



FEDERATION OF CANADIAN ARTISTS

Chapter Resource Handbook

The Federation of Canadian Artists is a non-profit society and a registered charity. Its mandate is to share and promote the passion and the pleasure of the visual fine arts through education, exhibition and communication. It encourages the pursuit of excellence in original painting, drawing and printmaking.

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Introduction

This Handbook was created in response to feedback collected from Chapter members survey and compiled from a questionnaire distributed to the Chapters concerning issues that are of interest to the Chapters, Federation Staff and Board members. The objective is to improve the communication by providing clear information. The included questions and answers are believed to be important to Chapters. This handbook has been a joint effort involving Chapter Members and the Executive Officers of the Chapters.

All members of Chapters are a group of FCA members who form a Chapter to further the experience of art in their communities, and to share their art through shows, and other experiences. Chapters are separate entities as a group, and have autonomy in how they govern their business. As members of the FCA they are required to follow the policies and bylaws of the organization as all non-chapter members.

The area that pertains to the Federation is the rules required to follow when the Chapters put on FCA sanctioned shows that must be juried by two SFCA and one AFCA members. For more information on FCA policy, constitution and by-laws it is recommended that all Presidents of a Chapter be familiar with these documents and refer to them as needed to help their members understand the mandate of the FCA.

The purpose of this handbook is to clarify the following points:

- **Federation Policies and Procedures that impact Chapters** – membership benefits, Chapter jurying and shows, Chapter and Juror Choice criteria.
- **The Role of the Federation** – staff and director roles, governance, organizational structure, and benefits.
- **Federation Expectations and Services For Chapters** – jury panels, expectations and services.
- **The History of the Federation** – the people, ideas, Constitution and Bylaws set in place, registering as a Society and Charity with the Provincial and Federal Governments and past accomplishments that defined the conception of the Federation of Canadian Artists.
- **Problem Resolution** - procedures for resolving problems or complaints from Chapter Executives and Members.
- **Value Received Information** – explains the management of funds and benefits to Members and the organization.
- **Chapter Show Information** – Jury process, selection criteria, standards, qualifying and non-qualifying shows.
- **Starting and Maintaining a Chapter** – the help available from the Federation to support establishing a chapter, offering suggestions on organizing and structure, fundraising and other ideas.

The format for the majority of the handbook is in the form of questions and answers, which are numbered and grouped according to major topics located in the Table of Contents. Key words are listed in an alphabetized index at the back of the handbook.

To get the most out of this handbook and to assist your members with a better understanding of the FCA, please read and understand the contents thoroughly - assistance is available through the Chapter Liaison contacts listed at the front of the handbook. Make sure to keep your copy of the handbook current with updates from the Federation. Make the handbook available to other Executive members and the Chapter membership and make it available to the incoming President/Chairperson of a Chapter. Provide feedback on the content of this reference and review it from time to time, as new situations arise.

The Federation Board of Directors will endeavor to keep the manual updated and available to the Chapters.

This is an evolving document. The intention is to meet the needs of the members who read and use it. So please provide feedback what works, what doesn't, what has been missed, and what needs to be improved. Your suggestions and comments regarding the topics and content will be appreciated. A feedback form is included at the back of this document in Appendix B and you are encouraged to send your feedback to, or directly contact, the Chapter Liaison on the FCA Board of Directors.

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3 The Federation's Purpose, Governance, Organization, Structure, and Benefits

3.1 *What is the Purpose of the Federation of Canadian Artists?*

The Federation was formed in 1940 as a support and advocacy group for Canadian artists. Over the years it has developed into a group for both artists and art supporters, with aims to fulfill a number of purposes. The philosophy that defines the Federation is contained in the Constitution which lists the following purposes which the Board of Directors follow to provide policies and initiatives to the members.

- a) To educate and increase the understanding and appreciation of the visual arts for the public by providing facilities for the public exhibition of artistic works and by providing seminars on topics related to such exhibitions.
- b) To provide and make available instructional seminars and written material on topics related to the visual arts.
- c) To produce art exhibitions for the purposes of educating and advancing the public's understanding and appreciation of the visual arts and to educate artists through participation in such exhibitions and related workshops.
- d) To educate the public in visual arts through workshops and seminars.

Promote Alliances and Chapters – To cooperate with organizations in Canada having similar objectives to those of this Federation and, in particular, to encourage the formation of Federation of Canadian Artists' Chapters in any area of Canada where a sufficient number of local artists wish to participate as individual members of the Federation as well as take part in Chapter activities.

Membership in the Federation is open to professional and aspiring artists and any interested parties who wish to support an organization that promotes the goals listed above.

3.2 *Who Governs the Federation?*

The Federation is incorporated provincially in BC and nationally in Ottawa as a not-for-profit society. The Federation is directed by a Board of Directors, consisting of the Elected Executive Officers and appointed Directors who are Chairs of Standing committees. It is managed by paid office staff with the support of a large number of non-paid volunteers primarily from Vancouver's Lower Mainland and Vancouver Island. The key factor in the success of any organization is participation of its members. Without willing volunteers, there will be no organization. The Federation national headquarters is located at the Federation Gallery, 1241 Cartwright St. Granville Island

Board of Directors has the responsibility for the operation of the Federation. The Board sets the policies, priorities and financial aspects of the organization. The all-volunteer Board consists of members in good standing that are nominated and elected for a one-year term at the Annual General Meeting or appointed by the elected Board. Board members are not compensated for their work on the Board but are compensated for direct expenses associated with Federation business. Board members may serve more than one year consecutively if elected at the AGM.

Federation Board of Directors - Executive Officers consist of the member-elected President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer. The immediate past President is an ad-hoc member of the Board. The Federation's Executive Director is a non-voting Board member.

Federation Board of Directors - Appointed Members positions are required to fill the Chair positions for standing committees. The By-laws call for standing committees to be struck for Education, Fundraising, Communications, Membership and Standards (must be chaired by an SFCA). Additionally, two Members-at-Large may be appointed.

Education Committee is responsible for preparing all courses and workshops conducted by the Federation and presented to the Board of Directors for approval.

Standards Committee consists of a volunteer group of 5 SFCA members in good standing. They are responsible for the Federation artistic standards.

Public Relations Committee works on publicity and public relations.

Fundraising Committee works on fundraising activities.

Membership Committee plans ways to service the membership.

Board of Governors consists of the Senior Signature (SFCA) members who meet annually to adjudicate signature status applications.

Special Committees - From time-to-time the Board of Directors may create an adhoc committee for projects as needed. The committee dissolves at project completion.

3.3 *Who Runs the Federation's Day-to-Day Operations?*

With over 2000 national and international members, the day-to-day management of the Federation is too large to be conducted solely by volunteers. Consequently, the Federation's daily operations, which involve finances, membership, courses/workshops registrations, gallery and show operations, and communications (including the bi-

monthly member magazine – Art Avenue) make it necessary to have full and part-time paid staff.

These include the Executive Director, Gallery Director, Administrative/Gallery Assistant, and a Magazine Editor. The Federation also utilizes the services of contracted professionals and or vendors including the web host, bookkeeper and financial auditor.

3.4 How Specific Programs are Funded

The Federation Education Program consists of developmental courses and workshops primarily given by, and for, Federation members. Courses are primarily given in Vancouver because of the logistics needed to carry out this program.

However, from time to time an effort is made to make workshops and courses available in other areas if financially feasible. Courses with insufficient attendees may be cancelled.

This program is designed to pay for itself and not funded from general revenue. Any funds remaining are allocated to the FCA Education Account.

The Federation Gallery, located on Granville Island in Vancouver is the showcase for works of members of the Federation. These works are selected by the jury process, as in all other qualifying shows. The Gallery has a full- time Gallery Director who is responsible for the Gallery presentation and the show process (which has been directed by the Board of Directors). The Gallery Director does not participate in selecting successful show applicants. The Gallery derives revenue from the jury fees members pay when submitting to shows and from a 35% commission on sales of artwork.

The periodic Art Avenue magazine is the FCAs main means of communicating news, information and images of Federation Gallery exhibits to the members. Advertising revenues help to cover some of the cost. The additional means of communicating with members is the online web site.

3.5 What are my Federation Membership Fees Used For?

The Federation supports a member base of over 2000 members. In order to serve this large membership a combination of human resources and infrastructure are required. As a not-for-profit society, the Board of Directors approves a budget prepared by the Executive Director each year, allowing for a reserve to ensure the organization will survive during leaner times and to cover unexpected contingencies. Membership fees are a large part of revenue. Details about the finances of the Federation are carefully documented and audited annually. For further information the full audited financial statements for the past five years are available on the FCA website after presentation at each AGM.

All Chapter Membership dues collected remain with the Chapter. The Federation does not take any funds from a Chapter and will not be responsible for nor involved in any Chapter financial business.

3.6 *What Benefits Will I Get for my Federation Membership Fee?*

The Federation is a national Canadian organization that has International members as well. The opportunities available within a society of this size, gives a broader base for growth for artists providing a wide scope of interests. FCA accepts painters of all media as opposed to being media specific like a watercolour or a pastel society. There are very few organizations that have this mandate, with the additional benefit of having a full time office and gallery. Other benefits of Federation membership are:

Supporting Member Benefits:

- Art Avenue Magazine 6 times per year.
- Member discounts on courses and workshops.
- Membership in a national artists' organization, with an opportunity to apply for active status.

Active Member Benefits:

- All benefits above
- Eligible to enter approximately 10 juried shows per year.
- Eligible to apply for group gallery rentals (must be approved by the Standards Committee).
- The Federation makes use of the print media to advertise most of its exhibitions and events and offers peer recognition through the Award of Excellence as well as the opportunity to win significant prize money in each juried show.
- Can link their web page to that of the Federation's website.
- Virtual on-line gallery featuring members' work at www.artists.ca
- Can use their status (Active), with the Federation in Bio presentation portfolios
- Submit shrink-wrapped art works for sale in Gallery (items submitted will be juried and commissions apply).

NOTE: Active members may not use the initials "FCA" or "AFCA" after their name. Active membership is not a Signature status and these initials are restricted by trademark.

Signature Member - Associate (AFCA) Benefits:

- All benefits above
- Use the initials, AFCA, which are protected by trademark, to signify they are Associate signature members of the Federation.
- Jury applicants for Active status.
- Participate in jury panels for juried shows for the Federation Gallery or Chapters.
- Enter the annual Medal Show.

- Be eligible to hold the office of the President/Chairperson of the Board of Directors of the Federation.

Signature Member - Senior (SFCA) Benefits:

- All benefits above
- Use the initials, SFCA, which are protected by trademark, to signify they are Senior Signature members of the Federation.
- Participate in jury panels for juried shows at the Federation Gallery or for Chapters.
- Upon invitation can serve on the Board of Governors meeting annually to adjudicate applications for signature status.
- Be eligible to enter work in juried shows without going through the jury process with the exception of open shows.
- Senior members are not eligible for cash or merchandise awards with the exception of Open shows, the Medal Show and other awards chosen by the public or special guests such as People's Choice or Mayor's/Guest's Choice.

4.0 Starting a Chapter

4.1 Starting a Chapter

Membership in the Federation of Canadian Artists is on an individual basis however, the Federation recognizes that in areas far distant from Vancouver, members might want to join together and form Chapters for the purposes of support, information gathering, joint communication with the Federation office, cooperative shipping of paintings and other local activities.

The Federation Board of Directors will authorize the formation of a Chapter:

- When there is the required number of Active members involved.
- If the members agree to operate the Chapter in compliance with the Constitution and Bylaws of the Federation and to follow its standards of conduct and code of ethics.
- When it is far distant from the Vancouver area.

A Chapter can be formed with a minimum of 20 (in good standing) Active and/or Signature members.

In keeping with Canadian Privacy laws and our own policy, the Federation is unable to provide lists of members to anyone. However there are many contacts available on the FCA Website, the Federation Executive Director may have a means of connecting members in your area.

The Federation's Chapter Liaison representative can provide guidance and advice during the forming process. In addition, the Chapter Liaison can help in establishing contacts with other Chapters who can also provide advice. The Executive Director is another resource should the Chapter Liaison be unavailable.

4.2 *Is Financial Assistance Available from the Federation?*

New Chapters being formed are entitled in the first year of up to \$100 reimbursement for start-up expenses.

Most Chapters, with one or two exceptions, are unincorporated groups. Chapters are formed by a group of Active Status Federation members with approval from the Federation of Canadian Artists (the national body), which is registered under the Provincial Societies Act, and under Federal Charities Branch. The Chapter may find it beneficial to its members to look into incorporating, but this would be entirely up to that Chapter.

Bank accounts are solely the responsibility of the Chapter and the terms should be written up in the Chapter Bylaws or Procedure manual as approved by your members. The Federation has no advice to offer with this part of your set-up, as you will find each bank in every community has its own requirements.

4.3 *What are the Requirements to be Registered as a Chapter?*

Hold a Chapter Founding Meeting. Advertise for and approach Potential Members – Establish at least 20 Active members interested in forming a Chapter in your area. Set up an information meeting and decide on a mandate. Set up a Committee to draft By-laws and a Constitution that will govern your organization. The Federation Constitution and Bylaws can be used as a starting point, located on-line under “Resources” at www.artists.ca. The Federation Policy Manual also located under “Resources” should be consulted. The Calgary Chapter has their By-Laws and Policies posted on their website at <http://fcacalgary.ca>.

Please note policies and purposes adopted by an emerging Chapter must not be in conflict with those of the Federation, when using the identity of the FCA unless permission is approved by the Federation.

Submit Application for Approval. Send the information including a copy of the proposed Constitution and By-Laws if you have one drafted and the area where the Chapter will meet, and a contact address. Also include the proposed Chapter name and a list of the twenty or more Active or Signature Chapter members who wish to join. Address this information to the Executive Director at the FCA Office. The application will be reviewed by the Executive Director and will be presented to the Federation’s Board of Directors for approval. The Executive Director will inform the Chapter President/Chairperson of the status of the application.

When the Federation approves the new Chapter, the members can choose a meeting place and invite members to gather. This first meeting would be one to take steps to plan how often you will meet, the mandate for your constitution, appoint executive officers (Chapter Board of Directors) and establish a committee to prepare by-laws that will govern their chapter.

4.4 *Suggested Guidelines to Responsibilities and Activities*

The following job descriptions are guidelines to the responsibilities and activities you may want covered in that position. These are suggestions based on other Chapter Boards.

President/Chairperson

- Elected for a term prescribed in the By-laws.
- Chairs meetings and provides a report on the affairs of the Chapter and any communication from the Federation.
- Provides leadership for the Chapter and makes sure that the mandate of the organization is followed.
- Keeps the membership informed with events, plans and opportunities with the Chapter and the Federation.
- Sees that the duties for the functioning of the Chapter are delegated.
- Is available as much as possible for Chapter functions such as openings and special meetings.
- One of two or three signing officers for the Chapter bank accounts.
- Represents the Chapter membership with the Federation.
- Keeps the Chapter Resource Handbook and other manuals available to members and pass them on to the next executive.

Vice-President/Vice-Chairperson

- Elected for a term prescribed in the By-laws and may or may not aspire to serve as the President/Chairperson of the Chapter.
- Attends all Executive meetings if possible and is prepared to serve as chairperson in the absence of or by request of the President/Chairperson.
- Responsible to the President/Chairperson and works in a direct and supportive role.
- Communicates and assists other members of the Executive to carry out duties related to the operational requirements of the Chapter.
- Participates in and manages projects as agreed by the membership or requested by the President/Chairperson.
- Provides reports, verbal or written, as requested, to the membership.
- Can be one of three signing officers for the Chapter bank accounts.

Treasurer

- Elected as defined by the By-laws.
- Responsible for maintaining accurate records of all funds of the organization.
- One of two/three signing officers for the Chapter bank accounts.
- Maintains the financial business of the Chapter advising/reporting to the Membership, keeping good records and reconciling bank accounts.
- Maintains membership records unless there is a Membership Coordinator.
- Liaises once or twice a year with the Federation office to determine member status.
- Performs financial and cost-benefit analyses as required.
- Responsible for having the books audited in time for the Annual General Meeting to give the yearend financial report.

Secretary

- Elected as defined by the By-laws.
- Prepares, in consultation with the President/Chairperson, the meeting agenda and distributes it to members.

- Records the resolutions, amendments and actions taken with accurate minutes of all meetings – Board, Special and Annual General.
- Provides a copy of the minutes to members prior to the next meeting.
- Keeps a Minute Book and all documents pertaining to the Chapter that are not kept with another officer.
- Can conduct correspondence and inform the members of the material received.
- Can be one of three Signing Officers for Bank, Signing documents with one other officer.

The following suggested description of offices that help you see the roles needed for a new Chapter:

Past President/Chairperson

- An unelected member of the Board, the past President/Chairperson stays on the Board until the current President/Chairperson stands down from office.
- A good contact for continuity.

Second Vice President/Chairperson

- Elected as defined by the By-laws.
- Assists the President/Chairperson and First Vice-President/Chairperson when and where necessary.
- Chairs meetings in the absence of the President/Chairperson and First Vice President/Chairperson.
- Handles special events or projects as determined by the Membership.

Show Coordinator

- Reports to the membership.
- Organizes Chapter Show venues as planned by the membership.
- Publishes and distributes clear guidelines to members for show entry requirements. Receives the show entries.
- Organizes the show jury.
- Organizes the collection and hanging of selected work.
- Organizes show awards, if any, which are usually presented by the Chapter President/Chairperson.

Social Convener

- Reports to Membership
- Calls for a team of helpers from the Membership.
- Responsible for providing and organizing refreshments for special functions.
- Organizes special events such as Christmas Party, opening reception for Chapter shows.
- Buys supplies such as napkins, cups and disposable plates and cutlery as required.

Publicist

- Reports to Membership.
- Arranges for sponsorship and advertising for Chapters shows.

- Liaises with the local Art Council.
- Arranges for local newspaper coverage of Chapter functions and special events.
- Writes Chapter news article for Art Avenue magazine.

Membership Coordinator

- Reports to Membership.
- Maintains the membership roster.
- Liaises twice a year with the Federation office to determine member status.
- Sends out condolences and get-well cards.

Workshop/Demo Coordinator

- Reports to designated Member.
- Arranges for demonstrators at monthly meetings.
- Coordinates with the Federation office to arrange for local workshops and courses.

Good Will Ambassador(s)

- Greet and offer your assistance to new members.
- Prepare and distribute information packets to new members.

4.5 How Often are Chapter Meetings Held?

There is no standard for the number of Chapter meetings to be held. In the 2004 Chapter President/Chairperson Survey the number of meetings per year reported was:

- Monthly: 4 Chapters
- 9 – 10 Times: 2 Chapters
- 5 - 6 Times: 1 Chapter
- Twice: 1 Chapter
- Only When Necessary: 3 Chapters

4.6 Can Chapters Charge Membership Fees?

Chapters have their own expenses in serving their members, such as, room rentals, demo and workshop materials and honorariums, newsletter reproduction and postage. Chapters are free to determine their own fees. This amount does vary between Chapters in relation to the number of services they provide. All Chapter fees collected remain with the Chapter.

In the 2004 Chapter President/Chairperson Survey the following dues were reported collected:

- \$40 – 1 Chapter \$15 – 1 Chapter None – 1 Chapter
- \$20 – 2 Chapters \$10 – 6 Chapters

4.7 Who can Provide Advice or Help?

The Federation Board has appointed a member to be a Liaison for Chapters. This Board member gives a report on the activities of the Chapters. This service has been provided by the Board to have better communication to this membership. It was designed to assist members living in communities outside of Vancouver. Chapter Liaison is identified at the front of this manual and in the Art Avenue magazine. The Chapter Liaison person can be reached via phone or email to assist Chapters in their formation.

The FCA Executive Director is available for some information should the Chapter Liaison be unavailable. Other Chapter President/Chairpersons are listed in the Art Avenue magazine or on line in the Federation's website.

5.0 Federation Expectations of Chapters

5.1 *Why are Chapters Formed?*

Membership in the Federation of Canadian Artists is on an individual basis; however, the Federation recognizes that in areas far distant from Vancouver, members might want to join together and form Chapters for the purpose of support, information gathering, joint communication with the Federation office, cooperative shipping of paintings and other local activities.

Every member of a Chapter is required to be a member of the Federation but is not required to join a Chapter.

5.2 *Are Chapters Part of the Federation?*

Each Chapter is a stand-alone entity that may or may not have status as a Society. Members of a Chapter are expected to support the goals of the Federation and abide by its Constitution, Bylaws and policies as an individual Member of the FCA. The chapter may be incorporated at the discretion of its members, this is a Chapter decision. The Federation is not legally bound to the Chapter by way of responsibility for the actions or financial affairs, debts incurred or statements made or actions taken or any other business or infractions occurring from contracts or arrangements made by Chapter Members or Chapter Executive Officers. The Federation does not have a vote on a Chapter Board. The Chapters are an independent entity and members of that Chapter will be governed under the dictates of their own organization. As members of the Federation they will be entitled to all rights and privileges as non-chapter members of the Federation. The Chapter may use the Federation of Canadian Artists' logo, name and other material which may be supplied by the Federation as long as the Chapter is in good standing and the material is used for the FCA approved purpose. The Federation may revoke its recognition of a Chapter at any time without notice.

5.3 *Who Should Belong to a Chapter?*

A Federation Chapter is intended to be an association of serious artists, developing, emerging and professional, whose objective is to develop and maintain high standards and quality in their work. A Chapter is formed when a minimum number of Federation Active and Signature members (currently 20) find that coming together on a regular basis will be a benefit in attaining their objectives. Once established, Chapters may allow Supporting members to join; however, these should never constitute a majority of members as their goals and needs are not generally those of active artists.

5.4 What are the Benefits of Being a Chapter Member?

Chapter members receive, in addition to all the benefits of their Federation membership, the following benefits and privileges:

Local Presence – Offering a nationally recognized presence to a regional or local community organization.

Local Contacts - The opportunity to meet and interact with other like-minded people interested in developing or pursuing a career as professional artists.

Local Support - Access to artists of higher- level skills, who are interested in providing professional support.

Local Workshops and Demos - Access to local demos and workshops.

Local Show Opportunities - The opportunity to enter qualifying shows each year, two of which may be applied toward Signature status applications, in accordance with the FCA bylaws and policies.

5.5 What Information Should you Send to the Federation?

Each year in May the Chapter Membership Coordinator is to send to the Federation office a **current membership list** with names, addresses, membership status, phone numbers and e-mail addresses. Chapters may also ask the office to reconcile their list with the office list at one other time of their choosing during the year.

Note: When you receive information from the Federation office that certain persons are no longer Members in Good Standing, it is up to the Chapter to inform those persons that they may not attend Chapter meetings or take part in any Chapter functions until they have paid their Federation membership dues.

Promptly report any **Chapter Board Member changes** including contact information to both the Federation office and the Chapter Liaison representative.

Submit your **Chapter News** for inclusion into the Art Avenue magazine by the deadline date provided by the editor (published on the FCA web site).

Send the Chapter Liaison and the Federation office a **report on all qualifying shows** with the following information:

Chapter name

Date and location of event

Names of all jurors
Names of all accepted entrants along with painting titles and mediums
Status of qualifying painting
For easy reference a checklist of the information requirements is contained in Appendix B.

5.6 Why is Chapter Fees Charged?

Chapters have their own expenses in serving their members. These expenses may include: room rentals, demo materials, demo hardware, demo and workshop honorariums, newsletter reproduction, postage, etc. Each Chapter is free to determine the fees they need. This amount can vary between Chapters in relation to amount of local services they provide. All Chapter fees are retained by the Chapter for their absolute use.

5.7 About Directors

The basic responsibility of directors is to exercise their best judgment in carrying out their responsibilities in a manner that they reasonably believe to be in the best interest of the Federation, the Chapter and its members.

Actual or apparent conflicts of interest is defined as a situation when a director's personal interest interferes, has the potential to interfere, or appears to interfere with the operation of the organization. Conflict of interests is regulated in the FCA bylaws and policies.

Information obtained while acting as a director should not be used for one's own personal advantage.

FCA is bound to protect its members with confidentiality of their personal information, such as membership lists, adjudication results or information acquired in carrying out duties and responsibilities, except where disclosure is approved by the Federation.

Directors, in carrying out their duties and responsibilities, should strive to be objective and open to including all members for opportunities that are available such as the appointment of jurors for Chapter shows and giving workshops or demos.

It is the duty of all members of a Chapter as members of the Federation to follow the Bylaws and Policies of the Federation. The chapter is free to govern their organization according to the dictates of their membership.

The Federation requires that all the above rules be followed when using the name of the Federation in events and must get permission from the FCA Board of Directors to promote any function with the logo of the FCA. If there is an infraction to this rule it is up to the Chapter Executive to take this to the Board Chapter Liaison or directly to the FCA Board of Directors.

Federation policy and positions are adopted through a collaborative process and there are procedures in place to question or provide feedback on particular issues. Chapter Executives should not use their position at meetings or Chapter newsletters to criticize the policies of the Federation. If a Chapter Executive cannot support a policy or Federation position, the Executive member should refrain from public comment or resign from the position and express her/his opinion as an individual member.

5.8 About Jurors

The purpose of the Federation of Canadian Artists' jury system is to provide peer review. The Federation philosophy is that artists may benefit and learn from critiques offered by fellow member artists, as opposed to the critiques offered by curators, dealers or art historians. Members attaining Signature status have achieved a high level of artistic competence and are presumed capable of recognizing proficiency in others.

The Jurors of the Federation are required to avoid conflict of interest by observing the rule of refraining from being on a Jury panel that has work entered from any family member including spouses, partners, mother, father, child, any sibling connection or through marriage. They will also refrain from jurying a person who has been in a relationship such as teacher, employee or employer, or any such situation that could give the appearance of giving unfair advantage.

Awards presented to Family Member - A Juror will abstain from taking part in the award process in this case and will be absent until completion of the process. If it is perceived that a conflict of interest is not being addressed appropriately, the resolution to this question should be referred to the Board Director – Chapter Liaison.

It is understood that Signature members, as all artists, are predisposed to certain artistic expressions, mediums and subjects. While taking part in the jury process they are in agreement to be open to all forms of expression from abstraction to super-realism based on the acceptability and competence of technique and beauty of the work.

The Juror has agreed by accepting this position that he will have no Bias in the selection process, for either a style of painting or for an artist whose work he may recognize. He is aware that the painting presented is to be judged on the merit of that work alone using his accomplished knowledge to make that judgment.

6.0 Federation Services for Chapters

6.1 *What help can Chapters Expect from the Federation?*

Chapters may expect to receive the following services and benefits from the Federation:

- \$100 in start-up costs
- A Liaison contact appointed by the FCA Board of Directors.
- Periodic visits from a member appointed by the Board of Directors to give slide presentations of the annual Success Show or to jury work.
- Assistance organizing classes or workshops in their areas when requested.
- Assistance in organizing qualifying juried shows.
- A Chapter page on the website www.artists.ca.
- Once per year, a page may be offered highlighting the activities and success of a Chapter in Art Avenue magazine.
- An All Chapter Show at Federation Gallery considered periodically.
- The sanctioning of Qualifying Chapter Shows that can be used by Chapter members towards their 8 show requirement for Signature applications.

6.2 *What Federation Resources are Available to Assist Chapters?*

The Federation provides multiple levels of assistance for Chapter Executive and members.

This **Chapter Resource Handbook** is designed to be the primary resource to answer most of the questions that can arise in Chapter matters. The expectation is that all current Presidents/Chairpersons will receive this document and pass it on to newly elected Presidents/Chairpersons at their first Board meeting.

The Federation's website at www.artists.ca which contains a wealth of other information, such as:

- Federation AGM Minutes
- Annual financial statements
- Education Program courses and workshops
- Policy Manual, Constitution and By-laws
- Digital Submission Guidelines for Jury process
- Show schedules, entry forms, annual calendar of events
- News and pictures
- Membership and Signature application forms,
- List of Signature members who conduct courses and workshops
- On line Gallery

- Exhibition - Current and Past of accepted paintings to view.

Art Avenue magazine includes useful information for members and Chapters regarding copyright issues, framing standards, technical information, and contact information. It often comes with inserts regarding education courses, notices of meetings and other important events.

The Federation Chapter Liaison Board Member position on the Board of Directors exists specifically to assist Chapters as a liaison between the Chapters and the Board. This member will address the concerns a Chapter member has and if no resolution is forthcoming it will be considered by the Board, if it is within the jurisdiction of the business of the Federation.

The Federation Staff can help Chapters with resource material, finding jurors for shows and other show related issues. Membership confirmation can be checked with the staff.

In keeping with Canadian Privacy laws and our own policy, the Federation is unable to provide lists of members to anyone. There are many members who have their contact information available on the Website or in the Art Avenue Magazine. Please refer to the Federation website for the privacy policy.

6.3 What Chapter News Information should be sent to Art Avenue Magazine?

Chapter News is a long-time feature of our magazine where readers – members and non-members alike – can read about the noteworthy events going on in your Chapter. Chapter News is an opportunity to get people excited about your Chapter.

Each issue of Art Avenue will feature an article from two or more Chapters. Currently Art Avenue has allocated two pages of Art Avenue to the Chapters. One page consists of Select Chapters Award Winners, the other is for the Chapters Events Calendar.

In addition to boosting the profile of your Chapter, your article will share with other Chapters about how you accomplished an event or task successfully. For example:

- You might consider summarizing your Chapters' experiences with fundraising efforts.
- How were successful qualifying or juried shows organized and can this benefit other Chapters?
- Include any noteworthy visitors or guests?
- Were any initiatives taken to organize seminars or workshops?

Chapter News submission deadlines are posted on the Federation website at www.artists.ca. The earlier the better! E-mail is the preferred way of sending submissions. Send to: artavenues@artists.ca.

Good contrast black /white or colour photos, slides or digital images are needed. It is more inviting to see an article accompanied with images than a straight block of text. Please bear in mind that for printing purposes, we need to have a high resolution on the digital images, 300 dpi or higher. Digital files should be sent as a jpeg attachment.

FCA cannot guarantee that a submission will be published. Acceptance is at the discretion of the editorial staff. At the editor's request, submissions may need further work before being included in the magazine. The editorial staff will work with the Chapter contributor through the editing process.

6.4 How are Complaints About Federation Policy or Administrative Procedures Handled?

If Chapter Executives do not feel they can support a given policy, they should write a brief letter explaining their position to the Chapter Liaison. The Chapter Liaison was appointed by the Board to deal with these types of problems and may be able to find a resolution to a problem before it escalates. Often these are based on misunderstandings that need to be heard and explanations given in order to get resolution. If this is not a satisfactory remedy the Chapter Liaison will bring the concerns to the FCA Board of Directors. This form of remedy would only be for business concerning the FCA.

Use your Chapter Bylaws to resolve problems first. Go to your membership. Send a letter or e-mail to the Chapter Liaison, after establishing that it is within FCA jurisdiction, which is show and artistic qualifications only. Dealing with your Chapter conflicts must be resolved by the process set in place by your Chapter, contained in the your Chapter By-laws or Policy Manual.

6.5 How can Chapters get Education Programs?

Chapter members may wish to organize a workshop or class in their area. The Federation will be happy to assist with suggestions.

The following steps are a guide for the Chapter.

- 1) Secure a venue and set the dates for the workshop.
- 2) Confirm with the Chapter executive that there is sufficient student interest for the workshop to cover its expenses (venue rental, instructor fees, etc.).
- 3) An instructor has been contacted and booked.
- 4) The Chapter shall provide for its members:
 - A course description,
 - Course price,
 - Supply list,
 - Course dates, and
 - An image for publicizing and you are ready to sign up members.

7.0 CHAPTER SHOWS

7.1 *How Should Chapter Shows be Juried*

All Federation sanctioned (qualified) shows must be juried by 2 SFCA's and 1 AFCA in order to satisfy the requirements of the Artistic Standards of the FCA.

However, Chapters are free to hold Non-Qualifying shows under a Chapter name but shall not use the FCA name or logo for advertising such shows. These shows do not need a jury.

7.2 *What are the Criteria for a Qualifying Show?*

A Qualifying Show is defined as having work judged by a jury panel made up of 2 SFCA members and 1 AFCA member.

Having work selected in a Qualifying Show as "qualifying" entitles the chosen artist to count the selection (one painting only) as one of the eight (8) qualifying shows for applying for Associate status.

Chapters may host as many qualifying shows as they wish in any given year; however, individual Chapter members may use only 6 Chapter shows, out of 8 (2) accepted in the Federation Gallery, in Four consecutive years towards their application for Signature status. (Refer to the FCA Policy Manual for further clarity).

7.3 *What if a Chapter Cannot Get a Jury Panel*

If a Chapter is unable to convene a panel from within their own membership the Federation office can organize a jury panel and handle the processing of entries.

The Chapter show coordinator contacts the Federation Gallery Director at the FCA office or e-mail fcagallery@artists.ca to arrange for a Jury panel for a show. NOTE: The Chapter Liaison does not need to be involved in this request.

The Gallery Director will arrange for a panel appropriate to the type of show being juried.
– Qualifying shows - 2 SFCA's and 1 AFCA

Panel members may be from the Vancouver Lower Mainland or based in another region.

The Chapter collects the slides and/or digital images and also prepares control sheets for the jurors. These sheets must contain all the information from the entry forms. Blanks are

available from the FCA office. Digital submissions should be burned onto a CD and sent along with the slides and control sheets. In addition send the sum amounting to \$8.00 per image to a cap of \$350.00 and a maximum of 150 images, i.e. if 43 images are submitted for the entry the sum would be \$344.00. If the number of images for entry is over 43 and up to 150 images the sum is \$350.00. If more than 150 images are submitted the sum is a flat \$400.00. This is required to complete the arrangement.

On completion of the jury process for your show, the slides, CD, control sheets along with the painting selection results will be returned to the Chapter. The Chapter show organizer will keep the entry forms, return envelopes and individual entry fees. After the jurors have selected the show, with the recorded results on the entry forms, the Chapter will return them to the members in the provided self-addressed envelope.

7.4 Artistic Standards of Qualifying Paintings

The selection of paintings for a Federation qualifying show must reflect the general level of proficiency evident in exhibits held at the Federation Gallery in Vancouver. Selection as a qualifying work means that this work is considered up to the standards shown at the Federation Gallery. One accepted “Qualifying” painting per qualifying show may be used for the eight works in four consecutive years required to apply for Signature status.

If there is additional gallery space left in a show at the completion of the jury process, the jury has the option of choosing additional works that they feel show particular merit. These additional works are considered “Non Qualifying” selections and are not eligible for awards, with the exception of People’s Choice or any award bestowed by an outside party, e.g. Mayors’ Choice, nor do they count towards qualifying for Signature status.

Non-Qualifying selections are based on the artist’s potential and the recognition that, while not entirely up to regular FCA standards, the artist’s work has merit in either originality or technique.

It is suggested that the Chapters hold regular Critiques and Mentoring sessions as a means of helping their Chapter members to improve their artist standards.

7.5 What are Acceptable Works?

Federation Gallery accepts 2-dimensional original paintings (including digital) in all media plus drawing and original prints for exhibitions. The Federation looks for technical skill, ability to compose images, as well as to work creatively. Artists are expected to submit works that have been created with their own skill. Works created in classes or workshops are not acceptable to enter for Jury. For specific regulations regarding copyright infringement and works created in a workshop or class, refer to the Federation Policy Manual.

7.6 Online submission for Chapter shows

Online submissions are coming for Chapters. Currently online submissions are only available for FCA member and open shows such as Painting on the Edge.

7.7 What are the Standards for Digital Image Submission?

In the case of jurying a Chapter show by digital images the following Federation standards apply:

- The digital image must be of good quality and cropped so that only the painted image portion is visible on a black background.
- The image must not include extraneous background elements such as walls, easels, hands, grass, carpet or the frame.
- Poor quality images may not be considered for submission to the jury.
- Poor quality includes images which are off square, out of focus, over or under exposed or where the image is compromised by glare from sun, flash or reflections.

7.8 Signature Status and Chapter Shows

Only qualifying (FCA Sanctioned) shows juried by 2 SFCA's and 1 AFCA can be used towards applications for signature status. Two out of the eight shows required for Signature applications must be Federation Gallery shows or comparable shows of other provincial, national or international organizations, approved by the Federation.

A painting that has hung in a Chapter Show outside of Federation Gallery may also be submitted to a juried Federation Gallery show and the opposite also applies, as well as paintings that were hung in shows of multiple Chapters; however, only one of these shows can count towards the 8 qualifying shows required for Signature status application.

Chapter Shows hosted as National Open Shows and juried by two SFCA's and one AFCA or three SFCA's, share the same allocation of status as if the art work had been accepted in a Vancouver Gallery Show and as such this credit can be recorded as one of the eight qualifying shows required to apply for AFCA status, rather than as one of two allowable Chapter Show credits.

An artwork that has been accepted in a Chapter only show may also be submitted to an open National Show hosted by a Chapter, as the venue and status in this higher qualifying show calls for a higher degree of competition and status than a regular Chapter Show.

The Chapter Shows that make provisions to include works from SFCA members will have the extra benefit of hanging a stronger show that will draw more interest because of the high profile of these recognized artists.

The SFCA members are not required to submit to the jury process for Chapter Shows, nor are they eligible to win awards except for People's Choice or any award bestowed by an outside party such as a Mayor's Choice.

As in the Federation Gallery selection process, since the inclusion of a non-juried SFCA piece should not replace any juried Active or AFCA selection, the SFCA paintings would be included only if there is sufficient room remaining after the juror's selections are made and before any Non Qualifying selections are considered. It is important that the jury be aware of the number of works the venue can hang.

7.9 Can Supporting Members Enter Shows?

No, the Federation Standards Committee does not permit Supporting Members to exhibit work in Federation Gallery except through open shows such as Painting on the Edge. Chapter members are to follow the same rule as applies to all members of the Federation. Chapter supporting members can participate in chapter shows not using the Federation name or other FCA sponsorship if that is the policy of that Chapter.

7.10 Can Jurors Participate in a Chapter Show they have Juried?

Jurors may participate by providing a painting that will be identified as a juror's work, as long as a juried selection is not displaced. No juror's paintings are eligible for awards in Chapter shows with the exception of awards chosen by the public or special guests such as People's Choice Awards.

7.11 What are the Presentation Standards for Qualifying Chapter Shows?

Mats and frames for works entered into Chapter Shows should conform to the Federation's standards. Works not framed according to these standards should be declined before presentation to the jury.

- **Environmentally sensitive work if varnished in an archival fashion, is not required to be framed under glass or Plexiglas.**
- Artwork must be submitted with a conventional hanging devise.
- Good workmanship should be apparent with the framing.
- It is not acceptable to secure framed works under glass with clips.

Work on Canvas or Hard Support:

- Artwork must be framed or finished to archival standards.

- Unframed canvases must have all sides painted and the staples must be on the back of the stretcher bars.
- The FCA reserves the right to refuse to hang any painting.

Work must be ready for hanging. The wire must attach to the frame in a position allowing the painting to hang parallel to the wall.

7.12 How many images should be allowed per Member for submission to a FCA Chapter show?

This decision is left to the individual chapters. Suggested numbers are a maximum of 6 pieces with a maximum of 3 chosen per show. This would depend on the size of the venue as well the number of members in a chapter as well as other considerations.

7.13 Can Chapters Charge Sales Commission on Works Sold in Qualifying Shows?

Commission rates for Chapter Shows outside Federation Gallery is not the jurisdiction of the Federation and is set by the Chapter in conjunction with the various galleries and facilities in which the exhibitions take place. The participating members should be made aware of a commission charge when filling out the entry form for a show. As an example the Federation Gallery charges a 35% commission on all works sold in the Gallery.

7.14 How is a Chapter Show Organized – Suggestions

As members of a professional artists' organization, all Federation members expect a certain level of organization to accompany any public exhibition of their work. It is important to be able to follow through and provide the support artists need in order to benefit from their participation in the show. Here are some suggestions.

Each exhibition should have a chairperson who is familiar with the requirements directed by the membership. The ideal candidate will be dependable and able to juggle many different tasks, remains calm under pressure, communicates well, and motivates people. This position isn't always the President's/Chairperson's job. Effective leaders know when to delegate. This individual should have both telephone and e-mail contacts and be committed to returning messages within 24 hours.

Determine where the show will be held and when. Time the event to coincide with a local community event to get more exposure or pick a time of year when patrons or tourists

will be around in greater numbers. Try and get a venue that has high traffic exposure. It's more difficult to make sales or attract visitors to a gallery space that is isolated.

If you choose to create a show with a partner, perhaps a commercial gallery or another Chapter, good planning and organization will ensure a positive experience for everyone involved. Pertinent logistical details should be recorded in writing and made available to everyone involved. Plan in advance who is responsible for each specific task, establishing who will pay and for what, advertising budget and other details to complete this task. Once the exhibition has begun it is too late to change the timing, fees or commissions.

Create Task/Timeline Chart Map:

- What needs to be done,
- When it needs to be done,
- Who will get it done.

Planning is the first step to success, these are ideas used by other Chapters.

Decide what the show will be about – theme or medium and title for the show. Then create an entry form with details such as:

- Show medium, theme, etc.
- How to entry – slides, digital, originals.
- When and where to send/take the entry media/submission.
- Deadlines - The return of jury results, drop off and pick up deadlines for paintings should be known well ahead and posted for the participants.
- The entry fee and commission structure should be known and explained to the participants prior to any sale that may occur. To protect the Chapter please refer to the Federation website at www.artists.ca and use the wording for the entry form provided.
- Include a notice about originally and not violating copyright. See the Federation's wording for this notice on their show entry form.
- Include a space on the show entry form for submitters to sign their name and date the form which attests to their having read the agreement and by signing, agreeing to abide by it.

NOTE: Even in Chapter shows the law of copyright must be respected. Specific wording regarding copyright and others criteria for entry can be found on the Federation's show entry form. Chapters may copy any of the wordings for Chapter-sponsored shows.

Exhibitions run smoothly with the help of volunteers. Ask for help early enough to ensure that all of the participants have a positive experience.

Senior Federation members may have other commitments, approaching them early should help you book the people you are interested in having involved with your event. It is also wise to send additional reminders to everyone involved in the jury or awards selection activities closer to the date they will be needed. You can invite local dignitaries

such as mayor, city councilors, and other arts people to your opening and get them interested in your organization.

Celebrate the show with a reception and invite local community members. Put up flyers in shops, libraries and community spaces. Invite other art groups. Who knows, you might recruit new members. Ask the Federation for membership literature to hand out at the opening.

7.8 *Informal Ways to Improve Member Skills*

Many Chapter members are interested in techniques that are used by other artists. A chapter could arrange for an opportunity to exchange this knowledge from within their own membership or arrange for an outside artist to come for this purpose. Most Chapters (64%) have regular demonstrations at their Chapter meetings. 27% have the occasional demo.

One innovative Chapter has encouraged the sharing of ideas by forming a group of like-minded members. They meet monthly and discuss current art affairs, share their own visions, and participate in painting and critique sessions. There are many Vancouver Lower Mainland members who, having no Chapter available, have formed similar support groups to do the same. This type of group is a wonderful opportunity for a Signature member to share her/his acquired experience with emerging artists. The Federation enthusiastically supports the concept of these types of member support groups.

The Federation has an Education Program to occasionally give access to workshops in communities beyond Vancouver. Chapter members may wish to organize their own workshop or class in their area.

7.9 *How to Keep SFCA's Involved?*

Consider making SFCA's a lifetime Chapter member to keep them active and interested in the Chapter Mentoring.

Have SFCA members mentor a group of members from time to time.

Organize a critique Session with an SFCA.

7.10 How can Chapters Market their work to the Public?

Have someone write articles for local newspapers about the Chapter, the Federation or art in general.

Send out press releases for demos involving outside artists and invite the public to attend. Send releases when members receive awards or get into other art shows. Don't forget to get good exposure for the release for your shows.

Hold an information session for the public on highlights of what to look for when purchasing art. Explain the differences between original works and reproductions, the differences between oils and acrylic and other forms of art for collecting.

Sponsor Children's Art Events. The Federation in the 1960's ran a very successful children's "Painting in the Park" summer program that had hundreds of children taking part. The program had several results:

- It was a revenue source for the Federation
- It garnered articles and pictures in local and regional newspapers
- It promoted the Federation to new levels by sharing new art experiences with children
- It opened up further opportunities to communicate with parents and the public with the benefit of further interest in the Federation and potential new sales.

Teaming up with a local cultural or charity group to raise both awareness and fundraising opportunities involve a lot of work and organization. This takes a lot of commitment to work together on a mutual project but can prove to be good exposure and open many doors for opportunities for your group.

Auctions are always fun. Again this could coincide with a Chapter event. Many organizations use special nights to hold an auction. Auctions can be the traditional type where a caller encourages bids for items and the attendees bid up the price. A second type is the silent auction (which could be held at an AGM) where items are displayed or described and attendees write their bids within a time limit. After the cut-off time, winners are announced and claim their items.

- Donated items - art supplies, household items such as candles, craft items.
- Workshops – sessions given by an experienced member ranging from a few hours to several days.
- Critiques or Coaching sessions.
- Sketch Portrait or House Sketch.

8 Some Joint Venture and Fundraising Event Ideas

Paint-in and Auction

Hold an evening where some Chapter members demonstrate their techniques over a period of 2-3 hours to complete a painting by evening's end. The painting is then auctioned off and the proceeds go to the Chapter. Paintings should be fairly small and in the \$150 – \$400 price range. Tickets can be sold to the event for a small fee \$5-\$10 entitling guests to snacks and one glass of wine. Additional wine sales can generate more revenue. Liquor license and Serving it Right credentials are required. Proceeds can be split with the external group and the artists. Make sure the event is well covered by print and video news media.

Cabaret

Join with a local theatre or singing group (barbershop quartet, Sweet Adeline's) or hire a live band or DJ for an evening of music, dancing or entertainment. Provide snacks and have a no-host bar - liquor license and Serving it Right credentials are required.

Food Theme Night

Hold a food theme night - Western, Asian, South American, Hawaiian, Japanese, etc. Joint venture with that cultural group and have people dress up in costume and eat authentic cuisine and listen or dance to music that supports the theme. Sell tickets to the public and generate additional revenue from wine or liquor sales. Liquor license and Serving it Right credentials are required. A silent auction of donated art or other items can be held in conjunction.

50/50 Draws

50/50 draws involve selling tickets that are entered into a container and a winning ticket is drawn. The prize is 50% of the ticket sales with the other half going to the Chapter. Tickets in double rolls can be bought at novelty stores; one side of the roll is for the purchaser and the other for the draw. Two tickets for \$2.00 or five for \$3.00 is a usual selling price.

Number Grid

A variation of the 50/50 draw is the number grid. A grid is created with squares numbered 1- 45 and large enough for people to write their name. Each grid number sells for \$2.00. Number 1 – 45 are written on small pieces of paper and entered in a container as the squares are sold. Once all the spaces are sold, two numbers are drawn from the container – 1st prize is \$30 and second prize is \$15. This gives a 50/50 split between the total prize pool and the profit retained by the Chapter is \$45. This method involves

drawing only when all the squares are sold so it can be carried over several meeting or months.

Raffle tickets can be created for a variety of prizes and sold at Chapter functions such as the Chapter Shows. The Federation has had an annual draw for a donated painting for several years that has contributed financially to the organization. Most successful raffles involve a prize that many people would vie for such as a painting, art supplies, workshop fee, hotel accommodations, trip, gas barbeques, etc. A Raffle may require a license from the Gaming Commission especially if the tickets are to be sold publicly.

Note: Be sure to check with the BC Gaming Commission in advance to see if you need to obtain a license for your particular fundraising event.

10 **Appendix B - Information to Send to the Federation**

Information	Send To	Key Point
Chapter Membership List	<i>Federation Office</i>	<p>Send the membership list annually in May. Please include members' names, addresses, membership status, phone numbers and e-mail addresses.</p> <p>Chapters may also ask the office to reconcile their list with the office list at one other time of their choosing during the year.</p> <p>NOTE: When Chapters receive information from the Federation office that certain persons are no longer Members In Good Standing, it is up to the Chapter to tell those persons that they may not attend Chapter meetings or take part in any Chapter functions until they have paid their Federation membership dues.</p>
Board Member Information Changes	<i>Federation Office and Chapter Liaison</i>	<p>Promptly report any Chapter Board member changes including contact information to both the Federation office and the Chapter Liaison representative.</p>
Chapter News	<i>Editor of Art Avenue</i>	<p>Submit Chapter News for inclusion in <i>Art Avenue</i> by the deadline date provided by the Editor.</p>
Register Qualifying Shows	<i>Chapter Liaison and Federation Office</i>	<p>Send list of Qualifying Shows by December 31st. Chapters need to register Qualifying Shows with the Federation in order for them to be recognized IF they are not using the online jury system for Chapters. Please include: Chapter name, date and location of event, names of all jurors, names of all accepted entrants along with painting titles and mediums, and the status of each painting – i.e. qualifying and non-qualifying. This does not need to be done if the chapter uses the online system for juried shows.</p>
Member Contact Information Changes	<i>Federation Office</i>	<p>The Chapter Membership Coordinator should remind Chapter members to send any change of mailing address, phone number or e-mail address promptly to Federation office. It is not sufficient just to advise the Chapter.</p>

