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## **Developing Artist Collaboration**

Artist, Staff, & Volunteer Code of Conduct & Membership Guidelines

**Our Promise to You:** We will never ask for free art or time, and believe no one should. One of our core values is lifting up artists, not capitalizing off them. We won't ask you to donate free art, work for free, or even pay a membership due. Our entrepreneurial model allows us to effectively cover costs, and generate income for the organization. Whether you're working at Out of the Box DIY, paying for a studio, vending at an event or involved with Workforce Development – we will always charge you a clear, honest price. We strive to keep vendor fees, professional development, resources, space, and opportunities at the fairest possible cost so that you can focus on what matters... your career.

**Term:** Artists may be a part of the DAC for as long as they wish. Artists must participate with DAC activities/ programs at least (1) time per year to be considered a current Member. Members participating with DAC (6) or more times per year are considered **Active Artists**.

**Employment:** DAC selects committed Artists from within the organization to employ as Staff. Employees are chosen based on position availability, dedication to the organization over time, and their professional qualifications.

**Qualifications / Skills Requirements:** We welcome artists of any medium, skill level, or level of interest to be involved with the DAC.

All artists under 18 years old must have a parent's consent to participate in all programming. Parents must accompany them as they participate in the programming and also adhere to our Artist Code of Conduct.

### **As part of my responsibilities as an artist member:**

I will dedicate myself to promoting DAC in a positive manner whenever I am engaging in any DAC program, workshop, event, or representing the organization publicly.



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I will adhere to the Conflict of interest and Whistleblower Policy whenever a conflict arises.

### **Code of Conduct**

DAC Artist Members are expected to adhere to the following:

- 1. Ethical Creative Practice** – DAC will not endorse the following content: Offensive, violent, discriminative or obscene artworks. Determination is left to the discretion of the Board and Leadership Staff.
- 2. Accountability:** No call no shows volunteering, workforce development, event vendor, staff positions have a (1) strike policy. We allow (1) offense for emergencies beyond that you will forfeit (1) month of opportunity. (3) violations will result in forfeit of all DAC program opportunities.
- 3. Ethical Sourcing of Materials:** DAC will not endorse the following types of materials/tools/content: stolen, plagiarized or unethically sourced. This includes environmental violations. Determination is left to the discretion of the Leadership Staff and Board.
- 4. Originality of Artwork:** DAC does not endorse the sale of manufactured items. All Artwork presented at events and featured through DAC channels must be handmade. We define handmade artwork as being entirely or significantly made by hand or with tools operated by the Artist. Designs must be original. Alterations of pre existing items (clothing, home goods, etc) must be significant & are up to the staff's discretion concerning eligibility. Reproductions of the artist's original work are acceptable (prints, merchandise, etc). DAC does not endorse violations of intellectual property or copyright law."
- 5. Responsible Alcohol Consumption:** DAC will not endorse or tolerate alcohol consumption above what would be considered legal to operate a vehicle adhering to Delaware State Laws at all DAC Facilities and Events.
- 6. Respectful Behavior:** DAC members agree to observe and honor the personal/professional privacy of all DAC Members, Staff, Board, and the general public. This includes, but is not limited to, all direct and indirect forms



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of communication. Harassment, intimidation, and slander of any type is strictly prohibited.

**Violations of our Code of Conduct will result in the following:**

*(Level of severity of offense will determine consequences on a case by case basis)*

**(1st Offense)** Verbal warning, documentation and/ or disciplinary meeting with Executive Director to determine further action.

**(2nd Offense)** Documentation, Hearing with the Board of Directors, documentation, and determination of further actions. A 2nd offense could result in Expulsion depending on severity.

**(3rd Offense)** Documentation, Automatic Permanent Expulsion from participating in any DAC related activities or programming

**DAC CODE OF CONDUCT**

I have read the DAC Code of Conduct and understand that by signing this Agreement I have consented to be bound by its terms. I understand that violation of the DAC Code of Conduct will result in a termination of my Studio Lease and my ability to participate in further DAC programming at the discretion of the DAC Staff and Board of Directors pending the severity of the Violation of the Code of Conduct.

Print Name: \_\_\_\_\_ Signature:\_\_\_\_\_

Date: \_\_\_\_\_



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