

# **Artisans On Main Montague**

**Artisans.Waterfront : Membership Guidelines and Forms 2022 -**

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**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. 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 our **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 Responsibility of Membership**

Among its responsibilities, the Jury and Membership Committees 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, the Artisans.**Waterfront** Gallery

### 3.1 Member Rights

Members have the right to :

Be kept **informed** of **Policies** that govern AoMM and its Financial status

Attend **Management Team Meetings** in person or virtually

Offer constructive **suggestions** on the operations of the **Artisans.Waterfront** Gallery

Be **paid** for product sales in a **timely** fashion. Normally, Sales Reports are posted to all members on a weekly or bi-weekly 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<sup>[SEP]</sup>

Members have a responsibility to :

**Keep themselves informed** of Policies and activities of AoMM **Artisans.Waterfront** by using the Policy Manual and accompanying documentation, as well as reading the e-mails sent out by representatives of the Management Team, Committee Team Leaders, and Managers, including but not limited to Minutes of Meetings, and 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 the 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 such other types as the Board of Directors shall identify and approve from time to time) :

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

### 6.2. New Members<sup>[SEP]</sup>

All prospective New AoMM Members must undergo a **Jury Process** based on the PEI Craft Council guidelines<sup>[SEP]</sup>

There will be at least **2 Jury Sessions per year**, dates to be decided on an annual basis whenever possible

**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

The Jury may **meet** in person or electronically as required

If the **Jury Session** is held **electronically** (photos to be submitted instead of the actual product), decisions regarding acceptance may NOT be final until the product is delivered to the **Artisans.Waterfront** Gallery and given final approval by the Jury Committee

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** 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 37% Consignment Rate

The work of the Deceased Member shall be displayed and sold in the **Artisans.Waterfront** for up to 2 full 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

2 **photos** of their **work**<sup>[SEP]</sup>

A **photo** of the **Artist**<sup>[SEP]</sup>

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 **Artisans.Waterfront** Gallery

## 7. Commissions

### 7.1 Commission Rates

<sup>[SEP]</sup> AoM reserves the right to adjust **Commission Rates** as required, but not more often than annually

AoM has different Commission levels, determined by the Member's level of involvement in AoMM :

- a. **Non-working Members** - pay (37%) commission
- b. **Working Members** - pay (20%) commission (Working Members are expected to work in or for the Artisans.**Waterfront** Gallery a minimum of 3 days per month)

Commission Rates to be determined by 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 the Members, duly called for that purpose, **expel or suspend** any Member whose conduct has been determined by the Board to be 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

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 which 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 Special 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 **Special Committees**

Membership

Jury<sup>[SEP]</sup>

Display

Marketing

In conjunction with the **Annual General Meeting** (AGM) to be conducted at a predetermined time each year, or at such other time as exceptional circumstances dictate, 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/Task Groups will be expected to meet at least once to clarify the function of the Committee, and for the purpose of selecting from among its Members a person who will act as its **Team Leader or Chair**, and will serve as the main contact for the group

The **name and contact information** of the Team Leader (Chair) will be provided to the Board Chair and General Manager in a timely fashion, and in time for publication to all Members before **Artisans.Waterfront** Gallery season opening

## 10.2 **Membership Committee**

See Registration / Membership Application Form

See Membership Ruling Guidelines

The Membership Committee is the **first point of contact** for potential New Members of the Gallery

The Membership Committee responds to all **requests for information** regarding potential membership, and **communicates** with such potential Members regarding membership issues, and related issues, as required



### 10.3 Team Leader (Chair)

Committee Team Leaders are chosen by and from among Members of a Committee at a meeting of the Committee established for that purpose, and 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 sets an **example**, takes a **leadership** role in carrying out the Mission of AoMM, upholds its **Mission, Vision and Values**, and supports and **assists** the General Manager, and other members of the AoMM **Management Team**, and provides support to the Chair as required, and as it pertains to Jurying and 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 Management Team 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 Business Management / Executive Committee upon request

### 10.6 Responsibilities and Duties - Primary

**In particular**, *the Membership Committee bears the primary responsibility for the **appropriate, professional and equitable selection of products** for sale in the **Artisans.Waterfront Gallery***

The Membership Committee Team Leader 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 the Members of the Membership Committee, the Committee Team Leader reviews and puts forward to the Chair all **recommendations** the Committee has regarding Jurying and Membership Policies, Procedures, and Forms, as required

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

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

## 11. **Qualifications**<sup>[1]</sup><sub>SEP</sub>

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**

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

A depth of **knowledge** about the area of focus of the Committee

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.Waterfront on Main (AoMM)** is a co-operative style organization running on the volunteer efforts of its members. The **Artisans.Waterfront** Gallery relies on participating members to fill the many jobs needed to run a smooth operation. 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 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 2-3 **digital photos** of each of their Discipline **products**, one of **themselves**, and a short **bio/description** of their work ((inspiration, training, artistic pursuits, other locations, etc.)
3. All art must be an **original, hand-produced** work of 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 is not subject to an additional Jurying Fee for the new product
6. Standards Policy : “All products in the Artisans.**Waterfront** Gallery are subject to **evaluation at any time**. All work must conform to the Quality and “Fine Art / Fine Craft” standard, as determined by the Management Team, and as represented and upheld by the Display and Jury Committees”
7. **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. Work may be referred to a Standards Committee for consideration)

## **Part 2 : Requirements**

1. **Working Members** pay 20% Commission Fee for working **Artisans.Waterfront** Gallery hours (3 – 4 shifts per month) and/or taking on other work on behalf of AoMM
2. **Consignment Members** pay 37% Commission Fee, and are relieved of working Gallery hours, but are expected to take on other jobs as required
3. 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 15<sup>th</sup> (\$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

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**