

HOW TO BECOME AN ASSOCIATE OF THE RBSA

**DEADLINE FOR NOMINATIONS
WEDNESDAY 29 NOVEMBER 2023**

**DEADLINE FOR SELF-NOMINATIONS
WEDNESDAY 29 NOVEMBER 2023**

ABOUT US

The Royal Birmingham Society of Artists is an artist-led registered charity which can trace its origins to the very beginning of the nineteenth century.

The RBSA's home is the RBSA Gallery in the Jewellery Quarter in Birmingham, one of the few independent gallery spaces and facilities in the Midlands. The Society runs an ambitious programme of exhibitions and craft displays, providing artists with extensive opportunities to showcase their work. It is heavily committed to promoting engagement with the visual arts including projects for schools and the wider community in the region. In addition, it runs the 'Friends of the RBSA' which provides exhibiting opportunities and a programme of events for supporters of the Society who are not Members or Associates.

The RBSA has changed its policy recently and now accepts all fine and contemporary artforms having previously not accepted photography, video and lens-based work.

All Members and Associates of the RBSA have a shared responsibility for the running of the Society. The main administrative committee of the Society, the Council, is elected from the membership each year at the AGM (Annual General Meeting). In addition, there is a small dedicated team of gallery employees who deal with the day-to-day running of the Gallery.

WHY JOIN THE RBSA?

When you become an Associate you will have access to a wealth of benefits. Because we actively encourage all our Associates to become involved in the running of the Society, it provides a great platform for your professional development. It gives you an insight into the running of an art gallery (sales, marketing and organisation) and it offers you the opportunity to form new social and professional relationships. You will also have the chance to exchange expertise with other professional practitioners. Before being nominated the Council expect Candidates to have a substantial body of work in their portfolio from which your proposer and seconder will select for the Candidates Exhibition.

Additional benefits include:

- The use of the suffix ARBSA (recognised by galleries) after your name.
- Free solo show opportunities in the ground floor exhibition space of the RBSA Gallery (please note: this is only open to Associates and Members who volunteer and is subject to availability).
- Automatic selection for a number of annual exhibitions without having to take part in the selection process.
- A platform from which to launch or progress your professional career.
- Your own free artists' profile on the RBSA website and in the Gallery.
- Association with a dedicated self-help team of like-minded people, able to share professional expertise and in some cases physical assistance and co-operation (for example, transport of work to London galleries).
- Access to one of the best independent gallery spaces and facilities in the Midlands.
- Reduced gallery hire fees for the mounting of solo or self generated group exhibitions in Galleries 1 and 2 (which incur a nominal administration charge of only 10% + VAT on sales).
- Access to the RBSA Archive and Permanent Collection.
- Invitations to all openings, private views, events and social functions of the Society.
- Regular updates on exhibitions and all aspects of the Society's activities, by email, e-newsletter, website and social media.
- Opportunity to take part in funded projects or deliver workshops (subject to selection).
- Opportunity to promote your own work by stewarding the Gallery.
- Discounts on workshops and events.

THE ELECTION OF CANDIDATES

a) The Process

Elections are held once a year in April. There are two ways in which a Candidate can be nominated:

1. By being proposed by two FULL Members (not Associates).
2. By Self-Nomination if you do not know any Members to nominate you.

For proposal by two full Members

You should complete the Nomination form and ask the Members nominating you to sign the original form as shown. You must also complete the paragraph giving evidence of your connection to the Gallery indicating exhibitions and events in which you have participated and the dates. This is so that the RBSA Council can be assured that you have an existing relationship with the Gallery. If you have not shown in the Gallery previously the Council might defer your Nomination for a period of 12 months for you to establish a record of exhibiting. The form should be returned to the Hon Secretary by Wednesday 29th November 2023 together with the administration fee of £60. If your nomination is approved by the Council, you will be notified by email and will be asked to submit 6 works for the Candidates Exhibition to be held in April 2024. The Hon Secretary will be in contact with you in mid-February with details. In the meantime, it is advisable to have available more than six works prepared from which your proposer and seconder may choose what they feel should be shown. You will also be asked when submitting the details of the work to be shown to provide a short statement and information about yourself in a template to be provided.

For Self-Nomination

To qualify you must have had one work accepted in a minimum of three RBSA Open and/or Prize Exhibitions over the last 5 years. 'Friends' exhibitions do not count for this purpose nor do acceptances for other exhibitions. The purpose of this qualification is to demonstrate that you know the Gallery and have shown some commitment to showing your work with us. If you are able to meet that criterion, then you should complete the Self-Nomination form and return it to the Hon. Secretary by Wednesday 29th November together with a one-page CV. Please do NOT send more than one page. And do NOT send any images of your work until invited to do so. Your nomination will be evaluated with the images by a panel chaired by the President and a recommendation on whether to accept your nomination will be made to the December meeting of the Council. If successful you will be provided with a proposer and seconder and invited to pay the £60 administration fee.

Candidates' exhibition

If your nomination or self-nomination is accepted by Council, you will be notified and asked to do the following:

1. Submit six pieces of work to the Candidates' exhibition to be held in April 2024 (The Hon. Secretary will send you the details by e-mail or post around 8 weeks before the exhibition opens).
2. Provide some information about yourself and your work in a template provided in February 2024.

During the Candidates' exhibition, Members and Associates view your work alongside other Candidates and vote in a secret ballot for those submissions they judge to be of a high enough quality to justify election. To be elected, a candidate must attract 50% plus 1 of the votes cast. The result of the vote is formally ratified during the AGM of the Society, which is usually held towards the end of April. There is no limit on the number of Candidates elected. In 2023 the annual Associate membership fee was approximately £200. There is a 50% deduction on this subscription and all entry fees for artists aged 35 years and under, to encourage younger artists to join the Society. This fee is reviewed annually.

b) Notes of Caution

The over-riding issue for the Members and Associates voting is the quality of the work exhibited. Your proposer and seconder will give you advice on what work should be selected and how it should be presented. Some of the Membership place considerable weight on whether you have been a Friend and whether your work has been shown previously in the RBSA Friends', Open, or Prize exhibitions. Showing in the Gallery and being a Friend demonstrates a commitment which could assist your candidature.

Because of the nature of a secret ballot, unsuccessful candidates cannot be given any feedback but they may wish to discuss the outcome with their proposer and seconder.

THE RESPONSIBILITIES OF AN ASSOCIATE

The RBSA is a registered charity and a company limited by guarantee. It does not receive any core funding, which means that every year it needs to earn or raise the money needed to keep the Gallery open - over £200,000 each year. The income from commission on sales of work in exhibitions, subscriptions from Members, Associates and Friends, exhibition fees, workshops and courses, and gallery hire charges are all valuable sources of income. However, in total they only contribute around 45% of the running costs. The remaining 55% of the required income has to be obtained through a continual programme of fundraising. Some of this fundraising involves the Membership organising or taking part in events.

We, therefore, need our expenditure to be kept to a minimum by Members, Associates and Friends doing as much of the work of running the Gallery themselves as possible. It is a requirement that the Members and Associates be responsible for stewarding at the weekends on a rota basis which comes round about one day every 6 months or so, regardless of what other activities they may be involved in. This hands-on approach makes the RBSA unique in Birmingham and the wider region and is an essential part of its ethos of which we are proud. The Society can only function effectively if each Associate is prepared to make a significant contribution to the running of the Society. You should only consider applying if you are willing to make such a contribution.

Here are some of the ways in which you can help:

- Exhibiting regularly in Open exhibitions (members and Associates are automatically selected for Open exhibitions) and entering the Prize exhibition (Prize exhibitions have a guest panel of judges. Members and Associates go through the selection process with all artists entering).
- Regularly participating in selection committees for the relevant exhibitions and / or joining the Display Team.
- Supporting Officers of the Society in their duties, e.g. Honorary Secretary and Honorary Treasurer.
- Helping to produce RBSA publications, its e-mail Newsletter and other documentation.
- Organising and delivering events for the Friends of the RBSA.
- Stewarding at the Gallery and helping with maintenance in the Gallery.
- Attending Private Views and Celebratory Open Days.
- Helping with grant applications.
- Contributing to the schools programme.
- Providing demonstrations and workshops for the public.
- Delivering courses for the Family Friendly, Spring Workshops, and Summer School programmes.
- Fundraising for the Society through an individual or collective initiative

At the RBSA we very much believe in a two-way relationship; we value the contribution and

commitment from our Associates and Members to the Society so please consider the level of commitment and contribution you can make to the RBSA before proceeding with your application.

If you have any queries please contact your sponsors or the Honorary Secretary, Rob Leckey RBSA, on 01743 874847 or at rob.leckey@icloud.com.

GDPR

Information collected to manage your membership as a Member or Associate of the RBSA

When you become a Member or Associate of the RBSA we collect information about you in order to manage your membership. This can include your name, telephone numbers, address and email address and date and place of birth and bank details. We only use your personal information to manage your membership, to provide the products and services you have requested from us, to maintain membership records and to collate statistical information.

The lawful basis for the processing of this data is contract. Information about our members is retained in perpetuity in the RBSA Archive and you cannot request deletion of this material, because the 'right to erasure' does not apply when material is retained for archives. This information is used for our purposes only and is not shared.

You have the following rights regarding this data:

- The right to be informed that we are collecting this data.
- The right to access this personal data to make yourself aware of and verify the lawfulness of the processing.
- The right to have inaccurate personal data rectified, or completed if it is incomplete.
- The right to data portability.
- The right to restrict the processing of this personal data if you have a particular reason for wanting the restriction.
- The right to object to our use of this data for statistical analysis.

THIS FORM MUST BE DELIVERED TO THE HON SECRETARY BY 4.00pm on WEDNESDAY 29 NOVEMBER 2023

Note to candidates: please sign this form and ensure it is countersigned by your proposer and seconder; detach it from this pack and return it with a £60 administration fee to the Hon. Secretary, Royal Birmingham Society of Artists, RBSA Gallery, 4 Brook Street, St Paul's, Birmingham, B3 1SA.

NOMINATION FOR ASSOCIATE MEMBERSHIP OF THE RBSA

Candidate:

Date of birth (for archive purposes):

Proposer name:

Proposer signature:

Seconder name:

Seconder signature:

CANDIDATE'S CONSENT

I agree to be a candidate for Associate Membership of the RBSA and agree, if elected, to abide by the rules of the Society and advance its cause, and to pay the annual subscription fee due by **31 May** in the year of election and by **1 February** of each year thereafter. I give my consent for my name to be published in the RBSA Members and Associates Directory and for the RBSA to retain my details in order to contact me regarding the Society by post, telephone and email. Under the Data Protection Act, 1998, this information will not be used for any purpose other than that stated on this form. I also agree to comply with the RBSA Policies and Procedures as specified in the Volunteer Handbook.

Signed:

Address:
.....

Telephone and e-mail:

I am a Friend of the RBSA: YES / NO

Exhibition history: I have shown and/or participated in the following RBSA exhibitions or events over the last 5 years:

- | | | |
|---------|---------|---------|
| 1. | 3. | 5. |
| 2. | 4. | |

S-N for A

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SELF-NOMINATION FOR ASSOCIATE MEMBERSHIP OF THE RBSA

Candidate:

Date of birth (for archive purposes):

Address:

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Postcode:

Telephone:

E Mail:

I am a Friend of the RBSA: YES / NO

To qualify for self-nomination you must have had one work accepted in three RBSA Open and/or Prize exhibitions (Not Friends) in the last five years.

Exhibition history: I have exhibited times in RBSA exhibitions over the last five years.

Please list three of these acceptances below:

Type of artwork	Open or Prize exhibition	Year of exhibition

Please attach to this form a one-page A4 CV. **PLEASE DO NOT** send more than one page and do not send any images with this form. The Hon. Secretary will contact you by e-mail to invite you to send six images of your current work once the RBSA Council have verified the qualifying acceptances. If your Self-Nomination is accepted there will be an administration fee of £60 payable prior to the 'Candidates' exhibition.

Notes to Candidates

On the acceptance of the nomination by the Council you will be asked to participate in the Candidates' exhibition. You will need to do the following:

1. Submit six pieces of recent work in accordance with the Terms and Conditions of the Candidates' exhibition, which will be forwarded to you by the Hon Secretary in early February 2024.
2. Provide some information about yourself and your work – the details of which will be set out in the Terms and Conditions.

Please note: there are no entry or display fees for the Candidates' exhibition. A £60 administration fee must be submitted with this nomination form.

If you have any queries please contact your sponsors or the Honorary Secretary, Rob Leckey RBSA, on 01743 874847 or at rob.leckey@icloud.com.

If you are successful in your application, an annual subscription fee will be due by 31 May 2024. In 2023 the annual Associate membership fee was approximately £203; this is likely to increase for 2024. If you are a Friend of the RBSA the value of the Friends' subscription paid for 2024 will be deducted from this fee.