

POLICIES OF THE COLORADO WATERCOLOR SOCIETY
ADOPTED AND APPROVED BY THE CWS BOARD JANUARY 16, 2007
LAST UPDATED AND APPROVED SEPTEMBER 16, 2008

LISTED BELOW, ALPHABETICALLY BY GENERAL SUBJECT HEADING, ARE THE ADOPTED AND APPROVED POLICIES OF THE COLORADO WATERCOLOR SOCIETY:

ADDRESS:

P.O. Box 100003, 3800 Buchtel Blvd., Denver, CO. 80210

AUDIT:

The President shall arrange for an internal auditor who shall audit the Society's books at the end of the fiscal year. The auditor's report shall be completed within four weeks of receiving the books and shall be published in the next issue of the Society's newsletter. *Adopted 5/18/99*

BEREAVEMENT POLICY:

If a member dies, a donation will be given to the CWS Memorial Scholarship Fund in the amount of \$25. *Adopted 9/3/97; revised 2006*

ASSISTANT CHAIRPERSON:

The CWS Board shall appoint an assistant chairperson for each appointed office and standing committee, as needed, who then would be expected to become chairperson the following year. *Adopted 3/5/97; revised 2006*

BYLAWS

1. The Past President will maintain the current Bylaws. *Adopted 2/15/2000; revised 2006*
2. The Bylaws, Procedures and Policies shall be posted on the CWS website. *Adopted 4/8/03; revised 2006*

COLLAGE (NEWSLETTER):

1. News items for the Collage shall be submitted to the Collage editor no later than the date specified by the Collage Editor in order to be included in the Collage. *Adoption date unknown; revised 2006*
2. The President will be given the opportunity to proof read the Collage before publication. *Adopted 5/17/05; revised 2006*
3. There will be a column in the Collage called "Board in Brief", which will be a synopsis of the actions taken at the Board Meetings, which shall be authored by the Corresponding Secretary. *Adopted 2/15/00; revised 2006*
4. CWS does not allow individual unpaid advertisements in the newsletter. *Adopted 4/8/03; revised 2006*
5. Changes to the Policies and Procedures are to be referenced in the Collage and published on the CWS website. *Adopted 4/2/97; revised 2006*

COMMITTEES:

Committee Chairs will report the total amount spent by their committee to the Treasurer in June to aid in preparing the budget for the following year. *Adopted 10/1/97*

CORRESPONDING SECRETARY:

There will be a column in the Collage called "Board in Brief", which will be a synopsis of the actions taken in the Board Meetings. The corresponding secretary will author this column (Also see "Collage" heading and "P.O. Box" heading). *Adopted 2/15/00*

DONATIONS:

A donation of \$400.00 shall be made to the Foothills Art Center for the Colorado Watercolor Society Award at the annual Rocky Mountain National Watermedia Exhibition. *Adopted 2004; revised 2006*

DUES:

1. Dues shall be collected by the Membership Chair. *Adopted 4/1/92; revised 2006*
2. All new members accepted after March 31st of any year will become active participants immediately and their dues will be credited for the coming year. *Adopted 5/6/92*
3. All entrants to CWS exhibitions, other than the CWS State exhibition, shall have paid the dues for the fiscal year in which the exhibition occurs. *Adopted 5/16/00; revised 2006*
4. Signature Members who are more than six months, but less than three years, in arrears on their dues and wish to once again become active CWS members must pay all past dues (since the time that their membership ceased because of non-payment of dues) in order to be reinstated as a Signature Member. Signature Members who are three or more years in arrears on their dues and wish to once again become active CWS members must begin anew to earn their Signature Membership status. CWS Signature Members who allow their membership to lapse for more than 1 year on more than two occasions must also begin anew to earn their Signature Member status. *Adopted 3/20/07*

EASELS & BINS:

CWS bins and easels shall not be rented or loaned out without Board approval. *Adopted 11/6/96; revised 2006*

EXHIBITIONS/SHOWS:

1. POLICIES PERTAINING TO ALL CWS EXHIBITIONS/SHOWS:
 - a) There will be a fee of twenty dollars per painting per day for paintings not picked up from CWS exhibitions at the designated time and place. Paintings held longer than three months will be disposed of at the discretion of CWS. *Adopted 12/7/94; revised 2006*
 - b) Buyers who make a down payment to hold a painting for later purchase must pay at least twenty-five percent of the purchase price in order to do so. The remaining balance is due at the end of the exhibition, and the painting may not be released until full payment is made to CWS. Down payments are not refundable. *Adopted 5/7/97; revised 2006*
 - c) The budget for each CWS exhibition shall be developed by the Exhibition Official, the Treasurer, and the Chairperson of the exhibition. *Adopted 4/20/99; revised 2006*
 - d) The prospectus for each exhibition shall state that anyone who withdraws from (or fails to deliver a painting to) that exhibition after acceptance will be banned from that specific exhibition for two years. *Adoption date unknown; revised 2006*
 - e) The chairpersons of the various CWS exhibitions, including the WFWS exhibition when it is held in Colorado, are responsible to the Exhibition Officer (see Bylaws, Article IV, Section 4.8). *Adopted 6/20/00; revised 2006*
 - f) The role of the Exhibition Officer is to assist chairpersons when requested, represent the various exhibition chairpersons to the Executive Board, and to intervene only if the Executive Board rules that action is necessary.
 - (1) The Chairpersons of the various exhibitions may make reports to the Executive Board or to the Voting Membership, or be requested by the President to do so.
 - (2) The Chairpersons of the various exhibitions are expected to use the services provided by other CWS committees and officials, including those of the Jury Selection Committee, which shall select suitable jurors.
 - g) Exhibitors' Social Security numbers may legitimately be acquired to fulfill IRS requirements; they shall be recorded only by the Treasurer or an assistant to the Treasurer. Social Security numbers shall not be published in any form by CWS, nor shall they be displayed in the inventory books of CWS exhibitions. *Adopted 6/20/00*
 - h) Sales:
 - (1) All sales in CWS shows are final. *Adopted 5/20/01; revised 2006*
 - (2) Sold paintings may be taken before the end of the exhibition if the buyer lives out of state, or if there are other extenuating circumstances. They must be paid for in full, including Colorado sales tax. They may not be replaced with another painting. *Adopted 6/5/96; revised 2006*
 - (3) If shipping of sold paintings is necessary, the costs of shipping shall be paid by the buyer. *New 2006*
 - i) All CWS members (except as noted below) who have any artwork in a CWS exhibition, including bin work, must sit the show or make alternative sitting arrangements with the exhibition sitter/staffer. CWS members who live outside the metro Denver area have the options of sitting the exhibition, finding a substitute to sit the exhibition, or paying a specified dollar amount to go towards reception

- costs. If an artist fails to show up for his/her scheduled sitting shift, that artist's work may be immediately removed from the exhibition at the discretion of the exhibition chairperson. *Adopted 8/23/02; revised 11/15/05 and 2006*
- j) All collage materials must be watermedia on paper and shall be created by the artist. *Adopted 1/8/97; revised 6/17/03 and 2006*
 - k) Bin work:
 - (1) Anyone who enters an exhibition where bin work is to be shown will be allowed to submit three bin pieces. Bin work may not be replaced for the State Exhibition. *Adopted 6/17/03; revised 2006*
 - (3) Bin work will be subject to quality review prior to acceptance for an exhibition. Bin work shall be sealed. *Adopted 11/17/04; revised 2006*
 - (4) Bin work should be identified on the back and be no larger than 22"x30" including the mat. *Adopted 6/7/95; revised 2006*
 - l) Bin work and framed pieces for all exhibition shall be matted in clean white or off-white mats, except for the experimental exhibition. Colored liners or filets should be no wider than 1/4 inch. *Adopted 2006*
 - m) Jurors shall be informed that CWS prefers that jurors pick no more than two slides from the same artist and that the strongest exhibition possible be selected. *Adopted 7/2/05; revised 2006*
 - n) Exhibits will be juried by slides, except when a specific exhibition allows digital entries. *Adopted 11/6/96; revised 2006*
 - o) The artist and art work must comply with requirements stated in the prospectus; if not, the work will be rejected and returned at the artist's expense. *Adopted 6/4/97*
 - p) Exhibition invitations:
 - (1) Invitations shall be published in the collage and on the CWS website.
 - (2) Members shall receive a post card invitation for all exhibitions.
 - (3) Additional post card invitations will be mailed to all artists accepted into an exhibition.
2. POLICIES PERTAINING ONLY TO THE STATE EXHIBITION:
- a) Paintings shown in any juried Colorado exhibition (including non-CWS exhibitions) will not be eligible for the State Exhibition; the prospectus for the State Exhibition shall note this. *Adopted 5/6/93; revised 2006*
 - b) Bin work is limited to 3 pieces per artist. For the State Exhibition only, these pieces may not be replaced. *Adopted 3/20/97; revised 2006*
 - c) State Exhibition awards shall be as follows:
 - \$1000 Best of Show;
 - \$250 Founders Award (a memorial to Walter and Olive Green);
 - \$250 CWS Award; and
 - \$200 Executive Award.Any additional State Exhibition awards will be determined by contributions and by the State Exhibition Committee.
 - d) There will be one designated cashier for each day of the exhibition, except for opening day when there will be two cashiers, on duty at least two hours before the exhibition officially opens, in addition to the sitters. *Adopted 1/8/97; revised 2006*
 - e) CWS will comply with all State of Colorado liquor laws, as well as the provisions of any applicable CWS insurance policies. *Adopted 1/19/99; revised 2006*

HISTORIAN:

- 1. Newsletters are to be placed in the CWS History Books, which are to be maintained by the CWS Historian. *Adopted 10/2/96; revised 2006*
- 2. Newsletters should be kept separate from the scrapbook. *Adopted 11/6/96; revised 2006*

JURORS AND JUROR SELECTION:

- 1. The President shall establish a Juror Selection Committee for CWS exhibitions. The Juror Selection Committee shall be responsible for selecting jurors. *Adopted 9/6/95; revised 2006*
- 2. Only one piece of the juror's work may be displayed at a CWS exhibition. The juror's piece shall be labeled "NFS"; however, if the sale of a juror's piece is handled by CWS, the same commission will be paid as by the other artists in the exhibition, or, if the piece sells as a result of the CWS exhibition, a 10% finder's fee will be paid by the juror to CWS. *Adopted 6/20/2006; revised 2006*

LIBRARY:

1. A deposit of \$20 will be required to check out a video from the CWS library. The deposit will be refunded at the time the video is returned. Videos should have a CWS label and be available at CWS meetings. Videos are not to be passed around among the members. *Adopted 11/3/93; revised 2006*
2. Slides and videos should be kept by the CWS Librarian. *Adopted 10/2/96*
3. A listing of all materials in the CWS library shall be available on the CWS website and shall be published in the CWS roster. *New; 2006*

MEMBERSHIP AND SIGNATURE MEMBERSHIP:

1. Signature member certificates shall be presented to new signature members at the Fall social meeting and at the June installation meeting. *Adopted 3/16/99; revised 2006*
2. The list of participants in CWS shows will be checked for members newly qualified for signature membership. Qualified members will be sent a letter of invitation. *Adopted 4/5/95; revised 2006*
3. CWS members who are current with their dues and have, within the past ten years, been accepted into three juried CWS or WFWS exhibitions (as a member), may apply for Signature Membership (the same painting accepted into both a CWS and a WFWS exhibition will count as only one acceptance). Signature Membership confers the privilege of using "CWS" after your signature on watermedia paintings and using "Signature Member" to describe your status with CWS. *Adopted 3/20/07*
4. Signature Members who are more than six months, but less than three years, in arrears on their dues and wish to once again become active CWS members must pay all past dues (since the time that their membership ceased because of non-payment of dues) in order to be reinstated as a Signature Member. Signature Members who are three or more years in arrears on their dues and wish to once again become active CWS members must begin anew to earn their Signature Membership status. CWS Signature Members who allow their membership to lapse for more than 1 year on more than two occasions must also begin anew to earn their Signature Member status. *Adopted 3/20/07*
5. The Board shall have the authority, at their June meeting each year, to award lifetime membership status to those members, each at least 65 years of age, who have made substantial contribution to CWS during their membership. These members will be submitted by the Recognition Committee, and approved at the May Board meeting. *Adopted 4/15/08*

MINUTES:

1. Minutes of the General Meeting and Board Meeting will be posted on the CWS website rather than read at meetings. *Adopted 4/6/93; revised 2006*
2. Board Meeting Minutes will not be available at general meetings, but will be available from the Recording Secretary, from the CWS President, or from the CWS web site. *Adopted 9/3/97; revised 2006*

NAME TAGS:

Laminated name badges may be purchased by each member. Lost badges may be replaced at expense of the member. *Adopted 6/7/95; revised 2006*

OFFICER INSTALLATION:

1. New officers shall take office immediately after the installation ceremony, and the new President will make appointments and confirm volunteers. *Adopted 4/2/97; revised 2006*
2. All notebooks are to be given to the President in June, reviewed, and turned over to the new President. *Adopted 4/2/97; revised 2006*
3. The President will use the following "oath of office" at the officer installation:
"Do you promise to uphold the Bylaws of the Colorado Watercolor Society and to work diligently on its behalf? Please respond with 'We do'." *Adoption date unknown*

PARLIAMENTARIAN

The Parliamentarian shall attend Board meetings and shall maintain current copies of the CWS policies and procedures documents. The Parliamentarian can not vote on official action at Board meetings. *Adopted 3/19/91; revised 2006*

PAST PRESIDENT:

The Past President will periodically review the current copies of the CWS policies and procedures documents, as maintained by the Parliamentarian. *Adopted 8/23/02; revised 2006*

P.O. BOX:

1. CWS will maintain two keys to the post office – one for the President and one for the Corresponding Secretary. The Past President and others who receive general CWS mail at their homes should fill out change of address forms to allow all mail to go to the box. *Adopted 3/16/99; revised 2006*
2. Financial correspondence for the Treasurer must be sent to the Treasurer's home, not to the CWS P.O. box. *NEW 2006*

POLICIES AND PROCEDURES (ADOPTED):

A copy of the CWS Bylaws, Procedures and Policies shall be provided to new members. *Adopted 4/8/03 revised 2006*

PRESIDENT:

Eligibility requirements: Any CWS member who has been actively involved in CWS for two years is eligible for nomination to serve as CWS President. *Adopted 2/8/02; revised 2006*

PROCEDURE MANUALS FOR EXECUTIVE BOARD AND OTHER CWS POSITIONS:

1. The President shall determine which CWS officials need to maintain procedure manuals/notebooks. *New; 2006*
2. Procedure manuals/notebooks should contain:
 - a. Job description for the position;
 - b. Minutes from all Board meetings held during the current officer's term of office;
 - c. Year-end report from the person holding the position (see item #3 below)
 - d. Copies of current CWS bylaws, policies and procedures;
 - e. Standard forms (mileage, time sheets, etc.)
 - f. Forms pertinent to the specific position;
 - g. The current CWS budget; and
 - h. Other information as determined by the President. *New; 2006*
3. Notebooks should be accompanied by three copies of the year-end report: one for the notebook, one for the President, and one for the nominating committee. *New; 2006*
4. The President's procedure manual/notebook shall contain, in addition to the above items, descriptions of the responsibilities of all CWS official positions. *New; 2006*

PROGRAMS:

1. The Vice President will be responsible for programs from September through June (except December, when there will be no meeting) *Adopted 11/2/94; revised 2006*
2. Payment for programs at General Meetings will be "at the going rate for that year, as the budget allows" rather than a specific dollar amount. *Adopted 8/23/02; revised 2006*

RECOGNITION:

The CWS President shall appoint a Recognition Committee to identify CWS members who deserve special recognition and acknowledgement, at the discretion of the President. *Adopted 10/2/96; revised 2006*

RECORDING SECRETARY:

1. The Recording Secretary shall include, in Board and General Meeting minutes, the names of the person making a motion and the person seconding the motion. *Adopted 10/2/96; revised 2006*
2. The Recording Secretary will provide copies of the minutes of all Board and General meetings to the person(s) administering the CWS website, who will post the minutes on the website. *Adopted 1/16/01; revised 2006*

ROSTER:

1. The CWS roster shall not be given to non-members for any reason. *Adopted 3/2/01; revised 2006*
2. The CWS roster will be published once a year, in the autumn. *New; 2006*

TREASURER:

To expedite the General Meeting, the Treasurer's Report will include only total receipts, disbursements, and balance for the fiscal year to date. *4/6/94; revised 2006*

WORKSHOPS:

If a workshop chair participates in the workshop, she/he shall pay the tuition. *6/18/02*