

Artisans On Main Montague

Artisans.Waterfront : Membership Guidelines and Forms

Index

Part 1 : Membership Guidelines

1. Mission, Vision, Values

2. Membership

Part 2 : Membership / Jurying Policy

3. Rights and Responsibilities of Membership

3.1 Member Rights

3.2 Member Responsibilities

4. Eligibility for Membership

5. Membership Types

6. Members – Returning and New

6.1 Returning Members

6.2 New Members

6.3 Deceased Member

6.4 Requirements for All Members

7. Commissions

7.1 Commission Rates

8. Resignations

9. Suspension for Cause

Part 3 : Position Descriptions and Responsibilities

10. Committees

10.1 Standing Committees

10.2 Membership Committee

10.3 Team Leader (Chair)

10.4 General Description of the Position

10.5 Responsibilities and Duties – General

10.6 Responsibilities and Duties – Primary

10.7 Qualifications

Appendix A : Artisans.Waterfront Registration / Membership Application Form

Appendix B : Artisans.Waterfront Membership Ruling Guidelines

Artisans On Main Montague

Artisans.Waterfront : Membership Guidelines 2022 –

See also **Appendix A : Artisans.Waterfront Registration / Membership Application Form**

See also **Appendix B : Artisans.Waterfront Membership Ruling Guidelines**

Part 1 : Membership Guidelines^[1]_{SEP}

1. Mission, Vision, Values

As identified in the Strategic Action Plan 2021, “the **Vision** of **Artisans.waterfront** is the celebration of traditional **arts** and **crafts**, the support of **artist mentorship**, and the encouragement of the spirit of **creativity**”

Our **Mission** is ‘**Connection**,’ Connection as reflected in our **Values** related to creating a **respectful, supportive environment** as **Artists** and as members of the **Community**

We believe that excellent results in our **Business** endeavors come from a strong **structure** and comprehensive guiding **Policy Documents** that enable us to address the potential need for change over time

2. Membership

AoMM aims to have an **inclusive and active Membership** that moves us forward as a “**Co-operative**,” by ensuring engagement and a vested interest in our Mutual Success

To accomplish this, our focus must be to encourage “ **Excellence, diversity and inclusion**” in the **Jurying Process** and **Membership Criteria**

Part 2 : Membership / Jurying Policy

3. Rights and Responsibilities of Membership

Among its responsibilities, the Jury and Membership Committees work to ensure that potential new and existing Members are kept **informed** regarding **Policies** and **Practices** that might impact their ability to be a part of, or sell their work in, **Artisans.waterfront** Gallery

3.1 Member Rights

Members have the right to :

Be kept **Informed** of **Policies** that govern AoMM, as well as its Financial status

Attend **Business Management Committee meetings** in person or virtually

Offer **Constructive Suggestions** for the operation of the Gallery in a *respectful and co-operative manner*

Be **Paid** for product Sales in a **timely** fashion.

Normally, **Sales Reports** are posted to all members on a weekly/monthly basis, and e-transfers are sent out near the beginning of the month following sales

Have their **Product Advertised** through the AoMM **Artisans.waterfront** web site and social media platforms, as available

Have their **Product Displayed** in a professional, equitable and artistic manner

3.2 Member Responsibilities

Members have a responsibility to :

Be **Informed** about **policies** and activities of AoMM by using appropriate **Manuals** and accompanying documentation, and reading e-mails sent out by representatives of the Business Management Committee, Committee Chairs, and Managers, including but not limited to Minutes of Meetings, where available, as well as information contained in the AoMM **Artisans.waterfront Newsletter**

Provide **product Photos** and **descriptions** for use in advertising, as required

Provide information regarding **Payment** to the Treasurer to ensure ease of payment (preferably by e- transfer).

4. Eligibility for Membership

Membership in AoMM is open to all persons over 18 years of age who are **Residents** of the area at least 3 months per year, who have an interest in the

Purposes and Goals of AoMM, whose Applications for admission as Members have met the **Membership Guidelines** as set out by the Board, and who have received the **Approval** of the Board of Directors

5. Membership Types

Types of Memberships include the following, plus all other such types as the Board of Directors shall from time to time identify and approve :

- a. **Artisan Members** – Artisans who wish to sell their products in the **Artisans.waterfront** Gallery
- b. **Corporate Members** – business community members who have an interest in the purposes of AoMM
- c. **Friends of the Gallery** – private members of the Community who have an interest in the purposes of AoMM

6. Members - Returning and New

6.1. Returning Members

Membership in AoMM is on a **Yearly** basis

Members update their **Information** and pay a **Membership Fee Annually**

The forms and payment methods include print and online alternatives available on the **Artisans.waterfront** web site

Existing Members wishing to display **new “markedly different” work** in a Discipline **Not already Juried In** must go through the **Jury Process** for the new work, and if accepted, pay an additional Membership Fee as approved by the Board

Existing Members do not pay an additional \$20 fee for this Jurying

6.2. New Members^[L]_[SEP]

All prospective New Members must undergo a **Jurying Process** based on the **PEI Craft Council Guidelines**

There will be at least 2 **Jury Sessions** per Season :

a. Fall Jury

August 1 – Jury schedule to be posted on website and social media

August 15 – Jury ad, story and event listing to be submitted to The Buzz

September 1-15 – social media to be aligned with the Buzz promotion

September 15 – Applicant submission deadline

September 16 – Jury submissions to be batched and forwarded to the Jury Team

September 26 (Monday) – Jury Members’ deadline to accept/decline by email ; Zoom discussion

September 30 – Applicant results e-mails to be sent

b. Spring Jury

April 1 – Jury schedule to be posted on website and social media

April 15 – Jury ad, story and event listing to be submitted to The Buzz

May 1-15 – social media to be aligned with the Buzz promotion

May 15 – Applicant submission deadline

May 16 – Jury submissions to be batched and forwarded to the Jury Team

May 24 (Monday) – Jury Members’ deadline to accept/decline by email ; Zoom discussion

May 30 – Applicant results e-mails to be sent

Jury dates will be announced at least 2 weeks prior to the Submission Deadline

A **Jury** normally consists of 4 Artisan Members normally drawn from the Jury (and Display Committees, where necessary), plus the Jury Committee Team Leader / Chair (5)

The Jury may **meet** in person or electronically, as agreed (or as dictated by occasional unusual circumstances)

If the **Jury Session** is held **Electronically** (photos to be submitted instead of the actual product), decisions regarding acceptance will **NOT be considered Final** until the product is delivered to the **Artisans.waterfront** Gallery and given final approval on the authority of the Jury Committee Team Leader (Chair)

The **Applicant** must complete the **Jury Submission Form** (available online) and provide it, along with a non-refundable **Cheque** or **E-transfer** in the amount of **\$20**

To qualify, potential Applicants must be **Island Residents** for at least **3 months of the year**

Applicants must bring in a reasonable amount of **Stock** at the beginning of the Season, and **be prepared to replace Stock throughout the Season**, as required

6.3 Deceased Member

In the event that an Artisan becomes Deceased while an active Member of AoMM, in order to honour the deceased Member, and upon the request of the Member’s spouse or estate, the Jury Committee may select to accept work

completed prior to his/her passing to be sold in the **Artisans.waterfront** Gallery. The application, on behalf of the Member, should be made not more than 2 full seasons following the Member's passing

The Deceased Member shall be considered a Consignment or Non-Working Member, and shall receive the Consignment Rate applicable to Non-working Members

The work of the Deceased Member shall be displayed and sold in **Artisans.waterfront** for up to 2 Gallery seasons to enable the sale of a significant amount of the Deceased Member's work

6.4. Requirements for All Members

Before products are put on display, a Member is required to provide, in electronic form :

A **description** of their work

Photos of their work^[1]_[SEP]

A **photo** of the **Artist**^[1]_[SEP]

A link to their **art-related Website** (if available)

It is understood that these can be used in conjunction with the **Artisan.waterfront** web site, social media, and for display purposes in the Gallery

7. Commissions

7.1 Commission Rates

^[1]_[SEP]AoMM reserves the right to **Adjust Commission Rates** as required, but not more than annually

AoMM has different **Commission levels**, determined by the Member's level of involvement in AoMM and **Artisans.waterfront** Gallery:

a. **Non-working Members** - pay 40% Commission

b. **Working Members** - pay 20% Commission (Working Members are expected to work in or for the Gallery a minimum of 3 days per month, either in a management role or as a Gallery Sales Volunteer)

Commission Rates to be determined at the discretion of the **AoMM Board**

8. Resignations

Any member may **Resign** at any time by **notifying the Board of Directors** in writing to that effect.

9. Suspension for Cause

Following due process (as outlined in the Policy Manual and accompanying documents), the Board may, by vote of 3/4 of those present and voting at a meeting of Board Members, duly called for that purpose, **expel or suspend** any Member whose **Conduct** has been determined by the Board to be **Abusive, Improper, Unbecoming, or likely to Endanger the Interests or Reputation of Artisans on Main Montague, or who willfully commits a Breach of the Constitution or By-Laws of AoMM, or the AoMM Respectful Workplace Guidelines**

No member shall be expelled or suspended without first being **notified of the charge or Complaint** against him/her, and being given an opportunity to be Heard by the Board at a meeting called for that purpose

Part 3 : Position Descriptions and Responsibilities

10. Committees

Artisans.Waterfront is a dynamic organization that serves a variety of needs of its participating Members on a daily basis. A key player in meeting these needs is the **Membership Committee**

The Standing Committees, including : Membership, Jury, Display, and the Marketing Committee, have, as their authority and their Guidelines, the **Policy Manual, By-Laws** and **Terms of Reference** of AoMM. These 3 documents form the basis of the guidelines

*All Governance, Operations, and Committee Functions, and Members are governed by the AoMM **Respectful Workplace Guidelines** documents, and function in conjunction with all other Policy Manuals and related documents*

10.1 Standing Committees

Membership

Jury^[SEP]

Display

Marketing

In conjunction with the **Annual General Meeting** (AGM), the AoMM Chair shall put out a **call for Volunteers** to fill the roles and functions of the various Committees

Drawing upon the pool of **Volunteers** who have expressed an interest in various functions, Members will be invited to take on roles and Committee work, as possible

The various committees / groups will be expected to meet at least once to clarify the function of the Committee, and for the purpose of identifying from among its Members, a person who will act as its **Team Leader / Chair**, and will serve as the main **Spokesperson** for the Committee

The **Name and Contact Information** of the **Team Leader (Chair)** shall be verified by the **Board Chair**, and General Manager, where available, in a timely fashion, and in time for **Publication to all Members** before Gallery Season Opening

10.2 Membership Committee

(See Registration / Membership Application Form)

(See Membership Ruling Guidelines)

The Membership Committee is one of the **First Points of Contact** for potential **New Members** of the **Artisans.Waterfront** Gallery

The Membership Committee **Responds** to all **Requests for Information** regarding **Potential Membership**, and **Communicates** with all potential new Members regarding **Membership, and related issues**, as required

10.3 Team Leader / Chair

The Committee Team Leader shall be identified from among interested Members at a meeting of the Committee established for that purpose, and shall serve as the main **Spokesperson** for the Committee

10.4. General Description of the Position

The Membership Committee Team Leader / Chair **supports** the activities of the **Chair** and the **Board of Directors**, including sharing responsibilities as appropriate and required

The Team Leader / Chair shall set an **Example**, take a **Leadership** role in carrying out the Mission of AoMM, uphold its **Mission, Vision and Values**, and Support and **Assist** the **General Manager**, where available, and other members of the **Business Management Team**, and provide support to the AoMM **Chair** as required, and as it pertains to acceptance for Membership in AoMM

10.5 Responsibilities and Duties - General

In general, in respect to their respective Committees, Committee Team Leaders / Chairs are responsible for :

Reporting to the **Chair** and **BMC** in consultation with the General Manager, as appropriate

Providing **Leadership** and direction to the Committee in order to accomplish the objectives of the **Strategic Action Plan**

Enabling Committee **Discussions**, ensuring that, as far as possible, all Members have the opportunity to contribute, and that discussion remains focused and does not become sidetracked or bogged down

Consulting with other Committee Members, and providing advice and support where possible

Ensuring that **Decisions** reached represent the collective views of the Committee or, failing that, the majority view

Ensuring that **Decisions** made by the Committee are clear and unambiguous

Reporting on the Committee's work at meetings of the Board / BMC, upon request

10.6 Responsibilities and Duties - Primary

In general, *the Membership Committee shares responsibility for the **Appropriate, Professional and Equitable Selection of Products** for sale in the **Artisans.waterfront Gallery***

The Membership Committee Team Leader / Chair bears primary responsibility for ensuring that the **Registration / Application Form** and **Ruling Guidelines** available on the **Artisans.waterfront** webpage are accurate and up to date

In consultation with Members of the Membership Committee, the Team Leader / Chair reviews and puts forward to the AoMM **Chair** all **Recommendations** the Committee has regarding **Jurying** and **Membership Policies, Procedures, and Forms**, as required

The Membership Committee Team Leader / Chair contributes to any **Communications** with potential **New Members**, and, in conjunction with the Jury Committee Chair, and AoMM Chair, if required, assists with **resolving differences** regarding issues arising due to Membership questions related to **Jurying** and **New Discipline Policies**

The AoMM Chair relies on the Members of the Jury Committee to assist with assuring that a **reasonable, practical and varied selection** of products are available in the **Artisans.waterfront Gallery**, as required

All questions **unrelated** to Membership and Applications should be referred to Committee Team Leaders / Chairs who bear primary responsibility for those areas, as appropriate

10.7.6. **Qualifications**^[1]_{SEP}

Committee Team Leaders / Chairs should have the following Qualifications :

A strong commitment to, and understanding of, the **Mission, Vision, Values**, and **Goals** of Artisans on Main, Montague

Good written and oral **Communication** skills

Good **Leadership** skills

The ability to support and **Work Collaboratively**

Strong **Collaborative** skills to support the **Chair** and the **Business Management Team**, in the interest of best serving AoMM

A **Depth of Knowledge** about the area of focus of the Committee, and an understanding of **Policies, Procedures and Standards** related to its functions

Good Independent Judgment and the ability to **Think Creatively**

Artisans on Main Montague supports only behaviours that are tolerant, supportive, respectful and encouraging towards all Gallery members, as well as towards the general public.

Remembering that our behaviors and language reflect upon our shared values and goals within the AoMM community, and in front of the broader community, we endeavor to treat each other with the respect and dignity that we all deserve, and use positive language and words of encouragement in all of our exchanges with each other.

Appendix A

Insert Artisans.Waterfront Registration / Membership Application Form

Appendix B

Artisans.waterfront Membership Ruling Guidelines

Artisans on Main Montague (AoMM) is a **Co-operative** style organization running on the **Volunteer** efforts of its **Members**. The **Artisans.waterfront** Gallery relies on participating Members to fulfill the many jobs needed to run a smooth operation.

Generally, all Members will be asked to work on some level

Please retain this document for future reference

Annual Fees of **\$100 for the First Discipline**, *plus* an **Additional \$50 per added Discipline**, to a maximum of 3 Juried Disciplines, are due by the date identified and communicated by the AoMM **Chair**

Part 1 : Standards

1. All Members must be an **Island Resident** for at least 3 months of the year
2. All Members are expected to provide **digital Photos** of each of their **Product types**, a **Photo of themselves**, and a short **Bio and/or Description** of their Work (inspiration, training, artistic pursuits, other locations, etc.)
3. All art must be an **Original, Hand-produced** work by the Artisan
4. All **Paintings** must be **Framed**, or have finished canvas or paneled edges, and have proper gallery **Wire** for hanging **with No toothed hangers**. The eyelets for wire must be placed approximated **1/3 of the way down** from the top of the vertical side edges of the frame or canvas, and be ready for hanging
5. **Existing Members** wishing to display new **“markedly different” work** in a Discipline **Not Already Juried-In** must go through the **Jury Process** for the new work, but such Members are not subject to an additional Jurying Fee (\$20) for the new product
6. Standards Policy : “All products in the **Artisans.Waterfront** Gallery are subject to **Evaluation at any time**.”
7. All work must conform to the **Quality and “Fine Art / Fine Craft”** standards, as determined by the **Business Management Team**, and as represented and upheld by the **Display and Jury Committees**

- 8. If work submitted for sale is not considered up to the Standard of the Jury Committee, it will not be displayed.** (See also Display Committee Guidelines and Standards Policy for further information)

Part 2 : Requirements

1. **Working Members** pay a 20% Commission Fee for working **Artisans.waterfront** Gallery hours (3 – 4 shifts per month) and / or taking on other work on behalf of AoMM, including management or other assigned work, as required
2. **Consignment** (Non-working) **Members** pay a 40% Commission Fee, and are relieved of working Gallery hours, but are encouraged to take on other jobs, as required
3. As a Member of the Co-operative, all Members are expected to Volunteer some time filling an **Artisan.waterfront** Gallery job
4. Monthly **Payment** for Sales will be made by **e-transfer** where possible, or by **cheque**, as required
5. **Membership renewal** must be made Annually each year, but no later than March 15th, or such date as provided and communicated in the spring by the AoMM Chair (a \$10 late fee applies).
6. A new **Registration / Membership Application Form** will be required each year from all Members, to allow for changes and confirmation of contact information

Work cannot be accepted for display without the completed **Form and Payment of the Membership Fee**, as well as marketing information, when available

The **Form and Membership Fees**, for one or more **Juried Disciplines**, should be **mailed to** :

**Artisans on Main
P.O. Box 698
Montague, PE
C0A 1R0**

7. All **Commission Fees** will come off the **Retail Price** set by the Artisan Member

ArtisansWaterfront, 1 Station Street, PO Box 698, Montague, PEI C0A 1R0 902-838-4387