

SPOKANE WATERCOLOR SOCIETY RULES AND PROCEDURES

The mission of SWS is to foster the development and growth of artists in the medium of watercolor and to promote watercolor art.

Members and Guests

- The annual dues are in the amount of \$30.
- The fee for reinstatement is \$10.
- The administrative fee for new members is \$25.
- All meetings are open to the public.
- A member may attend any regular board meeting but should receive permission to speak prior to any such attendance. Minutes of board meetings shall be available to members upon written request.
- See Bylaws Section III Members 1.Regular members

Finances

- All reimbursements require a receipt.
- A board approved budget shall be submitted to the membership at the annual meeting for a vote.
- Unbudgeted member expenses of any amount must be approved by a majority vote of the board.
- Unbudgeted board expenses over \$100 shall require preapproval by a majority vote of the board.
- Any unbudgeted expenses over \$300 will require approval of the SWS membership.
- Honorariums for programs do not require a receipt.

Legal Matters

- Peter Witherspoon at Witherspoon Brajcich McPhee is the agent for SWS in regards to the annual report to the Secretary of State. The annual report includes the names and offices of board members. The report is due in the spring and currently the fee for nonprofits is \$10. The President of the board retains copies of the report.
- Only the President of the board is authorized to sign contracts on behalf of SWS.
- Our Bylaws are legally binding and board members are expected to adhere to them diligently.
- Anyone paid more than \$600 (typically, only our workshop artists) are required to fill out a W9 form, which SWS provides. In January, using the information on the W9, 1099 forms must be filed for each person and copies sent to the IRS and the individuals involved. Copies of these forms are to be retained by the Treasurer in safety to protect the SSNs.
- Two people, the President and the Treasurer are signatories on the SWS bank account and both should be aware of the SWS tax identification number.
- The bank requires the presence of the Secretary, the new signatory and a current signatory along with a copy of the minutes stating the change in signatories when changing signatories.

Officer and Board Member Job Descriptions

President's Responsibilities

- Chairing the monthly meetings and board meetings
- Overseeing operations
- Setting goals for SWS recruitment, programs and future progress (cast a vision for SWS)
- Listening to feedback from members and board
- Instructing the Treasurer to pay the annual incorporation fee
- Notifying the agent of any changes in Presidency
- Keeping a copy of all legal documents including Bylaws, Articles of Incorporation and Rules and Procedures Manual
- Keeping an Institutional Memory Master Sheet: Passwords, log-in info, security questions, URLs and email addresses
- Signing all contracts
- Planning board meetings including their time and location
- Being the contact person for Spokane Art Supply and arranging meetings there
- Signing checks when the Treasurer is unavailable
- Acting as a second signature on the SWS checking account

Vice President's Responsibilities

- Serving as the chairperson if the President is absent.

In Charge of Membership:

- Checking SWSmembermail email site for new members or receive new member information from Treasurer
- Sending a Welcome Letter via email (or letter if no email is available) immediately upon receiving notice of a new member.
- Making Welcome Packages for new members
 - Name tags
 - Welcome Letter
 - Membership Certificates (*Certificates to be signed by the President and the Secretary*)
 - List of electronic sites used by SWS
 - Copy of Bylaws (available online)
 - Copy of Rules and Procedures (available online)
 - Copy of current Roster (available online)
- Maintaining Signature Membership records
 - Receiving a list of all members entered in a qualifying show from the Show Chairperson

- Maintaining a list of all members and shows they have entered that qualify them for Signature Membership
 - Notifying the board when a member qualifies for Signature Membership
 - Updating their badge to a Signature Membership badge
 - Presenting a Certificate of Achievement (to be signed by the President and Secretary)
 - Presenting Signature Membership status update at the annual business meeting
- Maintaining attendance records (using attendance sheets at each meeting)
- Maintaining/updating roster monthly with changes reported on attendance sheets or other means
- Updating member changes such as new members or departing members as they occur
- Sending updates as they occur to the Website Director
- Notifying the Cheer and Sympathy Coordinator regarding any member issues (with permission of the member).

Secretary's Responsibilities

- Recording the minutes of the board meetings and the annual business meeting as well as decisions made by the board via email and making the minutes available to the board members within a week of the meeting via email.
- Recording a synopsis of the general meetings and emailing it to Newsletter Editor and board members as soon as possible after the meeting so it can be used for a reference for the SWS newsletter.
- If the Secretary cannot attend a board or general meeting she/he will designate someone to take minutes or notify the board of her/his inability to attend in a timely manner so they can designate someone to take minutes.
- Maintaining a copy of all legal documents and records including the Bylaws, Articles of Incorporation, Rules and Procedures, Institutional Memory Master Sheet, all contracts, minutes and other important documents.
- Making the minutes notebook available to attending members at general meetings.
- Attending bank meetings when there is a change of signatory related to a change in President or Treasurer. The Secretary's signature and minutes are required by the bank.
- Presenting a review of programs at the annual business meeting.
- Typing up any revised versions of SWS documents, Bylaws, Rules and Procedures, etc.

Treasurer's Responsibilities

- Maintaining the SWS checking account
- Maintaining the SWS post office box at the Garland post office
- Maintaining the spreadsheet and balance the checkbook
- Maintaining files of PayPal, Square and Bank reports and statements
- Paying all bills and requiring and keeping receipts
- Paying honorariums and awards
- Writing and sending receipts for all cash and checks received
- Keeping track of online sales and transactions

- Reporting of the monthly balance to the board
- Writing the proposed budget for the year
- Providing a year-end actual financial report to the board
- Writing artists' contracts
- Membership coordination
 - Upon receipt of new member fees and applications, providing roster information to all board members and mailing applications to the Vice President
 - Receiving dues and coordinating with the Vice President on membership status

Website Director's (Board Position) Responsibilities

- Keeping pages and event announcements up-to-date. Deleting old material.
- Welcoming new members by sending invitations to develop their own password to access members-only pages.
- Maintaining a board portal to store board meeting minutes and other board-related meeting documents for easy access.
- Maintaining current documents i.e. General meeting minutes, program reports, rosters, and newsletters for member access.
- Working closely with show and workshop chair people to promote upcoming events.
- Working closely with the board – especially Treasurer – to develop timelines and costs for selling workshop space and other events online.
- Developing online catalogs for sale of paintings during juried shows.
- Developing virtual galleries of all juried shows for permanent display.
- Identifying at least one other board member who can fill in if current web manager is unavailable.

The Web Manager position requires a working knowledge of website construction and maintenance with user-friendly systems i.e. Weebly that is currently in use. An annual board discussion is recommended to determine overall content. This should be relatively fluid to grow or shrink depending on the current needs of the group.

Social Media Director's (Board Position) Responsibilities

Facebook Administrator

- Posting photos, schedules, updates and information to be shared with members
- Reviewing postings on multiple pages for content and appropriateness
- Tracking responses and comments to postings, editing if needed
- Reviewing draft content as requested prior to postings
- Encouraging membership participation and interaction on sub pages

Instagram Administrator

- Posting photos and content for public access
- Tracking responses and comments to postings

Newsletter Editor Responsibilities

- The SWS newsletter is published monthly following each SWS general meeting.

- Contents may include:
 - A record of the SWS general meeting activities including photos
 - A record of SWS classes/exhibits/shows
 - A message from the SWS President/officers
 - An introduction of new members
 - Announcements from SWS members (classes/events/shows)
 - Notifications of SWS and other opportunities/classes/events
 - Acknowledgment of SWS member awards/achievements
 - Monthly challenge information and winners
 - A calendar of programs/events
 - Other information as deemed necessary by Editor/ Board

- Working with the SWS Secretary (who records minutes of the general meeting), committee chairs, and the President to determine the content of each month's issue.
- Photographing or arranging for photographs of SWS meetings and events to use in the newsletter, on the website, Facebook and Instagram.
- Producing or overseeing production of a PDF file. Prior to publication, the Newsletter Editor distributes content to board members for fact checking and proofreading. Upon production of a final version the editor emails the current issue to the SWS membership via MailChimp, and sends the final version to board members responsible for posting it in the member portal of the website, on Facebook and Instagram.

Education and Program Chair (Board) Responsibilities

Responsibilities for Programs include:

- Planning 6-12 months of varied programs for monthly meetings in conjunction with board approval for content, costs, and venues
- Contacting possible program presenters for details including method of presentation (live demo, discussion, hands-on teaching, artist talk, video/livestream, etc.), time needed, and procuring any materials beforehand to send out to members such as material lists, program information, etc.
- Securing a venue if other than regular meeting site
- Developing a program sheet to distribute with newsletters and post on the web every 6-12 months
- Following up with presenter afterward with thank you note, honorarium (Treasurer) and feedback

Discussion: Program variability should span beginner level to advanced/professional member skills in watercolor painting. Other program topics should fit into watermedia art making/selling in a reasonable fashion, i.e. drawing, marketing, use of inks and acrylics, etc.

Delegation to members of the Ed/Program committee (recruited by the chair) will help to distribute the responsibilities among the group.

Responsibilities for Workshop Presenters include:

- Developing a calendar of Jurors/Presenters for two years ahead to coincide with our semi-annual shows: the Open Juried Show and the Juried Member Show
- Contacting possible jurors/workshop presenters two years in advance

- Before securing answers from potential jurors, options should be presented to the board for approval.
- Facilitating and assisting in contract development with Treasurer and President
- Handing off responsibility and contact information to Show/Workshop chairperson in a timely manner for each respective show and workshop

Discussion: Workshop topics and material should be pursued to expand our knowledge base. Some will likely be suitable for all painters, some for more advanced painters, some with very specialized new techniques and materials, etc.

Responsibility for each workshop should be delegated to a volunteer chair person specifically for that workshop.

Show Chair Positions

SWS National Juried Show Chair Position

SWS National Juried Show responsibilities include:

- Working within the proposed budget for each event
- Verifying a venue for the show with board approval. (Venue needs to be secured a year in advance.)
- Establishing contact with juror for determining dates:
 - Span of time required to select the show.
 - Start and stop dates/deadlines
 - Onsite judging for final placement of awards
 - Awards presentation if possible
- Fine-tuning the SWS Prospectus to fit each specific show criteria and submitting for board approval
- Setting up contract and call for artists using an online show format such as CaFe' (Call for Entry) or Online Juried Shows approximately 6 months before submissions will be accepted
- Verifying that submissions are in compliance with the prospectus before releasing them to the juror
- Recruiting of other persons to help if needed:
 - Advertising and promotional materials
 - SWS Website Director and Social Media people
 - Securing gift certificate awards
 - Hanging committee for mounting the show
- Setting up a shipping address with UPS or other carrier to accept mailed paintings

SWS Juried Member Show Chairperson

The responsibilities for the Juried Member Show Chairperson are very like the above, except online submissions will occur 'in-house' requiring working closely with the juror and Webmistress to develop

online submission portal, catalog of paintings for early submission to the juror, and later to be used as a gallery of the show/sales site.

- Discussing fees and submitting the juror's mailing address to the Treasurer for payment

Other Positions of Importance

- Cheer and Sympathy Coordinator
- Refreshments Coordinator
- Plein Air Coordinator
- Visual Productions Coordinator