

# **POLICIES**

## **OF THE COLORADO WATERCOLOR SOCIETY**

### **Approved September 18, 2012**

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## **INTRODUCTION**

The purpose of this document is to list the adopted policies of the Colorado Watercolor Society (CWS) as of the revision date above. The adopted policies contained herein are divided into three general sections as follows:

- Section 1. Procedures for the Adoption of a New CWS Policy OR the Changing of an Existing CWS Policy
- Section 2. Policies Pertaining to the Executive Board, Committees, and Chairpersons
- Section 3. Policies Pertaining to Dues, Exhibitions, Membership, etc.; All Other Policies

## **SECTION 1**

### **PROCEDURES FOR THE ADOPTION OF A NEW CWS POLICY OR THE CHANGING OF AN EXISTING CWS POLICY**

Any CWS Board member can propose a new policy or a change to an existing policy. Any other CWS member can propose a new policy or a change to an existing policy by contacting a CWS Board member and requesting that the Board member submit the new policy or change to the entire Executive Board for consideration.

#### **FOR CHANGING AN EXISTING POLICY:**

1. The CWS Board member proposing a change in an existing policy shall present a motion stating the new language of the policy. There must be a second before any discussion begins, then discussion can take place about the change.
2. At the end of the discussion the President shall ask for the Recording Secretary to re-read the motion and ask for it to be tabled until the next regular Board meeting for action.
3. Tabling the motion gives time for the motion to appear in the Board minutes, to be read by the membership and for the Board to give further consideration about the motion to change an existing policy.
4. At the next regular Board meeting the President shall call for the Recording Secretary to read the motion, shall ask if there are any corrections or revisions to the motion, and shall ask if there is any further discussion about the motion. Once all the discussion is completed, the President shall call for a vote to approve or disapprove the motion to change an existing policy.
5. Majority vote rules, which means that if more than half of those voting approve the motion the motion passes.

#### **FOR ADOPTION OF A NEW POLICY:**

1. The CWS Board member proposing the new policy shall present it in the form of a motion before any discussion. There must be a second before any discussion begins. The presenting Board member has the right to speak first in support of the new policy.
2. At the conclusion of the discussion the President shall ask for the Recording Secretary to re-read the motion for the new policy and ask for it to be tabled until the following occurs: Notice of the new policy shall be included in the CWS Collage (newsletter); membership wishing to comment on the new policy shall be asked to do so in writing to the Board, and comments regarding the new policy shall be discussed and recorded in the Board minutes. Discussion about the new policy can occur during the notice time to the

membership but no action can take place until two months have past. If numerous new policies and/or policy changes are proposed at any one time, as in the case of a comprehensive update of the policy document, it is sufficient that the Collage reference an on-line document that contains all of the new policies and/or policy changes (rather than list all of the new policies and changes in the Collage).

3. At a regular Board meeting at least two months following the introduction of the motion for a new policy the President shall ask the Recording Secretary to read the motion, at this time asking if there are any corrections or revisions to the motion either in language or content. Depending on the type of policy (see below) and once all the discussion is completed the President shall call for a vote to approve or disapprove the motion to adopt the new policy.
4. Majority vote rules, which means that if more than half of those voting approve the motion the motion passes.

#### TYPES OF POLICIES:

1. If a new policy is a housekeeping issue or a change in language and does not affect the membership as a whole, i.e. change the word "annual" to the words "at the discretion of the Board" the Board can act on the policy to approve or disapprove the policy.
2. If a new policy would affect the whole membership, i.e. "All mats shall be pink on artwork", then a vote of the membership must take place to act on the policy to approve or disapprove.

#### RECORDING THE POLICIES:

1. It is the duty of the Parliamentarian, or the Recording Secretary if the Parliamentarian position is vacant, to maintain an accurate record of the Policies, including any changes, updates or adoptions of new policies.
2. The Immediate Past President shall present the Board with an updated copy of the Policies annually at the August Board Meeting.
3. It is the Immediate Past President's duty to oversee any membership vote regarding any new policies.

## SECTION 2

### POLICIES PERTAINING TO OFFICERS, COMMITTEES, AND CHAIRPERSONS

#### GENERAL POLICIES APPLICABLE TO ALL POSITIONS

##### COMMITTEES:

1. Committee Chairs will report the total amount spent by their committee to the Treasurer in June (or within a month after a summer event, but by August 31 of that year) to aid in preparing the budget for the following year. *Revised 9/18/12*
2. Chairpersons for Standing Committees do not have to be approved by the Board unless specified below. *Adopted 9/18/12*

##### OFFICER INSTALLATION:

1. New officers shall take office immediately after the installation ceremony, and the new President will make appointments and confirm volunteers. The term of the Treasurer position shall run until August 31st of the year after installation so that the same person is responsible for the fiscal year and tax reporting. *Revised 9/18/12*
2. 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*

##### PROCEDURE MANUALS FOR EXECUTIVE BOARD AND OTHER CWS POSITIONS:

1. The President shall determine which CWS officials need to maintain procedure manuals/notebooks. *Adopted 2006*
2. Procedure manuals/notebooks should contain:

- a. Job description for the position;
  - b. Year-end report from the person holding the position (see item #3 below);
  - c. Copies of current CWS bylaws and policies;
  - d. Standard forms (mileage, time sheets, etc.) as applicable;
  - e. Forms pertinent to the specific position;
  - f. The current CWS budget; and
  - g. Other information as determined by the President. *Revised 9/18/12*
3. All notebooks are to be given to the President in June, reviewed by the President, and turned over to the new President prior to the September General meeting. *Revised 9/18/12*
  4. 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. *Adopted 2006*
  5. The President's procedure manual/notebook shall contain, in addition to the above items, descriptions of the responsibilities of all CWS official positions. *Adopted 2006*

## **SPECIFIC POLICIES PERTAINING TO OFFICERS**

### **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 in Section 3 for additional details). *Revised 9/18/12*

### **IMMEDIATE PAST PRESIDENT:**

The Immediate Past President will periodically review the current copies of the CWS Policies as maintained by the Parliamentarian. *Revised 9/18/12*

### **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*

### **MEMBERSHIP OFFICER:**

The Membership Officer shall:

1. Receive and disseminate new membership information, make announcements at general meetings, and send out new member applications and welcome letters
2. Maintain the CWS active membership list on an Excel database
3. Maintain membership lists (email and Post Office Mail)
4. Obtain information from the Webmaster as to memberships purchased or renewed online
5. Work closely with the Treasurer, Collage Editor and Database Manager to insure all membership information is up to date
6. Work with the Roster manager to provide current information for the roster
7. Provide names and ordering information to the Name Tag Manager. *Revised 9/18/12*

### **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 CWS Webmaster, who will post the minutes on the website. *Revised 9/18/12*
3. The Recording Secretary shall maintain a file of User IDs or User Names, and all Electronic Passwords employed by any Board member and/or other committee chairs of members engaging in CWS activities or business. *Adopted 6/16/2009*

### **TREASURER:**

1. To expedite the General Meeting, the Treasurer's Report will be omitted and any member who wishes to see financial statements may request a copy by contacting the Treasurer. *Adopted 9/18/12*
2. The Treasurer shall maintain an Investment Policy Guidelines Statement (adopted April 2008) for CWS assets to be reviewed by the Board annually (by the June meeting) and updated as needed. *Adopted 9/18/12*

3. All CWS tax returns (Form 990-EZ) shall be kept forever. The Treasurer shall keep all artist W-9 forms which have been used to issue 1099 Forms for three years after their issue as supporting documents. All other W-9 forms which have been collected for CWS shows shall be shredded after the end of that tax year. *Adopted 9/18/12*
4. The Treasurer shall notify PayPal of the name and contact information for new Membership Officers. *Adopted 9/18/12*

#### VICE PRESIDENT (PROGRAMS)

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*

### SPECIFIC POLICIES PERTAINING TO STANDING COMMITTEES

The Society shall have the following officials, appointed by the President, unless otherwise noted. The officials are responsible for selection of their committee members, except as noted.

#### EDITOR

The Board shall appoint a Collage Newsletter Editor as a committee chairmanship position and a Board vote recorded in the minutes must ratify the appointment. *Adopted 6/20/09; See specific policies under "Collage (Newsletter)" in Section 3.*

#### JUROR SELECTION COMMITTEE

1. The President shall select, from names provided by the Nominating Committee, a Juror Selection Committee for CWS exhibitions. *Revised 9/18/12*
2. Composition. This committee shall consist of six members, each of whom shall serve two-year terms. These terms shall be staggered, so that the President appoints three new members each year. The President shall appoint a Chairperson from among the three members who have already served one year on the committee. *From Procedures document adopted July 2005*
3. Responsibilities. This committee shall:
  - a. Recommend to the Board prospective jurors for each exhibition. The Board shall review the names of recommended juror/s and, in conjunction with the committee, make a decision. If time constraints require immediate action to secure a juror, the President and two other Board members may make the final selection decision. Jurors for the State Exhibition shall not be residents of Colorado. *Revised 9/18/12*
  - b. Comply with all applicable Guidelines, as set forth in the Responsibilities document, for: Juror fees; juror reimbursement; juror lodging allowances; juror per diem allowances; juror workshops; and other juror-related matters and obligations. These Guidelines shall be periodically reviewed by the Board and updated and revised as appropriate. *Revised 9/18/12*
  - c. Assist the WFWS in selecting a juror when WFWS holds its exhibition in Colorado.
  - d. Maintain a list, together with credentials, of qualified jurors who would be suitable for other CWS exhibitions.
  - e. Maintain records of jurors of past exhibitions. *From Procedures document adopted July 2005*
4. Only one piece of the juror's work may be displayed at a CWS exhibition. *See Section 3, "Exhibitions/Shows" for additional details.*

#### WESTERN FEDERATION OF WATERCOLOR SOCIETIES COMMITTEE AND DELEGATES

1. Composition. The committee shall consist of the Delegate to WFWS, the Alternate Delegate to WFWS, and five other members appointed by the Delegate to WFWS. The committee shall elect its own project manager for the upcoming CWS/WFWS exhibition.
2. Responsibilities:
  - a. Advise the Executive Board concerning WFWS activities, including the relationship between CWS and WFWS.
  - b. Make preliminary inquiries and arrangements concerning any CWS-WFWS exhibition until a project manager is appointed. In this role, the Committee shall be responsible to the Treasurer for financial matters and to the Exhibitions Officer for all other aspects. All major decisions require the approval of the Executive Board. *Revised 9/18/12*

- c. At least three years before a WFWS exhibition is scheduled in Colorado, the following committee chairpersons will be appointed by the WFWS Project Manager from within the existing WFWS committee and those CWS members who have served as WFWS delegates within the period from one CWS/WFWS exhibition to the next. Once approved by the Executive Board, the Exhibitions Officer shall make the actual appointment. The committees within the WFWS committee may include the following, to be determined as needed:

Project Manager	Tour Manager
WFWS Treasurer	Printing and Publishing Manager
Marketing Manager (Finance, Sales, Awards)	Shipping and Handling Manager
Facility Coordination Manager	Show and Exhibition Manager
Hospitality Manager	Workshop Manager
Publicity Manager	

3. Delegate to the Western Federation of Watercolor Societies:  
Each year, the Executive Board shall appoint a Delegate to the Western Federation of Watercolor Societies. This official shall be an Active Member of the Society and shall serve for one year. The Executive Board may, at its discretion, extend this appointment for additional years, but extensions of the appointment must be approved by the Executive Board each year. The duties of the Delegate are:
- Represent the Society to WFWS.
  - Ensure that the CWS entries to each WFWS show are delivered on time to the host society.
  - Ensure that CWS accepted paintings are delivered on time to the host society and that unsold paintings are returned to the entrants at the end of the show.
  - Become familiar with the administrative arrangements involved in mounting a WFWS show so that he/she can take a significant role in mounting the WFWS show when it occurs in Colorado. *Revised 9/18/12*
4. Alternate Delegate to the Western Federation of Watercolor Societies.  
Each year, the Executive Board shall appoint an Alternate Delegate to the WFWS. First consideration shall be given to the President-Elect or President; however, other active members of CWS may be considered. The Alternate Delegate shall serve for one year. The Executive Board may, at its discretion, extend this appointment for additional years, but extensions of the appointment must be approved by the Executive Board each year. The duties of the Alternate Delegate are:
- To act for the Delegate if that official is unable to perform his/her duties.
  - To assist the Delegate as required.
  - To learn the duties of the Delegate. *Revised 9/18/12*

## **SPECIFIC POLICIES PERTAINING TO APPOINTED COMMITTEES AND CHAIRPERSONS**

The President shall appoint Chairpersons. The Chairpersons are responsible for selecting their committee members. The Society shall have the following appointed Chairpersons.

### **HISTORIAN**

- Newsletters are to be placed in the CWS archives, which are to be maintained by the CWS Historian. *Revised 9/18/12*
- The Historian shall submit a written annual report to the Board. *Adopted 9/18/12*

### **GOALS AND PLANNING COMMITTEE**

- This committee shall consist of the President-Elect, who shall serve as chairperson, and up to six other members. *Revised 9/18/12*
- The committee shall consider matters that have been referred to it by the Executive Board or by the Voting Membership concerning the future directions of the Society and send its recommendations on these matters to the Executive Board. The committee shall also establish short and long term goals for the President-Elect's upcoming term as President. *Revised 9/18/12*

### **PARLIAMENTARIAN AND PARLIAMENTARY PROCEDURE**

1. Shall advise on the interpretation of parliamentary procedure and the Society's By-laws and Policies. *Adopted 9/18/12*
2. The Parliamentarian shall attend Board meetings and shall maintain a current copy of the CWS Policies document. The Parliamentarian cannot vote on official action at Board meetings. *Revised 9/18/12*
3. The Society's meetings shall be governed by the current issue of Robert's Rules of Order, unless otherwise stipulated in these Policies. *Adopted 9/18/12*

#### RECOGNITION COMMITTEE

1. The Recognition Committee shall identify CWS members who deserve special recognition and acknowledgement, at the discretion of the President. *Revised 9/18/12*
2. This committee shall consist of a chairperson and one other member. *Adopted 9/18/12*
3. Each year this committee shall recommend to the Executive Board members for recognition at the May or June meeting. Those recommended should have provided exceptional service to the Society. *Adopted 9/18/12*
4. This committee shall arrange for the production of certificates of recognition and of other appropriate items of recognition. *Adopted 9/18/12*

#### SIGNATURE MEMBERSHIP COMMITTEE

This committee shall review applications for Signature Membership and make recommendations to the Executive Board; shall notify applicants of the Executive Board's decision; and shall arrange for the issuance of appropriate certificates to be presented to successful applicants. *Adopted 9/18/12*

#### STORAGE UNIT MANAGER

Keys to the Storage Unit shall be maintained by the Storage Unit Manager and the President. *Adopted 9/18/12*

#### WEBMASTER

The Board shall hire or appoint a Webmaster and the hiring or appointment shall be ratified by a Board vote recorded in the minutes. *Revised 9/18/12*

## SECTION 3

### **POLICIES PERTAINING TO DUES, EXHIBITIONS, MEMBERSHIP, ETC.;** **ALL OTHER POLICIES**

#### ADDRESS:

1. The official address for CWS is P.O. Box 100003, 3800 Buchtel Blvd., Denver, CO 80250-0003 *Also see "P.O. Box" heading below. Revised 9/18/12*
2. CWS shall have a Registered Agent with a Denver address. The name and address of the current Registered Agent will be maintained by the Recording Secretary. *Adopted 9/18/12*

#### AUDIT

1. At the discretion of the President, CWS may arrange for a yearly audit of the Society's books. The auditor's report shall be completed within four weeks of receiving the books and the results shall be recorded in the Board minutes. *Revised 9/18/12*

#### 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*

#### BYLAWS

1. The Parliamentarian (or Recording Secretary if the Parliamentarian position is unfilled) will maintain the current Bylaws and a Master copy which indicates revision dates. *Revised 9/18/12*

2. The Bylaws and Policies shall be posted on the CWS website. *Revised 9/18/12*

#### COLLAGE (NEWSLETTER)

1. The Board shall appoint a Collage Newsletter Editor and the appointment shall be ratified by a Board vote recorded in the minutes. *Revised 9/18/12*
2. 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*
3. The President will be given the opportunity to proof read the Collage before publication. *Adopted 5/17/05; revised 2006*
4. 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*
5. CWS does not allow individual unpaid advertisements in the newsletter. *Adopted 4/8/03; revised 2006*
6. Changes to the Policies are to be referenced in the Collage and published on the CWS website. *Revised 9/18/12*
7. The "Member Profiles" in the Collage will feature only current Board members or other major volunteers. *Adopted 4/20/10*

#### DUES:

1. Dues paid by check shall be collected by the Membership Officer. Dues paid online shall be transferred from the CWS PayPal account to the CWS checking account by the Treasurer. PayPal is supposed to notify both the Treasurer and the Membership Officer; in the event that this does not occur, the Webmaster and Treasurer shall forward all information received to the Membership Officer so that names, addresses, phone numbers, email address and amounts paid are known by the Membership Chair and available for the roster. *Revised 9/18/12*
2. Any members who have not paid their dues by the June meeting shall be notified in writing or by email, during July, by the Membership Committee, that they shall be dropped from the Membership if they do not pay their dues by August 31. *Adopted 11/17/2009*
3. New members joining after January 1st of any year will become active participants immediately and their dues will be 60% of annual dues. All new members joining after March 31<sup>st</sup> of any year will become active participants immediately and their dues will be the full amount and will be credited for the coming year. *Revised 9/18/12*
4. 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*
5. 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 one year on more than two occasions must also begin anew to earn their Signature Member status. *Adopted 3/20/07*
6. Annual dues for various categories of membership shall be determined periodically by a two-thirds vote of the active and emeritus membership voting at a General meeting of the Society. *Revised 9/18/12*

#### EASELS & BINS:

CWS bins, easels and other exhibition supplies shall not be rented or loaned out without Board approval. *Revised 9/18/12*

#### 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. Payment shall be to the Exhibition Chair in the form of a check payable to CWS. Paintings held longer than three months will be disposed of at the discretion of CWS. *Revised 9/18/12*
  - 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 accountable to the Exhibition Officer (see Bylaws, Article IV, Section 4.8). *Revised 9/18/12*
  - f. 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. W-9 forms of exhibitors with unsold paintings will be shredded at yearend. W-9 forms of exhibitors with sold paintings shall be kept with the Treasurer's records for three years and then shredded. *Revised 9/18/12*
  - g. Sales:
    - i. All sales in CWS shows are final. *Adopted 5/20/01; revised 2006*
    - ii. 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*
    - iii. If shipping of sold paintings is necessary, the costs of shipping shall be paid by the buyer. *Adopted 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 staffing committee. 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. *Revised 9/18/12*
  - j. Unless otherwise specified in the show prospectus, all collage materials must be watermedia on paper and shall be created by the artist. *Revised 9/18/12*
  - k. Bin work:
    - i. Anyone who enters an exhibition where bin work is to be shown will be allowed to submit three bin pieces. Bin work that is sold may be replaced, except for the State Exhibition. *Revised 9/18/12*
    - ii. 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*
    - iii. Bin work should be identified on the back and be no larger than 22"x30" including the mat. *Adopted 6/7/95; revised 2006*
  - j. Bin work and framed pieces for all exhibitions shall be matted in clean white or off-white mats, except for the New Trends exhibition or as specified in the prospectus. Colored liners or filets should be no wider than 1/4 inch. *Revised 9/18/12*
  - k. Jurors shall be informed that CWS prefers that jurors pick no more than two paintings from the same artist and that the strongest exhibition possible be selected. *Revised 9/18/12*
  - l. 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*
  - m. Exhibition invitations:
    - i. Invitations shall be published in the collage and on the CWS website.
    - ii. Members shall receive printed or email (at the discretion of the Exhibitions Officer) invitations for all exhibitions. *Revised 9/18/12*
    - iii. Additional invitations will be available for all artists accepted into an exhibition. *Revised 9/18/12*
  - o. 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*

- p. All CWS exhibition sale information shall be reported by the Exhibition Chair to the Database Manager so as to maintain a Patron list. *Adopted 9/18/12*
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. If bin work is accepted, the limit shall be 3 pieces per artist. For the State Exhibition only, these pieces may not be replaced. *Revised 9/18/12*
  - c. State Exhibition awards shall be as follows:
    - \$1000 Best of Show;
    - \$350 2nd Place in honor of Walter and Olive Green;
    - \$200 3rd Place; and
    - \$150 4th Place.Any additional State Exhibition awards will be determined by contributions and by the State Exhibition Committee. *Revised 3/16/2010*
  - 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*

#### 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, images and videos should be kept by the CWS Librarian. *Adopted 10/2/96* A listing of all materials in the CWS library shall be available on the CWS website and shall be published in the CWS roster. *Revised 9/18/12*

#### MEMBERSHIP, SIGNATURE MEMBERSHIP, PATRON MEMBERSHIP AND BENEFACTOR MEMBERSHIP:

1. An Active Member shall be an individual who meets all of the requirements detailed in the CWS By-Laws, Article II - Membership, and who pays the current annual fee on or before June 1st of the year.
4. A Patron shall be any individual, estate, business or organization that makes a contribution of \$100 to \$499 to the Society annually.
5. A Benefactor shall be any individual, estate, business or organization that makes a contribution of \$500 or more to the Society annually. *Adopted 6/16/2009*
6. Privileges of Patron and Benefactor Memberships. Individual's names will be published in the annual Membership Roster under the membership level of their contributions. The Board shall decide how to further honor any Patron or Benefactor member. A joint letter from the President and the Treasurer shall acknowledge gifts by Benefactor Members. *Adopted 6/16/2010*
7. Signature member certificates shall be presented to new signature members at the September or October meeting and at the June installation meeting. *Revised 9/18/12*
8. 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*
9. 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*

#### 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, or from the CWS web site. *Revised 9/18/12*

MISSION STATEMENT OF CWS:

The Mission Statement of the Colorado Watercolor Society shall be as follows: "The Colorado Watercolor Society is an organization dedicated to upholding the highest standards and principles of art and to promoting, encouraging, educating, and fostering an interest in fine art in all media, especially watercolor". (Note: An expanded Mission Statement is located in the "Purpose" statement of the By-Laws) *Adopted 9/18/12*

NAME TAGS:

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

P.O. BOX (*also see "Address" heading above*):

1. CWS will maintain two keys to the post office box – one for the President and one for the Corresponding Secretary. The Immediate 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. *Revised 9/18/12*
2. Financial correspondence for the Treasurer must be sent to the Treasurer's home, not to the CWS P.O. box. *Adopted 2006*

POLICIES (ADOPTED):

A copy of the CWS Bylaws and Policies shall be provided to new members. *Revised 9/18/12*

PROGRAMS:

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*

RESUMES

When a show venue allows resume books, resumes may (at the discretion of the show chair) be solicited from each artist accepted into the show. CWS will not be maintain a resume book for all CWS members, nor will resumes collected from one show be saved for future shows. *Revised 9/18/12*

ROSTER:

1. The CWS roster shall not be given to non-members for any reason. The Roster shall include the following disclaimer: "This Roster is for CWS use only and not to be used or distributed for any purpose other than CWS sponsored activities". *Revised 9/18/12*
2. The CWS roster will be published (either in print or on-line) once a year, in the autumn. *Revised 9/18/12*
3. Any members who have not paid their dues by the June meeting shall be notified in writing or by email, during July, by the Membership Committee, that they shall be dropped from the Membership if they do not pay their dues by August 31. *Adopted 9/18/12*

VOLUNTEER INCENTIVES:

1. The "Member Profiles" in the Collage will feature only current Board members or other major volunteers.
2. Each Board member, in each fiscal year, will be awarded 25% off a workshop if the workshop is over two-thirds full.
3. Each current Board member will have first-priority sign-up privileges for CWS workshops.
4. Current Board members and show chairpersons juried into CWS exhibits will get special recognition with a sign next to their paintings. *Adopted 4/20/2010*

WORKSHOPS:

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