

**ARTICLE I****NAME**

According to the Articles of Incorporation the name of this organization shall be called NEVADA WATERCOLOR SOCIETY. The headquarters shall be in the County of Clark.

**ARTICLE II****PURPOSE**

The purpose of this society shall be to encourage, promote and advance watercolor painting through the education of the artist and general public.

**ARTICLE III****MEMBERSHIP****Section A****ELIGIBILITY**

Membership is open to any person residing in the United States or Canada upon payment of the society's yearly dues

**Section B****CLASSES OF MEMBERSHIP**

There shall be four categories of membership: Charter, Signature, Associate and Student.

**1. CHARTER MEMBERSHIP**

Consists of those who organized and founded the Nevada Watercolor Society and are therefore lifelong members and shall pay no dues.

**2. SIGNATURE MEMBERSHIP**

To qualify as a signature member the applicant must have been accepted in three juried shows of the NVWS. The applicant is responsible for submitting proof of acceptance in the three shows to the membership chairman. Applicants will be notified by letter of this formal acceptance and they will be announced in the newsletter. Only signature members may use the initials NVWS when signing a watercolor painting.

**3. ASSOCIATE MEMBERSHIP**

An associate member may participate in all activities of the society with the exception of non-juried shows.

**4. STUDENT MEMBERSHIP**

High school and college students may be full members of the society by paying an annual membership fee of \$15.00 due September 1.

**Section C****REQUIREMENTS**

1. Dues shall be for one year payable May 1. Amount of dues shall be set by the voting membership. One year student dues payable September 1.
2. Dues will be considered delinquent June 1.
3. Members failing to pay dues by July 1 will be dropped from the rolls.
4. Readmission after forfeiture shall be by reapplication as with new associate members.
5. Resignations shall be in writing to the secretary.
6. New members paying dues after January 1 shall be in good standing until April 30 of the following year.

**Section D****REVOCATION OF MEMBERSHIP**

1. Members acting in a manner detrimental to the welfare of the society may be removed from membership only by unanimous vote of all officers.

**ARTICLE IV BOARD OF DIRECTORS****Section A****OFFICERS**

1. Any member may serve as an officer or committee chair provided he/she is able to attend monthly board meetings.

2. Officers shall consist of:

President  
1<sup>st</sup> Vice President/Programs  
2<sup>nd</sup> Vice President/Membership  
3<sup>rd</sup> Vice President/Shows & Exhibits  
Secretary  
Treasurer  
Past President

**Section B**

**COMMITTEES**

1. The standing committees of the society, each of whom shall be entitled to a vote are as follows.

Communications  
Community Service / Scholarships  
Courtesy  
Critique Group  
Historian  
Hospitality  
Librarian  
Paint Outs  
Parliamentarian  
Permanent Collection  
Publications  
Publicity  
Ways & Means  
Western Federation Delegates  
Workshops

2. A nominating committee of three shall be voted on by the board at the February meeting
- The nominating committee shall present a slate of nominees in the April newsletter and at the April meeting.
  - Nominations may be made from the floor at this time and before the election at the general meeting in May. Consent must be given by the nominee before placing on the ballot.

**Section C**

**RESPONSIBILITIES OF OFFICERS**

- Officers will be elected to serve a term from June 1 through May 31. Officers may be reelected.
- A vacancy in the President's office will be filled by the 1<sup>st</sup> Vice President. If a vacancy occurs in another office the Board of Directors will elect a successor
- Any expenditure from the general fund of \$500 or more must be approved by the board and presented to the general membership for final vote. Any expenditure between \$50 and \$199 over and above the amount already approved in the yearly budget must be approved in advance by a majority of the elected officers. Any expenditure between \$200 and \$499 over and above the amount already approved in the yearly budget must be approved in advance by a majority of the board.
- The president is the official spokesman of the Nevada Watercolor Society. All matters of communication with the membership or the public shall be cleared through this office.
- All chairpersons shall be appointed by the president and approved by the board.
- Meeting will be held in May of each year. Elections to be held. Presentation of new officers.

**ARTICLE V**

**MEETINGS**

**Section A**

**BOARD MEETINGS**

- There shall be a monthly meeting of the officers subject to the call of the president. Any three officers may call a meeting of the board at any other time upon written notice seven days in advance of the proposed meeting.

**Section B****GENERAL**

1. Monthly meetings shall be held September through May.

**Section C****ANNUAL**

1. Meeting will be held in May of each year. Elections to be held. Presentation of new officers.

**ARTICLE VI REVISIONS & AMENDMENTS  
TO THE BYLAWS**

These bylaws may be revised or amended at the annual meeting in May by two-thirds vote of those present, provided a written notice of each proposed change has been sent to the membership fourteen days prior to the meeting.

**ARTICLE VII STANDING PROCEDURES**

1. All procedures shall be according to Robert's Rules of Order.
2. There shall be Standing Rules, considered an addendum to this document, outlining procedures and practices meant to facilitate the orderly business of the society. Standing rules may be changed by action of the board.
3. An audit shall be prepared by a qualified and impartial accountant prior to the September meeting.

**ARTICLE VIII DISSOLUTION**

If this society should be dissolved, its assets shall be distributed to another art oriented and non-profit organization within Clark County, Nevada. No assets may be disbursed to individual members or heirs.

**I. MEETINGS**

1. Meetings will be the second Wednesday of every month September through May at 7:00 p.m. Place to be announced. In case of unusual circumstances the board may elect to change the time and place.

**II. SHOWS AND EXHIBITS**

1. There will be three shows annually (fall show, signature show, and spring show). Members-only and nonmembers-allowed will be designated in the prospectus for each show.
2. Shows and competitions will include paintings in 'water media'. The term 'water media' and the manner of painting will be defined in each show prospectus. Collage is acceptable if all collage elements are water media.
3. Painting size (including frame) and number of entries shall be designated for each show because of varying space allotments at different locations.
4. All entries must be submitted for jurying in accordance with items 5 and 6 below. In the event of the juror's preference for digital entries, the rules for submission will be announced with the show prospectus with regard to file type, dpi, etc.
5. Framing requirements will be stated in each show prospectus.
6. All entries must have a backing board and be ready to hang. The wire must be able to support the weight of the painting and attached with screws or screw eyes. No clips. No saw tooth hangers.
7. Top of work should be indicated.
8. Nevada Watercolor Society retains the right to refuse any painting that is inadequately framed or of an offensive nature.
9. Only work that has been completed within the last two years may be entered.
10. Fall and Spring show entries must not have been previously shown in an exhibit sponsored by the Nevada Watercolor Society. Signature show entries may have been exhibited in no more than one prior NVWS sponsored show.
11. Entries must be original and no work produced under supervision is eligible.
12. Entries are required to hang for the duration of the show. There will be no exceptions.
13. A non-refundable entry fee of \$20.00 shall be required for the first painting of a member, \$15.00 for additional entries. Non-members shall pay \$25.00 for the first entry, \$15.00 for additional entries.
14. Diptychs and triptychs shall count as two and three entries respectively even when contained in a single frame.
15. Safety precautions will be taken, but in no case will the society be responsible for loss or damage.
16. Insurance should be at the discretion of the artist.
17. The show chairman shall make arrangements to exhibit work in public places. The show chairman shall sign a contract with a representative of the facility where the exhibit is to be held, specifying the date of opening and closing of the show, exact location where work will hang, security, number of paintings required and arrangements for sale should this occur.
18. An assistant to the chairman shall obtain cash and merchandise donations suitable for awards from art supply stores, banks, retailers, corporations, etc.

**III. POLICIES**

1. No member shall use the membership to promote anything of a personal nature. Using the membership roster for personal gain or personal interest is not acceptable.
2. Announcements of artistic affairs are acceptable. Announcements of achievements in the field of art are certainly proper and encouraged.

**IV. WORKSHOPS**

1. The workshop fee will be due on a date determined by the Workshop chairman. This date will be no less than 60 days before the workshop begins. This fee is only refundable if there is a waiting list.
2. All fees assessed to NVWS as a result of a returned check, cancelled check, or credit card will be the responsibility of the payer.
3. Workshops will be formally announced in the NVWS newsletter or by mail/email. NVWS members will be given priority registration for 30 days after the initial announcement to the membership. The timeframe for the priority registration will be stated in the announcement. After the deadline date, the workshop will be opened to non-members.
4. Non-members shall pay a minimum of \$25 over and above the member fee for all workshops.
5. The workshop chairman may attend all sessions without paying the fee.
6. In limited circumstances (i.e., death, hospitalization, or medical emergency, a written refund request may be considered and/or determined by the NVWS Board and Workshop Chairman.

**V. DUES**

1. Dues shall be \$40.00 a year. Dues are payable May 1 for Associate members and June 1 for Signature members.
2. Student dues shall be \$15 a year payable September 1.
3. Members 90 years old or older will become Lifetime members and will pay no dues.
4. All fees assessed to NVWS as a result of a returned check, cancelled check, or credit card payment will be the responsibility of the payer.
5. Should a Signature member fail to pay their annual dues by October 15 of the current fiscal year due to exigent or unforeseen circumstances, the member may petition the board for reconsideration. The petition will detail the reasons for the untimely payment. The request will be reviewed by the NVWS Board and the resolution will be determined on a case by case basis. If deemed an unacceptable excuse, readmission shall be by reapplication as with a new associate member.

**VI. DUTIES OF OFFICERS****A. PRESIDENT**

1. Shall conduct all meetings of the board and all meetings of the general membership.
2. Shall appoint a parliamentarian and all chairmen of the committees except nominating chairman.
3. Shall be the official spokesman for the society.
4. Shall choose an art related community project to be carried out during the year with a minimum of \$500.00 allocated to the project.
5. Shall, with the treasurer, draft a proposed budget for the year.
6. Shall be an ex officio member of all committees with the exception of the nominating committee.
7. Shall retain all receipts and present to treasurer for reimbursement.

**B. 1<sup>ST</sup> VICE PRESIDENT/PROGRAMS**

1. Shall conduct all meetings the president is unable to attend.
2. Shall be in charge of programs and other related responsibilities.
3. Will become president if vacancy occurs in that office.
4. Shall retain all receipts and present to treasurer for reimbursement.

**C. 2<sup>ND</sup> VICE PRESIDENT/MEMBERSHIP**

1. Shall monitor and maintain the membership file of all members on the NVWS website. File will show year joined when available, associate, student, or signature status, address, phone number(s), e-mail address, and art-related website address.
2. Shall send welcome letters or emails to all new members.
3. Shall coordinate with treasurer upon receipt of dues.
4. Shall inform publications chairman regarding new members and any changes of status of members.
5. Shall retain all receipts and present to treasurer for reimbursement.

**D. 3<sup>RD</sup> VICE PRESIDENT/SHOWS & EXHIBITS**

1. Shall make arrangements for all upcoming shows and shall coordinate dates with other chairmen to avoid scheduling conflicts.
2. Shall engage a juror for the show and attempt to coordinate juror with workshop. If this is not feasible and juror is from out of town, arrangements must be made for lodging and transportation. Juror's fee must be agreed upon and secured from the treasurer.
3. Shall be responsible for maintaining judging protocol.
4. Shall collect and deposit fees and notify the treasurer of amount and type of funds received.
5. Shall supply publications chairman with information for call for entry forms with adequate time for preparation of such for inclusion in newsletter or for separate mailing.
6. Shall see that all rules of the exhibition and shows are followed and shall check with the membership chairman to be sure all members-only show entrants are members in good standing.
7. Shall not be held responsible for paintings not claimed after close of exhibition.
8. Shall complete a report for each show and balance with treasurer's accounting.
9. Shall have joint responsibility with the Publications chairman for creating a prospectus and show brochure for each show. Copies of each are to be provided to the Publications Chairman for publication.
10. Shall be responsible for creating and activating the show event details on the NVWS website.
11. Shall retain all receipts and present to treasurer for reimbursement.

**E. SECRETARY**

1. Shall take the minutes of all board meetings and general membership meetings and shall maintain an archive of all minutes taken.
2. Results of all general member voting shall be recorded by the secretary.
3. All reports except the treasurer's report disseminated to the general membership at the member meeting shall be recorded by the secretary.
4. Shall answer all correspondence that the board deems essential.
5. Shall conduct meetings the president or vice presidents are unable to attend.
6. Shall retain all receipts and present to treasurer for reimbursement.

**F. TREASURER**

1. Shall account for all monies pertaining to the society.
2. Shall be responsible for annually filing a list of new officers, non-profit filings, exemption filings, and solicitation filings including any fees to State and Federal agencies as required. Failing to file may result in loss of tax exemptions and loss of State Charter.
3. Shall disburse all monies pertaining to the society when budgeted or after approval by the board. Shall reconcile all bank accounts.
4. Shall keep accurate records for audit.
5. Shall prepare monthly treasurer's report giving copies to both the president and secretary. Report same to membership.
6. Shall prepare and make available to membership annual financial statements.
7. Shall maintain separate bank account for Western Federation dues, delegates transportation to one conference yearly, expenses for mailing entries and shipment of accepted work to Western Federation shows.
8. Shall, with the president, submit a proposed budget to the board of directors.
9. Shall keep an inventory of the assets of the society. This inventory shall indicate items and their location. Each chairperson shall be responsible for making a report of the assets in his/her care.

**G. DUTIES OF COMMITTEE CHAIRMEN**

Chairman for any committee must attend board meetings and shall be responsible for selecting sufficient committee members. Names must be forwarded to the membership chairman for records.

**A. COMMUNITY SUPPORT**

1. Shall work with ways and means to raise a minimum of \$500.00 to fund the project.
2. A complete report of the work and expenditures shall be presented at the May general meeting.
3. Shall retain all receipts and present to treasurer for reimbursement.

**B. COURTESY**

1. Shall send cards to members who are ill.
2. Upon death of a Signature member the board will determine an appropriate course of action.
3. Shall retain all receipts and present to treasurer for reimbursement.

**C. HISTORIAN**

1. Shall take photos of general meetings and shows and provide images to the Publications Chairman for inclusion in the monthly newsletter.
2. Shall provide photos as needed by the Publicity Chairman for press releases.
3. Shall retain all receipts and present to treasurer for reimbursement.

**D. HOSPITALITY**

1. Shall arrange for refreshments to be served at general meetings, show receptions and any other functions deemed necessary.
2. Shall purchase equipment as necessary with approval from the board.
3. Shall retain all receipts and present to treasurer for reimbursement.

**E. LIBRARIAN**

1. Shall keep a record of all DVD's available for rental.
2. Shall, with approval of the board, purchase DVD's as needed.
3. Shall coordinate with treasurer as to receipts (rentals) and expenses.
4. Shall retain all receipts and present to treasurer for reimbursement.

**F. PERMANENT COLLECTION**

1. This committee shall be composed of two members who shall, with the approval of the board, make decisions on purchases and framing.
2. Shall keep an inventory and value of all paintings and resumes of artists represented.
3. Shall keep a record of location of all paintings.
4. Shall make arrangements and work with board for removal and hanging of the collection.
5. Shall make arrangements for storage when collection is not showing.

**G. PUBLICATIONS**

1. Shall compose and publish an online newsletter each month September through May to all members. Newsletter must contain information regarding upcoming events, and may include announcements of interest to artists and achievements of members.
2. Shall archive newsletters and show brochures online and keep a digital back-up file of all materials off-line.
3. Shall print out and mail a paper copy of the newsletter to the remaining charter member, Betty Twers.
6. Shall retain all receipts and present to treasurer for reimbursement.
7. Shall have joint responsibility with the Shows & Exhibits chairman for creating a prospectus and show brochure for each show.

**H. PUBLICITY**

1. Shall disseminate press releases, subject to the approval of the president on workshops, meetings, shows and exhibits.
2. Shall give printed releases to the historian.
3. Shall submit press releases to all publications and media deemed necessary and relevant.
4. Shall retain all receipts and present to treasurer for reimbursement.

**I. COMMUNICATIONS**

1. Shall make telephone contact with designated members to relate information regarding events, cancellations or other pertinent data received too late to notify membership via monthly newsletter or other means.
2. Shall retain all receipts and present to treasurer for reimbursement.

**J. WAYS & MEANS**

1. Shall be responsible for fund-raising activities in support of Western Federation, NVWS show awards, community service and other activities involving fund-raising.
2. Shall be responsible for providing receipts and thank you letters for all donations made to NVWS.
3. Shall retain all receipts and present to treasurer for reimbursement.

**K. WESTERN FEDERATION OF WATERCOLOR SOCIETIES DELEGATE**

1. Shall present one program yearly to the membership on Western Federation show entries, plans, etc.
2. Shall be responsible for one fund-raising event annually.
3. Shall handle and coordinate all NVWS entries to the annual Western Federation exhibition in accordance with hosting society's rules and regulations.
4. Shall retain all receipts and present to treasurer for reimbursement.

**L. WORKSHOPS**

1. Shall make all arrangements for obtaining' artists to conduct workshops
2. Shall obtain a W-9 form from each artist for Federal Withholding Tax information
3. Shall determine dates, locations, and times of workshops.
4. Shall collect and deposit fees and notify treasurer of amount and type of funds received.
5. Shall complete a workshop report for each workshop.
6. Shall be responsible for advising Publications chairman, in writing, information regarding workshops.
7. Shall be responsible for creating and activating the workshop event details on the NVWS website.
8. Shall retain all receipts and present to treasurer for reimbursement.

**M. PAINT-OUTS**

1. Shall coordinate time and place for paint-outs and ensure information is passed to the membership in a timely manner.
2. Shall provide directions to locations and recommend supplies and equipment if required.
3. Shall retain all receipts and present to treasurer for reimbursement.