

Women's Caucus for Art Policies

Policy on Campaign Materials

It is the policy of WCA to discourage candidates from mailing out campaign materials separate from those published by WCA.

Conflict of Interest Policy

The purpose behind WCA's existence is to help its members; therefore, no member of the WCA Board of Directors shall profit financially from the WCA because of her/his status as a Board member.

Members of the Board shall adhere to Article 7.(a) of the Articles of Incorporation at all times. Directors shall not place themselves in any position whereby their self-interest will, or may be in conflict with their obligations as Directors. Board members' observation of, and subscription to, ethical standard of conduct in their positions as WCA Directors is of utmost importance. Transactions that may be construed as conflict of interest are strictly prohibited. Specifically prohibited is, with minor exceptions, a Director's loan of corporate funds to herself, one of her relatives, or her employer, employee, partner or other business associate.

Policy on Diversity and Inclusion

COMMITMENT: It is resolved that the Women's Caucus for Art and the National Board of Directors is committed to diversity and inclusivity. The WCA actively promotes the full participation of: women of color, lesbian women, women with disabilities and all others who face societal oppressions, in all phases of organizational and membership activity; therefore, we recommend that:

(1) The WCA National Conference program reflects this goal through the establishment of guidelines whereby a significant number of the sessions (at minimum one third whenever possible) be generated by women of color, lesbian women, women with disabilities, etc. Panel organizers should be encouraged to present culturally diverse perspectives/speakers by keeping in mind as a goal that 1/3 of the members of a panel reflect these groups.

(2) The composition and the work of the newly formed Conference Committee, the Nominating Committee, and all exhibitions should reflect this commitment to diversity and inclusion.

(3) Specifically: the WCA Honor Awards recipients will reflect a balanced recognition and inclusion of the contribution to the arts of women of color, and whenever possible: lesbian women, women with disabilities, and other women who face societal oppressions.

(4) The National Board of Directors further encourages all chapters to adopt this Policy as part of their charter.

Reimbursement Policy for WCA Honor Awards recipients

When honoring senior women of achievement in the visual arts, the Women's Caucus for Art would like to offer both recognition, and a splendid occasion. Our financing is, however, always precarious and limited, so it is with effort that we are able to cover expenses of catalogue, exhibition, dinner, ceremony, and the following personal expenses.

Transportation. The WCA will reimburse reasonable roundtrip air, train or bus fare between the honoree's home and the conference city, and cost of mass transit (bus or limousine) transportation between the airport and the hotel. Please make your own plans, taking advantage of available discounts when possible, and present copy of receipts for reimbursement.

Lodging. The WCA will pay for two nights' lodging at the convention hotel/convention rates. We are sorry that we cannot cover other hotel or personal charges. Please present copy of the hotel bill for reimbursement.

We prefer to reimburse you and will do so promptly. If this presents a difficulty, please notify the WCA National Office, and we will make special arrangements.

Honor Awards Policy

In recognition of the importance of the Honor Awards component of each conference, the Board of Directors is committed to the Honor Awards Exhibition and establishes the following guidelines:

*The Honorees shall number not less than 4 nor more than 8 recipients.

*The number of Honorees shall be determined by the Honor Awards Committee with input from the appropriate Conference Planning Committee. The number shall also be based in part on: location of the conference, anticipated attendance and budget.

*The Honor Awards Committee shall include a representative from each existing Conference Planning Committee.

*The National Organization shall have financial responsibility for all Honor Awards event expenses. However, the Honor Awards Committee and the conference organizers are encouraged to help with financial responsibility through grants, institutional support, etc.

*The Honor Awards Committee will determine a budget with the National President, Treasurer and the appropriate Conference Planning Committee.

*This budget shall include an Honorarium for each Honor Award presenter and the catalogue editor as a token of our respect. Further, it is expected that as soon as financially possible the WCA is committed to providing more substantial support to Honor Awards presenters in terms of transportation and accommodations.

*As stated in the Policy on Diversity and Inclusion, The WCA Honor Award recipients will reflect a balanced recognition of the contributions to the arts made by women of color, lesbian women, women with disabilities, and women who face other societal oppressions. The inclusion and representation of women of color, lesbian women, women with disabilities, etc. in all aspects of the Honor Awards shall remain a commitment and guideline to members of the National Board, Honor Awards Committee and Conference Planning Committee. The Honorees should reflect the diversity of art professions: e.g., artists, art historians, art writers, educators and others who have made significant contributions to the visual arts.

*Additionally, an attempt shall be made to include as Honor Award recipients persons who are from the region of the conference whenever possible.

*In awareness of the lack of documentation of the contributions of all women to the arts, the WCA national Board of Directors is committed to the creation of an Honor Awards Catalogue.

*Finally, ongoing documentation of processes and procedures to maintain solid working relationships among the many committees shall be kept in each Conference Planning Guide and Honor Events Planning Guide. These processes and procedures shall include guidelines on subjects such as: The exchange of information, documentation of the Honorees' work and Honors exhibitions, joint and individual committee responsibilities, and on-site support for Honorees.

Sponsorship Policy

The following policy of the National Organization of the WCA details the guidelines used to govern and inform the procedures and responsibilities of any co-sponsored exhibitions, panels, events or programs that the Women's Caucus for Art National Board shall commit the National membership, organization or conference to.

Definition of a sponsored/co-sponsored Event:

Three types of sponsorship shall be recognized:

- a. *Sponsorship*- in which the WCA is the primary (or only) agent and organizer of an exhibition, panel, event or program.
- b. *Co-Sponsorship*- in which the WCA shares the equal or lesser responsibility of agent and/or organizer of an exhibition, panel, event or program, with one or more agencies/organization.
- c. *Listed Sponsorship* – name only support- in which the WCA lends the support of the name of the national Organization to an exhibition, panel, event or program. Usually this is for promotional purposes only and may include mailing labels and announcements to the membership through the usual channels, i.e., newsletters, chapter communiqués, etc.

Guidelines for Sponsorship/Co-Sponsorship Proposals

No sponsored/co-sponsored event can be contrary to the goals, statement of purpose or policies of the national WCA.

Non-WCA members can be involved in and part of a co-sponsored event.

Clarifications of common expectations shall be detailed in a letter of agreement.

Clear letters of agreement must be signed by authorized representatives (to be determined on a case by case basis) of the organization or groups involved.

Letters of agreement must include specific statements regarding financial responsibilities, as well as a clear agreement regarding proceeds, profits and losses.

Clarification of legal liability and Public Liability, Public Damage, as well as information on insurance riders/providers (including contacts and addresses and copies of agreements if available) will also be included in letters of agreement.

Procedure for Approval of Sponsorship/Co-Sponsorship Proposals

Any sponsorship proposal must be presented to the National WCA Board for approval. If such a proposal cannot be submitted to the Board at one of their regularly scheduled meetings and needs to be acted upon in the timely fashion required by the event, the Executive committee and/or relevant Committee and/or Board members are authorized to review/accept/decline the proposal.

The WCA can only agree to a proposal if an agent of the WCA is able to review all proposed materials that may carry our name relevant to the event. Samples and rough drafts are suitable for seeking approval.

Follow-up procedures at the Conclusion of Approved Sponsored/Co-Sponsored Events

Accountability: Reports from all parties involved are required at the end of the event. If stipulated in the sponsorship/co-sponsorship proposal or final letter of agreement, reports may be required during the event as well.

Prompt disbursement of funds as payment of debts or event proceeds and a report on profits and losses of the event. All financial reports to agencies such as: IRS, Stte Offices, or Grantors must be done at the appropriate time with copies to all agencies in sponsorship.

Exemptions from this Policy

Sponsorship between National and Local Chapters and Regional Areas of WCA. Events and Projects that have existed prior to 1993 shall be exempt, such as CAA/WCA annual conference Joint sponsorship of Panels.

Events that are specific to the National Conference shall be considered part of the policies and procedures of the National Conference Committee.

This policy recognizes the Autonomy of the Local Chapters of the WCA and their rights and responsibilities in creating and approving their own policies on Sponsorship/Co-sponsorship.

This policy does not authorize the organization to act as fiscal agents for individuals.