

National Capital Network of Sculptors

Membership Responsibilities

(Handbook)

The National Capital Network of Sculptors (the Network) is a non-profit corporation founded in 1984, with a mandate to increase awareness and appreciation for the sculptural arts in the National Capital region.

The Network meets its mandate:

1. by providing its membership:
 - Exhibition opportunities;
 - Opportunities to meet with other sculpture artists at meetings, outings and events;
 - Information to help further their artistic endeavors
 - opportunities for professional development through presentations, discussions and workshops
2. by inviting the general public
 - to its meetings and presentations;
 - to its exhibitions with opportunities to meet the sculptural artists;
3. by supporting the Boys and Girls Club of Ottawa through workshops and presentations.

Participation in the National Capital Network of Sculptors membership, its activities and events constitutes acceptance of the Code of Conduct, General Exhibition Rules and Exhibition Etiquette.

The Network strives to be a professional and welcoming corporation, free of discrimination and harassment. The Network is a volunteer run organisation. The Directors take on their responsibilities freely and fulfil their duties to the Network to the best of their abilities.

Members of the Network are expected to conduct themselves in a professional manner when participating in Network activities; conducting business with the Network Board of Directors; and when referring to the Network. Members' conduct is a reflection of the Network.

The National Capital Network of Sculptors is run by volunteers. It relies on the active support of its members. You may be asked to take part in a volunteer activity, if needed.

National Capital Network of Sculptors

Code of Conduct

The National Capital Network of Sculptors undertakes its activities while providing its members and guests with a safe environment that is free of discrimination and harassment. Regardless of gender identity, marital status, nation or ethnic origin, race, gender, sexual orientation, disability or economic status, every individual has the right to be treated fairly and reasonably.

Members and guests are always expected to behave in a considerate manner. There is zero tolerance for behaviour which is abusive or harassing such as:

- Written, verbal or physical abuse;
- Demeaning comments, criticism, unwelcome jokes or innuendo;
- Unwelcome physical contact or physical assault;
- Sexual assault, unwelcome advances, proposition or innuendo;
- Written, verbal or physical threats;
- Retaliatory responses to reported discrimination or harassment;
- Behaviour that may indirectly create a negative or hostile environment

Members are expected to conduct themselves in a professional manner:

- Copyright
- Following instructions with respect to Network exhibitions and events
- Interaction with Board members

Members are encouraged to report any violations of the Code of Conduct as quickly as possible to the President or any Board member of the National Capital Network of Sculptors. This can be done in person or in writing. All incidents will be treated with confidentiality and without the fear of reprisal.

The Board will always seek to resolve violations of the Code of Conduct in a quick, positive and productive manner. If appropriate, the Board will help to facilitate conflict resolution between individuals. Where serious violations occur, the Board reserves the right to revoke memberships, have individuals removed from the premises or report the incident to authorities.

General Exhibition Rules

1. Exhibitor must be a current, paid up member of the National Capital Network of Sculptors.
2. There will be an entry fee to help defray costs of the exhibition. Applicable entry fees will be included in the exhibition instructions. Exhibition fees are set based on the estimated cost of the exhibition. There is no refund after the drop off for a show
3. Works must be for sale and sold as exhibited.
4. All entries must be clean, dry, and ready for display. Sculpture which is wall mounted must be wired with the appropriate gauge hanging wire and sturdy hardware.
5. The Exhibition Coordinator in consultation with the board reserves the right to refuse works that are inappropriate because of subject matter and/or size. There may be size limitations on artwork at different exhibition venues.
6. All artworks must be identified with the name of the artist, title, medium and sale price.
7. All exhibition sales will be handled by the Network. The commission on sales is set by the Board and will be payable to the National Capital Network of Sculptors at the time of the sale.
8. The National Capital Network of Sculptors does not collect or remit sales taxes. Sales tax is the responsibility of the individual artists as applicable.
9. The National Capital Network of Sculptors is run by volunteers. It relies on the active support of its members. You may be asked to take part in a volunteer activity, if needed.
10. No changes in the artwork title or price will be made from that shown on the registration form. Members wishing their titles to appear in both languages must provide both titles on the registration form and do their own translation.
11. Works must not be removed prior to the end of the exhibition. Participating exhibitors are required to pick their work up at the appointed time or make arrangements for someone else to do it for them. The removal of artworks must be supervised by the Exhibition Coordinator.
12. The National Capital Network of Sculptors reserves the right to use images for exhibited artwork for promotional purposes without infringing on the copyright entitlements of the artist.
13. A penalty for late pick-up of \$5.00 per day per piece will be payable to the National Capital Network of Sculptors for any artwork not picked up at the pre-arranged date/time.
14. Although the National Capital Network of Sculptors and the exhibition venues will take reasonable precautions for the security of artwork, entry is at the member's own risk. Members are strongly encouraged to protect their artwork against risks of loss or damage by obtaining proper insurance.

Exhibition Etiquette

Become knowledgeable about other artist's artwork and process so you can speak intelligently about other artwork in the exhibition.

Help to promote the NCNS exhibit and membership in the NCNS before and during the exhibit.

Make only positive comments about any venue, placements of art, organizers, curators or exhibits.

At any exhibition or vernissage, place drink glasses, plates or napkins away from plinths or any art displays. Be respectful and be tidy.

During a vernissage, if interested about representation at a gallery, make an appointment for a discussion only after any exhibition vs approaching the gallerist at the time of vernissage.

During a vernissage, always respect time and attention of other artists, potential clients and reserve questions for the gallerist by setting up private appointments.

It is requested and expected that all prices for artworks are the same whether being sold at exhibition/gallery or from one's own studios, eliminating any "side deal" opportunities.

And lastly, be tech savvy and market your talent (via website, newsletter or social media) vs leaving artwork behind locked doors.

[Art Gallery Opening Etiquette for Everyone - What Not to Do \(artbusiness.com\)](http://artbusiness.com)