



International Art Medal Federation  
Fédération Internationale de la Médaille d'Art

## GUIDELINES FOR DELEGATES AND VICE-DELEGATES

The responsibilities of national Delegates and Vice-Delegates of FIDEM are as follows:

1. To belong to FIDEM. The FIDEM constitution (see Appendix 1) states that Delegates and Vice-Delegates should be paid-up members of FIDEM. This membership may be individual or, in the cases of individuals representing a company, society or museum belonging to FIDEM, institutional.

2. To act as a focus for medal-related activity in their country and to inform the FIDEM web manager (webmaster@fidem-medals.org) of any medallic activity in their country, so that this can be placed on the FIDEM website.

Delegates and Vice-Delegates must be based in the country they represent.

3. To remain in contact with FIDEM members in their country. FIDEM will provide each Delegate and Vice-Delegate with an annual list of members in his/her country. The Delegate should then check this against his/her list and inform the treasurer of FIDEM of any discrepancies.

4. To remind members in their country that membership fees are due to be paid. The FIDEM membership year begins on 1 January. FIDEM will contact Delegates and Vice-Delegates each December to remind them that fees are due.

Members can pay their fees either directly to FIDEM, using the website ([www.fidem-medals.org](http://www.fidem-medals.org)) or through their Delegate. If members pay directly, then it is recommended that the Delegate gives a link to the FIDEM membership page on the website in his/her reminder letter or email. If members pay through the Delegate, he/she should collect the fees and send them in one payment to FIDEM, using an international bank transfer (see Appendix 2 for FIDEM's bank details).

Delegates should be aware that any member whose membership fee has not been received by 1 July will be deemed no longer to be a member.

5. To disseminate information about FIDEM Congresses within their country and to coordinate their country's participation in the associated exhibitions. Delegates should:

a. contact members in their country, alerting them to the forthcoming Congress and exhibition.

b. direct members to the exhibiting artist information form and medal information form on the Congress website.

Delegates should ensure that these forms are filled out electronically. They should also ensure that artists' statements are a maximum of 50 words and focus on the medals rather than the artist's curriculum vitae, and that the insurance value placed on each medal information form is as low as each artist feels appropriate, otherwise there can be problems with customs authorities; this value is not the same as the sale price.

c. collect the completed artist information forms and medal information forms and send them to the Congress organiser in the manner requested by the Congress organiser.

d. organise the assembling of their country's medals and delivering them to the Congress organiser. FIDEM will inform each Delegate and Vice-Delegate of their quota in advance. Delegates should ensure that their country's quota is not exceeded and that all the medals fit the criteria established by the Congress organiser in terms of their individual sizes. Medals should not include prohibited materials (see <https://www.cites.org/>). Any medallic series or 'polyptychs' that an artist submits are counted according to the number of individual medals they contain. Delegates should follow correct customs procedures. If the Congress organiser indicates that an ATA carnet is required, it is the Delegate's responsibility

to ensure that the list of medals corresponds exactly with the medals in the consignment and that the carnet accompanies the consignment. However, carnets can be expensive and generally mean that a private transport company (rather than the postal service) is needed. An alternative procedure therefore may be to divide the medals into different boxes to keep the value of each box below a certain level and thereby reduce customs duty. Different countries will have different regulations and each Delegate must work around their own system. (For example, in Australia parcels with a value of more than AUD\$2000 need a document that registers the fact that the goods are leaving Australia and can return without customs duty, and there is also a further limit of \$1000 on all parcels coming into the country without customs duty. For a consignment with a total value of nearly AUD\$3000, it makes sense therefore to divide the works into three boxes, each with a value below \$1000.) Sending the works in multiple boxes may be a little more expensive than sending them in one large box, but it can save trouble and expense in other ways. Each box should include all the correct documentation, including a list of the medals it holds with the value of each medal clearly indicated for any inspector to see, and Delegates should ensure that all the information is communicated to the Congress organiser, so that each box can be repacked in exactly the same way for return. Delegates should also ensure that the medals are packed securely and that the boxes are made of as light-weight a material as possible. The boxes should indicate on the outside that they contain temporary non-commercial imports for exhibition purposes only. Within the box each medal should be individually packaged, so that the medals are protected but also so that they can be unpacked with ease and so that the same packaging can be used to return the medals; elastic bands should be used rather than adhesive tape. Especially fragile medals or medals with sharp edges should be marked as such. Each medal should be identified on its wrapper, preferably photographically. Delegates are responsible for meeting the costs of transport of the medals to the Congress organiser and for the insurance while they are in transit. (These costs, along with any ATA carnet costs, may be covered by charging a submission fee, obtaining financial support from a national medal society, or by some other means chosen by the Delegate.) Congress organisers are responsible for insuring the medals during the exhibition and their return journey and for meeting the cost of their return after the exhibition has closed. The medals should be returned to the Delegate, who is responsible for returning them to the artists.

e. collect a fee from exhibiting artists who are not FIDEM members. These should be forwarded to the FIDEM Treasurer. Alternatively, this fee can be paid directly through the FIDEM website. This fee is currently set at 20 euro.

f. write a short introductory text on medallic activity in their country for the exhibition catalogue. This should be in English. At the discretion of the Congress organiser, it may also appear in French, but in the interests of uniformity and space no other languages will be included unless there is good reason.

6. To attend, if possible, the Delegates' meetings organised by FIDEM.

7. To consider periodically whether a Congress and exhibition could be held in their country.

## ***APPENDIX 1***

Article XII of the FIDEM constitution states:

Each country is represented by (a) delegate(s) who should be a member of FIDEM, on the proposal of the members in the country concerned.

The Executive Committee should be informed of the name of the delegate, and will in its turn inform the General Assembly for ratification.

Delegates will be appointed for four year periods renewable. Each delegate may choose a vice-delegate that will replace him / her on his / her absence.

The delegate's functions are as follows:

1. To maintain regular contact with the artists, the members of FIDEM and the people interested in medallic art in their countries.

2. To transmit information, in particular about congresses and exhibitions, sent to them by the General Secretary and the Treasurer in coordination, as well as about membership fees.

3. To organise their participation in FIDEM's congresses and exhibitions.

4. To promote medallic art in his/her own country (namely with artists, teachers and students, medal manufacturers, traders, collectors and cultural associations), and to promote FIDEM in order to attract new members.

## ***APPENDIX 2***

FIDEM's bank details are:

Nordea Bank Finland Plc  
Asematie 10, Vantaa - FI-00020 Nordea - Finland  
Receiver: FIDEM - International Art Medal Federation  
Account no.122030-235578  
IBAN-code: FI6012203000235578  
Swift-code: NDEAFIHH

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