

SaskGalleries Member Code of Ethics

Taken from SaskGalleries Member Ethics Policy, as approved by the Board of Directors on January 26, 2017. A full copy of the policy is available upon request.

Members of SaskGalleries are held to the highest standards of professional and ethical conduct and business practices in the industry. These standards also apply to association conduct.

- Membership in SaskGalleries should signify to artists, clients, and the general public that the gallery they are dealing with adheres to the professional and ethical guidelines of the association, including but not limited to:
 - Representing professional artists whose art practice is their full-time job.
 - Demonstrating a significant commitment to the representation of living and historical Saskatchewan artists.
 - Representing and exhibiting artists and works of art that are of high quality.
- Members of SaskGalleries operate an established, reputable entity that conducts business according to the highest professional, ethical and financial standards, including but not limited to:
 - Galleries shall maintain detailed records of all business operations including, but not limited to: artist contracts/agreements, artist payments, consignment records, condition reports, appraisal documents, sales records, income statements, tax records, insurance policies, employee records, etc.
 - Galleries shall pay their artists properly and in a timely manner, either: according to each artist's contract/agreement or according to the generally accepted practice in the industry, which shall be no more than three months from the date on which a work is sold.
 - Galleries shall price art fairly and in-line with national and international standards.
 - Galleries will not engage in, facilitate, or contribute to any unethical or illegal practice, pricing, or transaction, including but not limited to insider trading, illegal price fixing, or market manipulation. The gallery shall conduct all business in strict accordance with the laws of their city, the province of Saskatchewan, and country of Canada.
 - Galleries must be knowledgeable about the art and artists they carry. They shall not knowingly misrepresent their artists or misinform their clients as to the history, significance, provenance, or value of a work of art.
 - Galleries have an obligation to their artists to represent the work as fully as possible and to best advantage, and not to undermine the value or integrity of the work.

- Galleries will carry an insurance policy that comprehensively protects works in their care, custody and control, both in the gallery and in transit. If there is a justifiable reason why they do not, they should inform the artist in writing.
- The gallery should exercise great diligence and care when handling, storing, displaying and packing artworks, and undertake to supply suitable insurance, display, security, lighting, fire prevention and environmental controls.
- Galleries should agree, with each gallery artist, on the area of representation: civic, provincial, regional, national, or international. The gallery should not insist upon a sphere of representation that exceeds its true territory of operations. The gallery should be prepared to substantiate any claim for exclusivity beyond its city location.
- The gallery should obtain the approval of the artist before proceeding with payment by installments. The maximum time for installment payments to be processed completely should be negotiated beforehand. It is not recommended that the period should be more than three months.
- Credit extended to clients should be entirely at the gallery's own risk, unless the artist agrees, in writing, to share the risk.
- The gallery shall provide to the artist, on request, information about all works that they have currently consigned to the gallery, recent sales, sale price(s), commission payable, artist payables, etc.
- The gallery shall collect and remit the proper taxes on all art work sales. GST shall be paid out to any artist registered to collect GST. The gallery shall keep records of all financial transactions in accordance with the standards of the Canada Revenue Agency.
- The gallery shall pay its bills and taxes in a timely manner. It shall strive to maintain its good financial standing.
- All galleries shall respect each other's relationships with their artists and clients. No gallery shall engage in any direct or indirect efforts to undermine the reputation or relationships of any other gallery or to steal or slander another gallery's artist(s) and/or client(s).
- Where other agencies or galleries have been involved in the sale of a work, the total of the commission should remain the same. By prior agreement, the total commission should be divided between the managing parties so that the artist receives their full share of the retail value.
- Galleries shall pay their employees all amount(s) and benefit(s) owed to them in a timely manner, according to local, provincial, and national labour laws and standards.