

# Dartmouth Visual Arts Society

## Policy Manual

Purpose: .....	2
DVAS Objectives:.....	2
Dartmouth Visual Arts Board of Directors .....	2
Board of Directors Members .....	2
Board of Directors Expectations.....	3
Meetings.....	3
Removal of Members or Directors.....	3
Contact Information .....	4
Duties of Board Members .....	4
Membership in Dartmouth Visual Arts Society.....	8
Activities of Dartmouth Visual Arts Society .....	9
Studio Group:.....	9
Workshops.....	9
Group Shows.....	10
Framing and Exhibiting Your Work in DVAS Shows.....	10
Website Policy on Submitting Images.....	11
Additional Information.....	12
Artwork Pricing .....	13
Index.....	14

## Purpose:

The purpose of this manual is to serve as a reference tool to guide members in the administration of DVAS operations and to acquaint members with the information they need to fully enjoy the benefits of membership. Since it is not possible to anticipate every situation that may arise or to provide information that answers every question, circumstances will undoubtedly require that policies and practices change from time to time. Accordingly, the Board of Directors for DVAS reserves the right to modify, supplement, or rescind any of its policies, practices, procedures and benefits at any time.

**Nothing in this manual shall serve or suggest to contradict any existing or future by-law of the Society.**

## DVAS Objectives:

- ◆ To encourage awareness of, and appreciation for, the visual arts in Nova Scotia through gallery and online exhibits of DVAS members' artworks;
- ◆ To increase interest, education, and participation in the visual arts in Nova Scotia through membership, workshops, plein air experiences, and studio painting programs;
- ◆ To develop and expand the skills, scope, and practice of DVAS member artists.

## Dartmouth Visual Arts Board of Directors

Board members have certain authority with regard to the affairs of DVAS. With that authority also comes responsibility, especially a fiduciary responsibility to DVAS, to manage the affairs of the organization in a reasonable and responsible manner. Board members, in their capacity as Directors of DVAS, must always act in the interests of the organization when conducting the organization's affairs.

### Board of Directors Members

The Board of Directors shall consist of no less than five and no more than **ten** members (per By-Laws):

- President
- Secretary
- Treasurer
- Studio Group Co-ordinator
- Membership Co-ordinator
- Workshop Co-ordinator
- Exhibits Co-ordinator
- Newsletter Editor
- Webmaster

- Scholarships and Donations Co-ordinator

### Board of Directors Expectations

- Directors are expected to attend or provide a prior written report for all executive, membership, and annual general meetings.
- Directors are expected to personally attend a minimum of one half of all Executive meetings per year.
- All Directors must work and communicate collegially with all other DVAS executive committee members.
- After five or more years serving on the Board, retiring Board members will receive the thanks of the Society in the form of a gift certificate, to be presented at the AGM.
- Members who wish to serve on the Executive must have a current membership.

### Meetings

- As per DVAS By-Laws, there will be a minimum of five Executive meetings per year, normally the last Thursday of January, March, May, September and November.
- The Annual General Meeting will be held within the first three months of each year.
- At the AGM, only in-person votes will be allowed.
- At the AGM, any member in attendance may vote.
- Note: for quorum information, see By-Laws

### Removal of Members or Directors

It is the policy of Dartmouth Visual Arts Society that it will not tolerate verbal or physical conduct by any member which harasses, disrupts, or interferes with another's participation in DVAS activities or which creates an intimidating, offensive, or hostile environment.

Being a member or volunteer board member in DVAS comes with responsibilities and obligations to the community and to other members. But if members or board members don't honour their commitments or, worse, if they are hindering DVAS success, they may be asked to relinquish membership in DVAS.

In rare situations, and as per Dartmouth Visual Arts Society By-Laws, members or directors of Dartmouth Visual Arts Society may be expelled from the Society with just cause.

Just cause includes but is not limited to situations where their words or actions are found to be damaging or otherwise negatively representing or impacting the Society.

Additionally, no one has the right to harass anyone else, in any situation related to DVAS. Harassment is any behaviour that degrades, demeans, humiliates, or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions (e.g. touching, pushing), comments (e.g. jokes, name-

Dartmouth Visual Arts Society, Policy Manual Version 2024-2

calling) or displays (e.g. posters, cartoons). Sexual harassment includes offensive or humiliating behaviour related to a person's sex, as well as behaviour of a sexual nature that creates an intimidating, hostile, or "poisoned" environment.

Examples of just cause include:

**Malfeasance** - A board member has done something reckless to damage public trust. Normally, malfeasance is corruption but it could be other bad behaviour.

**Disrepute** - If a board member does something that damages the organization's reputation, they have brought disrepute. In other words: "Don't embarrass us."

**Undermining the mission** - Has the member or Director acted in a way that is contrary to the organization's mission? This doesn't mean a simple disagreement about the mission, but something that will hurt the organization's goals, whether it is made public or not.

**Law breaking** - Has the board member been convicted or found guilty of a civil or criminal offence? DVAS reserves the right to suspend their board service, whether found guilty or awaiting the result of charges.

**Incompetence** - If a board member cannot perform the job because they don't have the knowledge, skills, judgment, or interest in performing the role.

**MIA** - Has a Director been skipping board meetings without good cause? Are they not honouring basic agreed upon tasks? The board can give a "vote of no confidence" and remove them as permitted by DVAS By-Laws.

#### Contact Information

- Studio Group Co-ordinator: [studiogroup@DartmouthVisualArts.ca](mailto:studiogroup@DartmouthVisualArts.ca)
- Workshop Co-ordinator [workshopregis@DartmouthVisualArts.ca](mailto:workshopregis@DartmouthVisualArts.ca)
- Treasurer: [treasurer@dartmouthvisualarts.ca](mailto:treasurer@dartmouthvisualarts.ca)
- Exhibits Co-ordinator: [exhibits@DartmouthVisualArts.ca](mailto:exhibits@DartmouthVisualArts.ca)

#### Duties of Board Members

##### President

- Calls and chairs any executive meetings at an agreed upon time and location;
- Calls and chairs a minimum of one annual general meeting per year to be held for all members to attend, voice opinions and ideas, and vote on issues presented in the approved agenda;
- In consultation with the secretary and other executive members, prepares the agendas for all executive and annual general meetings;
- Conducts meetings in a manner consistent with Roberts Rules of Order;
- Videoconference meetings are acceptable for the conduct of executive committee business;
- Works with the treasurer and other executive members on financial and all other matters relevant to the general operations of DVAS;

- Acts as liaison between DVAS and the host facility for exhibitions.

#### **Secretary**

- Works with other executive members on matters relevant to the general operations of DVAS;
- In consultation with the president and other executive members, helps prepare and distribute the agendas for all executive, members, and annual general meetings;
- Records meeting Minutes and presents them for approval at the next meeting;
- Keeps copies of meeting minutes in file for future reference;
- Maintains and keeps up-to-date copies of DVAS By-Laws and any other governance and/or administrative and policy documents and records for future reference;
- Calls and chairs meetings when the president is not able to do so.

#### **Treasurer**

- Shall create and maintain accounting, billing, and cash control policies, procedures and records which are consistent with Generally Accepted Accounting Principles (GAAP);
- Works with other executive members on financial and all other matters relevant to the general operations of DVAS;
- Accepts revenues from all DVAS-sanctioned activities, i.e.: membership, Studio Group, workshops, exhibitions and their resulting sales;
- Records and deposits proceeds in DVAS bank account;
- Pays all DVAS bills, as related to above-mentioned activities, plus administrative, legal, and other costs, webhosting and publicity costs, scholarship grants, insurance premiums, and others, as directed by the executive committee;
- Receives monthly statements from the bank and reconciles these with the general ledger;
- Records all revenues and expenses in the general ledger and balances monthly;
- Balances all books at year end (December 31) and presents to scrutineers for verification;
- Prepares and presents an annual budget, financial statements and reports for the Annual General Meeting;
- Prepares and presents financial summary at every Executive Meeting;
- Maintains and monitors cash box for art shows and sales events;
- Prepares, monitors, and maintains credit card sales procedures for art shows;
- Calls and chairs meetings when the president is not able to do so.

### **Studio Group Co-ordinator**

- Works with other executive members on matters relevant to the general operations of DVAS
- Collects Studio Group fees, issues receipts, and turns money over to the treasurer
- Liaises with HRM re: bookings and rental fees
- Distributes Studio Group information to members via Membership Co-ordinator
- Organizes and ensures clean-up of space after each studio session
- In recognition of the extra time required during Studio Group sessions for this position, the Studio Group Co-ordinator will receive free membership.

### **Membership Co-ordinator**

- Works with other executive members on matters relevant to the general operations of DVAS;
- Maintains an up-to-date membership list and shares it regularly and ONLY with executive members, as required, for normal DVAS activities;
- Corrects and verifies changes to members' contact information;
- Receives annual membership dues, and issues membership cards and receipts if requested;
- Transfers membership fees to the Treasurer for bank deposit;
- Communicates information directly to members through group emails, as requested by other Board members.

### **Newsletter Editor**

- Works with other executive members on matters relevant to the general operations of DVAS;
- Consults executive members for updates to include in newsletter;
- Compiles and edits written and photo materials submitted for publication in newsletter;
- Determines layout and format for newsletter, always including prominent DVAS logo;
- Coordinates distribution of newsletter, by email, in print, and on the website through Membership Co-ordinator;
- Coordinates with other executive members in production and distribution of DVAS brochures.

### **Workshop Co-ordinator**

- Works with other executive members on matters relevant to the general operations of DVAS;
- Selects and contacts instructing artists for workshops throughout the year;
- Confirms bookings and any special arrangements, ensures contracts are

signed;

- Sends confirmation sheets to booked, presenting artists;
- Provides list of workshops to the newsletter editor, webmaster, and Membership Co-ordinator for distribution to the membership;
- As needed, in consultation with the president, books speaker for general meetings of members;
- Records names and amount of money collected from workshop registrations, and passes this to the treasurer;
- Purchases and sets up refreshments, other necessary supplies, and submits these expenses to the treasurer;
- Ensures, with the help of participants, that the space is properly tidied up and clean before leaving the premises.
- In recognition of the extra effort required during workshops, the Workshop Co-ordinator will pay only 50% of the fees that she organizes and attends.

#### **Exhibits Co-ordinator**

- Works with other executive members on matters relevant to the general operations of DVAS;
- Reserves exhibition space for any shows;
- Accepts registrations and fees from exhibiting artists, passing monies to the treasurer;
- Organizes the **volunteer** sitting schedule and communicates it to exhibiting artists;
- Ensures the **volunteer** sitting schedule and other relevant information is available to sitting artists during the show;
- Organizes and supervises the committee to hang paintings in the gallery;
- Ensures all cash, cheques, and credit card slips from sales are properly recorded and turned over to the treasurer;
- Oversees the dismantling of the exhibition and clearing and tidying of the exhibit space when the show is finished;
- Ensures all paintings are picked up or otherwise removed from the exhibit space;
- Counts votes for Peoples Choice award.

#### **Webmaster**

- Works with other executive members on matters relevant to the general operations of DVAS
- Ensures the annual web hosting fees are paid on time
- Maintains and updates the website as required with contact and membership information, images, and other relevant information about DVAS and its activities

- Prepares the promotional posters for art shows and delivers them to the exhibitions committee for onward distribution

#### **Scholarships and Donations Co-ordinator**

- Works with other executive members on matters relevant to the general operations of DVAS
- Liaises with the treasurer and executive members to determine and approve the amount of the annual DVAS-NSCAD scholarship
- Liaises with NSCAD to ensure receipt of scholarship funds and records the name of the scholarship recipient each year

## **Membership in Dartmouth Visual Arts Society**

- Membership is open to residents of Nova Scotia over the age of 16.
- Due to the limitations of facilities at workshops, studios and galleries, Dartmouth Visual Arts Society focuses on the 2-dimensional arts of painting and drawing, using a variety of media. Works should be frameable. We are not the appropriate group for other art forms such as sculpture, woodturning, photography, etc.
- Membership fees are \$30 per year due before the end of February. Renewal after the end of February is \$40. New members (those who have not been a member at any time in the past 5 years) joining after March 1 will pay \$30.
- The membership year is “fixed,” running from January 1 to December 31.
- DVAS does not pro-rate membership fees for partial years nor do we repay residual fees should a person cancel their membership part-way through the year.
- Dues may be made by cash, a cheque (made out to Dartmouth Visual Arts Society) or by e-transfer (to treasurer@dartmouthvisualarts.ca).
- Please include your full mailing address, phone number and email address.
- Receipts will be issued upon request only.
- If you change your email address, please inform DVAS. All communications with members is done through email.

Membership in the Society shall cease:

- On the death of a member,
- By notice in writing to the Society,
- By non-payment of annual Membership dues,
- If, by a vote of the majority of the members of the Society or a majority vote of the **Executive** of the Society at a meeting duly called and for which notice of the proposed action has been given, the Member’s membership in the Society has been terminated.



## Activities of Dartmouth Visual Arts Society

### Studio Group:

- Studio sessions are held in the Conrad Room of Findlay Centre, Dartmouth on Thursday mornings from 9:00 am to 12:30 pm.
- Studio sessions are open to all DVAS members on a first come/first served basis as space is limited.
- The cost of Studio Group is in addition to membership fees and can be paid by cash, cheque or e-transfer. Payment must be received at the time of registration. If paying by e-transfer, the e-transfer must be sent by the end of the day of registration.
- There are three sessions per year, varying on length (fall, winter, spring). The cost varies from \$30 to \$39 depending on the length of the session. Sessions usually begin in September, January and April.
- There is no formal instruction or facilitator but we all learn from each other in this open, friendly, and supportive environment.
- Coffee is provided. Members must use a plastic cover to protect the tables. Everyone is responsible for putting their own tables and chairs away at the end of each session.
- More Studio Group information can be found on the **Studio Group** page of Dartmouth Visual Arts Society website.
- For more information, email [studiogroup@DartmouthVisualArts.ca](mailto:studiogroup@DartmouthVisualArts.ca).

### Workshops

- DVAS workshops are for all levels of experience, with preference given to DVAS members.
- Space at DVAS workshops fills quickly; registration is on a first come/first served basis.
- Bring all of your own supplies and a lunch for each workshop. It's a very full day!
- Workshops are held at Findlay Centre, Dartmouth, from 9:00 am to 2:00 pm unless otherwise noted.
- Workshop Fees: \$50 for members, \$70 for non-members, per workshop. Payment is required at the time of registration.
- To register for a workshop, contact the Workshop Registrar at [workshopregis@DartmouthVisualArts.ca](mailto:workshopregis@DartmouthVisualArts.ca). **After enrolment confirmation**, payment for each workshop can be made by cash, e-transfer, or a cheque made out to Dartmouth Visual Arts Society. Workshops must be paid in advance of attending.-
- We request that you be there by 8:45 at the latest to set up. We will begin at 9:00 am sharp.

- Two-weeks notice is required for cancellation. No refund will be given after that time.

### Group Shows

DVAS holds at least one group show every year; dates and locations vary. More information about recent and/or upcoming group shows is on the **Gallery Shows** page of our website.

- Membership dues must be paid-up at least 60 days before any SHOW participation. **No exceptions.**
- You must register during the registration period in order to exhibit your work in these shows, so please register early!-
- Exhibiting artists are expected to assist with sittings in the gallery. This ensures the gallery will be fully staffed during our exhibit.
- Members are reminded that space at exhibitions is limited. Consequently, acceptance of work(s) to be exhibited will be subject to available space and will be on a first come/first served basis.
- Please carefully consider what piece(s) you decide to show, before you drop it (them) off at the Craig Gallery. Once hung, your painting will not be changed.
- Only the Exhibits committee may hang painting, or change the placement of painting. **No exceptions.**

### Framing and Exhibiting Your Work in DVAS Shows

- The DVAS Exhibits Committee reserves the right to refuse any artwork that does not meet our standards. **The committee decisions are final.**
- You are responsible for meeting all requirements and standards for each exhibition.
- It is important for gallery shows that we as artists do not copy other artists' work. Doing so is an infringement on their legal rights to their work.
- Paintings that have already been shown at the Craig Gallery cannot be shown again. Enter **only** new and original work (not copies of another person's work).
- Prices cannot be changed once the show is hung.
- Paintings must be appropriately presented and neatly installed into their frames. The importance of proper framing cannot be over-emphasized.
  - Watercolours and pastels are required to be framed under glass and have a paper dust cover placed securely on the back.
  - Acrylics and oils on canvas are to be framed without glass.
  - Only frames that are able to have a wire hanger will be accepted. Proper wire hangers are required. No cardboard backs with saw tooth hooks will be accepted.

- Gallery canvasses are acceptable only if the edges are painted and free from staples OR if gallery wood panels, edges are varnished. Acceptable gallery canvasses are 1.5 inches or more thick.
  - Larger sized canvasses must have a sufficiently braced stretcher so the painting does not warp.
- Paintings for each artist are limited to one large, or two small/medium works unless otherwise advised by the Exhibition Committee.
  - Small to medium paintings sizes (unframed measurement) are to be no greater than 16" x 20" in size. No painting may be larger than 28 x 36 inches framed.
  - Larger works must first be cleared with the Exhibition Committee. With advanced notice, every effort will be made to accommodate special requests - if space and format permits.
  - Please ensure you have an updated Biography for the Artists binder. It can help buyers contact you about your other works.
  - Art work must not be removed by the artist before the end of the exhibition unless mitigating circumstances prevail. Artists should notify the co-ordinator to confirm arrangements.
  - Only art work that is sold may be removed before the end of the exhibition—period. Please contact the Exhibition Committee to install a replacement for the rest of the show.
  - All work must be removed from the Craig Gallery at the end of the show at pick-up times.
  - Paintings sold can be taken immediately the buyer. The artist may replace the painting for the normal fee of \$5.
  - Please see the DVAS Pricing Guide.

## Website Policy on Submitting Images

- From time to time, the webmaster will put out a call to DVAS members for images to be posted on our website. There is no set schedule for this, but an upcoming gallery show is a good time to solicit images for (1) the show poster, and (2) the website. The aim is to keep the website fresh and interesting, with new content being added, and old removed, roughly twice a year.
- Note that any and all images submitted to the webmaster for possible use in a show poster, will also be considered for publication on the website. Sending images to the webmaster automatically implies your consent for publication on the website. The webmaster looks for content from a wide variety of DVAS members, with a wide variety of subject matter and painting styles, to show off the range of interests and abilities of DVAS artists.

- Images must be of good quality. This means: sharply focused, well lit, evenly illuminated, not photographed under glass, and cropped so no matting, frame, or background appear in the image. The webmaster will not edit your images. It is the artist's job, to edit, crop, and otherwise prepare the images so they will appear online exactly as you wish them to appear. Images should be at least 500 KB in size. Smaller than that is too small for a good appearance on the website.
- Finally, the webmaster will not maintain an archive of submitted images. Once they are posted to the website, that is where the images will “live.” The most recently submitted images will be stored temporarily, for an undetermined amount of time, and old images will be discarded. As new images are posted to the website, some older images will be removed from the website and discarded.

### Additional Information

- **Registry of Joint Stock Companies:** <https://beta.novascotia.ca/registry-joint-stock-companies-forms-and-documents>
- **Change Society By-Laws:** <https://beta.novascotia.ca/change-society-laws-and-make-other-changes>
- **Nova Scotia Societies Act:** <https://nslegislature.ca/sites/default/files/legc/statutes/societie.htm>

## Artwork Pricing

Minimum price \$45. Unframed suggestions. You may have your selling price higher, but not lower than the base price. Please add the cost of your frame to the base price. Contemporary Art Society Pricing Guide – 2023

Image Sizes	Pricing	Image Sizes	Pricing
3 x 5	\$50.00	12 x 12	\$190.00
4 x 4	\$55.00	12 x 16	\$240.00
4 x 6	\$65.00	12 x 18	\$250.00
5 x 7	\$75.00	12 x 24	\$275.00
5 x 10	\$115.00	12 x 36	\$360.00
6 x 6	\$75.00	14 x 18	\$275.00
6 x 12	\$140.00	14 x 20	\$305.00
6 x 36	\$275.00	15 x 30	\$325.00
7 x 9	\$120.00	16 x 16	\$275.00
8 x 8	\$120.00	16 x 20	\$325.00
8 x 10	\$140.00	18 x 18	\$320.00
8 x 12	\$155.00	18 x 24	\$415.00
8 x 16	\$190.00	20 x 20	\$360.00
9 x 12	\$160.00	20 x 24	\$435.00
10 x 10	\$155.00	22 x 30	\$470.00
10 X 12	\$170.00	24 x 24	\$435.00
10 x 20	\$250.00	24 x 30	\$480.00
11 x 14	\$195.00	24 x 36	\$545.00

## Index

- Artwork Pricing, 13
- Board of Directors
  - duties of each position, 4
  - expectations of, 3
  - meetings, 3
  - number of members, 2
  - positions available, 2
  - removal, 3
  - Section start, 2
- By-Laws
  - maintained by Secretary, 5
  - meetings per year, 3
  - number of Directors, 2
  - removal of Director or member, 3
- Exhibits
  - co-ordinator duties, 7
  - co-ordinator email, 4
  - co-ordinator position on Board, 3
  - DVAS goal, 2
  - framing policy, 10
- Framing
  - DVAS policy, 10
- Group Shows, 10
- Just Cause, 4
- Membership, 6, 8, 9
  - co-ordinator duties, 6
  - co-ordinator position on Board, 2
  - fees, 8
  - group shows, 10
  - reasons membership ceases, 8
  - removal of member, 3
- Newsletter
  - editor duties, 6
  - editor position on Board, 3
- NSCAD scholarship, 8
- President
  - duties, 4
  - position on Board, 2
- Registry of Joint Stock Companies, 12**
- Scholarships
  - co-ordinator duties, 8
  - co-ordinator position on Board, 3
  - NSCAD, 8
- Secretary
  - duties, 5
  - position on Board, 2
- Studio Group, 6
  - co-ordinator duties, 6
  - co-ordinator email, 4
  - co-ordinator position on Board, 2
  - cost, 9
  - location, 9
- Treasurer
  - duties, 5
  - email, 4
  - position on Board, 2
- Webmaster
  - duties, 8
  - DVAS email addresses, 4
  - position on Board, 3
- website
  - gallery shows page, 10
  - newsletter, 6
  - submitting images, 11
- Workshops
  - co-ordinator duties, 7
  - co-ordinator email, 4
  - co-ordinator position on Board, 2
  - fees, 9
  - location, 9
  - registration, 10