



**FORT MYERS BEACH ART ASSOCIATION
POLICY MANUAL**

Updated August 27, 2025

FMBAA POLICY MANUAL – Last Updated August 27, 2025

Accident Policy

If an accident occurs, even if there is no apparent injury, an “accident report” must be filed and President notified. Forms are available in the front desk file cabinet at the gallery.

Audio Visual/Library

Books and CDs (videos) shall be checked out at the desk by Members only. Books shall be returned within 2 weeks.

No fees for the check-out of any books.

Check-outs for CDs and Videos are limited:

2 for two weeks, for a \$50 deposit.

Check will be returned when videos are returned.

Check in returned books, CDs and Videos at the desk.

Bins – Sales/Display

Rules for use of display and sales of art via the bins will be determined by the Bin Committee Chairperson. Rules set by the Chairperson as of May 1, 2025: Bins will be changed out each month with one month off before the same artist may sign up to display again.

Board of Directors and Officer Meetings

Board Meetings will be held on the second Thursday of each month. It is up to the discretion of the President if a board meeting is necessary during the off-season months.

The President shall develop the agenda used at the board Meetings and email to directors **about 2 weeks** prior to meeting. Any Board member may add agenda items for the meetings via email to the President.

Draft Minutes of the previous Board meeting shall be emailed to the Board Members and Officers 2 weeks prior to the next scheduled meeting. At that meeting, a motion to finalize the minutes will be asked for and voted on. Upon finalization of these minutes, they will be distributed to the Board/Officers and posted on the FMBAA website as part of the documentation process.

The President may request that all Board Members must chair or participate in one of the active committees.

Minutes will not be read during the meeting.

The 11 directors plus non-director and the 4 executive board members shall have voting privileges

during board meetings, for a possible total of 15 votes.

If Directors are also officers, they will only have 1 vote. At least 6 directors shall be present to transact business, except in an emergency, as stated in bylaws.

Special Zoom Meetings:

Special Zoom Meetings may be necessary for emergency board meetings where not every board member can physically attend the meeting, and/or for virtual meetings when “in-person” meetings are not possible.

Email Voting or USPS Mail may be used for General Member Voting when needed.

Proxy Voting for Members

In order to meet the required quorum to conduct business, it may be necessary to ask members to email their proxy vote to the President if they cannot attend the appropriate membership meeting.

Budget – FMBAA Annual Budget

The chairperson of the committees that require a budget to operate have the option to submit in writing their recommendation of expenditures for the following fiscal year (April 1 through March 31). This must be provided ahead of budget preparation for consideration by the Treasurer.

Building Use and Equipment

Use of the building is for members only.

Rental of the premises to an outside party is prohibited based upon the current signed lease agreement between the FMBAA and premises located at 13451 McGregor Blvd, Unit 1, Fort Myers, FL.

Seasonal (October 15 – April 14) Gallery Hours: to be determined by the Board of Directors.

Summer (O Hours: April 15 – October 14 to be determined by the Board of Directors.

Pet Free Building

FMBAA shall be a pet free building. Pets shall not be allowed inside gallery at any time. The only exception shall be a service animal which is required because of a specific disability and is trained to perform specific tasks regarding that disability. By law, we may not ask for specific paperwork. Unruly or misbehaving service animals may be asked to leave the gallery at any time. An emotional support animal is not considered a service animal and does not qualify for admittance.

Projects

Proposed projects expected to cost in excess of \$10,000 requires 3 bids, when possible, before a contract may be signed.

FMBAA Gallery shall not “loan out” equipment such as tables, chairs or easels. The equipment shall be kept in the building for FMBAA classes and events

The Gallery shall be cleaned on an “as needed” basis. Members are expected to clean up their workspaces after use, removing plastic table coverings, risers and wiping off tables.

Cards– Sales/Display – In Gallery

Rules for use and sales of art cards, to be determined by the Committee Chairperson.

Commissions

A commission will be based on a percentage set by the Board of Directors and may change from time to time. Any change in the percentage amount for commission, after approval from the BOD, will be communicated to all members. This commission amount will be charged by the FMBAA on all paintings and other art items sold at all shows and sales events sponsored by the FMBAA. Any art items sold by any member of the FMBAA and the artist is using the name FMBAA in any way at any venue, the artist must pay the set FMBAA sales commission. The honor system will apply.

Price of paintings shall be determined by the artist. Artist should consider the additional sales tax **added at time of sale** and commission paid to FMBAA when pricing.

List of Committees: As outlined in the Bylaws (Article X), a current list of committees must be included in this document. **This list may vary based on the needs of the organization.** All committees have a chairperson or co-chair who run these committees on a volunteer basis.

ACSWF

Audit Committee

Bins (in the gallery)

Calendar Committee (sets up the events for the year)

Calendar for the Website (inputs the calendar events on the website)

Card Sales – Off Site and In the gallery (may have different chairpersons)

Christmas Tree Fundraiser

Donations

Education (Classes and Workshops)

Exhibition

Fundraising/Grants

Gallery Manager

Historian

Hospitality

Investment (Committee) Manager

Library (Fort Myers Beach)

Library (in the gallery)

Membership

Mini Masters

Newsletter

Nominations Committee

Painting Groups (indoor, plein air, experimental, portrait)

Policy & By-Laws Committee (Executive Board)

Publicity/Marketing

Student Scholarship Program

Website

and Ad Hoc as required. (e.g. Lease Committee, Special Events Committees such as Sand Sculpture Event, Parade Events, etc.)

Conflict of Interest Policy

Purpose: To meet the requirements of the annual IRS Form 990.

Whenever a director or officer has a financial or personal interest in any matter coming before the Board of Directors, the Board shall ensure that:

1. The interest of such Officer or Director is fully disclosed to the Board of Directors.
2. No interested Officer or Director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the Board of Directors at which such matter is voted upon.
3. Any transaction in which a Director or Officer has a personal or financial interest, shall be duly approved by the members of the Board of Directors not so interested or connected as being in the best interests of the organization.
4. Payments to the interested Officer or Director shall be reasonable and shall not exceed fair market value.
5. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.
6. If a complaint is brought before the Board, the Board will investigate and then vote on the matter.

Copy Machine

The FMBAA Copy machine is not available for personal member use.

Members with Disabilities

Members with disabilities shall be entitled to the same rights as all members participating in activities at the gallery. If help is needed to perform various tasks, an assistant is the responsibility of the disabled member.

Disaster Plan

An extensive and detailed disaster plan shall be written and approved by the Board of Directors and Audit Committee. The document shall be secured in three separate locations as chosen by the Audit Committee. The disaster plan shall be reviewed and updated on an annual basis by the Audit Committee.

Donations

The FMBAA Board of Directors may consider donations to other organizations when deemed appropriate and when approved by the Board. Any board member may present a request to the board for a donation to another organization. Donations may only be made to other 501©(3) organizations.

Non-Monetary - Art Related Items Donation Policy and Procedures

All non-monetary – art related incoming donations, must be approved by the Donation Coordinator. Art-Related Items Include, but are not limited to: art supplies, instruction books, DVD's, equipment, art studio items, etc.

The Donations Coordinator should be advised of the donation as soon as possible so a drop-off time can be arranged if needed and further questions can be answered.

If any donations are brought into the gallery without notification, they must be art related as described above before accepting it.

If donations are deemed acceptable by the Donations Coordinator, a donation form must be filled out (found in the gallery).

If space allows, items may be stored at the gallery with the donation form attached.

The Donations Coordinator will sort items as soon as possible and set up a garage sale date.

No donated items may be removed at any time without the permission of the Donation Coordinator.

Donation forms are located in the front desk file cabinet at the gallery.

Dues

Annual Membership dues will be set by the Board of Directors. Any change in the amount of required membership dues will be communicated to all members prior to the effective date. The Membership year runs from January 1 through December 31 of each year.

If a new member joins during the months of October, November or December of any year, they will pay the required membership dues which will count towards the following calendar year beginning in January. They will receive 15 months of membership. This will not apply to current members renewing their membership.

All current Lifetime memberships will be grandfathered and all future Presidents of the FMBAA will be granted Lifetime membership status.

Honorary Recognition may be granted to a non-member of the FMBAA for exceptional service to the organization. Approval must be obtained by the Board of Directors and individuals will be honored during the next annual membership meeting.

Events

Procedure for all proposed/planned events (excluding classes, workshops, exhibits, painting sessions):

All ideas/plans for all FMBAA events and/or activities must be submitted in writing to the Board of Directors for approval prior to any monies being spent or detailed planning of the event. The submission must include the following:

1. Estimated cost of the entire event (including FMBAA costs, donations, any other monies);
2. Committee Chair assigned and other committee members names for the event;
3. Details regarding place, date(s), time, and approval from any other entities involved;
4. Cross-check of FMBAA calendar and community calendar.

Exhibitions/Shows

Duties of the Exhibition Committee include:

- Setting up dates of shows and notifying website and publicity
- Arranging for and assisting with judging
- Receiving and pickup
- Hanging
- Gallery talks
- Obtaining sponsors for receptions and prizes
- Arrange with hospitality committee if needed

These duties may be divided into subcommittees as needed.

Any and all documents required for each exhibition/show shall be decided by the committee and available on the website for all exhibitions/shows.

No prints or reproductions shall be sold in the gallery or entered in shows with the exception of cards.

Show Censorship

Exhibition Chair and committee may reject or remove a piece of art from the show/exhibit if they deem the piece(s) inappropriate. Member may appeal decision per Executive Board.

Famous Artist Workshops (FAW)

The FAW Committee shall be authorized to contract with nationally known and certified artists to teach a workshop for 1-5 days in our facility. Expenses for per diem, food, lodging, transportation and possible other expenses are negotiated and agreed upon up to two years in advance and committed to a signed contract. The FAW Committee will set the cost for the workshop based on these expenses plus a modest profit for the

FMBAA. Once expenses have been met, fees paid to attend are all profit for the FMBAA. Minimum and maximum number of students will be set and will be advertised. Non-refundable deposits of \$100 per student will be required to hold the class, which may be refunded at the discretion of the Board. The workshops are advertised locally and nationally.

The FAW Instructor may be contacted to judge a juried exhibit if the calendar has been established to allow it.

Attendance at a pre-workshop demo is free for paid students and at a cost of \$10 for all others.

The FAW chairperson maintains the documents needed for organization of the committee: Agenda, Contracts, Worksheets for calculations, Procedures and Notes.

Note: This is considered a fundraising endeavor.

Fundraisers

All Fund Raising events, ideas or concepts, must be submitted in writing to the Board of Directors and approved by the Board of Directors prior to any action for the event takes place.

Gallery Sitters

Written procedure instructions shall be kept at the desk for sitters to follow. Sitters shall review the transactions required to sell artwork via cash, credit and checks. Members of the Board and Committee Chairs shall be given preference for gallery sitting during Workshops/Classes.

Hospitality

This committee shall be responsible for obtaining and organizing the food, set-up, clean-up and table decorations for events.

Hospitality also shall assist the Exhibition Committee with set-up and clean-up for receptions for FMBAA shows/exhibits. They shall assist with other food-related activities as needed.

Committee chair may request a budget for the upcoming Season at time of budget planning meeting.

Indoor /Plein Air/ Experimental /Portrait Groups

Members and visitors are welcome to participate in open sessions of these groups. *Non-members shall be limited to three participation visits* and then encouraged to join the FMBAA. The Portrait group may charge a small fee to pay for a model. The Committee Chair may request a small budget for upcoming season when budgeting occurs by the planning committee.

Insurance

The FMBAA has in place at all times Directors & Officers (D&O) Insurance as well as Liability Coverage.

Investment Fund

The executive committee and FMBAA Investment Fund Manager shall meet annually, preferably in March, to review the Endowment Fund investments with the financial advisor and change signatures as needed.

Job Descriptions (*Committees, Board of Directors and Officers*)

Job descriptions shall be updated each year or when there is a change in chairmanship. They shall be placed in the *Committee Description Binder* in the gallery.

Payments to Members

Payments to members for all commissions and expense reimbursements will be made through ZELLE. All members should, if possible, have a ZELLE account set up. Members who do not use ZELLE must make special arrangements with the Treasurer when receiving a commission or an expense reimbursement.

Prayer at FMBAA Gatherings

In order to make all guests and members feel welcome in all of the FMBAA gatherings, regardless of religious beliefs or backgrounds, the FMBAA has adopted a “Statement of Gratitude” in lieu of a prayer. It is recommended that a non-religious statement of gratitude be said to give thanks for the meal and the fellowship of our organization.

Publicity

Publicity Chair shall publicize any information provided by Committee Chairs for any events they wish to publicize at least a month in advance. Information shall include: who, what, when, where, how, in Word format and include a jpg photo file complete with a list of correctly spelled names of people in any photo and title of work represented.

Interesting or pertinent facts are helpful. Social Media formats may be utilized by Publicity committee to publicize events and items of interest.

Sales Permit

It was voted on during the FMBAA Board meeting on November 2, 2021 that it would renew/obtain a permit for our artists to sell their artwork in Times Square on Fort Myers Beach, only on the premise that; A. 20% of all sales must be paid to the FMBAA by the selling artist; B. Only FMBAA members in good standing will be allowed to sell their art under the FMBAA permit.

Short Workshops

Short Workshops are arranged by the Short Workshop Coordinator following setup of calendar for the season. They will be advertised locally and on the FMBAA website. Members who have paid their dues and are in good standing may sign up to teach a workshop with the approval of the Coordinator. Non-members will be considered to teach a workshop if dates remain after member sign up.

Workshops may be 1 day, 2 days, or 3 days in length. The cost of the workshop will be set by the instructor. An additional supply fee may be charged by the instructor and an additional fee may be charged for non-FMBAA members. Building usage fee is 20%. Gallery sitters will refer students to instructors for sign up.

If a student needs to cancel for any reason, any refund will be at the discretion of the instructor.

If workshop needs to be cancelled for any reason, the instructor must contact the Coordinator, the students who signed up, Webmaster and Publicity Chair as soon as possible so the appropriate measures can be taken. Refunds will be given to the paid students.

If there are questions, the Coordinator will make the final determination. The Coordinator will give a Short Workshop update monthly at Board Meetings or send a report prior to the Board Meeting.

Student Awards Program

Fundraisers may be held throughout the year to raise monies for the Student Awards Program. Student awards shall be awarded to high school students based on a competition for their portfolios. Public donations may be made to the fund at any time.

Website

Website shall be maintained and kept up to date by the Webmaster who, at his/her discretion, and with the consent of the President, shall publish materials sent by members. Questions regarding content shall be discussed with the President prior to posting.