

BRUSH STROKES ART WORKSHOP POLICY

ARTICLE 1: WORKSHOP ANNOUNCEMENTS

Information regarding current and projected workshops will be made available at all regularly scheduled meetings of Brush Strokes and posted on the Brush Strokes Web Site.

ARTICLE 2: MAJOR AND LOCAL WORKSHOPS

- (a) Major Workshops are those workshops that are presented by nationally or internationally known artists. These workshops generally entail travel expense, meals and lodging as a part of the workshop expense.
- (b) Local workshops are workshops that are presented by artists who are members of Brush Strokes.

ARTICLE 3: WORKSHOP ENROLLMENT SHEETS

Separate enrollment sheets for each scheduled workshop will be displayed at each regularly scheduled Brush Strokes meeting. The enrollment sheet will contain detailed information relative to the workshop, including dates and costs. Meeting attendees may sign the enrollment sheet to take the workshop.

ARTICLE 4: MEMBER PRIORITY

- (a) Members of Brush Strokes have enrollment priority over non-members. This priority period will commence on the date the workshop enrollment sheet is posted and will end approximately 45 days before a local workshop or approximately 60 days before a major workshop. The actual end of the priority period will be determined by the workshop chairman and denoted by a date on the enrollment sheet. This date will, where possible, coincide with a scheduled Friday meeting of Brush Strokes.
- (b) Upon completion of the priority period, subsequent enrollments will be on a first come first serve basis for both members and non-members.
- (c) Non-members wishing to sign up before the end of the member priority period may only place their name on the waiting list.

ARTICLE 5: WAITING LIST

For Members:

- (a) When the workshop is full, members may put their name on the waiting list.
- (b) Members have priority over non-members when added to the

waiting list, but only until the end of the established priority period.

(c) Upon completion of the member priority period, the order of the waiting list will be on a first come first serve basis for both members and non-members

For Non-Members:

When a workshop vacancy occurs, and upon payment of a nonrefundable workshop fee, non-members will be moved from the waiting list to the enrollment list after the end of the member priority period.

ARTICLE 6: WORKSHOP FEES

(a) The due date for workshop fees shall coincide with the end of the member priority enrollment period. This date will, where possible, coincide with a scheduled Friday meeting of Brush Strokes.

(a) Workshop fees for Brush Strokes' members will be determined by the workshop chairman based on the artist fee, travel & living expenses, plus miscellaneous workshop expenses, divided by the number of workshop attendees.

(b) The number of attendees is determined either by the instructor's preference or the capacity of the workshop space times 75%. This number determines the workshop participation cancellation guideline.

(c) The workshop fees for non-members will be determined by the workshop chairman. It is the general policy of Brush Strokes to increase the member workshop fee by approximately 30% for non-members.

ARTICLE 7: WORKSHOP FEE PAYMENTS

(a) The due date for workshop fees shall coincide with the end of the member priority enrollment period. This date will, where possible, coincide with a scheduled Friday meeting of Brush Strokes. Actual dates of workshop fee payments will be published on the workshop enrollment sheets.

(b) If the workshop is sponsored by Brush Strokes, all checks should be made payable to "Brush Strokes", and the workshop title denoted on the check. The club shall be responsible for paying all expenses connected with providing the workshop. Payment for workshop fees in cash is discouraged.

(c) Workshop attendance is not guaranteed until payment of the entire workshop fee is paid.

(d) Checks submitted for workshop payments will not be deposited until after the published deadline date.

(e) Brush Strokes instructors for local workshops are permitted to charge a "materials fee" in addition to the workshop fee. The material fee will be indicated separately from the workshop fee, and would be paid

directly to the instructor at the commencement of the workshop.

ARTICLE 8: WORKSHOP CANCELLATIONS AND FEE REFUNDS

(a) The cancellation date for withdrawing from the workshop enrollment list is the published deadline date. This date will, where possible, coincide with a scheduled Friday meeting of Brush Strokes.

(b) Should a workshop participant cancel the workshop after the published cancellation date, the workshop fee is non-refundable unless:

- (1) The opening is filled from the waiting list
- (2) The opening is filled by a new participant prior to the workshop
- (3) The cancellation is due to a serious emergency illness/injury and the refund would not cause the workshop to lose money.

ARTICLE 9: FINANCIAL

(a) No Brush Strokes member shall profit monetarily from any workshop, except when the member is the presenter of the workshop.

(b) The workshop chairman shall be responsible for preparing and executing the contract between Brush Strokes and the workshop presenter and the preparation of the initial Income and Expense budget.

(c) The workshop chairman shall be responsible for monitoring the workshop capacity and projected profitability, and shall cancel the workshop if there are not sufficient attendees to cover the workshop expenses.

(d) The workshop chairman shall be responsible for the monitoring of the workshop Income and Expense Budget.

(e) All workshop expense receipts shall be given to the workshop chairman for approval and subsequent payment.

ARTICLE 10: REBATES

(a) Brush Strokes will make rebates to Brush Strokes members from any monetary profits realized from the workshops, based on Brush Strokes' member's fees only.

(b) Workshop fees from non-members will not be included in determining workshop profits for the purpose of establishing rebates.

(c) Profit rebates from workshops will be pro-rated based on 75% to the workshop attendee and 25% retained by Brush Strokes.

(d) The accumulated rebates for all workshop attendees will be calculated through the end of the calendar year. The rebates will be announced and distributed no later than the first Brush Strokes meeting in January.