



Federation  
of  
Canadian  
Artists

Policy Manual

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## 1. Definitions

This Policy Manual is to be used in conjunction with the Constitution and Bylaws of the Federation of Canadian Artists, which govern the Society. The Board of Directors of the Federation of Canadian Artists has the right to add to or amend the policies contained herein at their discretion. Please contact the Federation Office to ensure you have the most current version of the Policy Manual.

For greater clarity and understanding, the terms used within this Policy Manual are defined as follows:

- 1.1.1 **Federation, FCA** - The Federation of Canadian Artists is referred to as both the "Federation" and the "FCA" throughout the Policy Manual for simplicity. The Federation of Canadian Artists recognizes that it does not own the trademark rights to the initials "FCA".
- 1.1.2 **Federation Gallery** - The commercial gallery owned and operated by the Federation, also includes the office of the national organization.
- 1.1.3 **Board of Directors** - The Board of Directors shall consist of the elected Executive Officers of the Federation plus the Chairpersons appointed by the Board of Directors of the following standing committees: Standards, Membership, Public Relations, Fundraising, and Education. The Board of Directors may also appoint to the Board, at their discretion, up to two (2) Members-At-Large.
- 1.1.4 **Board of Governors** – The Board of Governors consists of the Senior (SFCA) members who meet annually to adjudicate Signature status applications and on any other matter referred to them by the Board of Directors.
- 1.1.5 **Executive Committee** – The Executive Committee shall consist of the elected Executive Officers, President, First Vice-President, Second Vice-President, Treasurer and Secretary. The immediate Past President of the Federation shall also be ex officio an Executive Officer.
- 1.1.6 **Supporting Member** - Open to any person anywhere, whether developing artist or those interested in visual arts, who are willing to comply with the FCA Constitution and Bylaws.
- 1.1.7 **Active Member** - Visual artists who are Supporting members are encouraged to apply for Active status enabling them to enter most juried exhibitions and to apply to participate in Member Group shows.
- 1.1.8 **Associate Member (AFCA)** - Once a year a selection committee comprised of the Board of Governors may grant

Associate status to an Active member whose work meets established artistic standards and criteria.

- 1.1.9 **Senior Member (SFCA)** - Once a year, a selection committee comprised of the Board of Governors may elect new Senior members who meet established artistic standards and criteria, from Associate members, Active members or other renowned artists who apply through sponsorship.
- 1.1.10 **Honorary Senior Membership (SFCA Hon)** - May be bestowed from time to time at the discretion of the Board of Directors upon distinguished professional artists by virtue of their contribution to the Federation through such activities as teaching or jurying.
- 1.1.11 **Honorary Life Member** - May be bestowed from time to time at the discretion of the Board of Directors upon any member of the FCA by virtue of their contribution to the Federation of their services over a period of time.

## 2. Membership

### 2.1 General

- 2.1.1 The FCA does not sell, rent or give its membership list to anyone.
- 2.1.2 Membership expires on the 31st of December each year.
- 2.1.3 Renewing members receive a receipt that includes the Federation's name, the amount paid, membership type and the year.

### 2.2 Lapsed Memberships

- 2.2.1 If a member does not pay annual membership fees within four months from the end of the previous membership year, membership is deemed to have lapsed at the end of the previous membership year (December 31st of the last year for which the dues were paid) and the member is no longer in good standing.
- 2.2.2 Supporting Members renewing after April 30th must pay the full annual renewal fee for the current year, not the pro-rated new member price.
- 2.2.3 Members not in good standing are not entitled to the benefits associated with the Federation until all membership dues and outstanding debts are paid. Upon payment of past debts owed, member status will be reinstated.

### 2.3 Member Conduct

- 2.3.1 Members of the Federation shall conduct themselves in a professional manner as required by the Society's Bylaws.

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Unprofessional or unethical conduct may result in the revocation of membership privileges. Should such unbecoming conduct or behavior so warrant, the following steps shall be taken:

- a) The member may either receive a letter of warning from the Board of Directors or by notice have their membership revoked.
- b) The Board of Directors may require a letter of apology be written by the member in question.
- c) If the first offense results in a letter of warning, the Directors may permanently revoke membership upon notification to the member if further unprofessional conduct or unethical behaviors continues.

### 2.4 Active Status Application

2.4.1 Active status may be granted by any AFCA or SFCA.

2.4.2 When applying for Active status, all applicants must provide ten (10) examples of their work. Slides, photographs, emailed digital images or an artists' web site are acceptable formats for submitted works. If applying through Federation office applicants must also provide a \$10 jury fee; a one-page bio, a signed and completed Active Status application form and a SASE for the return of their results. The FCA office cannot accept original work for jury.

2.4.3 When applying through the Federation office for Active status, an artist must first be a Supporting member.

2.4.4 Active status is granted if, in the opinion of the Jury, the majority of the work seen is of a standard acceptable for a FCA show. This would mean that six of the ten slides, photos, or digital images need to be of sufficient quality that they may be accepted into a Federation juried show in order for an applicant to attain Active status.

2.4.5 Jurors are responsible for notifying the FCA office if they accept someone for Active status outside of the FCA office process.

2.4.6 An applicant who is declined for Active status can reapply in six (6) month's time, unless a juror requests or allows an earlier date.

### 2.5 AFCA Status Applications

2.5.1 Active members applying for AFCA status must have eight (8) different artworks in eight (8) different FCA or equivalent juried shows in the last four (4) years.

2.5.2 Effective as off 2007, only six of the eight required shows may be Chapter shows.

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- 2.5.3 Equivalent shows would include major juried provincial, national or international shows such as American Society of Artists (ASA), Canadian Society of Painters in Watercolor (CSPW), American Watercolor Society (AWS) or Northwest Watercolor Society (NWWS).
  - 2.5.4 Local or private shows are not acceptable, however, a request can be made to the Standards Committee Chair to have the show evaluated to determine equivalency.
  - 2.5.5 Applicants must submit the application form, ten (10) slides prepared according to instructions on the application and three (3) original artworks by the submission process deadline.
- 2.6 **SFCA Status Applications**
- 2.6.1 Applicant Prerequisites
    - a) AFCA status, or
    - b) Active status with eight (8) different artworks in eight (8) juried shows in the last four (4) years, or
    - c) Sponsorship by three SFCA's in good standing.
  - 2.6.2 Effective as of 2007, only six of the eight required shows may be Chapter shows.
  - 2.6.3 Applicants must submit the application form, ten (10) slides prepared according to instructions on the application and three (3) original artworks by the submission process deadline.
  - 2.6.4 Active members who have met the criteria for AFCA status may choose to apply for SFCA status instead. Should SFCA status not be granted there is no provision to revert to AFCA status. The member would re-apply the following year to either status application.

### 3. Member Recognition

- 3.1.1 Member Recognition Awards may be awarded from time to time by the Board of Directors on advice from a panel of past presidents and are to be presented at the Annual General Meeting. Following are the categories.
- 3.1.2 **Honorary SFCA** - the Board of Directors, from time to time as they see fit, may recognize a significant contribution to the FCA by a prominent artist by bestowing upon them life membership in the FCA and the title SFCA (Hon). Such membership shall be without fee.
- 3.1.3 **Lifetime Achievement** - This recognizes the sustained distinction by a member in more than one of the following areas:

- a) Work of the FCA or similar professional artist organization
- b) Career achievement
- c) Community service
- d) Research, teaching, writing or speaking

Significant distinction in only one of the listed areas may be considered sufficient in exceptional circumstances. This category is open to members only and does not come with any monetary benefit.

- 3.1.4 **Early Achievement** - The Early Achievement Award, is open to a member under the age of 50 in his or her first ten years after achieving Active status. This is in recognition of a significant contribution to his or her career or commitment and excellence in the professional art community or other volunteer involvement. This award does not come with any monetary benefit.

## 4. Chapters

### 4.1 Forming Chapters - Conditions

- 4.1.1 All Chapter members must be members in good standing of the FCA.
- 4.1.2 The Chapter members as individual FCA members must be in compliance with and abide by the constitution and By-laws of the FCA.
- 4.1.3 The FCA has no authority pertaining to the governance of a Chapter. Chapters are free to choose the structure of governance that will best suit their situation.
- 4.1.4 The FCA has no obligation as stated in its By-laws to allow for liability insurance coverage for Chapters or their directors. The FCA does maintain its own liability insurance for the national organization for the Board of Directors, Staff and Volunteers, only located on Granville Island.
- 4.1.5 The FCA declares that any Chapters formed are separate entities as collective FCA members. The Federation assumes no liability nor accepts any responsibility for any acts, omissions or commissions in any financial or legal or other matter that may arise pertaining to any Chapter, nor are any Chapter officers covered by liability or any other insurance held by the FCA for any such actions or claims made against a Chapter.

### 4.2 Forming Chapters - Funding

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4.2.1 New Chapters will be entitled to reimbursement of start up costs up to \$100 or such reasonable amount as determined by the Federation's Board of Directors.

### 4.3 Chapter Shows at Federation Gallery

4.3.1 An All Chapter juried show will be held at the Federation Gallery on Granville Island, Vancouver, BC from time to time if there is enough interest from the Chapters to support one.

### 4.4 Chapter Foundation Courses

4.4.1 Chapters sponsoring an on-site Foundation workshop or course may add an identified "Chapter Administration Charge" to any Foundation course fee to individual members if they so desire.

### 4.5 Chapters Permissible Areas

4.5.1 Chapters may only be formed in areas "far distant from Vancouver".

## 5. Gallery

### 5.1 General

5.1.1 The FCA is not responsible for loss or damage to artworks or frames while they are in the possession of the FCA gallery. The FCA is not responsible for lost packaging materials and/or crates.

5.1.2 The FCA does not exhibit or sell photographs, *giclees*, posters or any other mass produced reproductions. This does not include original prints such as etchings or original, limited edition digital paintings.

5.1.3 Not-for-Sale works are not eligible for inclusion in any show with the exception of the Success! Show and the Student Show.

5.1.4 Only work that is new to Federation Gallery may be entered in juried shows. Work that has appeared in a juried show may be exhibited once again in a Member Group Show or Summer Gallery.

5.1.5 The FCA will supply space in one area of the gallery for displaying standardized promotional material from individual member artists at the discretion of the Gallery Manager.

5.1.6 The FCA charges a sales commission of 35% on all artwork sold in Federation Gallery unless otherwise negotiated. The commission charged is determined by the Board of Directors, from time to time.



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5.1.7 The Gallery Manager **will not hang work** which arrives with broken glass or frame or if the image differs from the juried slide.

### 5.2 Presentation of Work

5.2.1 **Image Size Description** - The industry standard used by the FCA for describing the image size of a painting is, height x width in inches.

#### 5.2.2 Matting and Framing

- a) Environmentally sensitive artwork, such as watercolour and pastel, are required to be framed under glass or Plexiglas unless it is varnished in an archival fashion.
- b) Artwork must be submitted with a conventional hanging device and good taste and workmanship should be exercised in framing.
- c) It is not acceptable to secure framed works under glass with clips.
- d) Unframed canvasses must have all sides painted and the staples must be on the back of the stretcher bars.
- e) The FCA reserves the right to refuse to hang any artwork.

### 5.3 Member Group Shows

5.3.1 There will be an entry fee and a rental fee for artists applying for Group Shows at Federation Gallery. This fee will be determined by the Board of Directors from time to time.

### 5.4 Summer Shows

5.4.1 There will be an entry fee and a rental fee for artists submitting work for the Summer Gallery. This fee will be determined by the Board of Directors from time to time.

5.4.2 Entry fees and rental fees are non-refundable.

5.4.3 Three places per Summer Gallery session are reserved for Senior Members on a first-come-first-served basis. If none are received, the space is filled with other applicants.

5.4.4 Senior Members will not be juried for the Summer Gallery places and do not pay the entry fee. Senior Members must pay the standard rental fee.

### 5.5 Copyright Requirements

5.5.1 All artists submitting to Federation Gallery must agree to sign the entry form declaring "I declare my work is original and not taken from any source of another's work and I hold the copyright

to this work or I have written permission from the owner of the copyright to use the image in my original art work.”

## 5.6 Copyright Infringement

- 5.6.1 Copyright infringement is defined as the use of any material as source for, or incorporation into, a work of art for which the artist does not own the copyright or does not have written permission from the copyright holder to use.
- 5.6.2 The Federation views copyright infringement as a serious offence. Any copyright infringement will have the following consequences:
- a) The member shall receive a letter of warning from the Board of Directors.
  - b) The member will be required to advise the party who suffered damage (original artist) and purchasers of such work, if any, of the offence.
  - c) Any medals, ribbons, certificates, cash awards or other such recognition must be surrendered. If receipt of an award has been published in the FCA magazine, the surrendering of such will also be printed.
  - d) Any further infringement by the member, which comes to the attention of the Federation, will result in the permanent revocation of FCA membership.

## 6. Acceptable Art Mediums

### 6.1 General

- 6.1.1 **Accepted Works** – The Federation of Canadian Artist accepts (unless specified otherwise in section 6.1.2) any original work executed in traditional or modern dry or wet mediums.
- 6.1.2 **Works Not Accepted** – Digital paintings, photographs, giclees (whether hand modified or not), three-dimensional works (sculptures) and mechanical reproductions.
- 6.1.3 Artists are taken at their word that they have created an original artwork without infringing on another’s copyright, that the work is produced by their own conception.

## 7. Juried Shows

### 7.1 General

- 7.1.1 The jury for FCA juried shows will always be made up of two SFCA's and one AFCA except in special cases approved by the Board of Directors.
- 7.1.2 The Gallery Manager will review submitted slides prior to the jury session and remove those entries that do not conform to the submission guidelines.
- 7.1.3 The three show jurors must attend as a group, at a time mutually agreed upon, to jury for the prize winners.
- 7.1.4 Artworks created in courses and workshops are not eligible for submission to juried shows.

### Juried Show Submissions Under section 7.2

#### 7.2

**\*\*Please note: The FCA has moved to Online Submissions only for member and open shows. Manual Submissions are no longer accepted.**

- 7.2.1 Submissions for juried shows are JPEG digital images, unless specified otherwise. Entries must be **complete** in order to be seen by the jury panel. Digital image specifications are published on the Federation web site under "Resources". The Federation Gallery accepts a maximum of three entries per member with a maximum of two being accepted.
- 7.2.2 **Grandfathered Clause for Online Submissions**  
September 1st 2011 is the date when all entries must be online for member shows at the Federation Gallery on Granville Island. However, there is an exception for existing members who don't have access to a computer or who are resistant to technology. They may still enter using an entry form and email digital images. The Gallery Director will enter them into the system for you and must be complete before the deadline.
- 7.2.3 Complete means:
  - a) **On time** - Entries must be submitted by the show's stated deadline. Images must be received at [fcagallery@artists.ca](mailto:fcagallery@artists.ca) by the deadline. Digital entries to any other Federation email address will **not** be processed.
  - b) **Images Cropped** - Images must be cropped as per current specifications for both slide and digital formats.

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- c) **Labels** – Accepted pieces will receive a label by email. This label needs to be printed, signed and affixed to the back of the piece before it arrives at the gallery.
- d) **Payment** - Entries can be paid by credit card during online submission or by phone or by cheque for the appropriate amount but payments must reach the FCA office before jurying starts. Otherwise the entry will be considered incomplete and will not be considered.

7.2.4 As of February 1, 2004, incomplete entries will not be accepted for consideration by the Jury.

### 7.3 Juror Guidelines

7.3.1 The purpose of the Federation ' jury system is to provide peer review. 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 jury other members' work in order to ensure a certain standard of technical artistic skill is demonstrated. In addition, competency in drawing, design, composition and a sophisticated approach to the chosen subject are considered. In the case of a slide jury, a professional presentation is required.

7.3.2 Professional presentation requires slides be cropped so that only the painted image portion is visible on a black background. The slide must not include extraneous background elements such as walls, easels, hands, grass, carpet or the frame. Artists must take great care in the preparation of their slides as entries with poor quality will be returned without being considered by the jury. Poor quality includes anything other than the painted image showing in the slide such as dirt or reflections, slides which are off square, out of focus, over or under exposed or where the image is compromised by glare from sun or flash.

7.3.3 The purpose of specifying the FCA Jury policy is to protect both jurors and any individual artist involved in the jury process. The perceived conflict of interest is, therefore, as important as avoiding an actual conflict. Within this policy statement "spouse" and "partner" are related to a juror if they are one of the following: husband, wife, live-in partner, boyfriend or girlfriend. Family members deemed to constitute a conflict of interest for a juror include, but are not limited to: mother, father, sister, brother, daughter, son, in-laws, step-children or step-siblings. An individual whose relationship to the juror is one of teacher-student or employer-employee, close personal friends

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or anyone else to whom the juror may feel unduly obligated is considered to constitute a potential conflict of interest.

- 7.3.4 During a juried member show slide selection, any one of the group of three jurors will be deemed in conflict of interest if work has been submitted by her/his spouse, partner or a relative.
- 7.3.5 This position of conflict must be declared and the juror will abstain from voting by leaving the slide viewing area briefly. Upon return to continue the jury process this juror must keep a professional manner and not refer to that relative's work. The juror in conflict must find a replacement for the awards jury.
- 7.3.6 AFCA members may not submit their own work into shows if they are a member of the jury, although they may supply work for the show, identified as a juror's artwork. No juror's artworks are eligible for awards in juried FCA member shows.
- 7.3.7 Jurors must not ask who has painted a work during the slide selection process. If asked, the Gallery Manager should not provide that information.
- 7.3.8 The FCA requires a professional presentation of slides. Substandard slides must be declined from juried shows even if a juror can vouch for the quality of the work because of prior knowledge of such work. Slides of extremely poor quality will not be presented to the jury.
- 7.3.9 In the event that a student asks an instructor to jury her/him to Active status, the instructor may decline to do so. The student should be directed to submit to Active status by application to the Federation office where frequent jury days are scheduled. However, if an instructor sees the work by a student is appropriate for Active status, it would be acceptable to jury the student to that status.
- 7.3.10 No juror may assign an award to a spouse, partner or relative who has submitted work in that show. In the event that a juror working on an awards jury becomes aware that there is possibility of conflict, they must excuse themselves immediately. To keep the appearance of fair opportunity, a new jury will be assembled to ensure that all members displaying work will be assured of every effort taken to have an equal opportunity to receive awards.
- 7.3.11 While it falls to the individual juror to declare a possible conflict of interest, if they do not and someone else recognizes one, it should be immediately stated.

### 7.4 FCA Juried Shows

- 7.4.1 Entries are juried online by digital image.

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- 7.4.2 Show submissions must not have been previously hung at the same show venue.
  - 7.4.3 Awards are juried from the originals once the show is hung.
  - 7.4.4 Awards available are to be determined by Gallery Manager and the Board-appointed staff member.
  - 7.4.5 Jurors have a right to reject an accepted artwork upon viewing the originals if it isn't up to the standards of the slide or is framed inappropriately.
- 7.5 **Chapter Shows**
- 7.5.1 Each Chapter is allowed as many qualifying juried shows per year as they wish however only two sanctioned shows per year may count towards Signature status application.
  - 7.5.2 Two SFCA's and one AFCA comprise the jury for FCA qualifying shows
  - 7.5.3 There will be two categories of artwork to be selected by the jurors – “Qualifying” and “Non-Qualifying”. Qualifying selections must be work that is of a standard that it would be selected for a Federation Gallery show. Qualifying selections must be clearly identified with a prominent label design, provided by the Federation Gallery. Only qualifying works may count towards Signature application.
  - 7.5.4 Non-qualifying Chapter show juries may be comprised of any combination of three Signature members.
  - 7.5.5 Supporting members may not enter Federation shows with the exception of the annual open show, *Painting On The Edge* and Annual International Representational Show.
  - 7.5.6 An artwork that has hung in a Chapter show outside Federation Gallery may be submitted to a Federation Gallery show; however, only one of the shows can count towards the eight qualifying shows for Signature status.
  - 7.5.7 It is suggested that Chapter Shows in venues other than the Federation Gallery accept a maximum of 6 entries per artist with a maximum of 3 chosen.
  - 7.5.8 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.

7.5.9 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.

**7.6 Summer Gallery and Member Group Shows**

7.6.1 Juried once a year by the Standards Committee at a date to be determined by the FCA Gallery Manager. The Standards Committee is comprised of five SFCA's in good standing.

7.6.2 Applicants must submit an image list and eight images prepared according to Federation Gallery standards by the entry deadline.

**7.7 Awards**

7.7.1 Only one prize can be allocated to an artist per show.

7.7.2 The Allan Edwards Award for an outstanding SFCA artwork can be given at the juror's discretion at any FCA Juried shows.

**7.8 The Eligibility of Critiqued Artworks in Juried Shows**

7.8.1 The FCA seeks to display artworks that are original examples of an artist's technical skill, ability to compose images, as well as to work creatively. While critique and discussion is encouraged as integral to the creative process it falls to the artist to ensure that each work they submit falls within the spirit of the FCA mandate ensuring that it is entirely their own work. Artists are encouraged to consider and reflect upon the works being entered in juried shows and if there is any doubt that that work is not entirely their own, a substitute work should be entered. For specific regulations regarding copyright infringement and works created in a workshop or class please see sections "The Eligibility of Critiqued Artworks in Juried Shows" and "[Copyright Infringements](#)".

**7.9 Confidentiality**

7.9.1 Great care is taken by the FCA to ensure the privacy of both members and non-members participating in any juried activity. Staff, volunteers, applicants and jurors all must respect the privacy of applicants and never, under any circumstances, reveal or discuss who has applied for either Active status, entry into a juried show or Signature status. Results of Active status jurying and juried show entries are provided by mail only. Signature status applicants are advised of results by both telephone and mail. Only the names of successful Signature applicants are posted on the website and the names of unsuccessful applicants are never revealed. It is a serious offense to fail to adhere to this policy.

## **8. Signature Status**

### **8.1 General**

- 8.1.1 Applicants are reviewed annually at a meeting of the Board of Governors. The Board of Governors is comprised of all SFCA members in good standing.
- 8.1.2 Successful applicants must receive a majority of “yes” votes in order to be accepted.
- 8.1.3 All candidates are notified in writing of their application status.
- 8.1.4 "AFCA" and "SFCA" designations are the trademarks of the Federation and protected by copyright.

### **8.2 Rights and Responsibilities – AFCAs**

- 8.2.1 Must pay annual membership dues & any outstanding debt to be a member in good standing.
- 8.2.2 Failure to pay annual membership fees will result in loss of all benefits associated with AFCA status and the Federation of Canadian Artists. Upon payment of past debts owed, member status will be reinstated.
- 8.2.3 Only Associate FCA members in “good standing” may use the letters “AFCA” and receive the benefits of membership.
- 8.2.4 AFCA members are expected to perform jury duty for the FCA according to the annual jury calendar.
- 8.2.5 Each AFCA member is expected to maintain a consistently high standard of work.

### **8.3 Rights and Responsibilities – SFCAs**

- 8.3.1 Must pay annual membership dues & any outstanding debt to be a member in good standing..
- 8.3.2 Failure to pay annual membership fees will result in loss of all benefits associated with AFCA status and the Federation of Canadian Artists. Upon payment of past debts owed, member status will be reinstated.
- 8.3.3 Only Senior FCA members in “good standing” may use the letters “SFC” and receive the benefits of membership.
- 8.3.4 SFCA members are expected to perform jury duty for the FCA according to the annual jury calendar.
- 8.3.5 Each SFCA member is expected to maintain a consistently high standard of work.
- 8.3.6 SFCA members will be asked to participate in the jury process with the Board of Governors'.



8.3.7 It is the policy of the Federation that Senior Members (SFCA) may not submit images for entry in regular Federation Gallery juried shows or be eligible for juried prize awards. It is however Federation policy that Senior Members may hang artworks in juried shows and exhibitions as these are deemed to enhance the quality of such shows. Therefore, at the discretion of the Gallery Manager and space permitting, Senior Members may hang, without fee, one or two artworks in any Federation Gallery juried show, with the exception of Painting on the Edge, the Open Show and other shows to be determined by the Board of Directors from time to time. SFCA members may also hang one or two artworks in the Spilsbury Medal show but they must pay the hanging fee. The FCA recommends that Chapters follow these guidelines for sanctioned qualifying Chapter shows providing that Senior members announce their intention to hang artworks in the show prior to the jurying, or at least, prior to the selection of Qualifying artworks, to ensure there is enough room to display all the works.

#### 8.4 SFCA Sponsorship

8.4.1 Candidates for Senior membership status may be put forward to the annual Board of Governors' meeting without the requirement of AFCA status or eight juried shows under the following conditions:

- a) Sponsorship by three SFCA members in good standing;
- b) At least ten (10) years of experience as a working professional artist;
- c) The candidate will be shown and accept the rights and responsibilities of SFCAs;
- d) The candidate will submit a biography at the time of jurying, to confirm professional experience;
- e) The candidate will be juried at the Board of Governors' meeting in the usual manner and will not be identified as a sponsored candidate.

8.4.2 Sponsoring SFCAs must be familiar with the artist and have seen a sufficient sample of the artist's work that they are confident that the candidate has the appropriate experience and quality of work for consideration as an SFCA.

8.4.3 Potential SFCA candidates should not approach Senior members for sponsorship.

## 9. Board of Directors

### 9.1 Duties

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- 9.1.1 Directors and members of the Executive Committee of the FCA, when acting in their capacity as official representatives of the Federation, can take initiatives and express public statements only in accordance with specific resolutions, decisions, directions or policies agreed upon by the Board of the Federation.
- 9.1.2 Directors and members of the Executive Committee of the FCA must routinely report to the Board on the progress of their appointed activities and must act with Board approval prior to implementation and report any changes to any undertaking on behalf of the Federation.
- 9.1.3 The FCA membership is to be consulted on any By-law changes by notification as set out in the Constitution. These Bylaw changes will be by special resolution to be voted on by all members in good standing, with a majority vote of all members present at the special meeting (AGM) before any such changes will take place.

### **9.2 Board Meeting Attendees**

- 9.2.1 Attendance at Board meetings will include the Directors and upon invitation, other staff or guests making presentations.
- 9.2.2 In the absence of other staff, an employee assigned by the Board will present staff issues and make staff reports.

## **10. President**

### **10.1 Candidates for President**

- 10.1.1 A candidate for the position of Federation President will be sought among the SFCA members.
- 10.1.2 Should no SFCA be available to run for this position, the nominating committee can ask an AFCA member to stand for this position.

## **11. Finance**

### **11.1 Signing Authority**

- 11.1.1 The signing authority for the bank must consist of the following two signatures: The employee so appointed to act on behalf of the Board of Directors and any one (1) Executive Officer or two (2) Executive Officers.
- 11.1.2 The employee appointed by the Board with signing authority is authorized to spend up to \$500 at any given time, to be reported at the next Board meeting, on unbudgeted expenses without Board approval.

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- 11.1.3 Any contract or binding financial decision made by an employee designated by the Board of Directors to have signing authority must have the approval of the Board and the second signature of an executive officer for amounts over \$500.00. Contracts, documents or any instruments in writing binding the FCA to any agreement requires the signature of the Board appointed employee with signing authority, plus any one (1) of the Executive Officers, or two (2) Executive Officers.

## 12. Magazine

### 12.1 Magazine Content

- 12.1.1 If an article is submitted for publication in the magazine and the editor changes it substantively, it must be approved by the author or not published.
- 12.1.2 Artwork displayed on the cover of the magazine must have been exhibited at Federation Gallery or be of sufficient quality and importance to warrant such exposure.
- 12.1.3 The section “Members In The News” is to showcase members' achievements outside the Federation. This section is not intended for use by members or Chapters to advertise their services or workshops.
- 12.1.4 The Board reserves the right to review the Art Avenues Magazine for the purpose of quality control prior to being published, and to advise amendments be made for the benefit of the FCA.

## 13. Web Site

### 13.1 General

- 13.1.1 The Federation will maintain a web site for members and the general public to access information about the FCA, its activities and its members' work.

## 14. Archival Records

### 14.1 Disposal upon FCA Dissolution

- 14.1.1 Upon the dissolution of the FCA, all archival records compiled by the FCA are to be donated to the City of Vancouver Archives Department.

## 15. Privacy Policy

### 15.1 Federation of Canadian Artists Privacy Policy

- 15.1.1 The Federation is committed to protecting the privacy of its members and patrons. The collects mailing address information

primarily to send members their bi-monthly copy of *Art Avenue* Magazine, to inform members and other interested parties about upcoming activities and to send out annual renewal invoices. We may also use our mailing and phone lists to ask for your support for our annual fundraising campaign. We do not rent or sell our mailing lists to commercial businesses. We do not trade our mailing list with other arts or non-profit organizations. We will not trade or sell your phone number or email address to any other business or organization. Occasionally we may use portions of our mailing list to advise members of a Chapter being formed in their area or other pertinent business. The Federation does not retain the credit card information of any of its members or purchasers of Federation products other than that which is required for its annual audit. The Federation does not collect personal information about any of its members. Member files contain only information regarding payment history, renewal dates, membership type and dates of jurying if applicable. A member may request and receive access to his/her personal file at the FCA at any time by contracting the Federation Office at 604-681-2744 or in writing to Federation Office, 1241 Cartwright Street, Vancouver, BC V6H 4B7 or by email to [fcaoffice@artists.ca](mailto:fcaoffice@artists.ca).

## 15.2 Opting Out

- 15.2.1 If you do not wish to receive updates and information from the Federation, you may opt out by emailing us at [fcaoffice@artists.ca](mailto:fcaoffice@artists.ca). You may also call us at 604-681-2744. When you contact us, please let us know if you do not wish to receive mail, phone calls, emails or have your mailing information possibly shared with other Federation members.