



FEDERATION
of CANADIAN
ARTISTS

Chapter Resource Handbook

Version 10
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The Federation of Canadian Artists is a registered charity, and incorporated as a not-for-profit corporation. The mission of the FCA is to advance the knowledge and appreciation of art and culture to all Canadians, offering education, exhibition and communication in the Visual Arts, and to support and promote emerging to professional member artists.

As a National Arts Service Organization, the Federation is a member-directed body representing professional artists. We serve our members as well as the visual arts as a discipline and the public, at a national level. The services we offer include: networking and peer support; communication and information; public awareness and audience development; research and program delivery; and professional development and training.

Federation of Canadian Artists

1241 Cartwright Street, Vancouver, British Columbia, Canada V6H 4B7

www.artists.ca / www.federationgallery.com Charity number 11891 3920 RT0001

Because the Federation has transitioned to a governance model, Board members (in Vancouver) cannot be of direct assistance to Chapters. Please contact staff at the Vancouver office for help using the table below:

Title	Contact Details	Areas of Responsibility
Federation Membership Administration	Phone 604-681-2744 membership@artists.ca	New Membership / Renewals Active Status Applications Signature Status Applications Chapter Membership- Reconciliation eNewsletter
Federation Education Programs	Phone 604-681-2744 education@artists.ca	Workshop Creation / Venue Rental / Instructor Sourcing / FCA Retreat / Education Promotion / Special Events
Federation Gallery Administration	Phone 604-681-8534 gc@artists.ca	Exhibitions and Submissions Chapter Jury Applications Online Galleries Exhibition Promotion
Federation Executive Director	Phone 604-681-2744 executivedirector@artists.ca	Budgeting Grant Applications Board Governance and Liaison Chapter Creation
Art Avenue Editor	artavenue@artists.ca	Chapter content for bi-monthly magazine

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1. PURPOSE OF THIS HANDBOOK

This is an evolving document, not policy. This handbook was developed by staff with the intention to meet the needs of the Affiliates who read and use it for the purposes of establishing and maintaining a Chapter of the Federation.

Feedback on this resource is welcome. Please direct comments and questions about the handbook to the Executive Director using the information provided on the previous page.

Ongoing assistance for Chapters is available through the Federation office in Vancouver. Contacts are listed on the front inside cover of this handbook. If there seems to be a discrepancy between the Chapter Handbook and our policies and/or bylaws, policy overrides this handbook and bylaws take precedent over policy.

Federation Chapters are entities separate from the Federation of Canadian Artists (FCA) and have limited autonomy in how they govern their business. Chapters are legally not part of the Federation of Canadian Artists; they operate separately from the Federation proper. To be considered Chapters though, they are required to follow the FCA constitution, bylaws, policies and procedures. **(These documents are online at: <https://artists.ca/about/governance>)**

It is recommended that all Affiliates, especially Chapter Board Executives, be familiar with Federation policy, constitution and bylaws. Make sure you are using a recent copy of this handbook and make this handbook available to other Board Executives and the Chapter Affiliates. With or without involvement in a Chapter, individual members of the FCA are required to follow the policies and bylaws of the organization.

This handbook includes information, tools and suggestions on how to create a successful Chapter.

2. GOVERNANCE OF THE FEDERATION

To give you a sense for the structure of your Chapter as you are developing it, we've included this section in the handbook to give you an awareness of the structure and governance of the Federation.

As a Society, the Federation is a collective of artists working together to achieve common goals. While staff take care of daily operations, participation of our members and volunteers is absolutely essential for the organization. The organization is split into three components, each operated independently but cooperatively; management, artistic standards and governance:

Management - The Federation is managed by paid office staff in Vancouver with the support of a large number of non-paid volunteers both in Vancouver and throughout Canada.

Artistic standards are set by the Federations Standards Committee which consists of five (5) Senior Signature members. The Standards Committee is a standing (permanent) committee with the authority of an Active Agent. They establish artistic standards independently of the Board of Directors (BoD) and staff. They work with staff to implement standards changes, and report changes made to the BoD. Jurors selected for membership and exhibition jury panels, while administered by staff, fall under the jurisdiction of the Standards Committee.

Governance is the responsibility of the Federation's BoD. The BoD sets the policies and strategic priorities of the organization while staff determine how to achieve said objectives and take care daily operations and programs. The all-volunteer Board consists of a combination of elected and appointed Directors all of whom are members in good standing. There are two types of board members:

- a. **Elected positions** consist of President, Vice-President, Secretary and Treasurer. The immediate past President is an ad-hoc (as needed) member of the Board.
- b. **Appointed positions** are required to fill the Chair positions for standing committees. The appointments are made by the elected Board members. Presently there are only two Standing Committees; the Standards Committee, and Selection Committee. Additionally, two Members-at-Large may be appointed. The Federation's Executive Director (the executive staff member) is a non-voting Board member.
 - i) **Standards Committee** consists of a volunteer group of at least 5 SFCA members in good standing. They are responsible for the Federation's artistic standards.
 - ii) **Selection Committee** (formerly Board of Governors) consists of all Senior Signature (SFCA) members in good standing. They meet annually to adjudicate Signature Status applications.
- c. **Special Committees** - From time-to-time the Board of Directors may create an ad-hoc committee for projects as needed. The committee dissolves at project completion.

A list of current Board and staff members can be found [on the artists.ca website under "contact"](#).

3. FEDERATION JURISDICTION OVER CHAPTERS

Chapters are expected, to support the goals of the Federation and abide by its Constitution, Bylaws and policies. The Federation is first and foremost a standards-setting organization, establishing national standards in the visual arts. As such, Chapters are required to follow Federation Constitution, Bylaws, Policies, Procedures, and artistic standards.

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 participants or Chapter Executive Officers.

Chapters are independent entities and participants of the 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 members of the Federation.

The Federation does not have a vote on a Chapter Board and does not have control over how a Chapter operates. On the other hand, the Federation may revoke its recognition of a Chapter at any time if the Chapter is found to be non-compliant with Federation standards.

4. STARTING A CHAPTER

Membership in the Federation of Canadian Artists is on an individual basis. Artists wishing to participate in a Federation Chapter must be members in good standing with the Federation office in Vancouver. To be a member in good-standing, an artist must have paid for the current year of membership and not have fees in arrears. Enrolment as a member with the Federation is online at www.artists.ca or a prospective member can call the Vancouver office.

While many existing Chapters refer to artists as “members” of their Chapter, this terminology isn’t correct. Membership is with the Federation of Canadian Artists. When an artist joins a Chapter they pay a fee to participate in a Chapter, so they are a **Chapter Affiliate**. We encourage you to use the current terms so as to avoid future confusion.

Chapter Affiliation is a wonderful way for an artist to enhance their experience of art in their communities, and to share their art through exhibitions, workshops and networking. Members may want to join together and form Chapters for the purposes of support, information gathering, joint communication with the Federation office, cooperative shipping of paintings, exhibition creation and other local activities.

Benefits of Chapter creation and Affiliation include:

- **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 Demonstrations** - Access to local demos and workshops
- **Local Exhibition Opportunities** - The opportunity to enter qualifying exhibitions each year, two of which may be applied toward Signature status applications, in accordance with the FCA bylaws and policies

Note that Chapters will be limited to local organizing, usually at a municipal level, such as Calgary, Vancouver, or Toronto. Smaller Chapters can be formed for a region, such as what we have in the B.C. Okanagan or the Peace River Chapter, which spans the B.C. and Alberta border.

The region the Chapter is located in is NOT a limitation of the area from which a Chapter can draw its Affiliates, hold workshops, or display exhibitions. The Chapter area is a limitation on other Federation Chapters. The Central Okanagan Chapter may not, for example, host an exhibition in Armstrong, which is in the area assigned to the North Okanagan Chapter. The North Okanagan Chapter may not organize a workshop in Monte Creek, which is part of the TNS Chapter. We do, however encourage Chapters to work together. To check on current Chapter borders please consult artists.ca under "[Membership / Chapters](#)".

Federation members may be Affiliates of as many Chapters as they wish. Chapters can choose to limit the regionality of their Affiliates to artists living in their own area we do not recommend this. Additional Affiliates equate to increased revenue and participation in your programs.

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

- When there is the required number of Active and Signature Affiliates involved. **A Chapter may be formed with a minimum of 14 Active and/or Signature Affiliates in good standing with both the forming Chapter and the Federation Office in Vancouver.**
 - Once established, Chapters may allow artists with Supporting membership with the Federation to join their Chapter as Affiliates; however, these should never constitute a majority of a Chapter's Affiliates as their goals and needs are not generally in line with those of Active artists
- If the Affiliates 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.

In keeping with Canadian Privacy laws and our own policy, the Federation is unable to provide lists of members to anyone interested in forming a Chapter. However, Federation's staff can provide guidance and advice during the formation process. Time allowing, staff can be of assistance by helping in reaching out to current and recent-past members in the area of formation. Please contact the Membership Coordinator for assistance in this task.

1) **FINANCIAL RESPONSIBILITIES, FEES AND ASSISTANCE**

Direct financial assistance from the Federation Office in Vancouver is not available, but staff at the office can help in creative ways to raise initial funds. Please contact the Executive Director for assistance with this.

Bank accounts are solely the responsibility of the Chapter and terms should be written up in the Chapter Bylaws, policies or procedure manual as approved by your Chapter's Affiliates and

Board of Directors. The Chapter will need a bank account in the Chapter's name for the Federation Office to distribute funds to, and it is strongly recommended the Chapter obtain one to store Affiliate fees and fundraising revenue.

Chapters have their own expenses associated with serving their Affiliates. This may include venue rentals, demonstration and workshop materials, instructor honorariums, newsletter creation, website hosting and postage fees, so we recommend that you charge a Chapter Affiliate fee.

Chapters are free to determine their own fees and should correlate with the number of services the Chapter offers. This amount varies between Chapters.

Chapter fees range from \$10 to \$60 per year. All Chapter fees collected remain with the Chapter. There is no requirement for the Chapter to make any payments to the FCA unless a specific service is required, like an exhibition jury.

2) CHAPTER INCORPORATION AND CREATION

Most Chapters, with one or two exceptions, are unincorporated groups. It is presently not required and as incorporation can add quite a lot of administrative work it is not recommended.

3) STEPS TO STARTING A CHAPTER

1. Arrange a Chapter Affiliate drive by setting up an information meeting, contact the Federation Membership Coordinator for assistance in this task (membership@artists.ca)
2. Hold a Chapter Founding meeting to distribute Board roles decide on a mandate. At this meeting, the Treasurer and/or Secretary can collect Affiliate dues while the Chapter Membership Coordinator and their volunteers can record the following Affiliate information:
 - Names and prefixes (if prefixes are applicable)
 - Mailing addresses
 - Email addresses
 - Membership level (Supporting, Active, Associate or Senior)
 - Phone numbers.
3. After this meeting, the Chapter Membership Coordinator needs to register at least 14 Active or Signature Affiliates interested in forming a Chapter in your area with the Federation Office in Vancouver via executivedirector@artists.ca, along with their chosen Board Functions (see "Board Functions" in this handbook)

4. Set up a Committee to draft bylaws and a constitution that will govern your organization. **Please note policies and purposes adopted by an emerging Chapter must not be in conflict with those of the Federation unless approved in writing by the Executive Director of the Federation. Be sure to check these documents before creating your own.**
5. Submit application to the Executive Director via executivedirector@artists.ca for approval. The following is what office staff need to process your application:
 - Proposed Chapter name¹
 - Proposed constitution and bylaws if you have them drafted,
 - Proposed area where the Chapter will operate
 - Affiliate list, including a minimum of 14 Active and Signature Affiliates.
 - List of elected Chapter Board of Directors, including at minimum a President, Vice President, Treasurer, and Secretary.

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 of the status of the application.

Supporting members are not considered for Chapter establishment as in this initial drive we are determining whether the fledgling Chapter has enough members to host an exhibition. Supporting members are not permitted to enter Federation exhibitions so cannot participate in them. They can, however, help as volunteers and benefit from workshops and are a vital part of Chapters once the Chapter has been established.

4) BOARD FUNCTIONS

President

- Elected for a term prescribed in the bylaws
- Chairs meetings according to accepted rules of order for the purposes of:
 - Encouraging all members to participate in discussion;
 - Arriving at decisions in an orderly, timely and democratic manner
- Presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of the Board and its members, submits various reports to the Board, to funders, and to other "stakeholders"
- Proposes the creation of committees; appoints Affiliates to such committees; and performs other duties as the need arises and/or as defined in the bylaws.
- Provides a report on the affairs of the Chapter and relays any communication from the Federation head office

¹ Name format should be "Federation of Canadian Artists *LOCATION* Chapter", e.g. "Federation of Canadian Artists Vancouver Chapter".

- Provides leadership for the Chapter and makes sure that the mandate of the organization is followed
- Keeps Affiliates informed about 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
- Authorized / required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization
- Is an ambassador for Chapter Affiliation
- Keeps the Chapter Resource Handbook and other manuals available to Affiliates and passes them on to the next Executive
- Responsible for ensuring that the Board of Directors and its Affiliates:
 - are aware of and fulfill their governance responsibilities;
 - comply with applicable laws and bylaws;
 - conduct board business effectively and efficiently;
 - are accountable for their performance.
- Accountable to the Board of Directors or Affiliates as specified in the bylaws. The President may delegate specific duties to the Board members and/or committees as appropriate; however, the accountability for them remains with the President.

Vice-President

- Elected for a term prescribed in the bylaws and may or may not aspire to serve as the President of the Chapter
- Attends all Board meetings if possible and is prepared to serve as meeting chairperson in the absence of or by request of the President
- Responsible to the President 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
- Provides reports, verbal or written, as requested, to Affiliates
- Can be one of three signing officers for the Chapter bank accounts
- Understands the responsibilities of the President and is able to perform these duties in their absence
- Participates as a vital part of the Board Leadership and succession
- Recruits and inducts new Board Members

Treasurer

- Elected as defined by the bylaws
- Understands financial accounting for non-profit organizations
- Responsible for maintaining accurate financial records of the Chapter
- One of three signing officers for the Chapter bank accounts

- Maintains the financial business of the Chapter advising and reporting to Affiliates, keeping good records and reconciling bank accounts
- Maintains Affiliate records unless there is a Membership Chair
- Performs financial and cost-benefit analyses as required
- Responsible for having the books reviewed in time for the Annual General Meeting to give the year-end financial report
- Maintains knowledge of the Chapter and personal commitment to its goals and objectives
- Serves as the chair of the Finance Committee (if applicable)
- Manages, with the Finance Committee, the Board's review of and action related to the Board's financial responsibilities
- Present the annual budget to the Board for approval
- Reviews the annual audit and be present at the AGM and other meetings / times as needed to answer Board members' questions about the audit
- Works with the Fundraising Chair and Events Chair to budget for events and fundraising activities

Secretary

- Elected as defined by the bylaws.
- Prepares, in consultation with the President, the meeting agenda and distributes it to Affiliates
- 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 Affiliates 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 Affiliates of the material received
- Can be one of three Signing Officers for Bank, signing documents with one other officer
- Attends all board meetings
- Ensures that an agenda is planned for board meetings. This may involve periodic meetings with committee chairpersons and the Executive Director to draft annual and meeting agendas and reporting schedules
- Serves on the Executive Committee if one exists
- Ensures the safety and accuracy of all Board records
- Distributes all Board minutes to the Board in a timely manner
- Assumes responsibilities of the President in the absence of the President, chair-elect, and Vice President
- Provides notice of meetings of the Board and/or of a committee when such notice is required
- Creates ballots for the AGM

Past President

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

5) COMMITTEE CHAIRS

The following positions are all “chairs”, these are leadership positions of committees. Depending on the size and activities of your Chapter you may or may not need committees where a single person might do.

Exhibition Chair

The ideal candidate will be dependable and able to juggle many different tasks, remains calm under pressure, communicates well, and motivates people. 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 during the entire process from the start of writing the call through to the post-exhibition clean-up.

- Reports to the Board.
- Leads the Exhibition Committee
- Responsible for Chapter exhibitions
 - Publishes and distributes clear guidelines to Affiliates for exhibition entry requirements.
 - Organizes exhibition venue
 - Exhibition entry process and jury.
 - Collection and hanging of juried artwork.
 - Organizes exhibition awards. (Presented by the President)
- Note that considerable assistance can be had from the staff at the Vancouver office.

Affiliate Chair

- Reports to the Board.
- Leads a possible Affiliate Committee (if necessary).
- Collects Chapter Affiliate fees.
- Maintains the Affiliate roster.
- Liaises twice a year with the Federation office to determine member status.
- Greets and offer your assistance to new Affiliates.
- Prepare and distribute information packets to new Affiliates

Education Chair

- Reports to the Board.
- Leads the Education Committee.
- Arranges for demos, workshops, and other educational opportunities.
- Note that assistance can be had from the staff at the Vancouver office

Fundraising Chair

- Reports to the Board
- Leads the Fundraising Committee
- Organizes special events and fundraising drives
- Works with the treasurer to set and meet annual fundraising objectives

Volunteer Chair

- Reports to the Board
- Frequently touches base with the Board and Committee Chairs to review their volunteer needs
- Keeps a record of active volunteer names and contact information with the Membership Coordinator
- Arranges volunteer drives and oversees volunteer recruitment

Publicist Chair

- Reports to Board.
- Arranges for sponsorship and advertising for Chapters exhibitions.
- Liaises with the local Art Council.
- Arranges for local newspaper coverage of Chapter functions and special events
- Writes and distributes press releases covering Chapter Activities and Exhibitions
- Writes Chapter news article for Art Avenue magazine.

5. EXPECTATIONS OF CHAPTERS

The Federation Office does not require a minimum number of meetings, exhibitions, workshops or events for a Chapter to maintain their Chapter status. However, the following is a minimum recommendation for annual Chapter activities and programming:

- Two Affiliate Meetings per year
- One Exhibition per year
- One workshop or educational program per year
- One fundraising event
- One critique session led by a Senior Signature member

6. DELIVERABLES FROM THE FEDERATION

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

- A liaison contact appointed by the FCA Executive Director
- Assistance organizing classes or workshops when requested
- Assistance in organizing Qualifying juried exhibitions when requested.
- A Chapter listing on artists.ca.
- A section of Art Avenue dedicated to highlights of the activities and success of Chapters
- The sanctioning of Qualifying Chapter Exhibitions that can be used by Active members towards their exhibition requirement for Signature applications
- The Chapter will be supplied with a customized Federation of Canadian Artists' logo, and may use the Federation name as long as the Chapter is in good standing and the name and logo are used for FCA approved purpose. The Federation logo MAY NOT be altered by the Chapter without express written consent by the Executive Director.

7. ADDITIONAL RESOURCES FOR CHAPTERS

In addition to the aforementioned deliverables, the Federation Office also provides:

1. This Chapter Resource Handbook; designed to be the primary resource to answer most of the questions that can arise in Chapter matters. The expectation is that all Chapter Board members will receive this document and pass it on to newly elected Board members at their first Board meeting.
2. The Federation's website at 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
 - Exhibition schedules, annual calendar of events
 - Membership and Signature application forms
 - List of Signature members who conduct courses and workshops
 - Online Galleries
3. **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.
4. **The Federation Staff** can help Chapters with resource material, exhibition related issues, workshop planning. Membership confirmation can be checked with the staff.

8. FREQUENCY OF MEETINGS

Meetings should be held to organize events, so the more activities (like workshops, fundraisers and exhibitions), a Chapter facilitates, the more meetings it will need. In a recent 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:	4 Chapters

9. COMPLAINTS PROCEEDURE

The first resource for solving Chapter disputes should always be the Federation and Chapter bylaws and policy.

If the information in these documents does not assist in rectifying the issue, or if the concern pertains to Federation procedure or staff behavior, a complaint should be briefly summarized and emailed to the Executive Director.

If a satisfactory remedy is not reached following this course of action, as a last resort, the Chapter may bring concerns to the FCA Board of Directors.

10. CHAPTER EXHIBITIONS

One of the most important Chapter activities is the development of exhibition opportunities for Federation members and their own Affiliates. Federation exhibitions are unlike others in that our standards are at the national level; artists who want to exhibit their work alongside other work that is of the national level usually have no other opportunities to do so. A Chapter is in the position to rent a venue locally and host the exhibition in their own community.

In all Federation exhibitions copyright law and Federation standards must be respected. Specific wording regarding copyright and other criteria for entry can be found on the artists.ca. Consult with The Federation Gallery Coordinator if you have any doubts about policy or process.

In preparation for organizing an exhibition all Chapters should appoint an Exhibition Chair who is supported by an Exhibition Committee of at least 3 people. This Exhibition Chair must be familiar with both Federation and Chapter policy in relation to exhibitions. Once these functions have been determined, email the Federation Gallery Coordinator at gc@artists.ca to request for assistance.

The Federation Gallery Coordinator will outline your options. With so much work involved in planning, organizing and facilitating an exhibition, we strongly recommend that Chapters utilize the Federation Office's online jury system.

This takes the guess work and administration out of receiving submissions and submission fees for your call, and the Federation Office will also recruit Signature Member jurors on your behalf, making your exhibition a qualifying exhibition for your Affiliates looking to pursue Signature Status themselves. This service provides your Chapter with:

- Submission call creation and administration
- Reassurance that Federation policy is adhered to without Chapter oversight
- Relieved responsibility from accepting and recording submission fees

- Juror sourcing
- Printable exhibition labels, sign / in sign out sheets, and other useful documents
- Awards allocation – Chapters often find it difficult to find enough Signature Members in their locale to participate in jury and award allocation. The Federation Office service relieves your Exhibition Chair of this task as jurors determine awards before your exhibition is even installed

For more information about this process, and why it is useful see **APPENDIX B**. Chapters are free to administer their own calls and exhibitions. To do so please ensure you are thoroughly familiar with Federation policy, especially section 7.

If you decide not to use the Federation Office’s resources to organize your exhibition, the documents in **APPENDIX B** still provide a good resource on what information you need to collect and how to request and record it.

1) GENERAL EXHIBITION PLANNING TIPS

- Decide the theme of your exhibition
- Determine a venue, exhibition dates and important dates – it is important to consider the needs and schedule of your venue when planning details like delivery of artwork and installation.
- Where possible, time the exhibition 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.
- 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 in the Submission Call Booklets provided for exhibitions
- Include a notice about originality, stock photography and not violating copyright. See the Federation’s wording for this notice in any of their Submission Call Booklets.
- Create Task/Timeline Chart:
 - What - needs to be done?
 - Where – will each task be completed?
 - When - it needs to be done?
 - Who - will get it done?
- Create a waiver that protects your Chapter, Board Members, Staff, Volunteers and the rights of the Venue and their Staff and Volunteers, this document should include an inventory of delivered items and a signature box
- Exhibitions run smoothly with the help of volunteers. Ask for help early enough to ensure that all of the participants have a positive experience.

- If you choose to create an exhibition 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.
- 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.

Celebrate the exhibition 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. You can invite local dignitaries such as mayor, city councilors, and other arts people to your opening and get them interested in your organization.

2) EXHIBITION FAQ's

Supporting Members and Exhibitions?

Supporting members are not permitted to enter Federation calls for exhibition, except for international open calls such as *Painting on the Edge*, which are open to all artists, nation-wide. The application for Active status is essentially a pre-screening process to assess whether an artist is ready to submit their work for exhibitions. Bypassing this process doesn't make much sense, so we encourage that, if a Supporting member feels they are ready for exhibiting their work they should apply for their Active status.

Online Submission for Chapter exhibitions

All jurying for qualifying Federation exhibitions must be done via the online jury system built by Artist Quarter. If a Chapter has their own AQ system they may use this for jury. In-person jurying for acceptance to qualifying exhibitions is no longer permitted. We do encourage that award jurying be done in-person.

What is a “Qualifying” Exhibition?

“Qualifying” is a term associated with application for Signature member status. An Active member looking to apply for AFCA status must have a number of Qualifying point. For details on applying for Signature status please consult the Federation policy manual sections 2.5 and 2.6 as well as the Signature Membership Application form available on artists.ca

Qualifying exhibitions follow Federation juried exhibition standards as outlined in the policy manual.

It worth a note that online-only exhibitions are, for example, non-Qualifying exhibitions because the original artwork is never seen in-person by the jurors; jurors cannot confirm the authenticity of the work.

Artistic Standards of Qualifying Artwork

Jurors are instructed to juror Chapter exhibitions to the same standards as Federation Gallery exhibitions. Artwork submissions must meet the same national-level quality at the Chapter calls as is expected for Federation Gallery calls. Sub-standard work is not accepted into Chapter exhibitions. We highly recommend that Chapters hold regular critiques and mentoring sessions as a means of helping their artists to improve their artwork and understand Federation standards.

Non-Qualifying Artwork

On occasion a Chapter exhibition may have fewer artworks accepted into an exhibition than their exhibition space allows for. If there is additional gallery space left the exhibition organizing committee has the option of choosing additional works to fill the space. These additional works are considered “Non-Qualifying”.

Non-Qualifying artwork, essentially, has been found not to meet nor exceed Federation standards, so this artwork is not eligible for awards.

If non-qualifying work is to be hung along with the exhibition this artwork is not counted as part of the exhibition. It must be hung separately from the other artwork and must be labelled as “non-qualifying”.

Can Jurors Participate in a Chapter Exhibition they have Juried?

An artist who has submitted their work to an exhibition call may not jury that exhibition. It is a time-honoured tradition, though, for exhibition organizers to invite jurors to provide an artwork to hang along with the exhibition. Note that this is not to be done if the inclusion of juror’s artwork would displace the artwork that has been juried into the exhibition.

Because the juror’s work was not juried, it is not part of the exhibition and is therefore not eligible for awards, even if the awards jury is by another set of jurors. Note that juror’s artwork must be identified as “Juror’s Artwork” on a label that includes the artist’s name, artwork name, and artwork description.

Can Chapters Charge Sales Commission on Works Sold in Chapter Exhibitions?

Chapters may set their own commission rates for their own exhibitions – or set none at all. The current Federation Gallery rate is 35% under most circumstances. You may choose to follow suit but there is no requirement to do so.

11. CHAPTER EDUCATIONAL PROGRAMS

Chapters may wish to organize a workshop or class in their area. We recommend that this be done in consultation with the Chapter Affiliates that are most likely to take advantage of the educational opportunities – those involved in Chapter meetings.

The following steps are a guide for the Chapter:

1. Confirm with the Chapter executive that there is sufficient student interest for the workshop to cover its expenses (venue rental, instructor fees, etc.)
2. Secure a venue and set the dates for the workshop
3. Book instructor, travel, accommodation
4. Students will expect the following information:
 - a. Course description,
 - b. Price,
 - c. Supply list,
 - d. Dates and times, and
 - e. An image for publicizing

If you'd like assistance with establishing a workshop or educational program, please contact the Federation Education Coordinator via education@artists.ca

12. REPORTING TO THE FEDERATION IN VANCOUVER

1) ANNUAL TASKS

Each Chapter is expected to report the following to the Office in Vancouver:

CHAPTER AFFILIATE COORDINATOR: send the Federation Membership Coordinator in Vancouver a current Affiliate list with the following information for each Affiliate:

- Names and prefixes (if prefixes are applicable)
- Mailing addresses
- Email addresses
- Membership level (Supporting, Active, Associate or Senior)
- Phone numbers

Chapters can request reconciliation of their Affiliate list with the membership list at the Office in Vancouver at any time.

If the Office in Vancouver finds that an Affiliate has outstanding Federation membership fees, or is not yet a member with the Federation, the Membership Coordinator in Vancouver, will contact that artist to either pay dues owed or register them as a member.

If we cannot reach the member or they do not want to renew or start a membership we will contact the Chapter Affiliate Coordinator. This artist is not permitted to attend meetings or participate in Chapter activities and it is the Chapter's responsibility to enforce this.

EXHIBITION CHAIR: The Federation Office keeps a record off all Federation exhibitions. If the Vancouver Office facilitated your Chapter exhibition using our online jury system you do not need to submit additional annual reports.

If the Chapter organizes the call and jury, the Exhibition Chair is required to report on all qualifying exhibitions. This needs to be **done no later than January 15th**, for the previous year, but may be done at any point. Please include all of 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 and their qualifying or non-qualifying status
- Which awards were allocated to whom for which artworks

This information should be sent to the Federation Membership Coordinator via membership@artists.ca, as this information is used to confirm Signature Status Application eligibility.

2) BI-MONTHLY REPORTING

CHAPTER SECRETARY / PUBLICIST: Submit your Chapter News for inclusion in Art Avenue magazine by the deadline date provided by the Editor (published on the FCA web site at www.artists.ca). This information and images should be sent to artavenue@artists.ca

3) BI-WEEKLY REPORTING

CHAPTER SECRETARY / PUBLICIST: If the Chapter chooses to place paid advertising for a workshop or exhibition in the bi-weekly eNewsletter distributed by the Federation Office, they must contact the Federation Membership Coordinator and arrange to send payment and content.

Rates for advertising, along with content submission deadlines can be found at: https://artists.ca/member_resources/advertise_with_us

13. APPENDIX A - INFORMATION TO SEND TO THE FEDERATION

Information	Send To	Key Point
Chapter Membership List	<i>membership@artists.ca</i>	<p>Send the Affiliate list annually in March. Please include Affiliate 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 additional 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>membership@artists.ca</i>	Promptly report any Chapter Board of Director changes including contact information to the Federation office.
Chapter News	<i>artavenue@artists.ca</i>	Submit Chapter News for inclusion in <i>Art Avenue</i> by the deadline date provided by the Editor.
Register Qualifying Exhibitions	<i>membership@artists.ca</i>	Send list of Qualifying Exhibitions by January 15th . Chapters need to register Qualifying Exhibitions with the Federation office in order for them to be recognized. 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 and allocated awards
Member Contact Information Changes	<i>membership@artists.ca</i>	The Chapter Membership Coordinator should remind Chapter participants 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.

14. APPENDIX B – JURYPING VIA THE FCA ONLINE SYSTEM

What is the FCA Online System?

This is the online applications system that the FCA in head office uses to receive, sort and jury artwork submissions for their exhibitions.

Why use the Online System?

Creating an exhibition involves a lot of volunteer hours, this effort means that many Chapters only have enough resources to host one exhibition a year. Let us help with your workload by receiving and monitoring your submissions and finding jurors for your exhibition. We'll notify you when your jury is finished, inform you of award winners, and email you printable resources for your exhibition.

Using the FCA Online Jury system is a fair and objective way to determine who is eligible for inclusion in exhibitions. Creating an exhibition in this way removes Chapter Board representatives from the administrative and jury process, allowing your volunteer to focus on the important and more creative parts of putting together an exhibition.

Online System	Benefit
Online Call for Entry	Submissions are accessible from anywhere with access to the internet, no paperwork and stress free. All the Exhibition Chair needs to do is complete the Chapter Exhibition Application Form
Remote Assistance	The Vancouver office creates the call, monitors all submissions to ensure they meet FCA standard requirements and notifies the Exhibition Chair and Chapter President of results
Jury	Chapters can choose to source their own panel of Signature Members to jury or let the Vancouver office select Signature jurors on their behalf
Results Pack	Once an exhibition has been juried, the Exhibition Chair and Chapter President receives access to download Exhibition results, award images, PDF's and sign in and out sheets.
E-Notifications	Each artist will receive an email notifying them of any accepted or declined artworks, along with a waiver to print and sign.
Online Exhibition	Successful Artworks will be represented at www.artists.ca in an online exhibition for the Chapter

How Online Jury Works:

- Prior to your submission deadline, three Signature Member (two SFCA and one AFCA) jurors are selected and briefed for jury
- As submissions are received, the Gallery Coordinator monitors entries to ensure they meet FCA standards and the requirements of the call as stated by the Exhibition Chair
- After the deadline date, the Gallery Coordinator reviews any outstanding entries and approves them for jury
- Jury starts, each juror receives a link to login and view the submissions at random, individually. The only information displayed at the time of jury is the title, size medium and price as submitted by the artist. Jurors are never notified of the submitting artists' names.
- Jurors rank each submission on a scale of 1 – 7 where:
 - 1: Decline
 - 2-3: Non-Qualifying
 - 4-5: Qualifying
 - 6-7: Qualifying and eligible for Awards
- Acceptance is based on the accumulated votes of the three jurors. Notifications are then sent to artists outlining if their artworks were:

Declined: Not eligible for display at the exhibition

Non-Qualifying: Eligible for display to make up numbers to fill the exhibiting venue. Non-Qualifying artworks are not recognized by the FCA as eligible points towards Signature Status and must be clearly labelled as “Non-Qualifying” at exhibition.

Qualifying: Eligible for display and count as a point towards Signature Status Applications with the FCA. Artists can only receive one point per exhibition, so regardless if an artist has one work or several accepted as qualifying, their acceptance into the exhibition counts as one point.

Delivery times, exhibition dates, drop-off and collection information, as determined by your Exhibition Chair, is also included in these notifications. An exhibition takes up to three days to jury. The results of the jury are not shared individually with the participating artists or Chapter representatives. An audit of the exhibition can be requested by the Chapter Executive, which takes place at the FCA in Office in Vancouver, in person to ensure confidentiality.

How much does it cost?

Fees are based on the amount of entries to your Chapter Call for submission as follows:

Up to 43 Image Submissions	\$8.00 Per Entry
44 – 150 Image Submissions	\$350.00 Flat Rate
151+ Image Submissions	\$400.00 Flat Rate
Juror Only	If you would just like the FCA to source Signature Members jurors for your exhibition there is a \$100.00 Flat Rate

How do we Start?

First your Chapter needs to determine an **Exhibition Chair**. This person will be the one point of contact for the Federation Office when creating your call. The Exhibition Chair works with your **Exhibition Committee** and the **President** of the Chapter to make the exhibition a reality.

The Exhibition Chair completes the “Jurying via the FCA System” application form. It is a good idea to bring this form to your Exhibition Committee meetings to help determine what information you’ll need to provide to create the call for submission.

The Federation Office does not determine deadlines or dates for your call, the best way to work your deadlines is to work backwards from the date of your exhibition. Head Office will advise you of a submission deadline based on the date you require your results pack by.

We advise allowing at least a week for delivery to your venue, two weeks if members from other Chapters are participating and need time to arrange for courier or delivery.

Once the form has been completed and sent to the Gallery Coordinator at Head Office via gc@artists.ca, the call will be established within 48 hours.

The Exhibition Chair will then be emailed a URL link to check the submission requirements. Once the Exhibition Chair has proofed the URL, if any changes are needed the Gallery Coordinator will make them and then email a new URL. If no changes are needed the Exhibition chair can immediately distribute this URL to their Chapter Affiliates via email or sharing the link on their Chapter website.

How do Chapter Affiliates Participate?

Chapter Affiliates can access the submission through the URL distributed by the Exhibition Chair. Once they receive this email, members click the link to login and start submitting as they would for any other FCA exhibition. Only Active and Signature Affiliates in good standing with the Chapter and the Federation Office in Vancouver are eligible to enter FCA exhibitions. All Affiliates, upon acceptance as Active, are given a username and password. If members are unsure of their login details they need to contact the Membership Coordinator via membership@artists.ca

The Federation Office does not keep a record of Affiliates in good standing with your Chapter. The Exhibition Chair is responsible for confirming applicant standing in your Chapter with the Affiliate Chair of your Chapter. If they are not in good standing with their Affiliate dues, they are not permitted to enter the Chapter exhibition.

Submission Assistance

It is the responsibility of the Exhibition Chair to inform the Affiliates of the resources available to them to help with their online submission. You can offer your Chapter Affiliates help with their submissions through:

- A designated Chapter representative who is familiar with the process to assist with submissions
- “Submission Session” events where Chapter Affiliates meet to submit as a group
- Hosting a special Chapter meeting that walks Affiliates through the process

The resources offered by the Federation Office are:

- The tutorial video they can watch online at - http://artists.ca/member_resources
- Assistance from the Gallery Coordinator – please note that Staff will not complete submissions on an Affiliates behalf. They will assist them in making their own application via telephone 604-681-8534. Affiliates should contact the office 3 days prior to the deadline if they need assistance with their submission.

Non Chapter Affiliate Entries

At the discretion of the Chapter Executive, Chapters may open up their submissions to all or select Chapters for a joint Chapter Exhibition. The same fee rates apply.

How Can Chapters Promote their Calls?

Chapters calls can be promoted for free when submitted as Chapter News in Art Avenue to artavenue@artists.ca If a Chapter would like to use a poster or visual aid in their promotions in either Art Avenue or the E-Newsletter, advertising fees apply. Learn more by emailing membership@artists.ca

What Next?

If you have further questions about arranging your next Chapter Exhibition using the FCA online jurying system, or would like to request the application form, please contact the Gallery Coordinator via gc@artists.ca

