

# APPLICATION, REVIEW PROCEDURES, AND DEADLINES FOR MEMBERSHIP IN THE VISIONS ART TOUR

## Applicant Review Guidelines

Qualified applicants will be reviewed and scored on the basis of the following criteria. The results of the review will be captured on a score sheet for processing (see appendix at the end of this document). The maximum possible and minimum qualification scores are:

	Maximum Possible Score	Minimum Qualification Score
Member (Artist)	15	10
Guest Artist	20	15
Tour Venue	30	20

1. Suitability as a “Venue”? First impressions. Safety of access to facility, the facility itself is safe, well lit, any health issues, Power outage friendly, Code fire extinguisher, Private Business Insurance, first aid kit, taped carpet(s), taped down electrical cords, roped off studio areas needed, shelf safety. Washrooms. Parking, suitable sign posting area. Wheel chair assessable/handicap friendly. Findable location, close enough to existing venues to be reasonably workable.
2. Display Area and Presentation? Studio, living room, other? Quality of framing, display, lighting?
3. Medium? Uniqueness, originality, unusual materials? Commercial kits or moulds are not appropriate, nor are hobby-crafts that require simply following directions. Photographs (as fine art) must be taken by the artist, and printed or processed with their supervision. Any commercially produced parts used must play a subordinate role in the finished product and may not be sold separately. Books, tapes or CD's, imports, commercially screen printed T-shirts, garments or items manufactured in or out of Canada, out-sourced, and/or production line pieces simply assembled are ineligible as a “medium” and may only be displayed and/or sold as subordinate to the artist’s primary work.
4. Subject matter? Suitable for family viewing, not pornographic?
5. Sale ability? Is the work in keeping with other tour artists, quality?
6. Level of Artistry. Is the level of artistry or fine craft up to the standard of the present Vision tour? How does the work “fit” into the upcoming Visions tour? Variety, media balance. Body of work sufficient for tour? Background/experience? Artist’s dedication to their work (hobby

or lifetime commitment). Policy re flawed goods? Exceptions can be made if work is outstanding. All work must be designed/created and executed/produced by the applicant and the applicant must be present to sell their work during the event – no agents or imported work. Items produced will be original ideas or a creative treatment of traditional items. Originality and creativity, and professionalism are to be demonstrated by all work, not just assembly and handiness.

7. Participant/participation? Participant personality a good fit with Tour style? Willingness to dedicate time and work towards common goal, tour promotion, Committee member? Willingness to observe “no alcohol policy” during tour hours? Willingness and ability to meet tour deadlines?

## **Guest Artists**

A “Guest Artist” is a Visions Art Tour Society member who is approved to participate in a tour event at a Venue (the “Host Venue”) other than their own studio.

1. Guest Artists must be reviewed and approved by the Board.
2. Guest Artists are required to live in the Cowichan Valley.
3. A Host Venue may not have more than two (2) Guest Artists at any one event.
4. A Guest Artist pays their participation fee directly to the Host Venue. The fee may be any negotiated amount that does not exceed the value established by the Board.

## **Submitting Applications and Fees**

1. All applicants must submit an application form along with the applicable fees to the society President.
2. Money or cheques received with application forms will not be deposited unless and until the applicant has been approved by the Board for membership. Once an applicant has been reviewed and accepted by the Board, membership fees are submitted to the Treasurer for deposit.
3. If membership is declined, the fees will be returned to the applicant. Cheques will either be returned or destroyed at the applicant’s option.
4. Effective September 2009, all returning members must also submit an updated application form along with the applicable fees .

## **The Application Form**

The application form will be available from the Secretary and the web site.

## **Review Procedure and Protocol**

1. Application forms and applicable fees will be forwarded to the Board.
2. All applicants will undergo an Art Review before being submitted for Board approval, even applicants not wishing to be tour venues. Applicants wishing to be tour venues will also undergo a Venue Review before being submitted for Board approval.
3. The Board will appoint an *ad hoc* committee and make an appointment with the applicant for an Art Review and, if applicable, a Venue Review.
4. The committee will consider various aspects of the application individually, based on the Applicant Review Score Sheet, and then collectively, arriving at a consensus within a week if at all possible.
5. The committee will submit a list of all applicants (whether recommended or not) to the Board for membership approval.
6. After Board approval, the applicant will be notified of the final decision within a week, if at all possible.
7. If an applicant is not successful, the President, at his/her discretion and/or by a designate, may let the applicant know why they were not successful.
8. If necessary, a Wait List for Reviewed Venues will be established.

## **Wait-List for Reviewed Venues**

If the maximum number of venues (as established on an event-by-event basis by the Board) has been reached, a successful applicant may be put on the Wait List for Reviewed Venues if acceptable to the applicant, and the Board. In case of unforeseen cancellation of any already accepted venues, the next prioritized venue on the Wait List will be accepted for the event.

The Wait List will operate on a first-come-first-served basis.

Those on the Wait List will be required to have ready the venue-requirements such as required fees, etc.

## **Priority of Tour Participants**

In considering the applications of members to participate in a tour event, priority shall be given in the following order:

- a) First to members who participated in the same tour event during the previous year,
- b) Then to other members based on length of membership with newest members having the lowest priority.

## Deadlines

The following table sets out the key dates in the process of applying for membership or Tour Venue status for the following year.

**NOTE:** Applications may be submitted at any time, but late applications have a greater risk of not being reviewed and approved in time to ensure participation in the tour event for the following year, etc. Early submission or renewal is advised.

Activity	Deadline
Annual General Meeting	Mid-September
New member applications due	October 1
Art and Venue Reviews complete	November 15
Recommendations submitted to the Board	November 15
Returning member applications due	December 1
Board reviews and approves applications	December 15
Membership fees and tour venue deposit are due	December 31
Membership / event year	Following January to December

## Re-review and Re-approval Requirements

Venues are subject to re-review and re-approval if any or all of the following conditions exist:

1. The artist's membership in the Visions Art Tour Society has lapsed for at least two (2) years. Upon re-activation of the artist's membership following such a lapse, the artist must submit a new venue application.
2. The artist's venue location or medium has changed. In this case, the artist must submit a new venue application.

## Compliance Checks

During any event, and in particular during the Summer Tour, the Board shall conduct compliance spot checks to confirm that venues remain consistent with their original application and that Venue Review guidelines continue to be met. Specific guidelines to be assessed include, but are not limited to:

- "No alcohol" policy.
- No pornography or other subject matter not suitable for family viewing.
- No unauthorized guest artists.

- The work on display and for sale remains consistent with the artist's approved venue application.

## **Information provided to new members.**

The society will supply a Membership Package to all newly approved Vision Art Tour Members. Components of this package will also be supplied to any existing Member upon request. The Membership Package includes:

1. A copy of the Constitution and By-laws and this Policy and Procedure Manual.
2. Current membership list with tel. #'s, email, postal, and physical addresses of venues. This includes lists of Officers, Directors at large, Committees and their Chairpersons, coordinators and a description of their jobs.
3. Copy of past brochure.
4. Request to join a Committee and/or commit to an area of involvement and contact the person in charge to offer their support.
5. Receipt for their membership fee (must collect first) and the dates of its validity.
6. A welcome gesture and congratulations card or letter signed by Chairperson of the Personnel and Applicant Review Committee. Example: "Congratulations, Jane Doe, Your application to join the 2008 Visions Studio Art Tour has been approved and we welcome you on board. Please feel free to call upon the appropriate executive. Member, or Committee person as a resource. Wishing you an enjoyable and successful year."
7. Info on "What Goes On" i.e. that we all work to get sponsorship, additional costs such as shared costs for advertising, insurance, and approx. amt. from each venue member for brochures and general tour expenses – could be info from previous tour. Info on how guests have contributed financially and other ways.
8. Date of next general meeting. They could be asked to bring any promotional material, photos, business cards, actual work, etc to their first meeting. At meeting they are introduced and verbally welcomed.
9. Visions Website address as a resource, who is in charge of its publication in order to provide info to be added to website.