



# FEDERATION OF CANADIAN ARTISTS

## CALGARY CHAPTER

### POLICY QUICK GUIDE

This document is for ease of use only. If any discrepancies exist between this document and the FCA Calgary Chapter Policy Manual or Chapter Bylaws, those documents will take precedence. Please take a few moments to read the full policy manual. It can be found on the Chapter website: <http://fcacalgary.ca/administration.htm>

#### **Membership**

- Chapter membership dues are \$30.00.
- Dues must be renewed by December 31 for the following year.
- Your chapter membership will lapse and be invalid if dues are not paid by February 28.
- You must be a member in good standing with the National society in order to be a Calgary Chapter member
- While the membership list is made available to all members, its use is restricted to only those purposes approved by the Executive.

#### **Meetings**

- Meetings are the third Tuesday of every month except June, July, August and December.

#### **Exhibitions: Jurying**

- You must be an Active or Signature member in order to submit work for a jury.
- You may submit up to 5 works for a jury. There is a jury fee of \$5.00 for each work.
- All jurying is by digital image submission only. For further details, please see the "Show Jurying Information" page under "Member Services" on our chapter website. Additional information on how to submit proper images is also contained in the Vancouver link provided to all active members when there is a call for submissions to each show.
- Pieces started or completed in a workshop, course or a class cannot be submitted to a jury.
- Artwork that infringes on copyrighted material is not acceptable
- Once a member has a piece accepted in a jury the piece cannot be sold and/or withdrawn before the Show. The piece must be submitted to the show.
- All works submitted for jury must be ready for hanging. (No unframed works except for Gallery wrapped style canvases whose sides have been finished appropriately)
- You may resubmit a piece that was juried as a Non Qualifying to one additional jury.

#### **Exhibitions: Show Day**

- You MUST be in attendance the day of the show. If you cannot attend you must make arrangements with the exhibition committee to have someone cover your volunteer duties and take responsibility for your artwork. This must be arranged before the day of the show.
- You must volunteer for one or more duties at the show. Unfilled jobs will be assigned to members the morning of the show.
- You must sign your paintings In and Out of the show.
- After signing in your paintings and retrieving their title card, place your paintings on available easels but do not secure them. The Hanging Committee will be responsible for final placement to ensure the look and flow of the show. Their decisions are final.

#### **Exhibitions: General**

- A commission of 25% is retained by the Chapter on all works sold during the show. Commissions for any show may be reduced or waived, at the discretion of the Executive. Payments will be made on a timely basis after the show.
- 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.
- 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%).
- Should any customer fraudulently purchase a painting at one of the chapter shows using a bad cheque or 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.

- The exhibition committee will determine and inform the jurors of the maximum number of paintings the show can accommodate.
- Refer to the Policy Manual in the event that previously juried paintings are permitted into a show.

### **Jury Results**

- Jury results are final. Jurors will NOT provide feedback on declined work.
- There are 3 main categories of results: Qualifying, Non-Qualifying and Declined
- Qualifying paintings work towards achieving Signature Status
- Non Qualifying paintings are to be included in the show but do not count towards Signature status.
- Declined paintings have not been accepted into the show.
- For more complete explanation of jury results refer to the Chapter Policy document

### **Working towards Signature (AFCA) Status**

The following applies to working towards AFCA status only. Please refer to National's Application for Signature status policies for complete information.

- Active members must have eight "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.
- 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.

### **Newsletter**

- Any member, in good standing, may submit articles to the newsletter that is art related in content. 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.
- Deadline for submissions to the newsletter is the 25<sup>th</sup> of the month
- The newsletter is available on our Chapter website. <http://fcacalgary.ca/newsletter.htm> Newsletters will be emailed to all Chapter members with an active email address. It will be sent by regular mail only to members without internet access.

### **Executive and Standing Committees**

- All members are encouraged to volunteer on any of the committees.
- Standing committees (Exhibition, Newsletter, Membership, etc) are not elected positions and can be filled at any time throughout the year by interested members in good standing.
- Elections for Executive positions (President, First & Second Vice President, Secretary, Treasurer) are held during the Annual General meeting in April of every year.
- Any member of the Society shall be eligible for nomination if they are a member in good standing and have consented to be nominated. The candidates for President shall be members in good standing for at least 2 years prior to the election.
- Any officer may be re-elected to the same or other office without time restrictions. The office of President is limited to three consecutive years.
- The Executive may appoint any regular member of the Society in good standing to fill any vacancy occurring on the Executive between Annual General meetings