are held on the third Monday of every second month starting January at 10:00am with morning tea at 9:30am. General meetings are a good opportunity for members to be aware of how our society is run as well as a chance to have your voice heard. The Annual General Meeting (AGM) is held in September. The executive and other roles are elected at this meeting. Any changes to our constitution or by-laws are discussed and voted on at the AGM.

VOLUNTEERING at HBAS

Every member has the responsibility to help by carrying out gallery duty or doing a role that supports their art society. Gallery duty keeps Gallery 5 open to the public and to members.

Only members who provide a minimum of three (3) hours to HBAS each month can display their artworks in our 'General Artworks' section. There many appointed volunteer positions available or you can do gallery duty once per month. Please contact the President on 0427 244 242 to advise when & how you can volunteer.

You do not have to do gallery duty by yourself. You can come along with another member to have some company at the same time. Most members bring their art gear to put the time to good use.

Remember, your Art Society relies on the voluntary work of its members to keep the society going. The public deserve reliable opening hours for Gallery 5.

For more information on volunteer duty please refer to 'Guidelines for Volunteer Duty' folder in the front desk. The Volunteer Roster Co-ordinator will carry out an induction for all new members. Please contact her as per the guidelines.

MEMBERSHIP FEES

The annual renewal fee for membership is \$40 paid by the end of July each year. An extra \$5 is charged for new members as a joining fee which goes towards the processing of the membership and providing information.

MONTHLY ART COMPETITIONS for MEMBERS

An Entry Fee of \$5 per artwork is to be paid when each artwork is delivered on the set Fridays by 10:30am. Entry fees are not refundable once an artwork has been accepted to be exhibited. Each member is limited to three entries per competition. Artworks should not be entered into the same category in subsequent years.

GALLERY OPENING HOURS

Gallery 5 and the workspace area are available during opening times which are:

Seven Days a Week if Volunteers are available

WEEKDAYS 9am to 3pm Monday to Friday

WEEKENDS 10am to 3pm Saturday / Sunday



INSTALLATION of ARTWORKS in GENERAL AREA of GALLERY 5

Only financial members who volunteer regularly (at least 3 hours per month or 36 hours per annum) are eligible to hang artworks in the general area of Gallery 5.

RISK

Artworks are displayed at the member's own risk. The Hervey Bay Art Society Inc. (Gallery 5) accepts no responsibility whatsoever for damage to or loss of an artwork by any means. Any member displaying artworks in the HBAS gallery agrees to indemnify the Hervey Art Society against any such damage or loss of their artworks.

NUMBER of ARTWORKS

Members who are eligible to display their artworks are entitled to the following:

- Up to four (4) artworks in the general hanging section.
- Any individual artwork shall not exceed 122cm on any one side.
- One small framed artwork and one miniature artwork entered into the Miniature & Small Works Exhibition. No side of the frame of a miniature is to exceed 30 cm. Small Works are to be no bigger than an A4 size not including the matting or frame.

CONDITIONS

- All artworks **MUST** be the artist's own original work. No photographs or computer generated images are allowed.
- Each artwork **MUST** be for sale.
- The same General Artworks can only be installed once every three months.

PRESENTATION

- D-Hooks **MUST** be attached to the back of each frame with a cord or wire strung between them to allow safe handling and hanging. Affix the D-hooks no more than a quarter of the way down from the top of the artwork.
- Your name, the title, medium and price are to be clearly displayed on the back of each artwork.
- Stretched canvasses are to be painted on all sides or suitably framed. Other paper works are to be suitably framed. All other works are to be presented in a manner appropriate to its media.
- Paintings or other artworks will not be hung if they are not presented in a professional manner or if, in the opinion of the Gallery 5 Curator or HBAS executive, the artwork is considered to be unsuitable in any way for hanging.

REMOVAL of ARTWORKS

Artworks displayed in the Members' Display Area will be changed monthly or as scheduled. Members must remove their artworks when requested to do so. Artworks not removed on time may become the property of the art society or disposed of by any means seen fit.

UNFRAMED MATTED ARTWORKS

Any member who volunteers regularly can have up to four (4) unframed matted artworks on display and for sale. Each one must be suitably wrapped and protected. Each must be clearly labelled with the artist's name, the title, the medium and the price. Each one can be on display for two months and then must be removed or replaced. Any unframed matted artwork can be registered whenever the gallery is having a change-over of artworks i.e. every second Friday usually.

CARDS & PRINTS of MEMBERS' ART

Any member who volunteers regularly can seek permission to sell cards and or prints of their works through the HBAS & Gallery 5. Applications in writing can be made to the HBAS Executive. Upon approval, up to four prints can be submitted for sale. Each print must be clearly labelled as a 'PRINT' with the artist's name, title & price. No more than twelve (12) cards from a member can be displayed at any one time. Each card must have artist's name, title & price labelled along with the word 'PRINT' or 'ORIGINAL' if not a print. The commission for each print is as per the HBAS Commission list. Cards have a \$1 per card commission owed for each card sold through the gallery.

COPYRIGHT

Each artwork displayed at HBAS Gallery 5 **MUST be the original work of the artist/member** and not breach any copyright laws. Members must use their imagination or their own photographs unless they have written permission from the photographer. All articles, information and photographs taken of members, artists and their artworks published in any media by HBAS are subject to copyright laws.

PUBLICITY RIGHTS

The HBAS Executive Committee reserve the right to publish in any advertising medium, photographs of Members' or invited Artists' artwork displayed at Gallery 5 or other HBAS Exhibition venues. Any HBAS members who do not wish to appear in any media publications must advise the HBAS Executive Committee in writing.

COMMISSIONS on ARTWORKS SOLD

The Hervey Bay Art Society receives a commission on all works sold at or through Gallery 5. Every artwork sold in the gallery is subject to a commission as set out below:

- Office Bearers & Co-ordinators/Officers – 10%
- Regular Weekly Volunteers – 15%
- Other Regular Volunteers – 20%
- Non Volunteers – 35%

When an artwork is sold the Executive Committee will determine the rate of commission based on your past volunteering records.

For full conditions please refer to 'Monthly Members Art Exhibition' Guideline folder.

CONSTITUTION

The constitution of the Hervey Bay Art Society Inc is comprised of:

- The Model Rules published by the Office of Fair Trading V.6; and
- The By-Laws of the Hervey Bay Art Society

A full copy of the Model Rules, By-Laws, Policies and Guidelines are kept in the Workshop Area of Gallery 5 and are available to all members to access and read.

PUBLIC LIABILITY INSURANCE

The Hervey Bay Art Society Incorporated has a Public Liability Policy which currently provides a Limit of Liability at \$20 000 000 for any incidents.

CODE of CONDUCT

All members shall comply with the following Code of Conduct:

Individual members shall:

1. Respect the rights, dignity and worth of others;
2. Be fair, equitable, considerate and honest in all dealings with others;
3. Be aware of, and maintain an uncompromising adherence to HBAS Constitution, By-Laws, Policies and Guidelines;
4. Be professional in, and accept responsibility for their actions;
5. Make a commitment to providing quality service;
6. Use facilities and equipment for their proper purposes, and care for and maintain such facilities and equipment correctly;
7. Refrain from anything which may abuse, intimidate or harass others;
8. Preserve and protect the standing and reputation of the HBAS;
9. Understand and accept the consequences of any breach of HBAS Member Protection Policy or Code of Conduct.

