



**Member Handbook**  
**Aug 20, 2022**

## Welcome to Atlanta Artists Center...

*Atlanta Artists Center (AAC) encourages and fosters exceptional visual arts talent by providing a wide range of workshop and exhibit opportunities to the community and its members. Diverse outreach volunteer programs promote the excitement of art to the city of Atlanta and surrounding areas.*

*Address:*

*2979 Grandview Avenue NE  
Atlanta, GA 30305  
phone: 404-237-2324*

*Tuesday-Friday 9am-4pm  
Saturday 10am-4pm  
email: [info@atlantaartistscenter.org](mailto:info@atlantaartistscenter.org)*

*Hours:*

### Handbook Contents

<b>I. Overview</b>	pg 3	<b>C. Exhibition Procedures</b>	pg 6
		<b>1. Grandview Gallery</b>	pg 6
<b>II. Membership</b>	pg 4	<b>2. Outreach Exhibits</b>	pg 7
		<b>D. Credentials</b>	pg 8
<b>III. Exhibits</b>	pg 5		
<b>A. Exhibitions</b>	pg 5	<b>IV. Enrichment</b>	pg 12
<b>B. Submissions</b>	pg 5		
<b>1. Criteria</b>	pg 5	<b>V. Donations</b>	pg 14
<b>2. Fees</b>	pg 6		
<b>3. Juror Protocol</b>	pg 6	<b>VI. Conflict of Interest</b>	pg 14

# AAC POLICIES AND PROCEDURES

## I. OVERVIEW

Atlanta Artists Center (AAC) is a 501(c)(3) non-profit organization. It was founded in 1954 by a small group of watercolor painters searching for a place to paint and exhibit their work. After a series of rented spaces, this growing group of artists pooled their resources to obtain the space now known as Atlanta Artists Center. Located on a charming street in the bustling heart of Buckhead, it is the oldest fine art membership organization in the state of Georgia.

AAC is a 501(C)(3) non-profit organization and is entirely volunteer driven. The Board of Directors are unpaid volunteers. The organization has one paid employee, the Gallery Administrator, whose salary is part of AAC's annual budget. AAC like all Nonprofit organizations need income to cover expenses and fulfill their mission.

AAC's operating expenses are covered by four main income sources:

1. Membership Dues
2. Juried Exhibitions
3. Enrichment Programs (studio sketch groups, workshops/classes)
4. Donations

As you read through this handbook it is important to understand that the growth and sustainability of the organization can only be possible through the volunteer efforts of it's members.

Please contact AAC's Volunteer Coordinator at:  
[volunteers@atlantaartistscenter.org](mailto:volunteers@atlantaartistscenter.org)  
or call the center at 404-237-2324 to get involved today.

## II. MEMBERSHIP

AAC welcomes beginner, intermediate, and professional fine artists. Members receive benefits that lead to increased knowledge, skills, and confidence, while connecting with other creative people in a supportive environment. By becoming a member you agree to comply with all AAC policies and procedures as established by the Board of Directors.

### A. Membership Benefits

Grandview Gallery Juried Exhibits  
Grandview Gallery Receptions  
Awards and Ribbons  
Credentials and Merit Levels for career advancement  
Special Rates for Life Drawings/Sketch Groups/Workshops/Classes  
Free Artist Talks, Demos, and Presentations  
Outside Venue Opportunities  
AAC Facebook Page and other Publicity

### B. Membership Fees

The Board of Directors sets membership dues which can be subject to change. As of April 1, 2021 membership dues are:

Individual: \$75                      Family (maximum of 2 members): \$120

#### **Dues Waiver Program for Qualified Individuals**

As recognized 501(C)(3) organization Atlanta Artists Center offers an annual waiver of dues and specific fees for income qualified artists. Please visit AAC, call 404-237-2324 or [click here](#) to contact us by email to learn more about this program.

### C. Use of AAC Facility

AAC premises are used for business meetings, art related events, community programs, and other activities as decided by the Board of Directors.

#### 1. MEETINGS

- a. Board of Directors
- b. General Membership/Artist Talks
- c. Standing AAC Committees or AAC Subcommittees
- d. Common Interest Member Groups – based on availability and approval
- e. Non-Member meetings may be held at AAC for a fee, pending approval by the Board of Directors

### III. EXHIBITS

#### A. Exhibitions

Grandview Gallery Juried Shows – themes and accepted media are decided by Board of Directors and Exhibit committee chairs

Credentialed Juried Shows

Special shows and awards per Board approval

#### B. Submissions

Submissions are open to AAC members and nonmembers alike unless otherwise stated in the prospectus. Submitting member artists must be members in good standing (dues, fees and assessments paid by entry deadline). Entry deadlines and other related show information will be announced in advance.

- Waiver of Responsibility: The submission form for each exhibition includes a waiver of responsibility of the Atlanta Artists Center, Inc. for any damage or loss of work incurred in any AAC sponsored exhibit. Every precaution is taken for the care and protection of submitted work.
- By submitting to any exhibit, the artist permits AAC to use images of their submissions to promote AAC, Grandview Gallery and the exhibit.

#### 1. CRITERIA

a. Accepted Media – may vary by show and is determined by the Board of Directors and identified by the exhibit prospectus.

Oil, Acrylic, Watercolor, Pastel, Mixed Media, Collage, Printmaking, Encaustic, Color Pencil, Graphite, Charcoal, Ink, Photography, Sculpture, Pottery, Fiber, Wood, Glass, Mosaics

b. Submitting artists must accurately disclose on entry forms and labels, the process and media used for each piece.

c. Work must have been completed within five years prior to the entry deadline, unless otherwise stated in the prospectus.

d. Work must be ORIGINAL and created by the submitting artist.

e. Print editions of original work are not accepted.

f. A single work may hang only one time in a Grandview Gallery show but it may hang in other AAC sponsored shows.

g. Art rendered from photos is acceptable only when photos are taken directly by the artist. Images by other individuals or protected by copyright are forbidden unless, the artist has documented permission from the original photographer.

- h. Any member may contest the originality of an accepted work. The complainant must provide the source from which the contested work was copied (i.e. book, magazine, calendar, etc.) Verbal challenges with no documentation cannot be considered.
- i. Work that violates submission guidelines will be removed from the exhibit and all awards returned to AAC.

## **2. FEES**

- a. Are set by the Board of Directors and must be paid upon submission.
- b. Apply to all resubmitted work that was not accepted in previous shows.
- c. 30% sales commission will go to AAC for art show sales and sales from any referral contract through AAC.

## **3. JUROR PROTOCOL**

- a. Jurors are professionals from outside AAC's membership, selected by Exhibit Co-Chairs. Selected jurors are placed on a rotating list to be invited back every two years for any one show.
- b. Juror fees are set by the Board of Directors.
- c. Jurors choose which pieces will get First, Second, and Third Place awards as well as Honorable Mentions. No awards will be divided.
- d. Selected shows may be judged by an AAC Member of Excellence.

## **C. Exhibition Procedures**

### **1. GRANDVIEW GALLERY SHOWS**

- a. Schedule, themes, and accepted media are determined by the Exhibit Co-Chairs.
- b. Each show will be juried by a qualified judge.
- c. Three pieces may be submitted in each show unless otherwise stated.
- d. Exhibit Co-Chairs, together with hanging volunteers, will make make decisions on placement and hanging of accepted work.

## 2. OUTREACH EXHIBITS

Outreach exhibits are important to AAC in so many ways. They support our membership by giving them an exclusive opportunity to display their work in high traffic, highly visible environments. They also increase awareness of Atlanta Artists Center and its programs. Finally it bolsters AAC's mission by "promoting the excitement of art to the city of Atlanta and surrounding areas."

- a. These are offsite exhibits. Submission fees are the same as for Grandview Gallery Shows.
- b. Each show will be juried by a qualified judge.
- c. Three pieces may be submitted in each show unless otherwise stated.
- d. Exhibit Co-Chairs, together with hanging volunteers, will make decisions on themes, placement and hanging of accepted work.

## 3. AWARDS

- a. First, Second, Third Place, and 3 Honorable Mentions
- b. Award Ribbons remain on the artwork for the show's duration after which they become the property of the artist.
- c. No more than one award per artist per show.

## 4. ARTWORK GUIDELINES – ARE LISTED IN EACH SHOW'S PROSPECTUS

- a. Wall art must be securely framed and wired with "D" rings; no sawtooth hangers or eye screws. All wire ends must be securely wrapped (tape or other method) for additional details visit: Being Exhibition Ready <http://www.grandviewavenuegallery.atlantaartistscenter.org/wp-content/uploads/2019/08/Properly-Wiring-Art-for-Gallery-Presentation-and-Security.pdf>
- b. Poorly framed work will not be accepted.
- c. Size limits: No 2-D work over 50 inches, either length or width including frame.
- d. Mat Bins: Up to two unframed and matted pieces, backed with foam core and protected by a clear covering, may be placed in the mat bin during monthly submission dates. There is no entry fee or judging for the mat bin. Matted pieces may remain for up to three months.
- e. Canvases 1-inch or less in depth must be framed and wired for hanging. Canvases over 1-inch depth do not require frames but sides must be fully painted and have no staples

- f. All works on paper must be matted or floated and protected by glass or plexiglass. Plastic boxes are permitted.
- g. Mats must white or off-white; no other colors are permitted.
- h. The printed label for accepted pieces from ArtCall must be on the back of all art work.
- i. Artists commit to deliver all their work(s) juried into an exhibit and leave the works for it's duration of the exhibit. The artist acknowledges that there is no prior commitment to show the piece elsewhere for the duration of the exhibit. If the artist does not comply to the agreement they will not be permitted to submit to the next AAC show.
- j. Accepted work must be picked up within two weeks of show closing date.
- k. Unclaimed art may become the property of the Atlanta Artists Center after 90 days.
- l. Artwork exhibited through AAC may be photographed and used by AAC for promotional purposes, such as advertising and website material.
- m. Exhibit Co-Chairs are charged with full authority to carry out all AAC policies and procedures for the efficient implementation of AAC judging and hanging.

#### **D. AAC Credentials**

AAC offers four levels to recognize artistic achievement. The highest level is Member of Excellence. Members may accumulate credits from applicable show acceptances and awards within and outside of AAC.

Credits achieved prior to membership do not qualify for any level. If more than one entry is accepted or awarded in any show, only one piece will be considered for credentials.

A single accepted work may count only one time even if juried into a future show by a different judge.

Additionally, 10 AAC volunteer hours are required for each level. A volunteer sign-up sheet is available at the Grandview Gallery front desk for each artist to record the number of hours worked.



Levels and required credits (either Award or Juried) are as follows:

\*Juried Member..... 4 Credits

4 Juried credits from credentialed Grandview Gallery shows

\*Merit Member..... 10 Credits = your new accumulated total

4 Juried credits from credentialed Grandview Gallery Shows

2 Award credits: from Grandview Gallery Shows

\*Advanced Merit Member... 20 Credits = your new accumulated total

2 Juried credits from credentialed Grandview Gallery shows

4 Grandview Gallery awards

4 Outside show acceptances

\*Member of Excellence..... 30 Credits = your new accumulated total

4 Grandview Gallery awards

4 Regional or National acceptances

2 Regional or National awards

The following shows and awards offer credentials:

1. Grandview Gallery Exhibitions:

1st, 2nd, 3rd place and Honorable Mention one credit each, only one credit per show allowed

2. Outside Juried Shows Approved by AAC:

1st, 2nd, 3rd, or comparable count for 1 Award

Acceptance will count for 1 Juried Credit

3. All National Shows:

Will be recognized for acceptance 1 Credit

Any Award will be recognized for 1 Award Credit

AAC will confer credentials for outside shows that meet specific criteria.

If you want to receive credit for a show that is not on the approved list, please forward to the Credentials Committee this information: #1 through #10

1. Number of entries submitted

2. Number of entries accepted

3. Cash prizes available

4. Name of juror

5. Title of your artwork

6. Must have been completed in last five years
7. A printed copy of the prospectus must accompany the application
8. Title of the exhibition
9. Date of the exhibition
10. Any artwork may only be submitted for credit one time

Keep a record of acceptances and awards: Members are responsible for maintaining their own records of show acceptances and awards. Record keeping forms can be obtained at the Grandview Gallery. Forward the completed forms to the Credentials Committee when you have accrued enough credits for the next level. Requests for Juried and Award Credit must be presented to the Credentials Committee by the artist within 5 years from the date of the exhibit. After AAC Member of Excellence has been achieved, no further credentials are applied.

## **E. AAC Criteria for Approval of Other Juried Shows**

### **1. REGIONAL/NATIONAL/INTERNATIONAL SHOWS:**

- a. Acceptance Ratio - maximum of 33.3 percent acceptance rate (of total number of entries)
- b. Awards -shows must have cash awards with a minimum of \$500 for First Place.
- c. Juror Credentials:
  1. Minimum four years judging experience.
  2. University or Museum affiliation is desirable
  3. Curator designation is desirable
  4. An artist with a well established, highly regarded reputation is acceptable
- d. Show longevity - minimum two years.

### **2. LOCAL/STATE SHOWS:**

- a. Acceptance Ratio - maximum 50 percent acceptance rate (of total number of entries)

b. Awards - a cash award is required

c. Juror Credentials:

1. Minimum two years judging experience.
2. University or Museum affiliation is preferable
3. Curator designation is acceptable.
4. An artist with a well regarded local reputation is acceptable.
5. A Gallery Owner with at least one of the following criteria is acceptable:
  - a) An affiliation to a university or museum.
  - b) Curator designation
  - c) Minimum four years judging experience.
  - d) Show longevity - minimum two years.

Credential Co-Chair may make an exception to the above stipulations as follows:

- a) The Credentials-Co Chair may allow a one-year probation to a show with a shorter longevity if it offers a minimum \$500 First Place Award
- b) Should an approved show cease to meet AAC guidelines, an exception can be made for one year after board notification

SHOWS NOT APPROVED BY AAC include those that are unaffiliated with AAC and that invite MEMBERS ONLY to participate.

The following organizations are an exception to this rule: Georgia Watercolor Society Members Exhibition and Southeastern Pastel Society Members Exhibition.

## **IV. ENRICHMENT**

### **A. Sketch Groups**

1. Are held in the studio on a weekly basis. Schedules are posted on the AAC website.
2. Are open to members and non-members.
3. Charge fees based on membership status, as determined by the Board.  
Non-member fees are higher.

4. Sketch group fee must be paid at the start of the session.
5. Are facilitated by AAC member volunteers who are responsible for implementing sketch group protocol.

## **B. Workshops**

1. Fall under the purview of the AAC Board and executed by the Enrichment Chair
2. Are taught by professional artist/instructors selected by the Enrichment Chair
3. May be conducted by members or non-members
4. Are publicized by the Enrichment Chair well in advance of the start date
5. Are open to AAC members and non-members for a Board approved fee based on instructor remuneration and membership status
6. Set aside a percentage of instructor fees to be given to AAC
7. Have deposit and refund policies as follow:

## **C. Workshop Policiess**

### **1. REGISTRATION & PAYMENT**

Registration is by one of three methods:

- a. Online - with a credit card or Paypal account.
- b. Phone - call AAC at 404-237-2324 Tuesday thru Friday 9am to 4pm Saturday 12 to 6pm. Closed Sunday and Monday.
- c. At AAC - 2979 Grandview Avenue, Atlanta Georgia 30305.
- d. \$50.00 non-refundable deposit is due at registration for workshop.
- e. Remaining Workshop Fee Balance is due 60 days before workshop. Major Credit Cards accepted.
- f. Workshop supply list and description will be emailed for classes after registration.
- g. Waiting list names are accepted in the order they are received. You will be called if opening appears.

### **2. REFUNDS AND WITHDRAWALS**

To withdraw or cancel a registration from a workshop, class, or demonstration you must notify the AAC administrator or Enrichment chairman in advance of the start date.

All refunds are subject to non-refundable deposit of \$50.00

### **3. REFUND SCHEDULE:**

- a. Full refund (Less \$50.00 non refundable deposit) will be issued 45 days prior to workshop with written notice.
- b. 50% refund (less \$50.00 non refundable deposit) will be issued 30 days prior to workshop with written notice.
- c. No refunds less than 30 days prior to workshop.

### **4. EMERGENCY REFUNDS**

Emergency Refunds will be granted only with the approval of AAC board as per the circumstances. Explanations must be received in writing or email. Extenuating circumstances do not include family or business date conflicts. Emergency medical and family death are included with AAC approvals.

Inclement weather cancellations will be rescheduled or refunded in full at the discretion of AAC.

### **5. AAC WORKSHOP CANCELLATIONS**

AAC cancellations are based on insufficient enrollment numbers as decided and agreed upon by AAC and the instructor.

In the event of an AAC cancellation all enrollment monies will be refunded in full. In case of cancellation you will be contacted by phone or email 5 to 7 days before scheduled dates. AAC cannot be held responsible for expenses or travel costs. Please call AAC for workshop availability updates.

Classroom photography/video will be allowed with the approval of the instructor and AAC. AAC photography may be used in promotional materials, should you prefer not to be photographed please inform the AAC facilitator.

## **V. DONATIONS**

Donation help AAC provide ongoing education, support, and visibility for artists through a variety of programming that includes: juried shows, outside exhibits, awards, credentials, free artist talks and demos, community outreach, studio sketch groups, workshops, and more.

Additionally AAC is always on the look out for organizations to partner with Atlanta Artists Center as sponsors. We have several exhibit and event opportunities of which anyone can be a significant part. Being an AAC exhibit benefactor helps us as a 501 (C)(3) achieve our goal to promote excellence and community involvement in the fine arts. It also carries with it many sponsor benefits such as private receptions. We ask all members be aware of any organization that might be interested in being a benefactor or sponsor.

## **VI. CONFLICT OF INTEREST** *(this full text is part of AAC bylaws, Article IX)*

The purpose of this policy is to avoid even the appearance of impropriety that arises when a person who makes or influences a decision in behalf of AAC also has a personal interest on the other side of the transaction.

What is a conflict of interest? For example, if AAC is to purchase goods from a merchant and AAC's representative in the transaction has a personal or family financial interest in the selling merchant, that representative is a "conflicted person". The representative has done nothing wrong - yet. The wrong occurs when the representative sees that he/she will have an interest on both sides of the transaction but fails to disclose to AAC's Board his/her interest in the merchant. This disclosure would give AAC's Board an opportunity to avoid the conflict. This might be done by buying from a different merchant, who presents no conflict, or by having a different AAC representative handle the purchase, or by proceeding with the transaction with full knowledge of the conflict but with special diligence, review and safeguards because of the conflict.

Gifts - The acceptance of gifts by an AAC representative from an organization from which AAC does business also create a conflict of interest or the appearance of one.

Definitions - "Conflicted person" is the AAC representative or his/her member has a financial interest on both sides of a transaction. For this purpose, "family member" includes the AAC representative's spouse, parent, child or child's spouse, sibling or sibling's spouse that has an interest in the transaction. "Financial interest" is an interest of any kind that could, or would appear to others to influence the AAC's representative's judgment in the transaction. "Transaction" includes a purchase or sale, loan, or any decision in which the AAC representative has a personal interest different from AAC's interest.

Procedure - Prior to making or participating in a decision on behalf of AAC, a conflicted person shall disclose all the facts of his/her position in the transaction to the AAC board. These facts and the Board's decision shall be included in the minutes. Likewise, if a Board member is aware of the possible conflicted transaction by others in the future as in the past, these transactions shall be disclosed to the Board so that interested parties can be invited to the Board meeting to discuss how to handle any conflicts.

The conflicted person may prefer to give all the facts to the chair prior to the Board meeting and then not attend the meeting at which the conflict will be discussed. The conflicted person shall not participate in or be present during the Board's discussion or decision making process other than to present the facts and respond to questions. No conflicted person shall attempt to exert his/her personal influence with respect to the matter, either in or outside the meeting.

Persons who are not AAC directors who are faced with making a decision on behalf of AAC in which decision they have a conflict shall report the situation as soon as possible to the Chair or President. Such persons will refrain from any action in the matter until they are informed how the Board wishes to handle the conflict of interest.

If it is not entirely clear that a conflict exists the matter should be reported to the Board so that the Board can decide whether it should treat the situation as a conflict.

All AAC representatives, including directors, members, and employees shall exercise care not to disclose confidential information acquired in connection with conflicts situations, especially information concerning the conflicted person's personal interest, business connections and family interests, except as necessary to investigate, decide, and correct the situation.

Annual Review Policy - Annually each AAC director and each committee or subcommittee chair shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he/she has done so.

Remember - anyone can find oneself in a position of needing to make a decision for AAC in which one has a personal financial interest. No wrong is involved. Most conflicts are easily cured, if they are promptly reported and confronted. The wrongdoing is in making such a decision (even as impartial as one can) without reporting it and letting others who are not conflicted decide how to proceed.

Updated 2014, 2016, 2019, 2021, 2022



