

This policy document was designed as a guide for carrying out the programs and business of the Focus on Fibre Art Association (FFAA) and as a declaration of intent of the Association’s obligations and responsibilities.

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## 1 Review and Amendments

- 1.1 The policy document should be reviewed every two years and amended as necessary.
- 1.2 Amendments are to be presented as a motion at any general meeting for temporary approval, to be approved at the next AGM.

## 2 Objectives

Purpose: To identify the practices for achieving the goals and objectives of FFAA. These objectives are the objects submitted in the application for society status and any changes must be voted on by Special Resolution and reported to Service Alberta Registries.

- 2.1 To encourage, foster, and develop within the citizens of the community, excellence and appreciation of fibre as an art form
- 2.2 To provide innovative educational programming in all aspects of fibre art for members and the community.
- 2.3 To sponsor a biennial competition and exhibition of fibre art
- 2.4 It is not the intention of FFAA to make a profit.

### **3 General**

- 3.1 Mailing address:  
9534-87 Street  
Edmonton, AB  
T6C 3J1
- 3.2 Signing authority - see Article IX: Section 5 of the bylaws.

### **4 Membership**

#### General Information, Responsibilities, and Privileges

- 4.1.1 Fees are reviewed by the board and recommended changes are voted on at the AGM. 4.1.2 Term of membership: Two years, January 1 (odd numbered year) to December 31 (even numbered year).
- 4.1.3 Fees are the same for the whole term or a portion of the term.
- 4.1.4 All new members receive a welcome email or letter notifying them of the password to the members only webpage where they can access the following documents: Bylaws Financial Form Policies Intervisitation Subsidy Form (See Section 7) Current Board List Meeting Minutes
- 4.1.5 Members in good standing are eligible to vote at general meetings and the AGM.
- 4.1.6 May assist in many of our activities such as installation and take down of shows, moving equipment and working at a casino.
- 4.1.7 May enter in the biennial competition
- 4.1.8 Added to the mailing list
- 4.1.9 Receives all brochures and posters
- 4.1.10 Receives the minutes of the AGM
- 4.1.11 Records volunteer hours. See Appendix 8: Volunteer Form Guidelines

#### **Membership Types**

##### **Individual Membership**

- 4.2.1 Individuals over the age of 18 yr
- 4.2.2 Fee: \$20
- 4.2.3 Termination of membership for non-payment of dues is on March 1.

### **Junior Membership**

4.2.4 Individuals under the age of 18 yr

4.2.5 Fee: \$10.

4.2.6 Termination of membership for non-payment of dues is on March 1.

### **Group Membership**

4.2.7 A formalized group of people that meets the following criteria: Not-for-profit Is fibre art based Maintains a membership list

4.2.8 Fee: sliding scale based on the number of members

1-50 \$50

51-100 \$100

101-150 \$150

151-200 \$200

201-250 \$250

251-300 \$300

### **Associate Membership**

4.2.9 People not living in the Edmonton area. Fee of \$10.

4.2.10 Families of individual members, youth members, and group members are associate members. No fees

4.2.11 No voting privileges Termination of Membership See Bylaws Article II, Sections 4, 5, 6.

### **Benefits of Membership**

## **5 Board**

### **Code of Conduct**

See Appendix 1.

### **Financial Transparency**

Deposits and requests for reimbursement of expenses are forwarded to the Treasurer with a completed Financial Form (Appendix 7) and related receipts and/or supporting documentation.

### **Board Structure and Responsibilities**

- 5.1.1 Board consists of the executive, committee chairs and guild representatives
- 5.1.2 Members may attend board meetings as non-voting participants.
- 5.1.3 All board members assist in installation and removal of the shows and FFAA sponsored activities.
- 5.1.4 Board members will be requested to chair various committees and subcommittees as needed. Terms will vary, according to the needs of the Association.
- 5.1.5 Board members should submit reports 2 weeks prior to the meeting, so they can be included on the agenda for everyone to review prior to the meeting.
- 5.1.6 Board members make submissions for the bimonthly newsletter to the Newsletter Editor by the 15th of the month prior to publication.
- 5.1.7 Executive members review the draft newsletter prior to publication

### **Executive**

#### **President**

- 5.2.1 President's term is 2 years, voted in on odd numbered years
- 5.2.2 Presides at all meetings of the FFAA. In the President's absence, the Vice President shall preside. In the absence of both the President and the Vice President, the Past President may be appointed.
- 5.2.3 Is an ex-officio member of all committees except the Nomination Committee.
- 5.2.4 Responsible for committees as listed in the board list. (? no Board list)
- 5.2.5 Together with the Secretary shall prepare an agenda for meetings. It will be distributed via email at least 1 week prior to the meeting.
- 5.2.6 Reviews all contracts for the Association
- 5.2.7 May solicit sponsorship or government grants to assist the Society in realizing its aims.
- 5.2.8 Together with the show registrar, or their designates, will assist the judges on judging day. Neither is eligible to enter competitions.

#### **Vice-President**

- 5.2.9 Term is 2 years, voted in on odd numbered years

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- 5.2.10 Presides at any meeting in the absence of the President
- 5.2.11 Assists the President whenever needed.
- 5.2.12 Responsible for committees as listed in the board list.

**Past-President**

- 5.2.13 Term is 2 years, de facto following term as President
- 5.2.14 Responsible for committees as listed in the board list.
- 5.2.15 Acts as President in the absence of the President and Vice President
- 5.2.16 Responsible for committees as listed in the board list.

**Secretary**

- 5.2.17 Term is 2 years, voted in even numbered years. One additional term may be served.
- 5.2.18 In the absence of the Secretary, an officer of the board will be appointed as a designate.
- 5.2.19 Schedules venues for board, general, special, and AGM meetings
- 5.2.20 Keeps accurate minutes for board, general, Special, and AGM meetings. Minutes will be reviewed by the President or designated prior to distributing to the board or general members.
- 5.2.21 Has custody of the minutes of all meetings of the Society and the board.
- 5.2.22 Has charge of the seal of the Society.
- 5.2.23 Together with the President prepares an agenda for board, general, and AGM meetings
- 5.2.24 Sends the agenda, minutes of the previous meeting, and committee reports at least one week prior to the meeting:
  - Board meeting - to the board members
  - General Meeting - to the guild representatives and to the general and junior members ( change to entire membership)
- 5.2.25 Makes the record of the minutes available to any member in good standing upon given reasonable notice and arranging satisfactory time
- 5.2.28 Files an annual return (in duplicate) each year to the Corporate Registry within 30 days of the AGM The annual return should include: List of the directors and officers including their full names, positions, mailing addresses, and postal codes; Financial review (audit) and appropriate filing fee, if any.

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- 5.2.29 Files changes to the society's bylaws passed by special resolution as outlined in the Service Alberta form for special resolutions to: Alberta Registries, P.O. Box 1007 Stn Main, Edmonton, AB T5J 4W6 The filing shall include the special resolution signed by the President or other Executive member with: A list of the changes made if the number is small. A declaration stating that the existing bylaws have been repealed and replaced with the attached bylaws (two copies).
- 5.2.30 Files changes of the executive to AGLC using the online AGLC form 5471 5.2.31
- 5.2.31 Maintains a file with passwords

**Treasurer**

- 5.2.32 Term is 2 years, voted in even numbered years. One additional term may be served.
- 5.2.33 Receives all monies paid to the FFAA and deposits them in the appropriate accounts in the designated financial institution. Scotiabank - Ottewell Shopping Centre 6304 90th Ave Edmonton AB T6B 0P2
- 5.2.34 Collects the member dues or assessments levied by the FFAA.
- 5.2.35 Reviews requests for reimbursement for compliance with budget and Board direction and arranges payment at the earliest opportunity no later than one month after receiving the request for reimbursement.
- 5.2.36 Prepares the books and records and a full detailed account of the receipts and disbursements to the Audit Committee at the end of the fiscal year.
- 5.2.37 Is chair of the Finance Committee

**Committees and Subcommittees**

**Committee Structure and Duties**

- 5.3.1 Conducts the business of FFAA, with approval from the Board.
- 5.3.2 Has a minimum of 2 members
- 5.3.3 Reports to the executive position designated on the board list(? no list)
- 5.3.4 The committee chair is appointed by the Executive
- 5.3.5 The committee chair chooses additional members of the committee
- 5.3.6 The committee chair provides a written report to the Secretary for distribution with the agenda and minutes at least one week prior to meetings.
- 5.3.7 Each committee will prepare an operating budget for the upcoming year and forward this to the executive, for approval by January 31st.

### **Committees**

#### **Membership**

- 5.3.8 Issues invoices for membership dues to guilds and individual members on even years.
- 5.3.9 Maintains a current list of individual members and groups.
- 5.3.10 Welcomes new members via email with information about FFAA.
- 5.3.11 Notifies current and new individual members of the website member password change at the AGM each year. See Policy 5.3.28.

#### **Finance and Budget**

- 5.3.12 The Treasurer (chair), President and one other board member constitute this committee.
- 5.3.13 Minutes are forwarded to committee members and the Vice President.
- 5.3.14 Prepares a budget each year to be presented to the board for approval prior to presentation at the AGM.
- 5.3.15 Reviews the financial report prepared by the Audit Committee at the budget meeting.
- 5.3.16 Reviews quarterly the reconciled bank statements

#### **Nomination**

- 5.3.17 The Past President and one board member appointed by the board in November constitute this committee.
- 5.3.18 Reviews the lengths of terms of executive officers.
- 5.3.19 Contacts committee chairs to determine if they will continue in their position
- 5.3.20 The committee presents a slate of nominees to the board prior to the AGM.

#### **Audit**

- 5.3.21 Two individuals who are not members of the executive but may be FFAA individual or guild/group members are assigned by the board at the December general meeting.
- 5.3.22 Reviews the financial records and presents the auditors' report to the Finance Committee at their budget meeting prior to the AGM.
- 5.3.23 The auditors' report is circulated with the agenda prior to the AGM.



### **Website**

- 5.3.24 Has 2 members: web editor and web assistant
- 5.3.25 Prepares content in consultation with the board and maintains the website
- 5.3.26 Updates the online calendar and images.
- 5.3.27 Posts reports prepared by ad hoc committees and seeks the approval of the author before making changes
- 5.3.28 Distribution of member area password: The notice of a change in the password will go out in the Mar/Apr Newsletter. The website committee will choose a new password biannually. It will be distributed in an email message by:
  - i. guild reps to their members,
  - ii single members by the membership chairperson
  - iii new members need to be given this password in their new member package.The new password should go out by email only and not posted on social media.  
Guilds may post the FFAA password on their websites in password protected member areas.

### **Newsletter**

#### **Purpose**

To provide bi-monthly updates on FFAA activities and business to individual and group members.

#### **Structure and Procedures**

- 5.3.29 Has 2 members: Editor and Assistant Editor
- 5.3.30 Content is the responsibility of the Executive, all committee chairs and member guild representatives who submit items by the 15th of the month prior to publication and provide comments and corrections on drafts circulated by the editor prior to publication.
- 5.3.31 Newsletter to be circulated to the guild representatives for distribution to their members and to all individual members by the Secretary every 2 months.
- 5.3.32 The notice of the member password change will be included in the March/April newsletter each year. See Policy
- 5.3.33 Newsletter Editor advises the Facebook Editor of news items suitable for FB postings. Social Media Purpose To promote FFAA activities and events to FFAA members and the general public using online social media platforms.

### **Structure and Duties**

- 5.3.34 Has 2 members: Facebook Editor and Instagram Editor
- 5.3.35 Facebook Editor: Prepares event listings and other original content; moderates comments and submitted posts; shares content from member groups and other fibre arts organizations; replies to Facebook messages
- 5.3.36 FB Editor advises the Newsletter Editor of news items suitable for News webpage
- 5.3.37 Member guilds are encouraged to have a Facebook page and to cross-post FFAA and guild events for promotional purposes.
- 5.3.38 Instagram Editor: Shares images and text to promote FFAA activities and events; replies to direct messages; moderates comments. Encourages members to use the hashtags (See 5.3.41).
- 5.3.39 Twitter, and other social media platforms: Members are encouraged to use the hashtags in 5.3.41; Social Media Editors will not create accounts without consultation with the Board.
- 5.3.40 Social Media Editors will liaise with the Website and Newsletter Editors ensure content is aligned between platforms.
- 5.3.41 Hashtags (search terms) will be standardized to be:  
#FocusOnFibreArtAssociation and #FocusOnFibreArt plus technique specific hashtags and widespread hashtags such as #YEGArts, #YEGTextiles, #YEGCraft, #YEGWorkshops, #YEGMade
- 5.3.42 A budgeted amount will be used for advertising of exhibitions and other events hosted or funded by FFAA.

### **Outreach**

#### **Purpose**

- Raise general awareness of the Focus on Fibre Art Association and deliver fibre-related education programs to community groups. Duties
- 5.3.43 Gives presentations to member guilds and others interested in our organization
  - 5.3.44 Maintains a travelling sampler show of projects completed at workshops
  - 5.3.45 Is a goodwill ambassador for FFAA; participates at FFAA events and increases the awareness of fibre art in the community Advertising/Publicity Purpose To publicize and promote participation in FFAA sponsored activities and events.
- Structure and Procedures
- 5.3.46 Has two members: Coordinator and Assistant

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- 5.3.47 Maintains list of fibre-related print and online publications suitable for promoting FFAA competitions, workshops, guest speakers, demonstrations and other activities
- 5.3.48 Prepares ad copy for print and online publications and submits copy for publication at least 30 days in advance of workshop or event registration date
- 5.3.49 Maintains and updates distribution list of non-member fibre-related guilds and groups, and local fibre retailers
- 5.3.50 Prepares poster-style notices of upcoming workshops and distributes them via email or regular mail to non-member fibre guilds and groups 30 days before the workshop registration date.
- 5.3.51 Develops and maintains a distribution list of youth-oriented organizations and submits notices via email or regular mail to promote FFAA activities among potential members.

**Program and Education** (See Appendix 2: Workshops)

- 5.3.52 Has 3 members
- 5.3.53 Contacts member guilds to determine what instructor and/or topic to present on behalf of each guild.
- 5.3.54 Ideally each member takes responsibility for one major workshop per year.
- 5.3.55 Assists with all workshops in a helper capacity, eg class angel or helper, set up or take down classroom
- 5.3.56 Informs the board of any and all workshops requested and or planned

**Exhibition**

**Purpose**

To fulfill our objective to encourage, foster and develop, among the community, excellence and appreciation of the fibre as an art form

**Structure and Responsibilities**

- 5.3.57 Has 3 members, expanding up to 20 members prior to the biennial competition
- 5.3.58 Organizes the Biennial Competition. See Appendix 3: Biennial Competition
- 5.3.59 Organizes an Annual Exhibition. See Appendix 4: Annual Exhibition

**Fundraising**

**Grants Subcommittee**

**Casino Subcommittee**

## **Guild Representatives**

### **Structure**

- 5.4.1 Each member guild is responsible for assigning 2 or 3 members in good standing who are not serving on the FFAA Executive (exception: Past President) to represent that guild at FFAA board and committee meetings, general meetings and annual general meetings. Guilds with less than 25 members must assign at least 1 or 2 members.
- 5.4.2 One representative will be designated as primary.
- 5.4.3 Each guild will have two votes per board meeting. Responsibilities
- 5.4.4 Reports all FFAA activities to their member guild
- 5.4.5 Provides a guild activity report for each general and board meeting that may include:  
Meeting dates for the period until the next meeting and activities at the meetings  
Workshops or retreats indicating if they are open to non-members  
Special activities which may include youth program initiatives, guild sponsored exhibitions, results of demonstration activities
- 5.4.6 Provides the Newsletter Editor with submissions for the bimonthly newsletter by the 15th of the month prior to the publication which is the
- 5.4.6 Provides an annual report summarizing the general and board meeting reports, due by January 31
- 5.4.7 Ensures notice of General Meetings and the AGM and the read-only link to the agenda are distributed to their guild's membership by newsletter, social media, and email at least 3 days prior to the meeting.
- 5.4.8 Ensures that the FFAA bimonthly newsletter is distributed to the guild/group membership.
- 5.4.9 Arranges for volunteers for various FFAA activities or events
- 5.4.10 Guild reps missing more than 50% of meetings (board and general combined) will be asked to resign; guilds will assign new reps.

## **6 Meetings**

### **Quorum**

Quorum is as stated in Bylaws

Executive: 3

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Board: 5

General: 5

AGM: 5

Special: 5

### **Minutes**

- 6.1.1 Recorded by the Secretary or a designate
- 6.1.2 Printed copies are stored by the Secretary for 5 years
- 6.1.3 Available to all members on the FFAA website except for executive meeting minutes. Printed copies are available by request to the Secretary.

### **Meeting Cancellation**

Meetings can be cancelled with:

- a minimum of 4 hours notice in cases of emergency.
- a minimum of 4 days in normal circumstances

### **Meeting Types**

#### **Executive**

- 6.2.1 Minimum of 3 meetings per year
- 6.2.2 The agenda for regularly scheduled meetings is circulated to the Executive a minimum of 3 days by email prior to the meeting as per bylaws.
- 6.2.3 Emergency meetings may be called with a minimum of 24 hours notice by phone or email.
- 6.2.4 Board members may attend executive meetings with approval of the Executive. Board
- 6.2.5 Minimum of 53 meetings per year
- 6.2.6 The agenda for regularly scheduled meetings is circulated to the board members a minimum of 3 days by email prior to the meeting as per bylaws.
- 6.2.7 Members may attend but may not vote.

#### **General Meetings**

- 6.2.8 Minimum of 13 meetings per year
- 6.2.9 The agenda for regularly scheduled meetings is circulated to all members a minimum of 3 days by email prior to the meeting as per bylaws.
- 6.2.10 Notice of meetings is distributed via the website and social media

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- 6.2.11 A fibre related activity is conducted.
- 6.2.12 Guests may attend but may not vote.
- 6.2.13 Changes to Policies can be approved.

**Annual General Meeting (AGM)**

- 6.2.14 Held in February
- 6.2.15 The agenda is circulated to all members a minimum 3 days by email prior to the meeting as per bylaws. The agenda may include but is not limited to: Election of Executive officers Appointment of committee chairs Presentation of approved budget Audit Committee financial report Annual guild reports Approval of changes to Policies Special resolution to change Bylaws
- 6.2.16 Notice of meetings is distributed via the website and social media
- 6.2.17 A fibre related activity or speaking event is conducted.

**Special Meeting**

- 6.2.18 Called in special circumstances where waiting for the next scheduled meeting is inappropriate
- 6.2.19 Can be called when a special resolution is required
- 6.2.20 The agenda is circulated by email to all members a minimum 3 days prior to the meeting as per bylaws.

**Special Resolution**

- 6.3.1 Required to change Bylaws and Objects (referred to as Objectives in this document)
- 6.3.2 Proposed changes and notice of the vote are circulated to all members by email a minimum of 21 days prior to the meeting, generally at the AGM.
- 6.3.3 A special meeting may be called if changes must be made prior to the AGM

**7 Intervisitation Subsidy:** (Appendix 6: Motion October 28, 2018 Board Meeting)

**Purpose**

To build relationships and facilitate learning between guilds. .

**Guidelines**

- 7.1 Applications for reimbursement are available on the FFAA website members area.
- 7.2 Members are responsible for having the form signed by a designate person at the guild being visited.
- 7.3 The completed form (Appendix 6) must be submitted to the finance committee by June 30th for the period starting July 1 of the current year.

**8 Youth Fibre Art Education Program**

### **Purpose**

FFAA believes that youth is our future and this program aids in fulfilling our mandate of encouraging fibre arts in the community.

### **Guidelines**

- 8.1 FFAA is committed to grant each member guilds and other youth groups, up to \$400 per calendar year ( Jan to Dec), to provide materials to teach youth, but not be part of Alberta Education Curriculum, As per AGLC funding guidelines
- 8.2 Funds should be used for materials or equipment only, instructors should not be paid for their time and should act as volunteers. As per AGLC guidelines
- 8.3 Every effort should be made to find free or low cost venues
- 8.4 Projects should be age appropriate and designed for the designated age group.
- 8.5 Member guilds shall not use the Youth Program to promote their guild or to promote membership. As per AGLC guidelines
- 8.6 Projects should not be used for commercial gain or public display, unless consent is agreed upon prior to the event. Projects may be donated to local charities.
- 8.7 All terms of the event should be made known to all parties involved
- 8.8 Photos may not be taken for any purpose unless parental consent is given ahead of time, in writing. In accordance with current privacy laws
- 8.9 Participants should be signed in and out of the event, by parent or designate
- 8.10 Application should be made 3-4 months in advance of the event as per Appendix 7

## **APPENDIX**

1. Board Code of Conduct
2. Workshops
3. Biennial Competition

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4. Annual Exhibition
5. Financial Form
6. Intervisitation Subsidy Form
7. Youth Fibre Art Education Program
8. Volunteer Hours Guidelines
9. Conflict of Interest
10. Privacy Policy

**Appendix 1. Board Code of Conduct**

The board of directors is committed to teamwork and effective decision-making. Towards this end board members will:

- 1 Endeavour to represent the broader interests of members and/or stakeholders.
- 2 Seek to balance their contribution as both an advisor and learner.
- 3 Be honest with others and true to themselves.
- 4 Refrain from trying to influence other board members outside of board meetings that might have the effect of creating factions and limiting free and open discussion.
- 5 Be willing to be a dissenting voice. Endeavor to build on other director's ideas. Offer alternative points of view as options to be considered and invite others to do so too.
- 6 On important issues, be balanced in one's effort to understand other board members and to make oneself understood.
- 7 Once a board decision is made, support the decision even if one's own view is in the minority.
- 8 Not disclose or discuss differences of opinion on the board with those who are not on the board. The board should communicate externally with "one voice".
- 9 Respect the confidentiality of information on sensitive issues, especially in personal matters.
- 10 Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks.
- 11 Disclose one's involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest (see Appendix 2: Conflict of Interest Policy).
- 12 Refrain from giving direction, as an individual board member, to any other board member.
- 13 Refrain from investigating or discussing a board member's performance stakeholders without authorization from the executive.

**Appendix 2: Workshops Selection of Workshops**



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1. Each guild is permitted one choice of a workshop topic or theme and preferred instructor every second year, or more frequently if funds are available.
2. Requests need to be made, in writing at least 6 months prior to the requested date, though up to 2 years may be required by popular instructors
3. Canadian instructors are preferred, but those from other countries may be considered.
4. Requests are reviewed and approved by the board.
5. FFAA reserves the right to present a topic and instructor of their choice in the absence of requests by individual guilds or member groups.

### **Workshop Registration**

1. The workshop registrar reserves the right to select participants according to skill level and/or frequency of participation in previous workshops or classes. The first one registered is not necessarily guaranteed a place in the class.
2. Members of the requesting guild will be given priority registration in the first 72 hours of the online registration period.
3. Members may be placed on a wait list.
4. No refunds are workshops, participants may have a person from the waitlist take their spot if there is a wait list.

### **Conduct at Workshops**

Students are expected to maintain the code of conduct as outlined in the registration confirmation, as follows:

1. Workshops start on time. Arrive early to be prepared.
2. No perfume or scented products
3. NO VIDEOS. Photographs may be taken with the instructor's permission.
4. Be mindful of the instructor's time, no chatting during lectures etc.
5. Cell phones turned off or on silent/vibrate.
6. Clean up your workspace at the end of the day/class.
7. Participants are also expected to actively participate in the class.

Appendix 3: Biennial Competition

Appendix 4: Annual Exhibition

Appendix 5: Financial Form

