

# **WESTERN COLORADO WATERCOLOR SOCIETY BY-LAWS**

(revision January 2019)

**OFFICERS:** Officers will consist of President, Vice President, Second Vice President, Secretary, and Treasurer. The elected officers will serve two-year terms without a limitation to the number of terms served.

## **ARTICLE I: OFFICERS**

### **Section I PRESIDENT**

The President is the Chief Executive Officer of the Society and Chairman of the Board of Directors. The President will provide leadership and act with the authority prescribed in the By-laws when directing the affairs of the Society. He/She shall serve as ex-officio member of all committees, have the authority to call meetings of the general membership and Board of Directors, preside over all meetings and appoint their agenda, and create committees as he/she deems necessary for the management of the Society. The President will review the financial report(s) at the end of each fiscal year and may appoint an Auditing Committee at the end of each Treasurer's term of office.

### **Section II VICE PRESIDENT**

Vice President shall perform the duties of the President in his or her absence, shall act as the President's first assistant in all activities, and have such powers and duties as the Board of Directors and President give him/her. The Vice President will serve as Program and Special Event Chairperson, contact people for programs, and get their bios and photos of work to be used in the newsletter. He/she will serve as ex-officio member of the exhibition committee and help as needed.

### **Section III SECOND VICE PRESIDENT**

The Second Vice President shall assume all duties of the Vice President in the event of his/her absence. He/she shall assist the President and Board of Directors at their discretion. He/she will serve as the Workshop Chairperson and Juror Selection Chairperson with input from other board members. He/she will serve as ex-officio member on the exhibition committee. The Second Vice President will monitor the website's email account and will respond or forward emails to appropriate member(s) if necessary.

### **Section IV SECRETARY**

The Secretary shall keep the minutes of all meetings of the Board of Directors and the general membership meetings. The Secretary will handle correspondence as required by the Board of Directors and/or officers.

### **Section V TREASURER**

The Treasurer shall have custody of all Society funds and maintain accurate and timely accounts of the Society's financial affairs and transactions. He/She shall deposit all monies and pay all debts and other obligations by check. No disbursements for WCWS business in excess of one hundred and fifty dollars (\$150) shall be made except by order of the President or the Board of Directors unless it is an annual expense. The Treasurer shall prepare the financial records and have them available for Board of Director and General Membership meetings. He/She shall have such powers as the President and Board of Directors shall assign him/her. The treasurer will also monitor the WCWS email that pertain to the business of the Treasury and transfer monies to WCWS bank account received through PayPal.

## **ARTICLE II: BOARD OF DIRECTORS**

### **Section I MEMBERS OF THE BOARD OF DIRECTORS**

The Board of Directors shall consist of the immediate past President, the current elected officers and committee chairpersons. They will have such powers and duties as the President will assign them. Other members may be appointed by the President to also serve.

## **ARTICLE III: STANDING COMMITTEE CHAIR PERSONS & MEMBERS**

### **Section I PROGRAM COMMITTEE**

The Vice President will serve as Program Chairperson, along with any committee members they appoint, shall have the responsibility of organizing all programs, demonstrations, critiques, lectures etc. for the general membership meetings and plan any special program opportunities under the guidance of the Board.

### **Section II MEMBERSHIP**

The President will appoint a Membership Chairperson who will accept all Membership applications and keep accurate and updated records on all members. He/she will keep the roster current for the website, handle annual renewal notices and overdue notices, and remove delinquent members from the roster.

### **Section III NEWSLETTER EDITOR**

The Newsletter Editor will compile the publication's current items for upcoming publications send a recent newsletter via e-mail or snail mail to all members before the next meeting. He/she will also send out notices and updates in between newsletters as requested by the Board.

### **Section IV EXHIBITION**

The President and Vice President will appoint a Chair or Chairpersons for each annual exhibition held by the Society. The Chairperson (and co-Chair, if one has been assigned) of the National Exhibition will serve on the Board of Directors and report to them. Member Show Chair or Chairpersons will report but not be members of the Board of Directors unless serving in another capacity. The Chairperson of each exhibit will head a committee to plan and execute each step required in presenting the show. They will report to the Board of Directors. Exhibition chair/co-chair will be paid as determined by the board.

### **Section V WEBSITE ADMINISTRATOR**

The Website Administrator will work with the webmaster to keep [www.wcwsociety.net](http://www.wcwsociety.net) current including postings of programs, workshops and other activities of the society, pending Board of Director's approval. The Web administrator will work with the webmaster to keep the WCWS website current. This includes posting current newsletters, membership rosters, programs, workshops, Exhibitions, award winners and other activities of the society.

### **Section VI PUBLIC RELATIONS**

The Public Relations Chairperson will be in charge of all Society news releases. If they choose to appoint a committee, they will be responsible for notifying media of upcoming WCWS events and will promote the Society. The committee may consist of members from various cities or towns.

### **Section VII HOSPITALITY**

The Hospitality Chairperson will oversee all hospitality needs and can choose a committee for each event. They will be responsible for arranging and serving refreshments, provide table decorations, and provide other hospitality needs at all meetings, shows and special affair events.

## **ARTICLE IV: MEETINGS OF THE ORGANIZATION**

### **Section I GENERAL MEETINGS**

General membership meetings are scheduled by the Board of Directors. The location, date and time of the meetings will also be determined by the Board of Directors. A quorum for general meetings will be ten (10) voting members in attendance. A majority (51%+) of qualified voting members (members whose dues are current) present shall determine any action, motion or business brought to a vote.

## **Section II BOARD OF DIRECTORS MEETINGS**

Board of Directors meetings will be called by the President as deemed necessary to conduct the business of the Society. A quorum will be 2/3 of the board members. A majority (51%+) of the quorum of the Board members shall determine any action, motion or business brought to a vote by the members of WCWS.

## **ARTICLE V: EXHIBITIONS**

### **Section I WCWS NATIONAL EXHIBITION (ROCKIES WEST NATIONAL)**

- a. The Society will hold one (1) National Juried Exhibition annually. This will be held at such location, on such date and at such time as the Board of Directors may prescribe. No person designated to act as Juror may enter any artistic work for competition in the exhibition.
- b. Fees: The Society shall charge a fee for any entry in the National Exhibition. Such fees shall be set by the Board of Directors. Eligible members shall benefit from reduced entry fees.
- c. Awards: The Board of Directors shall determine the number and type of awards to be given in each exhibition.
- d. Show Rules: The Board of Directors shall determine the requirements for the National show and direct the Show Chairperson what will be on the prospectus.

### **Section II OTHER EXHIBITIONS**

The Board of Directors will determine what and how many shows will be held in addition to the National Show. The General Show Rules will apply to all shows unless otherwise stated in a specific show's prospectus. The Show Chair and committee can determine what fees and awards will be given and report to the Board of Directors for approval.

## **ARTICLE VI: AMENDING THE BY-LAWS**

The WCWS By-Laws may be amended or repealed at any General Membership meeting of the Society by the affirmative vote of two-thirds of the Members present, and that a written notice of the proposed amendments or repeals have been published in the newsletter and all members have had access to read them. At such General meeting, a voting member may vote by written proxy. All revisions must include a revision date at the end of the by-laws section.