



FEDERATION
of CANADIAN
ARTISTS

General Policy Manual

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Version change notes

The immediate past version was September 6, 2019 V9.4.2

The following changes have been made in this version.

- Updates to section 1, definitions, to reflect recent changes.

- Section 4.1.1 and 4.1.2 – update the wording to reflect the new term “affiliate”.

- Section 4.2 – has been stricken

- Section 5.2.1 - Rewritten to include information for sculpture.

- Section 6 - The section has been replaced to include information for sculpture.

- Section 7.3.2 - Rewritten to include information for sculpture.

- Section 7.3.7 - Rewritten to include information for sculpture.

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 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. The office of the national organization is located upstairs from the gallery.
- 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 standing committees. 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 is the common term associated with the Selection Committee. The Selection Committee is empowered by our bylaws to adjudicate Signature status applications. It consists of all the Senior Signature (SFCA) members of the Federation.
- 1.1.5 **Executive Committee** – The Executive Committee shall consist of the elected Executive Officers, President, First 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.
- 1.1.8 **Associate Member (AFCA)** - Once a year the Selection Committee 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, the Selection Committee 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 **Honourary 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 **Honourary 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. A Honourary life member has full voting privileges within the Federation and may hold office. Such membership shall be without fee.
- 1.1.12 **Qualifying Exhibition** – Applying for signature status requires that the applicant has displayed their work in Federation exhibitions, as outlined in section 2 of this policy manual. A “Qualifying” exhibition is one that has been deemed by the Standards Committee to count toward a Signature status application. Currently only Federation exhibitions are deemed to be Qualifying. Furthermore, to be “Qualifying” the exhibition must have been juried by at minimum 2 SFCA’s and 1 AFCA.
- 1.1.13 **Affiliates** – FCA members may choose to participate in one or more of the various FCA Chapters. The participation with Chapters is called “affiliation”. Examples: The FCA member is affiliated to a Chapter. The Chapter has a certain number of affiliates.

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.
- 2.1.4 The amount of the annual membership dues, if any, must be

determined by the Board of Directors.

2.2 Lapsed Memberships

- 2.2.1 If a member does not pay annual membership fees within two (2) 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.
- 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.
- 2.2.4 Active and Signature members who let their membership lapse may be reinstated to the status they held at the time they lapsed if they pay all past unpaid dues and any other debt, if applicable. Lapsed members who choose not to pay past dues are welcome to re-apply as a Supporting member and proceed through the jurying process to Active and Signature status.
- 2.2.5 An Active or Signature member may apply, in writing, to the Board of Directors for a one (1) time, one (1) year sabbatical. This application must be made prior to December 31 of the year prior for which the sabbatical is being requested and must outline the extenuating circumstances that justify their application.

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.
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. Signature members may not take payment for consulting about or approval of Active applications.
- 2.4.2 Jurors are responsible for notifying the FCA office if they accept someone for Active status outside of the FCA office process.
- 2.4.3 When applying for Active status, all applicants must provide ten (10) examples of their work. If applying through the Federation office applicants must also pay a jury fee.
- 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 exhibition. This would mean that, in order for an applicant to attain Active status, at least six (6) of the ten (10) images need to be of sufficient quality that they may be accepted into a Federation juried exhibition.
- 2.4.5 When applying through the Federation office for Active status, an artist must first be a Supporting member.
- 2.4.6 An applicant who is declined for Active status can reapply in six (6) months' time, unless a juror requests or allows an earlier date.
- 2.4.7 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.

2.5 AFCA Status Applications

- 2.5.1 Active members applying for AFCA status must have seven (7) different artworks in seven (7) different FCA juried Qualifying exhibitions in the last four (4) years.
- 2.5.2 Only five (5) of the seven (7) required exhibitions may be Chapter Qualifying exhibitions.
- 2.5.3 Exhibitions not hosted by the FCA or its Chapters do not qualify for a Signature application.
- 2.5.4 This policy has been stricken.
- 2.5.5 Applicants must submit the application form, ten (10) images 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 seven (7) different artworks in seven (7) juried Qualifying exhibitions in the last four (4) years, or
- c) Sponsorship by three (3) SFCA's in good standing.

2.6.2 Only five (5) of the seven (7) required exhibitions may be Chapter Qualifying exhibitions.

2.6.3 Applicants must submit the application form, ten (10) images 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 Honourary 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 Distinctive Artistic 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 (10) 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 affiliates must be members in good standing with the FCA.
- 4.1.2 The Chapter affiliates 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.

5. Gallery

5.1 General

- 5.1.1 The FCA, their staff, volunteers, and representatives are 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, giclée prints, 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 ineligible for inclusion in any exhibition with the exception of *Success!* and the *SFCA Signature Medal Exhibition*.
- 5.1.4 Sale price on artwork submitted for jury and subsequently appearing in an exhibition must be in-line with the sales price of the artist's previously sold work. Raising the price of your artwork to be displayed in the gallery in order to prevent sale will result in your work being rejected from the exhibition.
- 5.1.5 Only work that is new to Federation Gallery may be entered in juried exhibition calls. Work that has appeared in a juried exhibition may be exhibited once again in a Member Group Exhibition or Summer Gallery.
- 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.
- 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 image.

5.2 Presentation of Work

- 5.2.1 Image Size Description - Federation standard for describing two-dimensional artwork is height x width in inches. Federation standard for describing three-dimensional artwork is height x width x depth 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 and frames must be sturdy, of professional caliber, and safe to hang.
 - 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.
 - f) All artwork must be wired and ready to hang regardless of size or structure. The FCA will not hang works from teeth or stretcher bars.

5.3 Member Group Exhibitions

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

5.4 Summer Exhibitions

- 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 (3) 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 a waiver declaring that their submitted artwork is not a copy, derivative or based on the work of others or in any way an infringement of copyright.
- 5.5.2 This policy has been stricken.
- 5.5.3 The FCA reserves the right to reject submitted artwork that appears to be in direct violation of copyright law.

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 Forms and Mediums

6.1 Archival Standards

- 6.1.1 All media, substrate and bases must be of archival quality to ensure the financial and cultural value of the artwork over time. For the purposes of FCA standards, “archival” means that the artwork can reasonably be expected to remain pristine for at least 100 years if well cared for and without providing special conditions for the artwork.

6.2 Art and Craft

- 6.2.1 As we are a national visual artist service organization it is incumbent upon us to distinguish between art and craft. For our purposes we distinguish between art and craft by considering art as primarily a method of expression while considering craft as focused on the production a functional object.

6.3 Two-dimensional Artwork

- 6.3.1 Usually hung on a wall, two-dimensional artwork includes painting, drawing, and hand-pulled prints.
- 6.3.2 Media accepted as part of Federation exhibitions include oil, acrylic, water media, pastel, encaustic, pen and ink, pencil, graphite, and hand-pulled prints in print-runs of less than 200.
- 6.3.3 Media specifically excluded from Federation exhibitions are digital art, photography, giclee (whether hand modified or not), pyrography, and any work that relies heavily on mechanical reproduction.

6.4 Three-dimensional Artwork

- 6.4.1 Sculpture is the branch of the visual arts that is specifically concerned with expressive three-dimension form. The artwork must consist of both mass and space.
- 6.4.2 Media accepted as part of Federation exhibitions include stone, metal, glass, clay, wood, or ceramic.
- 6.4.3 Media specifically excluded from Federation exhibitions are ivory, plaster, wax, reusable modeling compound, found objects, electronics, holography and other projected media, and fragile modeling media such as papier-mâché and salt dough.

7. Juried Exhibitions

7.1 General

- 7.1.1 The jury for a FCA Qualifying exhibition must be comprised of three (3) FCA Signature members; either two (2) SFCAs and one (1) AFCA, or three (3) SFCAs. An exception may be made in special cases by the Board of Directors.
- 7.1.2 The gallery manager will review submitted images prior to the jury session and remove those entries that do not conform to the submission guidelines.
- 7.1.3 The three (3) award jurors must attend as a group, at a time mutually agreed upon, to jury for the award winners.
- 7.1.4 Artworks created in courses and workshops are not eligible for submission to juried exhibitions. However, artwork brought to workshops or group sessions to be critiqued are still eligible for entry, so long as they have not been worked on by either the artist or the instructor during the workshop session.
- 7.1.5 While using photos as reference for painting is a long-held accepted practice, making substantive use of stock imagery or photos taken by professional photographers is not permissible, even with their permission. Photographs by professional photographers are considered artworks in and of themselves. Reference photos must be taken by the artist themselves or provided to them by an amateur photographer with their express consent. Stock images may only be referred to for anatomical study and must be incidental to the completed artwork to be permissible.

7.2 Juried Exhibition Submissions

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

- 7.2.1 Submitted exhibition entries are juried online by digital image unless specified otherwise. Digital image specifications are published on the Federation website under “Resources”.
- 7.2.2 This policy has been stricken.
- 7.2.3 Entries must be complete in order to be seen by the jury panel. Complete means:
 - a) On time - Entries must be submitted and paid in full by the stated exhibition deadline.
 - b) Images cropped - Images must be cropped as per current specifications.

- c) Waiver – Artists who have an artwork accepted into an exhibition will receive a waiver by email. This waiver needs to be printed, signed and affixed to the back of one of the accepted artwork(s) before it arrives at the gallery. Artists are encouraged to retain a copy of this waiver for their own records so as to help track their acceptances.
- d) Payment - Entries can be paid by credit card during online submission or by phone.

- 7.2.4 Incomplete entries will not be accepted for consideration by the Jury.
- 7.2.5 Artwork that wins an award in any FCA exhibition may not be entered into any other Federation exhibition, except when the first exhibition was a chapter exhibition and the following exhibition is a National Open Exhibition or an exhibition held at the Federation Gallery.
- 7.2.6 Awards are juried from the originals once the exhibition is hung.
- 7.2.7 Awards available are to be determined by gallery manager.
- 7.2.8 The gallery manager has the right to reject the artwork if the artwork or its framing does not conform to Federation standards.
- 7.2.9 Jurors have a right to reject an accepted artwork upon viewing the original if they find that the digital image did not bear enough likeness to the original work.

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 jury, a professional presentation is required.
- 7.3.2 Professional presentation requires photo jpegs be cropped so that only the artwork itself is visible. The image 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 photos as entries with poor quality will be declined without being considered by the jury. Poor quality are photos that include dirt or reflections, are out of focus, over or under exposed or where the image is

- compromised by glare from sun or flash. These will also be rejected.
- 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 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 exhibition, selections made by any one of the group of three (3) 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 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 exhibitions if they are a member of the jury, although they may supply work for the exhibition, identified as a juror’s artwork. No juror’s artworks are eligible for awards in juried FCA member exhibitions.
- 7.3.7 Jurying will be done anonymously. Jurors may not ask for the name of the artist whose work is being juried.
- 7.3.8 The FCA requires a professional presentation of images. Substandard images must be declined from juried exhibitions even if a juror can vouch for the quality of the work because of prior knowledge of such work. Digital images of extremely poor quality will not be presented to the jury.
- 7.3.9 moved to section 2.4.7
- 7.3.10 No juror may assign an award to a spouse, partner or relative who has submitted work in that exhibition. 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 This section has been stricken

7.5 Chapter Exhibitions

7.5.1 Each Chapter is allowed as many Qualifying juried exhibitions per year as they wish. However, only two (2) sanctioned exhibitions per year may count towards Signature status application.

7.5.2 A jury for a FCA Qualifying Chapter exhibition must be comprised of three (3) FCA Signature members; either two (2) SFCAs and one (1) AFCA, or three (3) SFCAs.

While an awards jury completing their jurying online must still be comprised of two (2) SFCAs and one (1) AFCA or of three (3) SFCAs, chapters may opt to have awards juried in-person, in which case the awards jury must be comprised of any three (3) FCA Signature members (AFCA or SFCA).

7.5.3 There will be two (2) 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 exhibition. 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 exhibition juries may be comprised of any combination of three (3) Signature members.

7.5.5 Supporting members may not enter Federation exhibitions with the exception of an annual open exhibition like *Painting on the Edge*.

7.5.6 An artwork that has hung in a Chapter exhibition outside Federation Gallery may be submitted to a Federation Gallery exhibition; however, only one (1) of the exhibitions can count towards the seven (7) Qualifying exhibitions for Signature status.

7.5.7 It is suggested that Chapter Exhibitions in venues other than the Federation Gallery accept a maximum of six (6) entries per artist with a maximum of three (3) chosen.

- 7.5.8 Chapter Exhibitions hosted as National Open Exhibitions and juried by two (2) SFCA's and one (1) AFCA or three (3) SFCA's, share the same allocation of Qualifying status as if the art work had been accepted in a Vancouver Gallery Exhibition and as such this credit can be recorded as one (1) of the seven (7) Qualifying exhibitions required to apply for AFCA status, rather than as one (1) of two (2) allowable Chapter Exhibition credits.
- 7.5.9 An exhibition organized by a chapter must be advertised nationally in order for it to qualify as a National Open Exhibition. Such national advertising must include but need not be limited to a free advertisement in Art Avenue and in the national office's eNewsletter.
- 7.5.10 An artwork that has been accepted in a Chapter only exhibition may also be submitted to an Open National Exhibition hosted by a Chapter, as the venue and status in this higher Qualifying exhibition calls for a higher degree of competition and status than a regular Chapter Exhibition.
- 7.6 This section has been stricken
- 7.7 Awards
 - 7.7.1 Only one (1) prize can be allocated to an artist per exhibition.
 - 7.7.2 The Allan Edwards Award for an outstanding SFCA artwork can be given at the juror's discretion at any FCA Juried exhibitions.
- 7.8 The Eligibility of Critiqued Artworks in Juried Exhibitions
 - 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 exhibitions 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 Exhibitions" 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 exhibition or Signature status. Results of Active status jurying and juried exhibition 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. In the event of a tie vote the Standards Chair will cast the tie-breaking vote.
- 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 “SFCA” 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 exhibitions. It is however Federation policy that Senior Members may hang artworks in juried exhibitions and exhibitions as these are deemed to enhance the quality of such exhibitions. Therefore, at the discretion of the gallery manager and space permitting, Senior Members may hang one (1) or two (2) artworks in any Federation Gallery juried exhibition, with the exception of Painting on the Edge, the Annual International Representational Exhibition and other exhibitions to be determined by the Board of Directors from time to time.

8.4 SFCA Sponsorship

- 8.4.1 Only candidates for Senior membership status may be put forward to the annual Board of Governors' meeting without the requirement of AFCA status or seven (7) juried exhibitions under the following conditions:
 - a) Sponsorship by three (3) 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) This policy has been stricken.
 - 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 Sponsorship is to be initiated by a minimum of 3 Senior (SFCA) members in recognition of the excellence of the work of a peer who has not, of their own volition, applied for Senior Signature status. Members with aspirations for SFCA status may not approach Senior members for sponsorship and must follow the usual Signature application process as outlined in section 8 of this Policy Manual.
- 8.4.4 An applicant who is unsuccessful in their application for Senior status will NOT by default be considered for AFCA status.

9. Board of Directors

9.1 Duties

- 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 By-laws. 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 (2) 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.
- 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 contacting 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.

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. 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.