

POLICIES & PROCEDURES MANUAL

(revised July 2026)

1. NAME

The name of the organization is:

Federation of Canadian Artists, Fraser Valley Chapter

It may also be referred to as:

'FCA Fraser Valley Chapter' OR 'Fraser Valley Artists'

Hereinafter, the Federation of Canadian Artists is referred to as:

the 'Federation', the 'Parent Body', or the 'FCA';

The Fraser Valley Chapter is referred to as 'the Chapter', or 'FVC'.

2. MISSION

The mission of the chapter is to bring artists together to enhance their knowledge and appreciation for art making, to foster fellowship, and to offer exhibition opportunities at venues in and around the Fraser Valley.

The aims and objectives of the parent body, the FCA, as contained in their constitution and bylaws, shall govern members of the Chapter.

The purpose of the Chapter is:

- To facilitate and encourage participation in artistic endeavours and activities at locations within the Fraser Valley.
- To create an environment that will unite its members, assist them and encourage their development.
- To enlighten and educate members by engaging professionals to present demonstrations, lectures and workshops.
- To encourage members' progress through the ranks of Supporting Member to Exhibiting Member, to Associate Member, and to Senior Member.
- To act as liaison with the parent body in their activities.
- To keep its members informed of all Chapter activities in a timely fashion by email
- newsletter.
- To inform the public on matters of interest to them and of benefit to Chapter members, through social media and local media outlets.
- To seek ways to encourage and assist youth in the development of their artistic skills.

3. MEMBERSHIP

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

To be considered a member-in-good-standing of the Fraser Valley Chapter, each member is required to:

- Pay annual FCA dues in full by January 31.
- Pay annual Chapter dues in full by January 31.

Membership dues are payable as of January 1st and must be paid by January 31st for members to remain in good standing. After 1 month of not being in good standing (i.e. by February 28th), membership ends; that member's name will be removed from the membership list, and he/she may not attend meetings or participate in any function.

Membership dues are set each year by the executive and approved by the members at a general meeting. Membership dues are essential to carry on the operations of the Chapter. Once paid, membership dues cannot be refunded.

New members pay \$15 more than renewing members, to cover the cost of the membership badge which will be provided to them. Members who require a replacement badge for whatever reason, will be charged for the cost of the replacement badge.

For new members who join after October 1st, their membership fee will be applied to the following year.

CATEGORIES OF MEMBERSHIP:

Supporting Members: Open to any person who is willing to comply with the FCA Constitution and Bylaws. May not enter juried exhibitions, except for FCA "open call" shows.

Exhibiting Members: Have attained active status by jury or signature member selection and may submit work to juried FCA or Chapter exhibitions.

Elected 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 once 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.

4. EXECUTIVE

The affairs of the Chapter shall be administered by an Executive, consisting of the following officers: President, Vice-President, Secretary, Treasurer, Membership Co-ordinator, Show Chairperson, Member-at-Large, Past-President.

The president, vice-president, secretary and treasurer shall be authorized signing officers to the Chapter's bank account. Two signatures shall be required on each and every cheque issued.

Election of officers shall be held annually at the annual general meeting to fill all positions. In the case of an officer vacating their position before their term is up, an interim person may be appointed by the executive to act in that office until the next annual general meeting.

5. DUTIES OF OFFICERS

EXECUTIVE OFFICERS:

President:

- represents the Chapter in all matters pertaining to the FCA, and is the Chapter's representative with the public in general
- provides leadership for the Chapter and makes sure that the mandate of the organization is followed
- keeps members informed about events, plans and opportunities within the Chapter and the Federation
- chairs general meetings and provides a report on the affairs of the Chapter
- chairs executive meetings
- prepares agendas and presents reports at each meeting
- arranges for circulation of agendas and minutes for general meetings
- sets meeting dates and arranges for rental of facilities
- ensures good communications with members
- in general, sees that all activities of the Chapter are proceeding in an orderly manner and in accordance with FCA guidelines.

Vice-President:

- generally, assists the president and fills in for the president if he/she is unable to fulfill his/her duties
- 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 as agreed by the membership or requested by the president
- provides reports, verbal or written, as requested, to the membership.

Secretary:

- records and prepares minutes of meetings
- records motions, decisions and actions taken for an accurate record of all meetings
- keeps a minute book and all documents pertaining to the Chapter that are not kept by another officer
- distributes agenda and minutes of meetings to members in a timely manner
- attends to general correspondence and distributes information to members as required.

Treasurer:

- deposits funds and keeps accurate books of accounts to record all financial transactions of the Chapter
- reports on the financial status of the Chapter to members at meetings
- prepares financial statements for executive review
- prepares a financial report and budget for presentation to members at the annual general meeting
- responsible for having the books checked once per year, after the year end.

Membership Co-Ordinator:

- collects membership dues
- keeps a current and up-to-date membership list, including address, phone number, email address, FCA status and whether dues have been paid
- orders and distributes membership badges
- reports new members' information and distributes the membership list to the Executive on a regular basis
- monitors members' standing with the FCA on a regular basis
- acts as the Privacy Officer and endeavours to safeguard members' personal information
- sends new members a welcome letter and Chapter information.

Show Chairperson:

- communicates with show venue once a show has been arranged by the venues co-ordinator and arranges to inspect the venue, if necessary, early in the process so, we know in advance what we are dealing with
- arranges with the FCA to set the show up for online jurying
- publishes and distributes clear guidelines to members for show entry requirements
- co-ordinates all show details from intake of artworks, to hanging, to pick up of artworks at the end of the show
- co-ordinates all necessary show sub-committees
- arranges for printing of awards and show labels
- co-ordinates show promotion with advertising and social media co-ordinators.

Member-at-Large:

- attends executive meetings and generally assists the executive in their duties
- takes on special projects as assigned by the executive.

Past-President:

- assists the new executive to ensure a smooth transition
- attends executive meetings and generally monitors club activities to ensure that policies and procedures are followed.

NON-EXECUTIVE POSITIONS:**Workshop & Demo Co-Ordinator:**

- finds instructors and venues and co-ordinates the setting up of 2 workshops per year, one in the Spring and one in the Fall
- arranges for the workshops to be set up on the website for registrations, including all details of the workshop and supply list
- in conjunction with the executive, sets fees for the workshops
- co-ordinates all details with instructors and venues, including dates and equipment required
- monitors registrations to ensure sufficient registrations to proceed
- obtains necessary cheques from the treasurer to pay instructor and venue.

Venues Co-Ordinator:

- arranges for 2 shows to be held each year in a variety of locations, planning well ahead of time for better success
- contacts various venues/galleries and makes application with them for a Chapter show
- co-ordinates details with venues and informs the Executive of details, providing copies of applications and contracts
- signs contracts on behalf of the Chapter once it has been approved by the executive
- keeps an information file on each venue with all relevant information, so this file can be passed on to the next co-ordinator when the term ends.

Publicity Co-Ordinator:

- produces advertising materials such as posters and invitations, as and when required, to promote Chapter shows, workshops, etc.
- sends out press releases to various media outlets
- arranges for local newspaper coverage of Chapter functions and special events
- writes Chapter news article for Art Avenue magazine.

Social Media Co-Ordinator:

- maintains the Chapter's Facebook page and Instagram account
- posts news about Chapter activities and member news as frequently as possible
- looks after promoting shows and workshops through Facebook ads, as and when instructed by the Executive.

Social Convenor:

- provides coffee, tea, cream, sugar & napkins for meetings, and show openings if necessary
- costs will be reimbursed by the Chapter by presenting receipts for necessary supplies bought
- maintains and replenishes necessary supplies and equipment for coffee and brings them to meetings, and show openings when needed
- co-ordinates and puts out snacks provided by volunteers
- co-ordinates social functions generally, setting out food and beverages
- looks after clean-up after functions and takes home remaining supplies and equipment until next function.

6. MEETINGS

Meetings of members will be held approximately 6-8 times per year, or as needed, to conduct the business of the Chapter and its activities and exhibitions.

Members' meetings are generally held monthly (except in December, May, July and August). The meetings take place at:

Albion Community Centre

24165 – 104 Avenue, Maple Ridge, BC

or at whatever other location is designated by the executive.

Some meetings consist of a meeting followed by a demonstration by a visiting artist and go from 10am to 1pm. Some meetings will have a social event in lieu of a demonstration.

Some months, the meeting will be replaced by a full-day workshop from 10am to 4pm. On those days, there is no meeting and attendance to the workshop requires pre-registration and payment of a fee.

A schedule of meetings and workshops will be provided on a regular basis; it is important that members take note of dates and happenings.

Once a year, an Annual General Meeting will take place when elections are held, policy matters are discussed and voted on when necessary, and a budget for the following year is voted on.

Executive officers will meet at least twice per year, at the discretion of the executive, to conduct the affairs of the Chapter, and as necessary for the administration of the Chapter and its policies. Policies formulated by the executive will be presented to the membership to be voted on at any regular general meeting or at the discretion of the executive. Executive meetings are held in a variety of locations and at various times, as arranged by the executive.

At both general and executive meetings, decisions are made by simple majority. In the event of a tie, the chairperson may vote to help determine an issue, but does not get a second vote. If the vote is tied after the chairperson has voted, then the motion fails. For general meetings, a quorum shall be 15 members. For executive meetings, a quorum shall be 4 executive officers.

7. EXHIBITIONS

The Chapter is permitted to hold any number of FCA qualifying juried shows per year. Members may use five of these juried shows for their application for Signature Status.

All Chapter shows must be juried according to FCA standards. Jurying is done online through the FCA, by two SFCA members and one AFCA member, to satisfy the requirements of the Artistic Standards of the FCA. Only qualifying entries will be included, and only one entry per show, may be used when applying for Signature status.

The selection of artworks for an FCA qualifying show must reflect the general level of proficiency evident in exhibitions held at the Federation Gallery in Vancouver. Selection as a qualifying entry means that the work is up to the standards shown at the Federation Gallery.

WITHDRAWAL OF ENTRY

If an artist withdraws or sells an “Accepted” artwork after receiving their notification email, for any reason, the artist is subject to a \$100 removal fee. Artists will not be able to participate in future Federation exhibitions until this fee is paid. Artists removing “Accepted” artworks will also lose any associated Elected Member Status point and their online gallery representation. If you are unsure if you can honour a commitment to exhibit, do not submit.

MULTIPLE SHOWINGS

An artwork exhibited in a Chapter show outside the Federation Gallery may also be submitted to a juried Federation Gallery exhibition, and vice versa. It may also be exhibited once in the show of each Chapter. However, only one of these exhibitions may be counted toward Signature Status. An artwork may only be exhibited once in any single Chapter's show.

To comply with FCA regulations regarding multiple showings of award-winning paintings, the following shall apply:

- A painting that has been shown in a Chapter show, whether online or in person, may not be shown in another show of that same Chapter. It can be shown in a show of another Chapter, or in a Federation Gallery show.
- A painting that has won an award in a Chapter show cannot be entered in any other Chapter show, but it may be entered in a Federation Gallery show.
- A painting that has won an award in a Federation Gallery show may not be shown in any other federation show (downtown or Chapter) after that.
- Only one award can be allocated to an artist per show.

SALES

When an artwork is sold because of a Chapter show (within 30 days of said show), and the venue does not charge the artist a commission on the sale, then a 25% commission is payable to the Chapter for that sale.

8. ARTWORK

Artworks exhibited in Chapter shows are expected to reflect a general level of proficiency and be up to the standards set out by the FCA.

- Like the FCA, the Chapter accepts the following for their exhibitions: Any original works executed in traditional or modern, dry or wet mediums. Works not accepted: digital paintings, photographs, giclee (whether hand-modified or not), and mechanical reproductions.
- Three-dimensional works of sculpture are allowed to be shown in selected shows, As indicated in the call to entry. Artists wishing to exhibit works of sculpture must obtain their 'active status for sculpture' before being allowed to enter such works.
- All artworks must be original works by the submitting artist.
- Artworks that infringe on material protected by copyright are not acceptable.
- Artworks may be subject to size restrictions, depending on the venue, at the discretion of the show committee. Size restrictions, when necessary, apply to the width of the artwork only, including the framing (unless requested otherwise by the venue).
- The number of artworks that can be entered, and the limit on the number of artworks that will be hung for each artist, will be determined for each show according to circumstances; the default number of artworks that can be hung will be 3, subject to adjustment by the show chair as necessary

9. STANDARDS

The Chapter encourages members to submit artwork that reflects their highest level of skill, creativity, and personal expression. For FCA qualifying exhibitions, submissions will be evaluated by jurors based on standards consistent with Federation of Canadian Artists exhibitions, including technical proficiency, composition, and originality.

STANDARDS FOR DIGITAL IMAGES

- Digital images must be good quality and cropped so that only the artwork is visible.
- The image must not include extraneous background elements such as walls, easels, hands, grass, carpet or the frame.
- Poor quality images may not be considered for submission to the jury.
- Poor quality includes images which are off square, out of focus, over or under exposed or where the image is compromised by glare from sun, flash or reflections.

FRAMING STANDARDS

All artworks must be framed according to the standards set by the FCA and presented in a professional manner. The Show Committee may refuse to hang any works not framed according to these standards.

- Good workmanship should be apparent in all framing; frames should be in good condition and free from scratches or damage.
- Work must be ready for hanging by means of a plastic-coated wire. The wire must be attached using D-ring hangers and screws. Wire should be positioned 1/3 of the way from the top of the frame/canvas.

Work on Canvas or Hard Support:

- Artwork must be framed or otherwise finished to archival standards.
- Unframed canvases or cradled panels must be at least 1½" thick and must have all sides painted and the staples must be on the back of the stretchers. Canvases and cradled panels that are thinner than 1½" must be framed.

Work on paper or other environmentally sensitive support:

- Environmentally sensitive work must be framed under glass/plexiglass or varnished in an archival fashion.
- FCA guidelines state that neutral tone mats must be used.
- It is not acceptable to secure framed works under glass with clips.

The Chapter reserves the right to refuse to hang any artwork.

10. WORKSHOPS

The Chapter will endeavour to organize 1 or 2 workshops each year to provide educational opportunities for its members. Registration for workshops will be online through the Chapter's website, unless otherwise stated.

Cancellation policy:

Our aim is to make everything as fair as we can for all students attending our workshops, while ensuring that we do not jeopardize the viability of the workshop for other students.

With this in mind, we have a stepped cancellation policy, depending on when you cancel.

- cancel no later than 60 days before the workshop and we will refund 90% of your payment
- cancel no later than 30 days before the workshop and we will refund 50% of your payment
- cancel after the 30-day mark and there will be no refund
- If there is someone on a waiting list that can take your place, or you can provide a replacement, then we will refund 90% of your payment, regardless of when you cancel
- If you do not attend a workshop, you have registered and paid for, we are unable to provide a refund.

Once paid, we do not refund membership dues.

11. WEBSITE

The Chapter will maintain a website for members and the general public to make available information about the Chapter and its activities.

12. GENERAL POLICIES

PRIVACY

The Chapter will comply with the requirements of the Personal Information Protection Act to ensure members' privacy by safeguarding their personal information.

- The Chapter will collect only that information which is necessary for the purposes of communication, maintenance of adequate records, and any other purpose necessary to conduct its business.
- The Chapter will not share its members list with any third party (other than the FCA) without first obtaining permission to do so from members.
- A privacy officer shall be responsible to safeguard members' information. The privacy officer shall be the membership co-ordinator.

CONFLICT OF INTEREST

The basic responsibility of the executive officers is to exercise their best judgment in carrying out their responsibilities in a manner that they reasonably believe to be in the best interest of the Federation, the Chapter and its members. Information obtained while acting as a member of the executive should not be used for one's own personal advantage. 'Actual or apparent conflicts of interest' is defined as a situation when an officer's personal interest interferes, has the potential to interfere, or appears to interfere, with the operation of the organization. Conflicts of interest are regulated by FCA bylaws and policies.

Federation policies and positions are adopted through a collaborative process and there are procedures in place to question or provide feedback on issues. Chapter executives should not use their position at meetings or in Chapter newsletters to criticize the policies of the Federation. If a Chapter executive cannot support a policy or Federation position, the executive member should refrain from public comment or resign from the position and express his/her opinion as an individual member.

REVENUE, PROPERTY & DISPOSITION

- The financial records of the club, including books of account, shall be kept in compliance with generally accepted accounting principles.
- All monies from fees, fund-raisers, percentage of sales, show entrance fees, workshops fees, etc., shall be considered funds of the Chapter.
- Any and all purchases made by the Chapter become the property of the Chapter.
- Should the Chapter discontinue operations and dissolve, the officers shall ensure that all property and funds remaining at that time be donated to the Federation of Canadian Artists, Vancouver, BC.

RESOURCES

Fraser Valley Chapter policy and procedures manual (as amended in 2013, 2017 and 2019)

Fraser Valley Chapter mission statement

FCA Chapter Resource Handbook

FCA Policy Manual

FCA Constitution and Bylaws

FCA Website: www.artists.ca

Chapter Website: www.fraservalleychapter.com

Contact: fraservalleyartists@gmail.com

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