



Federation of Canadian Artists - Fraser Valley Chapter

Policy and Procedures Manual

Amended May 13, 2006

The Federation of Canadian Artists is referred to as the "FCA."

The Fraser Valley Chapter is referred to as "FVC"

February 26, 2005 - PIPA

British Columbia's privacy law has been adopted as required for all societies, with the appointment of a privacy officer. This officer will be the membership chair, who is elected every two years.

Membership:

All members of the Chapter must be a member of the Federation of Canadian Artists, offices and gallery located on Granville Island, Vancouver, B.C.

Member in Good Standing:

As of May 13, 2006

In order to be considered a member in good standing of the Fraser Valley Chapter each member is required to:

1. Pay annual FCA dues in full.
2. Pay annual Chapters dues in full.
3. Volunteer (2) two times each year or take an executive or committee position.
4. Attend a minimum of (6) six meetings each year.

Exemptions due to extenuating circumstances are available, as approved by the executive.

Categories:

Supporting Members: Open to any person who is willing to comply with the FCA Constitution and Bylaws. May not hang work of arts in Juried Exhibitions, with the exception of the FCA annual open show, 'Painting on the Edge'. (Must first be a member of downtown FCA)

Active Members: Have attained active status by jury or Signature member selection, and may submit work to all juried FCA or FVC exhibitions.

Signature Status:

Associate: (AFCA) Selection takes place once a year. A member who has followed the application steps required for this process and is approved by the Board of Governors of the FCA.

Senior: (SFCA) Selection takes place one a year. After following the application requirements and acceptance, a member is then elected to senior status by the Board of Governors of the FCA. Senior members may show in exhibitions but are not juried and are not eligible for awards.



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Executive Officers:

The Chapter Executive will be elected to a (2) two year term and will consist of the following positions:

Chairperson; Vice-Chairperson; Secretary; Treasurer; Membership and Show Chairperson.

Executive Officer Duties:

Chairperson:

1. Will chair monthly and executive meetings.
2. Prepare agendas and present reports at each meeting.
3. Arrange for demonstrations and presentations for meetings.
4. Set up Calendar year meeting dates.
5. Arrange for and meet with Jurors for Chapter Shows.
6. Provide remunerations to the Jury.
7. Set up show dates when possible.
8. Represent the Chapter in matters pertaining to the FCA.

Vice-Chairperson:

1. Schedule executive meetings.
2. Research possible show venues.
3. Generally assist Chairperson and fill in chair position in the event that the Chairperson is unable to fulfill duties.

Secretary:

1. Record the minutes of the meetings
2. Distribute agenda and the minutes of the meetings to the members in a timely manner.
3. Attend to general correspondence and distribute information to members as required.

Treasurer:

1. Report the financial status at the meetings.
2. Deposit funds and keep good bank records.
3. Prepare a year-end financial statement for executive review.
4. Shall have an assistant treasurer when applicable.

Membership:

1. Maintain and provide new members with membership packages.
2. Collect member dues and issue receipts.
3. Keep membership list updated with address, e-mail address and changes,
4. Report new member's information to the executive.



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5. Monitor members standing with the FCA on a regular basis.
6. Maintain and distribute membership badges.

Show Chairperson(s):

1. Liaison with show venue
2. Co-ordinate all show details from intake and jury of paintings to show end.
3. Co-ordinate all necessary show sub-committees.
4. Co-ordinate show marketing.

Committees:

Social Convener:

1. Provide coffee and snacks for the meetings.
2. Obtain the key for Kariton House on the Friday preceding the meeting.
3. Co-ordinate social functions generally and at year end.

Election of Officers:

Election of officers' shall be held at the November meeting annually to fill any required vacancy. In the case of an officer vacating the position before their term is up, an interim person may be appointed to act in that office until the November meeting.

Dues:

Membership dues will cover the calendar year and are payable by the end of January of the current year. Members must pay these dues, as well as the required FCA dues, to be considered members in good standing in the FCA and FVC.

Meetings:

Meetings will be held a minimum of 8 times a year or by the membership as needed to conduct the business of the FCA and its activities and exhibitions.

Executives will meet at least twice a year or at the discretion of the executive as regards the administration of the membership and its policies. Policies formulated by the executive will be presented to the membership to be voted on at any regular meeting or at the discretion of the executive.

Exhibitions:

The FVC is permitted to hold any number of FCA qualifying juried shows per year, which entitles members to use 2 of these juried shows, per year, for their application for Signature Status.



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All FVC shows must be juried according to the 2005 Standards in the Chapter Resource Handbook.

Artwork:

All images used must be original works by the submitting artist.

Artwork that infringes on material protected by copyright is not acceptable and will not be accepted in any venue.

Artwork that is accepted by jury in a FVC exhibition may be resubmitted to an FCA juried exhibition at another venue but will count only once toward their status application.

Artwork must be framed according to the standards set by the FCA, which states that neutral tone mats be used, properly wired for hanging and presented in a professional manner.

Artwork must not exceed 44 inches in width (outside measurement). All other artwork sizes will be subject to the restrictions applied by the Show Committee for each venue.

All artwork must be for sale.

FCA Jury (for qualifying shows):

The jurors will consist of two SFCA members and one AFCA.

All Jurors' Choice accepted work should be exhibited. Providing there is room, the jurors are permitted to select other artwork for hanging, which shall be known as "Chapters Choice". Chapter's Choice paintings do not count for signature status application.

The jury is responsible for selecting the candidates to receive any awards designated by the FVC.

Note: Jurors may be invited to put one piece in the exhibition they have juried. This policy is not standard but can be applied if space is not at a premium.

Resources:

FCA Fraser Valley Chapter Procedures Manual dated April 9, 2003. Revised February 28, 2005. Revised March 11, 2006 to reflect the 2005 Chapter Resource Handbook. Revised May 13, 2006.

For further clarification of Chapter or Federation matters refer to the FCA Chapter Resource Handbook issued December 5, 2005, the FCA Policy Manual issued July 24, 2002, or the FCA Constitution and Bylaws.

FCA Website: wwwv.artists.ca

FV FCA Website: www.fraservalleyartists.com