



Happy New Year!

WCWS Newsletter January 2019

The next WCWS meeting will be Wednesday, January 9th at noon at The Art Center.

We will be showing all the entries for the Rockies West National.

The meeting takes place at noon and is a potluck lunch. Hope to see you all there!

President's Message

As a Board we uncovered some problems with the Constitution, By-laws and Policies of the Western Colorado Watercolor Society. We took the time to make recommended revisions so that our society can run smoother, proceed with modern technology and make things flow easier when changes need to be made in the future.

We have included in this newsletter these documents with the recommended changes highlighted in yellow. We have also included a proxy so you can vote on whether or not to support the Board in these changes.

It was viewed as the time to make these changes and many hours were put into these recommendations. Please take the time to review these documents and the highlighted changes.

I want to wish you all a happy and prosperous new year. I hope we all find the time and motivation to create some wonderful works of art in 2019.

Keep painting, Tim

**PROXY
WESTERN COLORADO WATERCOLOR SOCIETY**

I _____ being a member in good standing of the Western Colorado Watercolor society do hereby (Please check one of the following):

____ 1. I grant my proxy to the President of the Board of the Western Colorado Water Society, Timothy K Brady to cast my vote.

____ 2. I grant my proxy to

(Name an individual who will carry your proxy to the meeting to vote on your behalf. Designated proxies must bring proof of identity to the meeting.

_____3. I support the Board's decision

This proxy is only for any actions taken on the Constitution, By-laws and Policies of the Western Colorado Watercolor Society on the Annual business meeting of January 2019.

Dated: _____

By: _____

Please return your executed proxy on or before January 8, 2019, 12:00 noon by mail to Timothy K Brady, 2397 ½ Ridgeway Ct. Grand Junction, Colorado 81507 or have someone personally attending the Annual Meeting bring it to the meeting.

Proxy received: _____

By _____

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 II 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 email 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 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 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.

WESTERN COLORADO WATERCOLOR SOCIETY CONSTITUTION (revised Jan. 2019)

NAME: The name of this organization will be Western Colorado Watercolor Society. This name shall be registered with State of Colorado. A registration fee shall be paid to maintain a non-profit corporate name. Western Colorado Watercolor Society will use WCWS as their logo.

PURPOSE: The purpose of the society will be to offer the watercolor artist a support group, encourage and nurture the novice artist, to provide programs for all to reach their full potential; to devise ways to bring fine art to the public, while maintaining high standards for the society, and to promote art in the community at large.

STRUCTURE: The society will hold meetings as the governing board designates and/or is desired by the membership. Each meeting will consist of a

business meeting and a program consisting of a demonstration, lecture, slide presentation, video or critique of members' work by a guest artist. The society can sponsor paint-outs or workshops with various teachers. Members can be offered reduced **prices**, but classes will be open to others on space available basis.

MEMBERSHIP: Types of membership offered shall be active, signature, life, honorary, contributing and patron memberships. Membership in the Society will be available to any person who meets the criteria prescribed for one or more classes of membership and who pays the designated annual dues.

ACTIVE: An active member is an artist or other interested person who has joined the Society, paying the designated dues, with payments remaining current. They shall have full voting privileges and be eligible to serve on the Board of Directors.

SIGNATURE:

: Signature members are artists who have had artistic work accepted in at least three (3) juried WCWS National Exhibitions within a ten (10) year period. After attaining Signature status, a member who has allowed a lapse in annual dues will be given notification by the Membership chairman. If dues are not made current within eighteen **(18) months of the original due date**, their signature status **will be rescinded**. To reinstate, all past dues must be paid within this 18-month period. **If dues have not been paid within this period and member rejoins WCWS, member's past status will not be reinstated.**

MASTER SIGNATURE: Artists who have had their work accepted in at least ten (10) juried WCWS National Exhibitions and pay their annual dues. **After attaining Master Signature status, a member who has allowed a lapse in annual dues will be given notification by the Membership chairperson. If dues are not made current within eighteen (18) months of the original due date, their signature status will be rescinded. To reinstate, all past dues must be paid within this 18-month period. If dues have not been paid within this period and member rejoins WCWS, member's past status will not be reinstated.**

LIFE MEMBER: Each Signature member shall have the privilege of choosing to become a Life member. Life members will pay special one-time dues and pay no further dues thereafter. They retain signature status and privileges.

HONORARY: Honorary membership for life may be granted by the Board of Directors to anyone who has made significant contribution to WCWS. An Honorary member has all the privileges of their status as either Active or Signature membership. They will no longer be assessed yearly dues.

CONTRIBUTING: Any person interested in the promotion of watercolor and of WCWS and who has paid the designated amount for such status will be a contributing member. They cannot vote or serve on the Board of Directors.

PATRON: **Any** individual or corporate patron who has supported WCWS or the Society's functions with one hundred dollars (\$100.) or more shall be noted as a Patron member and acknowledged as such in that year's Exhibition catalog. They may not have voting privileges or serve on the Board of Directors.

DUES: Dues shall be payable to Western Colorado Watercolor Society upon acceptance into the Society. They shall be renewed each year on July 1 to keep membership status current. Dues are payable by full fiscal year only. Dues paid April – **June** (after the national show) include the following fiscal year. Any member who has allowed a lapse in dues and **lost membership status** may reapply for membership. The Board of Directors shall have the authority to increase or reduce dues as

circumstances may require.

GOVERNING BODY: The governing body of the society shall be the Board of Directors. The board shall exercise all governing powers in accordance with the Society's by-laws. It shall have the authority to adopt, amend or modify such standard rules and regulations as it deems necessary for the appropriate management of the Society, not inconsistent with the By-Laws.

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.

BOARD OF DIRECTORS:

The executive board shall consist of all elected officers, appointed Chairpersons of Committees and up to three (3) members at large.

NOMINATING COMMITTEE: The slate of officers will be presented at one membership meeting with nominations taken from the floor. They will then be elected at the next membership meeting. The Nominating committee will consist of three members appointed by the President, with the President serving as one member.

AMENDING THE CONSTITUTION:

The WCWS Constitution 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 Constitution section.

CURRENT WCWS POLICIES

(Revised in January 2019)

DUES, SALARIES & FEES

1. Dues will be \$35.00 per year payable to WCWS by July 1 each year. The fiscal and membership year runs from July 1 to June 30. Policy is that if not paid after two (2) months lapse; a notice will be sent. A second notice will be sent two months later. If dues have not been paid by Dec. 1 (deadline for RWN entries), their name will be removed from the membership list. They will no longer be eligible to receive newsletters and other mailings, vote, or be in members' shows.
2. Officers and Committee chairs can be reimbursed mileage when carrying out WCWS business. This does not include mileage to meetings, show entry or take downs. Mileage will be \$.40 per mile.
3. Officers and Committee chairs will be reimbursed for expenditures necessary to carry out WCWS business provided the purchases are pre-approved by the President and Treasurer and receipts are turned in. If purchase is a common item to fulfill duty of office and does not exceed \$150.00, approval is waved, but receipts must be sent to treasurer.
4. Demonstrators will be paid \$100.00 plus some mileage compensation if coming from out of town. Jurors for members' show will be paid \$150.00 plus some mileage compensation if coming from out of town. Either may or may not be asked to also hold a workshop.
5. Awards for members' show will be Best of Show, 1st, 2nd, 3rd Places and Merit Awards. Show committee will determine categories and amount of awards.
- 6) RWN fees: Members will with current dues will pay \$25 for up to two entries. Non-members will pay \$35 for up to two entries. New members will pay \$45 (fees plus dues) with membership current until June 30 of the following year. Members who join WCWS during the months of April, May and June will automatically be paid in full until June 30 of the following year. Membership forms will be available either online or through the Membership Chair (or other Board member, if a form is available).

NATIONAL SHOW POLICIES

1. Show Chairperson will be paid \$2000.00 (or co-chairs, \$1000.00 each). Duties of the show chairperson/s will be to serve on the Board of Directors, head the Show Committee, and ensure each phase is completed in a timely manner. Show Committee will be comprised of members who take responsibility for areas assigned to them by the chair(s). This can include Publicity, Show Brochure, Prospectus, Advertising, Fund Raising, Take-in, Hanging the show, Take-down and shipping paintings and any other areas needed. Workshop Chair and Treasurer are compensated for time and work by waiving the cost of the workshop.
2. The President and Vice President(s) will be ex-officio members. The Second Vice President also will serve as Workshop and Juror Selection Chairperson.
3. Awards will be determined by the Show Committee with approval by the Board of Directors.
4. Fundraisers should try to get awards from local merchants as well as art suppliers. Possibilities are Cash, Merchandise, Service or Purchase awards.
5. A member can be paid for compiling the show brochure and getting it printed in time for the opening reception if there is no volunteer to undertake this task. WCWS pays the Webmaster for putting the images on the website. A member can be paid to get the images and information ready for the website, working with the Webmaster to do so. Currently for both tasks, we pay \$500.00.
6. The Rockies West National Show prospectus will be mailed to all members and is also available for download from the WCWS website. Entry into RWN will be with images sent by email and entry form. Payment can be sent by check. Entries can also be made online through the WCWS website by downloading images as directed and filling out the form. Payment can then be paid by PayPal, Credit Card or by sending a check.

SIGNATURE, MASTER SIGNATURE STATUS, LIFETIME AND HONORARY STATUS

1. Members who have attained Signature membership (Acceptance in 3 WCWS National Shows) will be recognized with a certificate. Member must keep their dues current to remain a Signature Member.
2. Signature members can become Lifetime members by paying a one-time fee of \$300.00. They will not be assessed yearly dues thereafter.
3. Master Signature members having been accepted in 10 or more WCWS National Shows will receive a certificate and a medallion. They must keep their dues current to keep Master Signature status.
4. Members who have served in exceptional ways and devotion by giving many service years will be honored with an honorary lifetime membership. They will be selected by the Board of Directors.

MEMBERSHIP LIST

A membership list is posted on our website, www.WCWSociety.net. The membership list is available to the public with links to members' websites and includes names, state, and member status. If a member needs a mailing address, he/she can contact the member by our website email. The Membership Chair will send a hard copy with addresses included to officers only for their convenience in contacting and mailing to members.

WEBSITE

Our website is www.WCWSociety.net. It is maintained by an outside paid firm and kept current by one or two members. Members can have their own web page by paying a one-time fee. An additional fee may be charged when a page is updated with changes. Our newsletters, meeting information and prospectus for shows are also listed on the website. In addition, the website shows the images from our national show, ROCKIES WEST NATIONAL. The WCWS Constitution, By-laws, show rules, current Policies and job duties are on the website.

MISCELLANEOUS

1. The Newsletter will be published 4 times a year and be distributed 7-10 days prior to the general meetings. If possible, they will be sent by e-mail. It will also be available on our website.
2. Meetings will be on the second Wednesday of January, May, September and November unless otherwise announced. Currently, January and September meetings are held in Grand Junction; May in Delta; and November in Montrose. A December meeting or party can be held if membership desires.
3. WCWS will maintain a postal box. Address being P. O. Box 3584, Grand Junction, CO 81502-3584.
4. WCWS owns an overhead mirror for demonstrations that is housed at the Art Center. It is available for our use, but we allow other organizations to utilize it.
5. Amending WCWS Policies can be executed only by majority vote of the Board of Directors.
6. WCWS Job Duties can be amended after the President and the Chair/Committee Leader have

agreed to this change. This does not require a majority vote by the Board of Directors.

BOARD OF DIRECTOR'S SKILLS, KNOWLEDGE & DUTIES

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.

- Meet with the Curator of the Art Center in Grand Junction and establish the details of the contract for the Rockies West National Show, held at the Art Center every March. Present the contract to the Board of Directors for corrections and final approval.
- Set all Member meetings for the year (in January) with confirmed meeting places, dates and times (if practical).
- Acting Chair of the Member's Show, held at the Art Center in Grand Junction.
- Promote the Rockies West National Show through various marketing formats.

1st VICE PRESIDENT

The Vice President will serve as Program and Special Event Chairperson and will serve as ex-officio member of the exhibition committee and help as needed.

- Conduct the business meetings in the absence of the President.
- Arrange for demonstration at each meeting by contacting artist, getting their biography for the Newsletter, and verifying their attendance. Exception(s): January Show entries and/or other meetings as designated.
- Send the artist's information and biography to the Newsletter Editor, along with the meeting place, address, time of meeting and who is hosting the meeting (when demo is scheduled).
- Check with each host to make sure arrangements are made at the chosen location (typically a church) and that they will ensure that lunch will be available.
- At the meetings, introduce guest artist, say a little about them or ask them to tell a little about themselves before their program begins (when demo is scheduled).

The January meeting is always held at the Art Center in Grand Junction. Arrange a month ahead of time with the Center to be sure they have a reservation for us. The set up needs a screen, power point for program, table for lunch and 25 chairs set up. This meeting is always a potluck. January meeting at The Art Center in Grand Junction is paid in advance (included in the contract for Rockies West National).

Our remaining meetings for the year are as follows: May meeting in Delta (need to arrange meeting place), Delta members host lunch; September meeting in Grand Junction (usually at 1st Presbyterian Church near Horizon Drive), Grand Junction members host lunch; November meeting, Montrose at First Presbyterian church, with Montrose Visual Arts Guild hosting.

SECOND VICE PRESIDENT

Assume all duties of V.P. in the event of his/her absence.
Assist the President and Board of Directors at their discretion.

Serve as Juror selection chairperson

a. Contract with juror as to times, dates, fees for selecting the Rockies West National show each year.

Oversee three-day workshop each year

a. In conjunction with juror, include in contract for instructor for three-day workshop

b. Take registration, working with treasurer.

c. Coordinate juror's arrival, needs while here and departure.

d. Run the workshop including refreshments.

SECRETARY

The Secretary shall keep the minutes of all meetings of the Board of Directors and the general membership meetings. Minutes will be published in the next newsletter. The Secretary will handle correspondence as required by the Board of Directors and/

or officers. Works with organizer for Grand Junction meetings to contact local members to bring refreshments to meetings.

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 have such powers as the President and Board of Directors shall assign him/her.

- Check our P.O. Box weekly.

- Deposit any income received and pay any expenses:

a. Income includes membership fees, entry fees, handling fees, workshop fees, sales, grants and donations.

b. Expenses include national and member show expenses, awards, workshop expenses, demo artist, contract labor, meeting room rental, refreshment expenses, website, office supplies, refunds, and other various expenses incurred by Officers.

c. No disbursements for WCWS business over 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.

- Enter all transactions through the Quicken financial program (or similar), so that payments made and received can be verified and history can be tracked.

- Track PayPal transactions and transfer money to bank account.

- Balance bank statements for our two accounts.

- Provide financial reports when needed by President, Board, and for meetings.

- Send "dues received" information to Membership Chairman; "entry fee" information to Show Chairman; "workshop fee" information to Vice President. Usually a scan of check-records or a copy of PayPal validation is helpful.

- Write checks for Rockies Award winners and prepare letters and certificates to be given to award winners at ceremony.

- Participate in grant application writing when budget figures are necessary.

- File state and federal tax reports:

a. File the Federal Tax online 990-N report due by May 15th

b. File Colorado non-profit renewal for Oct. deadline. \$10 credit card fee

- Provide W-9 form to be filled out with tax ID, contact information, etc. before payment is made for awards or contract labor. Keep a file of W9 forms from everyone who had ever been paid over \$600 by WCWS, and update from Membership Contact information when necessary.

- Order multi-copy 1099 and 1096 transmittal forms from IRS in the Fall. Send 1099 form to contract labor, and awards over \$600 to those individuals no later than January 31st the following year. Send a copy to the IRS and another copy to the State of Colorado.

PAST PRESIDENT

The Past President has all voting rights and privileges as a member, but does not have specific job duties. He/she may attend Member meetings, Board meetings or any other WCWS meeting, and has a full vote in Board of Director decisions. He/she may volunteer for any duties outside of the Board of Directors and Committee. In case of need, he/she may temporarily volunteer to fill an open Board or Committee position until this position has been filled. If the Past President chooses, he/she may volunteer in a Board or Committee position on a permanent basis, with their vote counting as "one".

BOARD OF DIRECTORS' COMMITTEE POSITIONS MEMBERSHIP

The President will appoint a Membership Chairperson who will accept all Membership applications and keep accurate and updated records on all members.

SKILLS & KNOWLEDGE

- Detail oriented and able to accurately enter and revise membership data
- Proficient with a variety of computer software such as Microsoft Excel, Microsoft Word, e-mail, Adobe Acrobat, Adobe Photoshop and Constant Contact.
- Create form letters and mailing labels using mail merge
- Familiarity with basic database principles such as field names, their definitions, and formats (date, numeric, text, etc).
- Experience with graphic design and printed publications (e.g. certificates, forms, brochures, etc.)

PRIMARY TASKS AND SOFTWARE USED

- Accept Membership applications and verify payment with Treasurer
- Maintain the Master Membership list using Excel Spreadsheet
- The Membership Chair shall mail annual renewal notices to members no later than June 1.
- Update RWN Signature and Master Signature status data once someone has been accepted into RWN.

If a non-member has not attained Signature status within a 10-year period, acceptances longer than 10 years will be deleted. Records of all accepted members will be retained for no more than 10 years (unless person has died).

•If a member's dues have not been paid within one month of due date (by Aug. 1), the Chair will send an overdue notice by e-blast. A third notice is sent two months later (Oct. 1). If dues have not been paid by their RWN entry deadline (Dec. 1), the Chair has the right to remove the member from the roster. This can be verified with the Treasurer.

- Producing and printing new member applications and distribute at meetings
- Maintains the Membership Directory for the website.
- Sends membership directory in PDF to 2nd V.P. for website
- Send either a Certificate (Signature status) or Medallion (Master Signature status) to qualifying members (see templates. Requires editing software for name insertion). Edit Medallion on template and order via local vendor (listed with templates).
- When a member's e-mail has changed, been added or deleted to the Membership list, the Chair will also enter this information in the e-mail marketing campaign (Constant Contact) that is also used by the Newsletter Chair (contact Newsletter Editor for password)

- Send Welcome letter to new members (see template)
- Produce mailing labels (presently using Avery forms) and form letters using Word/Excel mail-merge.
- Provide mail merges for Board members as requested.
- Give Membership Chair report at meetings (or send a report to the Board before the meeting)
- The Chair will send a "From the Membership Chair" notice to the Newsletter Editor two weeks before publication regarding updated information for members.
- Email a PDF file of the basic contact data from the membership list to all board members. Include the name, address, phone, and email of each member (but not website, renewal date, etc.). For security reasons, only the Treasurer and Membership Chair have electronic copies of the Master Membership list Excel spreadsheet
- If Newsletter Editor reports that an email via Constant Contact has been bounced, the Membership Chair will contact the member to verify e-mail address, then relay information to Newsletter Editor. If we have the correct email, you may need to contact Tech Support at Constant Contact to resolve the problem.
- Reimbursable expenses: Office supplies such as copy/print paper, envelopes, labels, shipping costs and postage stamps, printing costs. When expenses are at least \$25 or more, provide an itemized list to Treasurer with copies of all receipts. Specify whether costs were for RWN or for general membership. Costs for shipping engraved medallions and materials/printing/ mailing costs for Signature certificates are RWN costs (these are awards for participation in Rockies West, not general membership)
- The Chair will keep the roster current for the website manager and send any revised updated lists to the website manager as needed.
- The Chair will work with the treasurer to insure dues are current with all members.

NEWSLETTER EDITOR

The Newsletter Editor will compile the publication's current items for publication. He/she will e-blast a newsletter 7 to 10 days prior to the next meeting. The Editor will also send out notices and updates in between newsletters as requested. The Newsletter Editor will work with the Membership Chairperson to keep mailing lists current on the email marketing program.

PRIMARY TASKS AND SOFTWARE USED

- To edit and produce the newsletter for the Western Colorado Watercolor Society.
- To work with the Membership Chair on e-blast marketing email lists (Constant Contact or ?), keeping them current.
- To work with the President and other officers in a timely fashion.
- Ensuring information submitted for the upcoming Newsletter is accurate, complete and up-to-date with the person submitting.
- Ensure that grammar, spelling and punctuation is accurate.
- Ensure the Newsletter format is in accordance with the objectives of WCWS.
- To send out other notices and announcements in a timely fashion to the officers and membership.
- To change, delete or add appropriate content to Constant Contact (or other marketing software) as needed.
- To assist in instructing the Newsletter Editor's replacement in case the present Newsletter Editor is unable to fulfill his/her job.

COMMITTEE POSITIONS

WEBSITE ADMINISTRATOR (not a Board of Directors position)

The Website Administrator will work with the webmaster to keep www.wcwsociety.net current including postings of programs, workshops and other activities of the society.

- He/she will make changes to officers' page, by-laws page, and any other pages needing update upon approval of voting members.

- He/she will see that each newsletter and membership update will be posted as soon as available.

- He/she will work with the webmaster to update all pages pertaining to our national exhibit including posting the show prospectus and announcements pertaining to the show or workshop.

- He/she will (or will appoint) someone to work with the webmaster to put each year's exhibit and names of award winners on the WCWS website.

- The Board of Directors will determine the amount paid for this service.

RWN SHOW CO-CHAIRS

RWN can have a chair or 2 co-chairs who oversee the planning and execution of each annual exhibition. The salary is \$2000.00 for 1 person or \$1000.00 each for co-chairs.

WESTERN COLORADO WATERCOLOR SOCIETY SHOW RULES

Western Colorado Watercolor Society will hold an annual National Exhibition which will count toward Signature membership. Other shows sponsored by WCWS will be to showcase our local membership, but not count toward Signature status. Show rules posted here will apply for all shows unless otherwise stated on the Prospectus of the show being entered. All requirements listed on a show prospectus must be adhered to.

Entries for the National show will be by e-mail or online through the WCWS website. Images are to be 1200 pixels on the longer side with 300 dpi.

Final paintings changed from entry images will be disqualified. After registration, no changes will be allowed including titles and prices. All artwork will be handled with utmost care; however, the society will not insure or be responsible for loss or damage.

Each artist is advised to have his or her own insurance coverage. If sponsoring facility covers insurance, this will be noted in the prospectus.

All accepted paintings will hang for the duration of the show and must be picked up during the time set at the end of the show. A fine of \$10.00 per day will be levied for late pick-up unless artist has made previous arrangements for show committee to hold their paintings.

WCWS members volunteers will support the show by helping the show committee with duties such as fundraising, publicity, handling accepting artwork, hanging artwork, reception, surveil a show if needed and take-down of artwork. These volunteers can also handle unpacking, repacking and return shipping. The National Show Chairperson/s will supervise.

The National Show will be held each year at the Western Colorado Center of the Arts in Grand Junction, Colorado. However, WCWS can change the place of venue if needed.

Paintings must be for sale. WCWS will charge commission a commission of 30%. Check on prospectus when pricing your paintings. Artwork sold will stay the duration of the show except in unusual circumstances. (e.g.: buyer is from out of town). The WCWS President, in conjunction with the show committee, will make that determination

All work must be original work by the artist with NO reproductions, computer generated work, class work, copies, magazine photos or other copy-righted material. Artist must use own reference photos and/or show the resource material is used only to spark your own ideas.

PAINTING ELIGIBILITY:

All work must be water media. Accepted media are transparent watercolor, gouache, acrylic or inks that are water soluble while working. (artwork is rendered with a watercolor look and framed the same.) Accepted papers include all watercolor paper, rice papers, Yupo, illustration, watercolor board and watercolor canvas sheets (not stretched on stretcher bars). All papers must be matted and framed under glass with the look of watercolor. Collage papers can be integrated only if artist uses white or off-white papers, and any color on them must be painted by the artist. Artwork must retain look of watercolor. If handmade paper is used, it will be light neutral and then painted by the artist, retaining the look of watercolor.

Artwork must have been executed within the last three years and not shown in previous WCWS shows. Artwork must be matted (white or neutral outer mats recommended) and securely framed under glass or acrylic (e.g. Plexiglas, Lucite, Perspex) unless prospectus specifies otherwise. Any paintings larger than 54 united inches must have acrylic coverage. (united inches is **defined as** height plus width – example: 24" x 30" =54"). Size of paintings may be limited depending on space available. Decision will be made by the show committee and noted on the prospectus for that exhibition. Paintings must be wired for hanging. NO SAWTOOTH HANGERS!

JURORS:

Jurors for the National Show or judges for other shows will be nationally-known artists and will be chosen for their **ability to jury the show for awards as well as their** expertise in giving a workshop. A workshop will be given in conjunction with our National Exhibition each year. Judges for other shows will be chosen not only for their expertise but for their fairness, especially if they are regional artists. WCWS may offer other workshops during the year with these jurors or other qualified artists.

SALES IN THE NATIONAL SHOW: If a painting sells and must be shipped, the **container that the painting was originally received in** will be used to ship to the buyer. The artist selling will be responsible for shipping costs and redeeming the cost of their prepaid shipping label. WCWS **will be responsible** for the shipping from the **gallery**. **Hand-delivered paintings that are sold will be the responsibility of the artist to pack and ship to the buyer, if necessary.**

AWARDS: Recognition will be given with medallions or ribbons. Cash and Merchandise Awards will be determined by the show committees with approval from the Board of Directors. These can be solicited from local businesses and various manufacturers, art firms, art supply catalog companies etc. Art Patrons will also be sought to give awards or purchase paintings.

Here is a notice from Dani Tupper:

DAVID SMITH WORKSHOP

WE HAVE HAD 2 CANCELLATIONS, SO NOW HAVE ROOM FOR 2 MORE.

Call Dani to register, 970 874-3088 or email: kdtup@msn.com

David will be teaching 1 day flowers and 2 days landscape.

ROCKIES WEST SPONSORS 2019

We recognize and appreciate our sponsors each year.

So far the following sponsors have stepped up:

Grand Junction Arts Commission. \$1500.

Quality Inn providing 4 nights lodging for our juror and discount rate for those taking the workshop

Delta Fine Arts. \$100.

Mattes & More. Framing award \$50.

Edward Jones, Delta (Ranae Coffman) \$200.

Dani has written a grant for Alpine Bank, still pending.

Annie Strack



Award Winning Maritime Paintings

Also from Dani:

Annie Strack recently had paintings accepted into the Philadelphia Watercolor Society's 118th International Juried Show, 7th Annual Brandywine Valley Plein Air, American Artists Professional Leagues 90th International Show, and Northstar Watercolor Society's 4th National Juried Show. She won the C.J. George Memorial Award in the Kentucky Watercolor Society's Aqueous 2018, and earned Signature Membership in the Niagara Frontier Watercolor Society, Central New York Watercolor Society, and International Plein Air Painters.