



Chapter Resource Handbook

Version 10
Updated 2026

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Charity Number: 11891 3920 RT0001

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1. FCA CONTACTS LIST

Title	Contact	Responsibilities
Director of Operations	Ellie Chung (she/her) 604-681-8534 Operations@artists.ca	Board Relations, Governance/Policy, HR, Overseeing Programs
Office Manager	John Villamin (he/him) 604-681-8534 FCAOffice@artists.ca	Office Operations, Billing and Payments, Overseeing Studios
Development Specialist	Justin Mejia (he/him) 604-681-8534 Development@artists.ca	Grants, Fundraising, Special Events, and Partnership
Gallery Coordinator	Tanha Binte Azam (she/her) 604-681-8534 FCAGallery@artists.ca	Gallery Operations, Exhibitions and Artwork Submissions, and Volunteer Coordination
Membership Coordinator & Chapter Liaison	Eric Worobec (he/they) 604-681-8534 Membership@artists.ca Chapters@artists.ca	Membership Applications and Status, Chapter Liaising and Exhibitions
Education Coordinator	Min Xu (he/him) 604-681-8534 Education@artists.ca	Education/Classes, Program Registration, Classroom Rentals, Retreat
Gallery Associate	Hannah Neuman (she/her) 604-681-8534 Salesassistant@artists.ca Shipping@artists.ca	Shipping and Receiving Artworks, Frame, Repairs, and Wiring, Curated Collections, Gallery Art Sales, and Client Relations
Administrative Assistant	Yuliya Yugay (she/her) 604-681-8534 adminassistant@artists.ca	Administration, Gallery Art Sales, Client Relations, and Visitor Experience
Art Avenue Editor	Carol Crenna (she/her) artavenue@artists.ca	Art Avenue, Ad Placements, Interviews

2. PURPOSE OF THIS HANDBOOK

This handbook was developed by staff with the intention to meet the needs of the Affiliates for the purposes of establishing and maintaining a Chapter of the Federation. This handbook includes information, tools and suggestions on how to create a successful Chapter. Feedback on this resource is welcome. Please direct comments and questions about the handbook to the Director of Operations using the information provided on the previous page. Ongoing assistance for Chapters is available through the Federation office in Vancouver. If there is a discrepancy between the Chapter Handbook and FCA policies and/or bylaws, policy override this handbook and bylaws take precedent over policy.

3. GOVERNANCE OF THE FEDERATION

The Federation of Canadian Artists is a non-profit, charitable organization, with the mission 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. As a Society, the Federation is a membership organization, with member artists working together to achieve common goals. 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 Chapters operate separately from the Federation of Canadian Artists (FCA), in the context of the FCA constitution, bylaws and policies. 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.

The organization can be described as the following different components:

Federation's BoD - Sets the policies and strategic priorities of the organization. The volunteer FCA Board consists of a combination of elected and appointed Directors all of whom are members in good standing. A list of current Board and staff members can be found [on the artists.ca website under "contact"](#).

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

Federations Standards Committee - Consisting of five (5) 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 and staff. They work with staff to implement standards changes, and report to the BoD

4. FEDERATION JURISDICTION OVER CHAPTERS

The Federation is first and foremost an artists standards setting organization, establishing FCA 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 led by the policies 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 involvement over how a Chapter operates. Note that the Federation may revoke its recognition of a Chapter at any time if the Chapter is found to be non-compliant with Federation standards.

5. BENEFITS OF CREATING A CHAPTER

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** – Offer a nationally recognized presence to a local community
- **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 considerable skill level who are interested in providing professional critique, support, and guidance
- **Local Workshops and Demonstrations**
- **Local Exhibition Opportunities**

Chapters are led by local organizing groups, usually at a community level, such as Calgary, Edmonton, or Toronto. Chapters may also be formed for a region, such as the B.C. Okanagan, or the Peace Region Chapter spanning 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. One Chapter may not hold an event or workshop in another's jurisdiction, unless with permission, or in collaboration. Federation members may be Affiliates of as many Chapters as they wish and are not limited to Chapters in their immediate area. The FCA does not recommend limiting a Chapter's affiliate base to its immediate surroundings.

6. STARTING A CHAPTER

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

- When there is a minimum of **14** Exhibiting and/or Elected Affiliates in good standing with the FCA involved
 - It is important to determine whether the proposed Chapter has sufficient members to host an exhibition
- 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 accordance with Canadian Privacy laws and our own policy, the Federation is unable to provide lists of members to anyone interested in forming a Chapter. Federation's staff can provide guidance and advice during the formation process. Staff can be of assistance by helping in reaching out to current members in the area of formation. Contact the Chapter Coordinator for assistance.

A. Financial Responsibilities, Fees and Assistance

No financial assistance is offered from the FCA for establishing a Chapter, any funds must be raised by the Chapter itself. A Chapter will need a bank account in the Chapter's name for the Federation Office to distribute any Affiliate payment funds, exhibition submission payment funds, etc. Any Bank accounts are solely the responsibility of the Chapter. Terms should be established and approved in the Chapter policies or procedure manual by your Chapter's Affiliates and Chapter leadership. Use of any funds are up to the discretion of the Chapter.

Chapters are free to determine their own affiliation fees, we recommend these fees correlate with the services the Chapter offers. Affiliation fees vary amongst Chapters, the current average is \$35.00. Chapters are free to collect Affiliation fees independently, or they may request that their fees be collected through the FCA website by the FCA Staff. Any Affiliation fees collected by the FCA website will be subject to a 5% service fee owed to the FCA.

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

B. Supporting Members as Chapter Affiliates

Supporting members will **not** be considered towards the Chapter establishment affiliate requirements in its initial drive. Once established, Chapters may allow artists with Supporting membership with the Federation to join their Chapter as Affiliates; however, these should not constitute a majority of a Chapter's Affiliates as their goals and needs are not generally in line with those of Exhibiting artists. Supporting members are not permitted to enter Federation exhibitions, unless the exhibition is also open to non-members.

C. Steps to Starting a Chapter

1. Arrange a Chapter Affiliate drive by setting up an information meeting. Contact the Federation Chapter Coordinator for assistance in this task
2. Hold a Chapter Founding meeting to determine the mandate and establish Chapter responsibilities and leadership positions required. At this meeting, Chapter Membership Coordinator and any volunteers can record the following Affiliate information:
 - a. Names and prefixes (if prefixes are applicable)
 - b. Mailing addresses
 - c. Email addresses
 - d. Membership level (Supporting, Exhibiting, Associate or Signature)
 - e. Phone numbers
3. After this meeting, the Chapter Membership Coordinator needs to register at least 14 Exhibiting or Elected Affiliates interested in forming a Chapter. Forward this information to the FCA Chapter Coordinator.
4. Set up a Committee to draft a mandate and policies will guide 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 FCA Director of Operations.
5. Submit application to the Chapter Coordinator for approval. The following is needed to process your application:
 - a. Proposed Chapter name
 - b. Proposed mandate,
 - c. Proposed Chapter jurisdiction
 - d. Affiliate list, including a minimum of 14 Exhibiting or Elected Affiliates.
 - e. List of elected Chapter Board members, including at minimum;
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary

The application will be reviewed by the Director of Operations and will be presented to the Federation's Board of Directors for approval. The Director of Operations will inform the Chapter President of the status of the application.

7. CHAPTER ROLES

Chapters are at liberty to adjust these roles as necessary. All positions are subject to term lengths as described in their own Chapter policies.

a. President

- Chairs meetings and encourages all members to participate in discussion
- Arrives at decisions in an orderly, timely and democratic manner
- Proposes policies and practices
- Proposes the creation of committees; appoints Affiliates to such and sits on various committees
- Monitors the performance of the Board and its members
- Submits various reports to the Chapter Affiliates
- Provides a report on the affairs of the Chapter and provides communication from the FCA
- Provides leadership for the Chapter and ensures the mandate of the Chapter is followed
- Informs Affiliates about events, plans, and opportunities with the Chapter and FCA
- 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 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 Chapter
 - Complies with applicable law and policies;
 - Conducts Chapter business effectively and efficiently
 - Is accountable to the FCA Board of Directors or Affiliates. The President may delegate specific duties to the Chapter members and/or committees as appropriate; however, the accountability for them remains with the President
- Performs other duties as the need arises and/or as defined in the policies

b. Vice President

- 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
- 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 Chapter Leadership and succession
- Recruits and inducts new Chapter Members

c. Treasurer

- 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
- Performs financial analyses as required
- Responsible for having the books reviewed in time for the Annual Chapter 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 Chapter's review of and action related to the Chapter's financial responsibilities
- Presents the annual budget to the Chapter leadership Board for approval
- Reviews the annual financial review be present at the Chapter annual meeting and other meetings / times as needed to answer Board members' questions about the audit
- Works with Fundraising and Events Chair to budget for events and fundraising activities

d. Secretary

- Maintains accurate records of the Chapter and ensures good governance practices are followed
- Issues notices of general meetings to Affiliates and notices of Board meetings to Directors
- Records, prepares, and maintains minutes of general and Board meetings
- Maintains official Chapter records, including bylaws, policies, resolutions, and key correspondence
- Conducts official correspondence on behalf of the Board as required
- Supports the Board by ensuring accurate documentation of decisions, policies, and governance matters
- Works collaboratively with Board members to maintain effective communication and organized record-keeping
- Maintains knowledge of the Chapter and supports its goals and objectives

7. RECOMMENDED COMMITTEE CHAIRS

The following positions are all 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.

a. Exhibition Chair

- Responsible for Chapter exhibitions
- Publishes and distributes clear guidelines to Affiliates for exhibition entry requirements
- Organizes exhibition venue, exhibition entry guidelines, and jury details with the FCA Office
- Collection and hanging of juried artwork
- Organizes exhibition awards

b. Membership Chair

- Leads a possible Affiliate Committee (if necessary)
- Collects Chapter Affiliate fees if not done with help from the FCA Office
- Maintains the Affiliate roster
- Liaises quarterly with the Federation office
- Greets and distributes information packets to new Affiliates

c. Education Chair

- Leads the Education Committee
- Arranges for demos, workshops, and other educational opportunities

d. Fundraising Chair

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

e. Volunteer Chair

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

f. Art Avenue/Social Media Chair

- Arranges for sponsorship and advertising for Chapters exhibitions
- Liaises with any local Art Councils
- Arranges for media coverage of Chapter functions and special events
- Writes and distributes press releases covering Chapter Activities and Exhibitions
- Writes Chapter news articles for Art Avenue magazine
- Posts on behalf of the Chapter and any social media channels

8. EXPECTATIONS OF CHAPTERS

The FCA **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:

- 2 Affiliate Meetings per year
- 1 Exhibition per year
- 1 workshop or educational program per year
- 1 fundraising event
- 1 critique session led by a Signature member

9. DELIVERABLES FROM THE FEDERATION

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

- Contact with the FCA Chapter Coordinator
- Assistance organizing 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 Exhibiting members towards their Elected Status applications
- Use of the Federation name and logo are for FCA approved purposes

In addition to the deliverables already mentioned, the FCA also provides:

- This Chapter Resource Handbook; designed to be the primary resource to answer most of the questions that can arise in Chapter matters. This resource is available for all Chapter executives and affiliates.
- The Federation's website at artists.ca which contains a wealth of other information, such as:
 - FCA AGM Minutes
 - FCA Annual financial statements
 - Education Program courses and workshops
 - FCA Policy Manual, Constitution and By-laws
 - Digital Submission Guidelines for Jury process
 - Exhibition schedules, annual calendar of events
 - Membership and Elected status application forms
 - Membership directory
- The Art Avenue magazine; includes useful information for members and Chapters regarding copyright issues, framing standards, technical information, and contact information. Information on education courses, notices of meetings, and other important events.

10. CHAPTER EXHIBITIONS

One of the most important aspects of Chapter operations is the hosting of exhibition opportunities for Chapter Affiliates. Chapters may rent venues locally and host exhibitions in their own community to provide alternative opportunities for their affiliates.

It is recommended that an Exhibition Chair, supported by a Committee of 3+ people lead the exhibition planning. The Exhibition Chair should be familiar with both FCA and Chapter policy. A Chapter may arrange the exhibitions jury independently or with help from the FCA office. The FCA office is available to provide assistance in arranging and hosting the following services for a fee;

- **FCA Qualifying Jury**
 - In order for the Exhibition to be sanctioned as a Qualifying Exhibition, the exhibition must be adjudicated by; 2 SFCA members and 1 AFCA member, or 3 SFCA members.
- **Online Submissions Page**
 - The FCA will list the standard FCA guidelines on any call page hosted on their website.
 - A Chapter may provide a description, exhibition specific guidelines, and supplementary info to be included on the call page.

- The FCA will oversee submissions and to the best of their ability, reach out to artists in the event the exhibition guidelines are not met.
- The FCA will collect all submission fees and reimburse the Chapter of all collected submission fees minus the service fees charged by the FCA. (details in Appendix B)
- The FCA will provide printable artwork labels, sign in/out sheets, and other documents
- **Awards**
 - Award certificates can be sent to the Chapter in .PDF file format.
 - Any number of awards can be requested.
 - Awards meetings hosted by the FCA office will take place over Zoom, where the top (~7-10) scoring artworks will be presented to jurors for further discussion.
- **Online Gallery** *(Only available in addition to the use of the FCA Online Submission page)*
 - Chapters may opt for a sale enabled or disabled online gallery.
 - Any sales made on the FCA Gallery website will be subject to a 17.5% commission.
 - In order for artists accepted work to be available for display on their FederationGallery.com profiles, the work **must** be included in an FCA online gallery. Opting out of the Online Gallery service will prevent your members from displaying their work on their profile.

A Chapter may request assistance with any number of these services. If a Chapter opts to host an exhibition without the assistance of the FCA office and wishes to have it sanctioned as a Qualifying exhibition, they must adhere to the FCA policy and guidelines and must provide the FCA office the following documents upon the exhibitions completion;

- List of Jurors
- List of accepted artists and their works

To request assistance for any of the above services please complete the Jury Request form found in Appendix B. In all Federation exhibitions copyright law and Federation standards must be followed. Standard wording regarding copyright and FCA guidelines for entry can be found in Appendix C.

a. GENERAL EXHIBITION PLANNING TIPS

- Determine a venue, exhibition dates, and other important dates
 - It is important to consider the needs of your venue when planning details like delivery of artwork and installation.
 - Be aware of the load in options of the venue and communicate in advance with your accepted artists.
 - Communicate with the Venue and ensure that both the Chapter and Venues expectations are known and met.
 - Consider timing the exhibition with local community events, or tourist seasons to increase exposure.
- Be sure artists are aware of and understand:
 - Exhibition deadlines (submission deadline, jury results date, drop off/pick up dates, etc,)
 - Exhibition and FCA Guidelines (by submitting they agree to all FCA terms and conditions)
 - Entry fees and commission structures.
 - The FCA Exhibition Contract (this helps minimize the Chapter's liabilities, and outlines what the Chapter expects from artists)

- Create a waiver that protects your Chapter members, Affiliates, Volunteers and the rights of the Venue and their Staff and Volunteers, this document should include an inventory of delivered items and a signature agreeing to the conditions of the exhibition.
- Recruit volunteers to assist in the hanging of artwork and general gallery tasks.
 - Some Chapters include conditions to artists' artwork acceptance such as required volunteer hours.
- Don't forget to celebrate the exhibition and your members' efforts! Host a reception and invite local community members. Put up flyers in shops, libraries and community spaces. Invite other art groups. Ask the Federation for membership literature to hand out at the opening. Publicly announce and display awards.

b. EXHIBITION FAQ's

Supporting Members and Exhibitions?

Supporting members are not permitted to enter Federation calls for exhibition, except for international open calls, open to all artists nation-wide.

Online Submission for Chapter exhibitions

All jurying for qualifying Federation exhibitions must be done via an online anonymous jury system. Chapters may use their own AQ system for jury. In-person jurying for acceptance to qualifying exhibitions is no longer permitted. We encourage that award jurying be done in-person.

What is a “Qualifying” Exhibition?

An FCA Qualifying Exhibition is defined as an FCA Exhibition with physical gallery representation that has been juried by either 2 SFCA members and 1 AFCA member, or 3 SFCA members. Exhibiting members seeking to be juried into Elected membership with the FCA must have had 7 different pieces of their artwork accepted into 7 different exhibitions in the last 4 years.

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 must be hung distinctly separate from the qualifying works and they must be labelled as “non-qualifying”. These works are not eligible for awards and will not feature in any Online Gallery of the exhibition.

Juror Participate in a Chapter Exhibition

Adjudicating artists may not submit artwork to be juried by themselves. Chapters are free to invite any juror to display a piece of artwork unadjudicated. This work is ineligible for awards and should be labeled as a juror's artwork. We recommend that the piece is in line with the theme of the exhibition.

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

Chapters may set any commission rates for their own exhibitions, including none at all. This commission rate is not split with the FCA Office unless the sale is made via an FCA hosted online gallery, in which case the FCA will take a 17.5% commission.

Does an Affiliate Need to be a Member of the FCA?

Yes. If the FCA Office finds an Affiliate to have outstanding FCA membership fees, or is not yet a member with the FCA, this member will not be considered an Chapter affiliate until that artist either pays dues owed or registers as a member. If we cannot reach the member or they do not want to renew or start a membership this member must be removed from the Chapter affiliates list. This artist is not permitted to participate in Chapter activities.

11. CHAPTER EDUCATIONAL PROGRAMS

Chapters are encouraged to organize local workshops or classes. We recommend that this be done in consultation with the Chapter Affiliates that are most likely to take advantage of the educational opportunities.

Things to consider when arranging workshops:

- Sufficient interest for the workshop to cover its expenses (venue rental, instructor fees, etc.)
- Secure a venue and set the dates for the workshop
- Book instructor, travel, accommodation
- Students will expect the following information:
 - Course description,
 - Price,
 - Supply list,
 - Dates and times, and
 - 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:

a. General Chapter Information

- **Quarterly** Affiliates list with the following information for each Affiliate:
 - Names and prefixes (if prefixes are applicable)
 - Mailing addresses
 - Email addresses
 - Membership level (Supporting, Exhibiting, Associate or Signature)
 - Phone numbers
- **Annual** Chapter Survey including the following information:
 - Chapter Affiliates Fees
 - Up to date Executives list
 - Any Honourary Chapter Affiliates

b. Exhibition Information:

The Federation Office keeps a record of all Federation exhibitions. If the FCA 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. Please include all of the following information:

- Chapter name
- Date and location of event
- Names of all jurors
- Names of all accepted artists
- List of all accepted qualifying paintings
- List of awards (if applicable)

This information will be used to confirm Elected Status Application eligibility.

c. Chapter News / Publicity:

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.

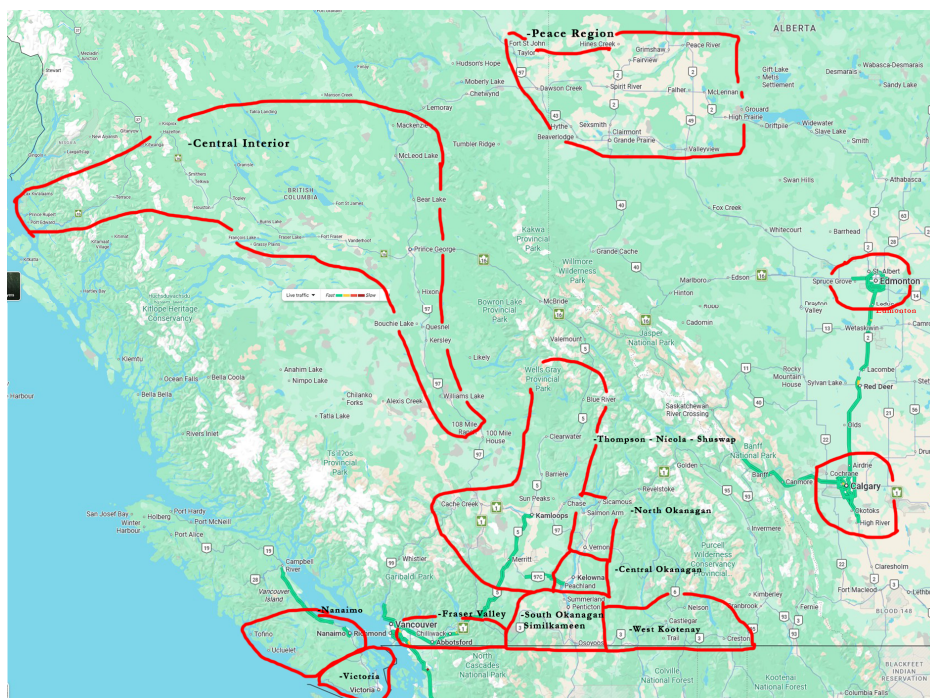
Submit your Chapter News for inclusion in the eNewsletter. The information and images should be sent to membership@artists.ca. More ad info: artists.ca/member_resources/advertise_with_us

13. COMPLAINTS PROCEDURE

Resolving Chapter disputes should always start by consulting the FCA bylaws and policies, and Chapter and policies. If the information in these documents does not rectify the issue, or if the concern pertains to Federation procedure or staff behavior, a complaint should be briefly summarized and emailed to the Operations Director, the Chapter Coordinator, or the Board of Directors.

14. CURRENT BC CHAPTER BORDERS

Please note the Toronto Chapter is not viewable in this image as their inclusion would drastically decrease the visibility of the borders. There are currently no competing Chapters in Ontario.



13. APPENDIX A - INFORMATION TO SEND TO THE FEDERATION

Information	Send to	Key Points
Chapter Membership List	Membership@artists.ca	Send the Affiliate list annually . Please include the following: Affiliate names Addresses Membership status Phone Numbers E-mail addresses
Board Member Information	Membership@artists.ca	Promptly report any Chapter Board of Director changes including contact information to the Federation office.
Chapter News	Artavenue@artists.ca	Submit Chapter News for inclusion in Art Avenue by the deadline date provided by the Editor.
Register Qualifying Exhibitions	Chapters@artists.ca	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 paintings

14. APPENDIX B - JURYING VIA THE FCA ONLINE SYSTEM

Using the FCA Online Jury system is a fair and objective way to determine who is eligible for inclusion in exhibitions. Creating an exhibition involves a lot of volunteer hours, 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.

Creating an exhibition in this way removes Chapter representatives from the administrative and jury process, allowing your volunteer to focus on the important and more creative parts of putting together an exhibition.

How Online Jury Works:

The FCA will receive submissions for the Chapter and monitor entries to ensure they meet FCA standards and the requirements of the call as stated by the Exhibition Chair. Prior to your submission deadline, three Elected Members (two SFCA and one AFCA, or three SFCA) jurors are selected and briefed for jury.

Jury begins, each juror receives a link to login and view the submissions. 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:** Accepted and Qualifying
- 6-7:** Qualifying and eligible for Awards

Accepted: The piece has been accepted and eligible as a point towards Elected Status Applications.

Recognized: The piece has been deemed acceptable to display but due to limitations of the physical gallery space, will only be displayed online. Eligible as a point towards Elected Status Applications

Declined: Not eligible for display at the exhibition.

Non-Qualifying: Up to the discretion of the Chapter, pieces may be accepted as “Non-Qualifying” to fill the exhibition venue. Non-Qualifying artworks will not be eligible towards ElectedStatus and must be clearly labelled as “Non-Qualifying” at the exhibition. The pieces are not eligible to receive awards and would not be displayed in the online gallery.

Awards are determined by the selected jurors in an online Meeting. The jurors will be shown the top scoring images for further discussion. Chapters are free to opt out of the online determination of awards, and arrange an Elected member award jury to meet at their physical gallery.

The FCA needs about 2 weeks in order to jury the exhibition and determine awards. The results of the jury are shared with the Chapter exhibition chair, and Chapter president first. Upon approval of the results, the notifications will be shared with the submitting artists.

How much does it cost?

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

< 44 Images Submitted	\$8.00 per Entry
44 - 150 Images Submitted	\$350.00 Flat Rate
151+ Images Submitted	\$400.00 Flat Rate
Juror Only	\$100.00 Flat Rate

How do we start?

An **Exhibition Chair** will be the point of contact for the Federation Office when creating your call. They will complete the “Jury Request Form” and submit the completed form to the Chapter Coordinator at the FCA. Please discuss the form with the Exhibition Committee meetings to help determine the following information:

- Important Dates (*Submissions opening, deadline, results delivered by, etc.*)
- Sizing Requirements / Artwork Guidelines
- Maximum number of paintings the venue can hold
- Submission Pricing
- Exhibition Dates

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. The FCA Office requires a 2 week period in between the Submission Deadlines and the date the results will be sent to the artists. 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 Chapter Coordinator, a draft call will be established within 5 business days. The Exhibition Chair will then be emailed a URL link to proof the submission page, and changes needed will be made. Once the page is approved the Chapter may distribute the link at their discretion.

Please note that although the submissions page is hosted on the FCA website, it is up to the Chapter to display and distribute the link to this page. Chapter submission pages will not be available alongside the FCA Head Office submission pages.

How do Chapter affiliates participate?

Chapter Affiliates can access the submission through the URL distributed by the Exhibition Chair. Once they receive the link they may submit as they would for any other FCA exhibition. Only Exhibiting and Elected Affiliates in good standing with the Chapter and the Federation Office in Vancouver are eligible to enter FCA exhibitions, unless the call is a national open-call.

The Federation Office does not keep a record of Affiliates in good standing with your Chapter. The Exhibition Chair is responsible for confirming applicants 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 Chapter Coordinator. Please note that Staff will not complete submissions on an Affiliate’s 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

15. APPENDIX C - FCA STANDARD SUBMISSION GUIDELINES

If you have already successfully submitted artwork to an exhibition hosted by this Chapter, (the piece was included in some capacity, either live at a venue or in an online gallery), you cannot submit the same piece to a different exhibition hosted by the same Chapter, again.

Copyright and Standards: The following is taken from the [Federation Policy](#):

7.1.5 "While using photos as a 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."

While an artist may have paid a licensing fee or retrieved explicit written permission that places them on the right side of copyright laws, Federation Standards do not permit the use of stock photography or reference material from another artist - even with permission or paid licensing.

Federation Standards are different from copyright laws, submitting artists must adhere to both to avoid being removed from the exhibition - if in doubt about the source material of your artwork do not submit it.

INSURANCE: The FCA does not provide insurance for artwork. Artists are responsible for arranging their own insurance.

JURY: Entries will be reviewed by two SFCA Members and one AFCA member, or 3 SFCA members. Please check the submission page for juror names. Images will be reviewed independently online by each juror. All artists will receive emailed notification of their results. Artists may not display artworks that have not been juried and may not send artworks unless they receive an acceptance email. Your submitted pieces will receive one of the following jury results: **Accepted** – artwork has been chosen for exhibition online and in gallery, **Declined** – artwork was not chosen for exhibition at this time, **Recognized** – The piece has been deemed acceptable to display but due to limitations of the physical gallery space, will only be displayed online. Eligible as a point towards Elected Status Applications, **Non-Qualifying** – Up to the discretion of the Chapter, pieces may be accepted as “Non-Qualifying” to fill the exhibition venue. Non-Qualifying artworks will not be eligible towards ElectedStatus and must be clearly labelled as “Non-Qualifying” at the exhibition. The pieces are not eligible to receive awards and would not be displayed in the online gallery.

SALES: Artwork is under contract with the Federation effective from the date notification emails are sent. Do not submit an artwork if you intend to sell it yourself outside of the exhibition. If artists have an interested client and they direct sales through the Federation before the exhibition start date, the artwork can still be exhibited in the exhibition as “sold” for the duration of the exhibition and artists can retain their associated Elected Member Status point. Artwork sold through the FederationGallery.com platform are subject to a 17.5% commission fee owed to the FCA Head Office. The remaining 82.5% is owed to the artist.

SUBMITTING INFORMATION: Images submitted to the online submission system that are blurry, poorly cropped, display a background/frame, were made in error, or are the wrong orientation will be declined without refund. When submitting online, crop your image to exclude visible edges of substrate. The description of your piece should be one to two sentences long, aiming to enhance a viewer's interest in the artwork. This description will be printed on your gallery label so please proofread and spell check it. Artists cannot change details on their submission after the deadline for entries has passed. Attempts to change submitted information (including prices or sizes) after the deadline, or when the artist delivers will not be honoured. The artist is responsible for ensuring that the information provided at the time of submission is correct and spelled correctly.

ENTRY FEES: are non-refundable and accepted in Canadian dollars.

CONDITIONS: Submission of entry to this exhibition automatically constitutes the entrant's acceptance of the guidelines and rules outlined on this page. Due to the volume of entries, the FCA and their jurors do not provide individual feedback on submissions. The juror's decision is final, submissions to this exhibition declares your acceptance of their decision.