



FEDERATION OF CANADIAN ARTISTS CALGARY CHAPTER POLICY MANUAL

1. GENERAL

The FCA does not sell, rent or give its membership list to anyone.

2. WEBSITE

The Calgary Chapter owns and controls the website. The President of the Calgary Chapter is the Editor in Chief and has the final say about content on the website.

- Members who wish to have their own web page on the Calgary Chapter website may do so by contacting the webmaster. Go to <http://fcacalgary.ca/webcosts.htm> for contact information. Costs are payable directly to the webmaster. Contact the webmaster for details

Who may use the website:

- Any active Calgary Chapter Member who has paid their dues for the current year may use the website www.fcacalgary.ca.
- Members who have not paid their Calgary Chapter dues will have their web pages removed from the website at the discretion of the President.

Solicitation from the FCA Calgary Chapter Website:

- No paid commercial solicitation from the website is allowed.
- At the discretion of the President, notices of workshops, private member shows and other notices that will generally benefit the Calgary Chapter Members will be allowed on the website. Members may contact the web master directly with requests for such information to be included on the website. If there is any doubt about the content the President will be consulted for direction.

Disclaimer:

- The FCA makes every effort to ensure that all works represented are original works of our members. Any issues of infringement of copyright or moral rights that may arise in such works are the sole responsibility of the authoring artist, and the FCA accepts no responsibility whatsoever for infringement of such rights, nor for any loss, damage, penalties, awards or administrative or judicial orders arising there from.

3. JURYING – CALGARY CHAPTER

- A member must have “Active” status before submitting pieces for a jury into a show.
- A member can submit five images to a Jury.
- Pieces previously submitted can be resubmitted for jury, one additional time, if they were not accepted as “Qualifying” paintings.
- Paintings that have hung in a Chapter Show, either as a Non Qualifying or a Qualifying may subsequently be submitted to a National FCA juried show at the Federation Gallery.
- A jury fee of \$5.00 per entry is charged.

4. COPYRIGHT REQUIREMENTS

- Pieces started or completed in a workshop, course or a class cannot be submitted to a jury.
- All images used in FCA shows must be under copyright of the artist submitting the artwork.
- Artwork that infringes on copyrighted material is not acceptable.

5. JURING TO ACTIVE STATUS

- Jurying to active status is done through the Calgary Chapter as well as the National Office. You can obtain a printable application form at <http://www.artists.ca/FCA-1.html> . You can also submit your application to them by mail at Federation of Canadian Artists, 1241 Cartwright Street, Vancouver, BC V6H 4B7, Phone (604) 681-2744, Fax (604) 681-2740. Make sure you include the \$10.00 fee.
- In order to jury to Active status through the Calgary Chapter, you must provide the membership coordinator with a copy of your National Supporting membership receipt. As well, you must come prepared with two cheques (or cash), the first for your jurying fee and the second for the additional Active membership fee should you be successfully juried to Active membership.
- A total of **three original works** of art, along with **7 other images** must be submitted to the jury. For a member to achieve active status with an application of three original pieces, the majority of work must be of a quality that the juror deems good enough to be accepted into an FCA juried show.
- To apply for active status, you must be a supporting member. You must fill out a "new membership application" form. On successfully jurying to "Active Status" the appropriate membership dues must be paid. The "Active" status fee is \$30.00 per year. You will be required to pay an additional \$15.00 fee once you successfully attain "Active" status to equal the yearly fee of \$30.00
- An applicant who is declined Active status can reapply in six (6) month's time, unless a juror requests or allows an earlier date.

6. EXHIBITION GUIDELINES

- Once a member has a piece accepted in a jury the piece cannot be sold and/or withdrawn before the Show. All Artists who have pieces in a show must be in attendance at the Show. If you cannot attend you must notify the exhibition team immediately and where possible have an alternate member present.
- All artists who have pieces in a show must volunteer in some capacity during the show. A list of volunteer positions is available to choose from. Positions that remain unfilled will be assigned to members by the exhibition committee.
- If only previously juried paintings are being entered into a show, a \$10.00 hanging fee will apply.
- Calgary Chapter may have between 2 to 4 shows a year. All shows are qualifying events (juried shows which count towards signature status).
- The exhibition committee will determine the maximum number of paintings the show venue can accommodate and communicate that number to the members of the chapter and the show jurors'.
- In the event that there are not enough juried pieces to accommodate the venue a member can submit previously juried pieces. A previously juried piece must have been juried into a show within the last 2 years and cannot be shown in consecutive shows at the same venue. The exhibition team will determine the number of previously juried pieces that can be submitted. The exhibition team must be consulted before submitting. In order to maintain the quality of the show, preference will be given to previous Qualifying paintings.

7. NON-QUALIFYING (FORMERLY KNOWN AS CHAPTER CHOICE)

- Are pieces considered to be of a high standard and quality that are acceptable to be shown in a Chapter Show but are not eligible for qualifying and do not work towards "Signature Status".

8. QUALIFYING (FORMERLY KNOWN AS JUROR'S CHOICE)

- Are pieces considered to be of a higher standard and quality and are acceptable to be shown in a National Show, allows members to work towards "Signature Status".
- Members must have eight different Qualifying paintings over a four year period to apply for AFCA Status.
- A member can only count one Qualifying per show towards their signature status.
- This is considered the stepping-stone to signature status and is harder to attain. It ensures artists applying for signature status are meeting the qualifications necessary to be accepted for "Signature" status.
- If a painting is accepted in both a National FCA show and a Calgary Chapter show as a Qualifying painting it will only count once towards application for Signature Status.
- Only 2 Chapter shows a year can be used towards application for Signature Status
- Only 6 of the required 8 shows can be Calgary Chapter shows. The other 2 shows must be either National FCA gallery shows or an "equivalent" as defined by National FCA.

9. BEST OF SHOW

- Is a Qualifying painting but is considered to be the “best” of show and works towards “Signature Status”.
- Best of show choices include First, Second and Third place, and Honorable Mentions.
- Sponsor’s Choice awards do NOT work toward Signature Status

10. MEMBERSHIP

Members must join as a “supporting member”.

Membership Levels:

Supporting
Membership

Open to any person anywhere, whether developing artist or layperson interested in visual arts, who is willing to comply with the FCA Constitution and Bylaws. These members may participate in all Federation activities, except exhibitions, and may hold elected office.

Active Status

Visual artists who are Supporting members are encouraged to apply for Active status enabling them to enter most juried exhibitions and to apply to participate in Member Group Shows

Associate
(AFCA) Status

Once a year a selection committee comprised of the Board of Governors may grant Associate status to an Active member whose work meets established artistic standards and criteria.

Senior (SFCA)
Status

Once a year, a selection committee comprised of the Board of Governors may elect new Senior members who meet established artistic standards and criteria, from Associate members, Active members or other renowned artists who apply through sponsorship

- Membership Dues expire on December 31st of each year.
- For a current listing of membership dues please go to our website at <http://fcacalgary.ca/membership.htm> .
- While the membership list is made available to all members, its use is restricted to only those purposes approved by the Executive.
- If a member does not pay his/her dues within 60 days from the end of the previous membership year his/her membership is deemed to have lapsed at the end of the previous membership year (December 31 of the last year for which the dues were paid).
- If a member does not pay his/her dues within the 60 days the newsletter and other privileges of membership in the Calgary Chapter will be discontinued. This includes privileges on the FCA Calgary Chapter website.
- The member may apply for reinstatement of membership with the same status as that held when the membership lapsed within two years of lapsing (December 31 of the second year being lapsed).
- If an Active member has not paid dues for a period of two years or more he/she must apply for Active status.
- The Calgary Chapter does not pro rate dues.
- You must be a member in good standing with the Calgary Chapter to enter chapter shows and chapter workshops.
- You must be a member in good standing with National to hold membership in Calgary Chapter.

11. INVENTORY AND STORAGE

- Contact information for bookings is available from our website at <http://www.fcacalgary.ca/equipment.htm> .
- Seven days notice in advance of your event are required on all bookings.
- Members are responsible for pick-up and delivery of all equipment.
- Members are responsible for any damages done to equipment while in their care and a damage deposit is

- required at time of booking. This includes any damage done in the pick-up and/or delivery of the equipment.
- Members are responsible to pay the rental fees in place at the time of their booking, information on current fees is available from our website at: <http://www.fcacalgary.ca/equipment.htm>.

12. COMMISSIONS

- Payments to artists will be made on a timely basis after a Chapter show. A commission of 25% will be deducted from this payment. Commissions for any show may be reduced or waived, at the discretion of the Executive. When a painting is sold at a chapter show and payment is received from the customer by way of credit card, the chapter shall deduct a fee from the payment made to the artist equal to the amount of the credit card charge (presently 3.5%).
- Commissions are due to the Calgary Chapter if a sale occurs as a result of a show and the sale is within one month of the Show.

13. CUSTOMER FRAUD

- > Should any customer fraudulently purchase a painting at one of the chapter shows using a bad cheque or a stolen credit card, all reasonable efforts will be made by the Executive and the artist concerned to recover the monies or the painting in question. Should those efforts prove unsuccessful, the loss will be shared equally by the chapter and the artist.

14. NEWSLETTER

- The newsletter is published 8 times per year – September to May (excluding December).
- Annual subscription rate is included in membership dues.
- Any member, in good standing, may submit articles to the newsletter that are art related in content, and done on a voluntary basis. If photos of artwork are submitted, they will be included if space is available. Invitation images will not be included due to the amount of space required to be displayed legibly.
- The president has the right to preview all content in the newsletter to approve before printing or posting on the website.
- Deadline for submissions to the newsletter is the 25th of the month following a general meeting.
- The newsletter will be published to the Calgary Chapter website in good time before the next general meeting.
- Newsletters will only be sent by regular mail to those Chapter members who do not have access to the website or to an email address. Newsletters will be emailed to all members with an active email address.
- Advertising is welcomed and encouraged, fees are collected from advertisers to offset costs of printing and mailing.
- The nature of advertising should be art related and be of benefit to the Calgary Chapter Members.
- Advertising rates are determined yearly.
- Disclaimer: Members are responsible for the accuracy and clarity pertaining to their submission(s). The views expressed in these submissions are not necessarily those of the editor or the FCA Calgary Chapter. It is not the responsibility of the newsletter editor to ensure that copyright laws and liability issues are being violated.

15. CODE OF CONDUCT

- Members will represent the Chapter with professionalism, dignity, pride and courtesy, and will conduct themselves in both Chapter meetings and shows with appropriate behavior.
- The Chapter is run by volunteers, respect and appreciation for their efforts is mandatory. Any differing of opinions or disagreements will be respectfully and privately discussed with at least one member of the executive present.
- Members are to treat each other, the public and other art groups at all times with respect and dignity.
- Verbal abuse will not be tolerated and will result in an expulsion warning. Should a second incident of verbal abuse by any one member occur it will result in expulsion from the Chapter as per our Chapter Bylaw 4(a).
- Physical abuse in any form, either explicit or implied, will result in immediate expulsion from the Chapter as

per our Chapter Bylaw 4(a).