



Made in Mansfield Inc. is a Not for Profit Incorporated Association registered with Consumer Affairs Victoria (Reg No. A0106522Z) and operates under the Model Rules for Incorporated Associations. Members are a collective of independent artists and artisans who together display and sell their work and contribute to the operation and running costs of the *Made in Mansfield* shop in Mansfield, Victoria.

Membership of **Made in Mansfield Inc** (MiM) is open to local artists and artisans, and is subject to:

- (i) unanimous agreement of existing Members
- (ii) art/goods are of a standard reflective of the Made in Mansfield brand
- (iii) availability of suitable space in the shop to stock the Applicant's category of art/work
- (iv) payment of joining fee, membership fee and 3 months display rent in advance.
- (v) fulfilling the Conditions of Membership

Conditions of Membership:-

- All items for sale must be the work of the Artist/Artisan (or the greater proportion where some aspect is outsourced, e.g. cards of the Artist's work printed by a printing company).
- MiM is a Not-for-Profit Association and receives no external funding. All members contribute to the costs and operation of MiM.
- New Members are required to pay a non-refundable joining fee of \$25 and non-refundable membership for 12 months of \$200. Display space rental of \$60 for the first 3 months is required up front. Thereafter it is \$20 per month.
- All Members pay an annual membership renewal of \$200 and a modest contribution to the rent of the shop of \$20 per month per standard unit of display space.
- MiM retains 20% commissions on goods sold. Commissions are capped at \$1500 sales per month. As commissions income is the largest financial contributor to the running costs of MiM, Members must recognise that low sales for an extended period does impact the financial viability of MiM. All members are encouraged to monitor their sales and give due consideration to supplying work for sale that is commercially attractive.
- A modest fee of \$20 per month is charged for a 'standard unit' of display space. Members may rent a larger space subject to proven sales volume and majority member agreement. Members may rent half a standard space if that better suits their product range.
- All Serving Members perform shop duties (which includes serving customers and general shop housekeeping) on a shared roster basis of between 1.5 to 2 days each month as part of their membership. Members must be in attendance at the rostered date and time or be responsible for finding a substitute. Members are also asked to participate in working bees, special events and do extra duties as may be required, to attend meetings, vote for Committee positions, or to serve on a special project sub-committee.
- General Meetings are held on the 3rd Monday of each month. The Annual General Meeting is held within 5 months of the completion of the financial year. Members are required to attend *at least half of the monthly meetings per year* either in person or by on-line meeting portal. In accordance with the Rules of Associations, Members may appoint a proxy to vote on resolutions on their behalf when they can't attend in person.



- The Member must live in the Shire of Mansfield or surrounding areas (e.g. within one hour's drive).
- The Artist/Artisan must be over the age of 18 years.
- The **Application for Full Membership** and the **Declaration of Indemnity** forms must be completed by the Applicant and witnessed by a Member prior to leaving goods in the shop for consideration for membership and/or for sale.
- MiM will take due care of Member's work/products in the shop but will not be responsible for damage or loss. It is the responsibility of the Member to arrange their own product & public liability insurance should it be required.
- Where a Member chooses to add work for sale in a different medium from that stated on their application, it will first be reviewed by the Members for approval at a General Meeting.
- MiM sells goods on behalf of its members and is not registered for GST. Any GST payable on a Member's goods is the responsibility of the Member.
- Payment of goods sold in any one month is paid directly into the Member's nominated bank account. The payment generally occurs in the first half of the following month.
- Upon acceptance for membership, it is the Member's responsibility to provide their banking details to the Treasurer for payment of goods.
- As a Member of MiM you give consent for images of your work to be used for marketing of MiM.
- Members who choose to resign must do so in writing to the Secretary providing one month's notice.
- These Conditions of Membership are current at the time of application. The Conditions of Membership including those with respect to financial contributions, may by necessity, be adjusted from time to time to meet increased running costs of MiM.



How to Apply for Membership

Member meetings are held on the 3rd Monday of each Month.

Completed Application Forms are to be submitted by the 2nd Monday of the month in order to be considered at the meeting the following week. Applicants will be notified of the outcome of their application. Should the application be successful the Applicant will be advised of the date of membership commencement and when they can stock the shop with their goods.

1. Online – email scanned documents and images to apply@madeinmansfield.org.au

- (i) Complete the **Application for Membership** and **Declaration of Indemnity** forms.
- (ii) Submit good quality images of your work (maximum file size 2MB per jpeg image). For three dimensional items please include images from two angles. List each item with size dimensions, description and retail price and cross-reference to the labelled images.
Label and number files as follows YourName_ProductName_1.jpeg

2. Offline – Provide a selection of your goods for review

- (i) Contact apply@madeinmansfield.org.au and make an appointment to schedule discussion of your goods at a meeting.
- (ii) Complete the **Application for Membership** and **Declaration of Indemnity** form
- (iii) Deliver to shop the forms and a selection of work you wish to sell at MiM together with an itemised list detailing retail price and relevant notes about materials used.

Please note: The above process also applies to current MiM Members wishing to introduce a new product line to the shop.



Application for Full Membership

Applicant's Name:

Postal address:

..... Post code:.....

Email address:

Contact numbers: Mobile..... Home.....

Web site:

Social Media (links):

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Craft/Art form: eg Photography, ceramics.....

Product(s) to sell (description, materials, size, retail price):

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1. I apply for membership of Made in Mansfield Inc. and should my application be accepted, I agree to pay the sum of \$335.00. (See Note below)
2. I am over the age of eighteen years.
3. I agree to abide by the rules of Made in Mansfield Inc. and any further alterations agreed by the Membership at an AGM or General Meeting.

Signature of Applicant:

Name of Witness (MiM Member):

Signature of Witness (MiM Member):.....

Date:

Made in Mansfield Annual Membership Fee (non-refundable):	\$200.00
Joining Fee (non-refundable):	\$ 25.00
Shop Key Bond (refundable):	\$ 50.00
3 months Display Space rental	\$ 60.00
Total:	\$335.00



Indemnification Declaration

I agree that the goods I have supplied to Made in Mansfield Inc. (MiM) are made/created by me, are my property until sold, and that if any item is damaged or stolen, Made in Mansfield Inc is indemnified against any claim by me in relation to these goods, or claims made by any third party, as a result of damage or injury caused by goods sold in my name.

Name of Applicant:

Signature of Applicant:

Name of MiM Member Witness:

Signature of MiM Member Witness:-:

Date: