

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 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 bi-weekly/monthly basis, and **e-transfer payments** are sent out near the beginning of the **Month following sales**

Have their **Product Advertised** through the **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 :

Keep themselves **Informed** about **Policies** and **Activities** of AoMM by using appropriate **Manuals** and reading the **Communications** sent out by representatives of the **Board of Directors, Business Management Committee, Committee Chairs, and Managers**, including but not limited to 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 PEI at least 3 months per year, who have an interest in the **Purposes and Goals** of AoMM, whose Membership Application 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 and the Artisans.**waterfront** Gallery
- c. **Friends of the Gallery** – Individuals who have an interest in the purposes of AoMM and the Artisans.**waterfront** Gallery

6. Members - Returning and New

6.1. Returning Members

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

Members update their **Information** on a Membership Form 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 \$20 fee for this additional Jurying

6.2. New Members^[1]_{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 Committee** (and **Display Committee**, where necessary), plus the **Jury Committee Chair** (TI=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 Chair**

The **Membership 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 be prepared to bring in a **Reasonable Amount of Stock** at the beginning of the Season, and **be prepared to replace Stock throughout the Season**, as required, to maintain the Inventory Balance as established during Display

6.3 Deceased Member

In the event that an Artisan Member becomes Deceased while an active Member of Artisans.**waterfront**, 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 for a period not to exceed 2 additional gallery seasons.* 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 Commission 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**^[SEP]

A **Photo** of the **Artist**^[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

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

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

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

Current Commission Rates :

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

b. **Working Members** - pay **20%** Commission

To qualify : Working Members are expected to work In, or For, the Gallery, or perform a Management Role (as identified by the Board, for example) for a minimum of 3 days per month

8. Resignations

^[SEP]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, and Display, (and Marketing Committee), operate with **Autonomy** and have **Decision-making Authority** as far as is possible and practical, in the areas for which they have **Primary Responsibility**

*Reporting : All **Committees** derive their Authority from the **Policy Manual, By-laws, and Terms of Reference**, as represented and upheld by the **Board of Directors** as part of their primary **Governance** role*

Standing Committee Chairs** are **Members of the Business Management Committee (BMC)**, where they represent the **unique Roles, Needs and Functions** of their primary area of responsibility. They are expected to **Communicate their Committee Recommendations** to the **BMC** for its **Information and Support

*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^L_{SEP}

Display

Grant/Financing Applications Committee

Social Media Committee

Plus any other Standing Committee identified **from time to time** by the Board of Directors to address an ongoing need

The Standing Committees, including : Membership, Jury, and Display, (and Marketing Committee), operate with **Autonomy** and have **Decision-making Authority** as far as is possible and practical, in the areas for which they have **Primary Responsibility**

*Reporting : All **Committees** derive their Authority from the **Policy Manual, By-laws, and Terms of Reference**, as represented and upheld by the **Board of Directors** as part of their primary **Governance** role*

Standing Committee Chairs** are **Members of the Business Management Committee (BMC)**, where they represent the **unique Roles, Needs and Functions** of their primary area of responsibility. They are expected to **Communicate their Committee Recommendations** to the **BMC** for its **Information and Support

In conjunction with the **Annual General Meeting (AGM)**, the **Board Chair** shall put out a **Call for Volunteers** to fill the roles and functions of the Standing Committees, and Members will be invited to take on Roles and Committee work, as possible

Standing Committee 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 Chair**, and will serve as the main **Spokesperson** for the Committee

That is, the **Committee** will be expected to **Meet** to discuss the **Function** of the Committee, and to **Elect** their own **Chair** from among their own **Committee Members**. Such **Elected Chair** shall provide **Leadership** to the group, and act as its main **Spokesperson**

The **Name and Contact Information** of the **Chair** shall be verified by the **Board Chair** 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 endeavours to **Create** and **Maintain** a **Comprehensive Up-to-date List** of all Artisans.**waterfront Members** throughout the year, and make such up-to-date List available to the **Board, Business Management Committee, Managers, and Members** on a regular and ongoing basis

10.3 Chair

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

That is, the **Committee** will be expected to **Meet** to discuss the **Function** of the Committee, and to **Elect** their own **Chair** from among their own **Committee Members**. Such **Elected Chair** shall provide **Leadership** to the group, and act as its main **Spokesperson**

It is a Primary Function of **Membership Committee Chair** to Respond to all **Requests for Information** regarding **Potential Membership**, and related issues, as required

10.4. General Description of the Position

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

The Chair sets an **Example**; takes a **Leadership** role in carrying out the Mission of AoMM; upholds its **Mission, Vision and Values**; provides **Support** to the **Board Chair** as required, and as it pertains to **Membership** in the Artisans.**waterfront** Gallery, **Supports and Assists** the **Jury Committee** as required; and Supports and **Assists** the **Business Management Committee**, where appropriate

10.5 Responsibilities and Duties - General

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

Reporting to the **Board Chair**, and representing the Needs and Recommendations of their Committees to the **BMC** 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**, as required and 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 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 Chair reviews and puts forward to the **Board Chair** all **Recommendations** the Committee has regarding **Jurying** and **Membership Policies, Procedures, and Forms**, as required

The Membership Committee Chair should normally be the person responsible for **Communications** with potential **New Members**

In conjunction with the **Jury Committee Chair**, and **Board Chair**, if required, assists with **resolving Issues** related to **Jurying** and **New Discipline Policies**,

The AoMM **Chair** relies on the Members of the Jury and Membership Committees to assist with ensuring that a **Reasonable, Practical and Varied Selection of Products** available for sale in the Artisans.**waterfront** Gallery, as required

*All questions **unrelated to Membership** should be **Referred to Committee Chairs, or Managers**, who bear primary responsibility for those areas, as appropriate*

10.7 Qualifications^[1]_{SEP}

Committee 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 **Board and Board Chair** and the **Business Management Committee and Team**, in the interest of best serving AoMM

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

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

[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 **\$70 for the First Discipline**, *plus* an **Additional \$25 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 31th, or such date as provided and communicated in the spring by the AoMM Chair.
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