

# FCA Edmonton Chapter POLICIES

## Statement of Founding Principles

- The Federation of Canadian Artists Edmonton Chapter is an autonomous, independent not-for-profit entity that operates in compliance with the Constitution and Bylaws of the FCA and its standards of conduct and code of ethics
- The mission of the Edmonton Chapter mirrors that of the national body, namely to:
  - to advance the knowledge and appreciation of art and culture
  - to offer exhibition, education, and communication opportunities in the visual arts
  - to support and promote professional FCA member artists
- To avoid potential confusion and conflict with the concept, rights and privileges of membership in the FCA, the Edmonton Chapter will refer to its participants as affiliates and not members.

## 1. Affiliation

### Eligibility

- To be eligible to join the Chapter, the artist must be a member with the Federation of Canadian Artists (FCA) and be in good standing.

### Affiliation Fees

- The Chapter will prescribe an annual fee to cover operational costs that is distinct from the FCA membership fees artists pay directly to the FCA. The Chapter's Executive Committee will be responsible for determining the amount, method of payment for fees, and any penalty for late payments.
- Chapter affiliation follow the calendar year; they expire December 31<sup>st</sup>.
- Affiliation fees will be paid on an annual basis, due January 1<sup>st</sup>.
- Failure to pay affiliation dues by March 1<sup>st</sup> or FCA membership dues in accordance with FCA policy will lead to the discontinuation of Chapter privileges.
- The Chapter will not prorate dues for new affiliates.

## 2. Code of Conduct

### 2.1 General Expectations

The FCA Edmonton Chapter is a friendly, supportive place for professional artists. Civility is assured and expected.

- Affiliates will represent the Chapter with professionalism, dignity, pride and courtesy, and will conduct themselves in both Chapter meetings and events with appropriate behavior.
- At all times, and in all forums, affiliates are to treat each other, the public and other art groups with respect and dignity.

- The rules of ethical debate always apply. We may disagree with and argue against a point or points raised, but never issue personally disparaging comments about fellow affiliates who expressed those opinions.
- If a disagreement cannot be resolved by the parties involved, the Executive Committee may be approached to help mediate and resolve the conflict.
- The Chapter is run entirely by volunteers. Respect and appreciation for their efforts are expected.

## 2.2 Statement Against Abuse and Harassment

- Verbal abuse or harassment 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 [1.5 Expulsion]
- Physical abuse or harassment in any form, either explicit or implied, will result in immediate expulsion from the Chapter as per our Chapter Bylaw [1.5 Expulsion]

## 2.3 Social Media Policy

In any social media platform the Chapter chooses to adopt, the following rules apply:

- Discourse must be civil and respectful. Personal attacks and uncivil remarks will be removed by the moderator. Repeated abuse of this principle will lead to expulsion from the group.
- The posting of one's own work for self-promotion or critique is not allowed. Artists wishing to publicize upcoming shows, workshops or events should instead send their content to the Communications Committee for review and distribution.

# 3. Exhibition Guidelines

## 3.1 General Policies

- All exhibitions organized by the Edmonton Chapter must conform to FCA policies as outlined in the current Federation of Canadian Artists General Policy Manual.
- The Chapter will not be hosting non-juried, non-Qualifying exhibitions.
- Exhibitions will be managed entirely by the Exhibitions Committee, with oversight provided by the Executive Committee
- The Exhibitions Committee will determine the nature and theme of the exhibition, its location (venue and/or online gallery), the number of artworks to be selected, submission fees, jury selection, jury fees, exhibition awards, sales commissions, requirements for intake, curating, and taking down, etc.

## 3.2 Application Process

- Applications will be received online only (no in-person, paper, nor email applications).
- An application is not considered complete until payment has been received.

## 3.3 Jurying Process

- Jurying will be done to Federation standards.
- Jury decisions are final; there is no appeal process.

- If there are not enough juried pieces to accommodate the venue, the Exhibition Committee may choose to solicit previously juried pieces directly from Chapter affiliates to meet the venue requirements.

### 3.4 Participation

- Participation by Chapter affiliates is encouraged but not mandatory, nor is attendance at receptions required.
- Artists whose work is in an exhibition will be asked to volunteer in some capacity, whether that be in the planning of the exhibition, operating it, or publicizing it.

### 3.5 Payment Terms and Commissions

- The payment terms will be set and confirmed by the Exhibition Committee. In general, payments to artists will be made on a timely basis once an exhibition concludes.
- The sales commission fee will be 35% unless otherwise approved by the Executive Committee. Any sales commissions due will be deducted from the payment to the artist.
- Any credit card or online payment processing fees will also be deducted from the payment due to an artist.
- If a sale to an artist occurs as a direct result of the exhibition, and the sale closes within 30 days of the closing of the exhibition, then a commission is due to the Edmonton and Area Chapter.
- Commissions for any exhibition may be reduced or waived, at the discretion of the Executive Committee.

## 4. Communications Guidelines

### 4.1 General Policies

- Communications will be managed entirely by the Communications Committee.
- The Communications Committee will be led by the President of the Chapter with oversight provided by the Executive Committee.
- The scope of the committee includes: website and social media platforms; mailing list and email newsletter; publicity and public relations; and contact with the FCA head office.

### 4.2 Website Policies

- The FCA Edmonton Chapter shall create and maintain a website for the purpose of publicizing our mission, history, exhibitions and other activities, calls for entry, affiliation, among other things.
- Ownership and control of the website, and any data it collects, will be held by the Edmonton Chapter.
- The President of the Edmonton Chapter will serve as the Editor-in-Chief and has the final say about website content.
- No paid commercial solicitation is allowed on the website.

- At the discretion of the Communications Committee, notices of workshops, private member exhibitions and other notices that will generally benefit our community will be allowed on the website.
- Artists who are affiliates of good standing of the Edmonton Chapter (and Active or Signature Status FCA members) may wish to have an individual web page or listing as part of the website. Any content guidelines or applicable fees will be determined by the Communications Committee.

### 4.3 Social Media

- The Edmonton Chapter shall create and maintain a presence on social media platforms.
- Ownership and control of social media account will be held by the Chapter.
- At the discretion of the Communications Committee, notices of workshops, private member shows and other notices that will generally benefit our community will be published to these platforms.

### 4.4 Mailing List

- The Edmonton Chapter shall own and maintain a contact list of Chapter affiliates, and a list of art lovers and art collectors who may be potential supporters of the Chapter's activities.
- No member of the Edmonton Chapter with access to these lists may use it for his or her own personal gain, nor may they be shared with third parties.

## 5. Legal Considerations

### 5.1 Compliance

- Before their applications are approved, new affiliates must confirm that they have read the FCA bylaws and policies as well as the Edmonton Chapter's bylaws and policies and agree to conform to them.

### 5.2 Privacy

- Affiliates must give their written consent before their names, contact information, or artwork can be published or distributed to other Chapter affiliates. Consent will be sought at the time their affiliation applications are processed.
- The Edmonton Chapter will not sell, rent or give its affiliation list to anyone outside of the chapter. The only exception will be the FCA Head Office, which needs to see our list and confirm who is an FCA member in good standing.
- The Chapter's website is required by law to publish a privacy policy page describing what data, if any, is collected from viewers and what it will be used for.

### 5.3 Copyright

- Artists will always retain the copyright of the images of their own artwork they submit to the Chapter for exhibitions or publicity.
- Images that artists submit to the Chapter for either exhibitions or publicity must conform to the FCA's copyright policy and standards. Any infraction of this rule will result in serious

consequences including reporting the infraction to the FCA Head Office and may include expulsion from the Edmonton Chapter and the forfeiture of entry and affiliation fees.

- Disclaimer: Any issues of infringement of copyright or moral rights that may arise are the sole responsibility of the authoring artist. The Edmonton Chapter accepts no responsibility whatsoever for infringement of such rights, nor for any loss, damage, penalties, awards or administrative or judicial orders arising there from.

#### 5.4 Insurance and Customer Fraud

- Artists bear responsibility for insuring their works and are encouraged to find appropriate coverage for theft, damage and fraud.
- Should any customer fraudulently purchase a painting at one of the Chapter exhibitions using a bad cheque or a stolen credit card, all reasonable efforts will be made by the Executive Committee and the artist concerned to recover the monies or the painting in question.
- Should those efforts prove unsuccessful, the loss will be that of the artist alone.

