

BY-LAWS OF THE MICHIGIAN WATERCOLOR SOCIETY

Revised June 1966

Revised November 1983

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Revised September 2020

Article I. MEMBERSHIP AND DUES

Section 1. Members

- a. There are two types of membership: regular, and student. To qualify as a student member, one must attend a college or university as a full-time student. The board may by unanimous agreement of two-thirds of board members elect honorary members for particularly meritorious services to the society.
- b. A member in good standing is one who has paid dues for the current fiscal year by the deadline of October 1st. Exhibition fees do not entitle the individual to membership privileges.
- c. A member delinquent in dues for one year is to be considered a “member pending”.
- d. A “member pending” does not receive the regular newsletter and is not entitled to other membership privileges. “Member pending” will receive a reminder that the payment of dues would reinstate membership. “Member pending” would receive annual show prospectus but would need to re-new dues to pay member fee; or could pay non-member fees for entry.

Section 2. Privileges of Members in Good Standing

- a. To enter paintings in the Michigan Watercolor Society statewide exhibitions at a special fee.
- b. To receive newsletters and announcements of general meetings.
- c. To attend lectures, special workshops and demonstration meetings.
- d. To be awarded, based upon criteria outlined in Article 1, Section 4, a Signature Membership, Great Lakes Fellow Award, or Lifetime Achievement Award.

Section 3. Dues

- a. Amount of dues will be established by two-thirds majority vote of the board.
- b. Dues should meet the running costs of the general meeting and cover operational expenses:
 1. Lectures
 2. Program expenses
 3. Correspondence and mailings
 4. Printing of notices and newsletters
 5. Miscellaneous

6.

Section 4. Signature Member, Great Lakes Fellow, and Lifetime Achievement Award Criteria

- a. A Michigan Watercolor Society member will achieve Signature Status when the following occurs:
 1. Must be a member in good standing with paid membership
 2. Must be juried into annual juried exhibition as a member four (4) times within ten (10) years
 3. May sign “MWCS” after signature going forward from award date
 4. Will be designated as a Signature Member on MWCS website
- b. A Michigan Watercolor Society member will achieve Great Lakes Fellow Status when the following occurs:
 1. Must be a Signature Member in good standing
 2. Has served a full, three-year term as a board member volunteer with the Michigan Watercolor Society
- c. The MWCS Lifetime Achievement Award recognizes artistic achievement in water-based media over many years. It especially honors contributions to the mission and goals of the Michigan Watercolor Society – to promote a stronger awareness and interest in watercolor; maintain high standards; and further education in the contemporary arts.
 1. Nominees for the Lifetime Achievement Award should be current members in good standing of the Michigan Watercolor Society.
 2. Nominations for this award may be made by a MWCS member in good standing:
 - a. Nominating member must have been a due-paying member for at least three (3) years
 - b. No self-nominations will be considered
 3. Nominations must be made in writing and submitted to the Membership Chairperson.
 4. Supporting information and additional recommendations should be included in the written nomination. At a minimum, the nomination should include:
 - a. The full name(s) of the nominee
 - b. Relevant dates; images; documents; etc.
 - c. Supporting information that indicates the nominee has made a significant contribution to the missions and goals of the Michigan Watercolor Society
 5. Nominations received by the board by the end of a given calendar year will be considered by the board and voted upon before the next full membership annual meeting. Nominees will be approved for the award with a closed ballot, two-thirds vote of the full board. Nominees that are board members will abstain from the vote.
- d. Signature Member, Great Lakes Fellow, and Lifetime Achievement Award members will be announced and honored at the annual Fall membership meeting.

Article II. DUTIES OF THE BOARD

Section 1. Attendance

- a. Absence from three consecutive board meetings shall constitute a vacancy of the position on the board.
- b. Waiver of attendance requirement may be established by unanimous vote of the board.
- c. Attendance at the annual business meeting of the board which should be held by June 30.

Section 2. Juror

- a. The board shall aid the Exhibition Chairperson in the selection of a nonmember professional juror(s) for the exhibitions.

Section 3. General Meetings

- a. The board shall serve as hosts at all general meetings

Section 4. Signature Member, Great Lakes Fellow, and Lifetime Achievement Awards

- a. The board shall confirm and award the Signature Member, Great Lakes Fellow, and Lifetime Achievement awards.

Article III. DUTIES OF THE OFFICERS

Section 1. General Reports

- a. Report or submit written report for any business or general meeting suggested by the chairperson.

Section 2. Annual Report

- a. Full written report of the duties performed, and the expenses involved therein, during the fiscal year shall be submitted to the chairperson of the board at the annual business meeting of the board.

Section 3. Duties of the Chairperson of the Society

- a. To call board meetings
- b. To correlate board activities
- c. To preside at all general and business meetings
- d. To represent this society as its spokesperson.
- e. To fill the positions on the board.
- f. To notify the board members in case of recall.
- g. To award and honor all Signature Members, Great Lakes Fellows, and Lifetime Achievement Awards
- h. To acknowledge all gifts, contributions to the Awards Fund.

Section 4. Duties of the Recording Secretary

- a. Attend all meetings
- b. Keep and file all minutes of general and board meetings.
- c. Read the minutes of the preceding meetings and proposals of the board at the general meetings.
- d. Keep copies of the constitution, by-laws, and "Robert's Rules of Order" available at all meetings.
- e. Mail or give a copy of the constitution and by-laws to the new board members,
- f. Handle correspondence of the board meeting.
- g. Assist with clerical work at the jurying of paintings for the exhibitions.
- h. Present a report of expenditures and an annual budget proposal to the treasurer.

Section 5. Duties of the Corresponding Secretary

- a. Direct all specialized mail to committee chairpersons.
- b. Keep an up-to-date file for mailing entry forms and oversee the mailings by the mailing committee.
- c. Be on hand to check paintings, labels, collect fees, keep file of entry forms and turn money over to the treasurer on the exhibition deadline.
- d. Be present at the jurying with entry forms and check paintings accepted, rejected, traveling show, prizes and merits.
- e. Keep a permanent file of the accepted entry forms.
- f. Type a list-of entries, watch for accuracy of names and titles, and turn over immediately to the exhibition chairperson for the catalog.
- g. Keep Michigan Watercolor Society file including correspondence, catalogs, publicity, etc.
- h. Notify artists of rejected paintings.
- i. Present a report of expenditures and an annual budget proposal to the Treasurer .

Section 6. Duties of the Program Chairperson

- a. To arrange for place, time and date of the general meeting
- b. To give information to the newsletter chairperson for the newsletter.
- c. To organize the individual programs.
- d. Notify the social chairperson of needs.
- e. Notify the publicity chairperson of all programs.
- f. Provide graphics chair with program information.
- g. Work with the Graphics Chairperson to prepare Signature, Great Lakes Fellow, and Lifetime Achievement awards
- h. Present a report of expenditures and an annual budget proposal to the treasurer.

Section 7. Duties of the Exhibition Chairperson

- a. Handle all arrangements with the juror(s) after the board selection.
- b. Arrange for place and dates of exhibition and juror's lecture.
- c. Arrange for time and place for juror(s)to work.
- d. Arrange for trucking if necessary.
- e. Arrange for award presentations and notify prize winners to be on hand for opening.
- f. Check slides and entry forms against submitted paintings.
- g. Installation of the exhibition.
- h. Return of shipped paintings.
- i. Present report of expenditures and an annual budget proposal to the treasurer.
- j. Notify Membership chairperson of annual show selected artists for qualification of signature status

Section 8. Duties of Traveling Exhibitions Chairperson

- a. Arrange traveling show itinerary (contact museums, galleries, colleges).
- b. Send two copies of a Letter of Agreement, the contract, to each participating institution, one signed copy to be returned. Letter of Agreement details arrangements for the following:
 1. Dates of exhibition
 2. Insurance
 3. Rental fee
 4. Packaging and transportation of artwork between showings
 5. Sale of work
 6. Number of catalogs provided
 7. Provision of inventory list of artists, paintings, addresses and phone numbers, and traveling show schedule, dates, institutions and contact persons.
- c. Send "Request for Payment" letter to participating institutions.
- d. Arrange for notification to artists of end of show, and pickup arrangements.
- e. Present a report of expenditures and an annual budget proposal to the Treasurer.

Section 9. Duties of the Treasurer

- a. Keep separate books for the General fund and the Awards fund.
- b. Handle all financial matters.
- c. Prepare annual budget and annual report.
- d. Arrange for a yearly auditing of the books, if deemed necessary by the Board.

Section 10. Duties of the Social Media / Publicity Chairperson

- a. Post notices to social media of programs, general meetings, exhibitions, members work, etc., to:
 1. Facebook
 2. Instagram
 3. Special publications as requested by Board
- b. Present a report of expenditures and an annual budget proposal to the Treasurer.

Section 11. Duties of the Awards Chairperson

- a. Be responsible for contacting possible donors to the Awards fund
- b. Seek out opportunities for new donors and special fundraising programs
- c. Act a chairperson of any special fundraising program
- d. Submit the list of donors to the graphics chairperson for the catalog.
- e. Submit the list of donors to the board chairperson for letters of "thank you".
- f. Present a report of expenditures and an annual budget proposal to the treasurer.

Section 12. Duties of the Social Chairperson

- a. Arrange receptions at the exhibition opening or act as liaison with host organization for out of town openings.
- b. Arrange for the hosts/hostesses and refreshments for the general meetings and board meetings.
- c. Arrange for the dinner to entertain the juror.
- d. Present a report of expenditures and an annual budget proposal to the treasurer.

Section 13. Duties of the Graphics Chairperson

- a. Design and arrange for any printed matter as needed, including but not limited to stationary, membership brochures, cards, entry forms, invitations, catalogs, posters, certificates, etc.
- b. Prepare program announcements for mailing committee.
- c. Work with the Program Chairperson to prepare Signature, Great Lakes Fellow, and Lifetime Achievement awards
- d. Present a report of expenditures and an annual budget proposal to the treasurer.

Section 14. Duties of the Membership Chairperson

- a. Handle general correspondence concerning membership
- b. Keep an up to date list of members.
- c. Send or give out membership cards.
- d. Furnish board members and mailing committee with a membership list and/or mailing labels. Each individual chairperson will be responsible for updating their list and/or disk.
- e. Keep a record of each annual show selected artist in a year-over-year format.
- f. Indicate on the record whether each selected artist is a paid member in good standing.
- g. Notify board at least two weeks prior to Annual Show of members who have newly achieved Signature Member status.
- h. Membership Chairperson will validate membership of Lifetime Achievement nominee in the Society, notify all board members of the nomination and disseminate supporting information as needed.
- i. Present a report of expenditures and an annual budget proposal to the treasurer.

Section 15. Duties of the Commemorative Artist Chairperson if needed

- a. Distribute commemorative artist posters, note paper, etc., to museums, art centers and galleries on consignment or for direct sales.
- b. Set up display table at all Michigan Watercolor Society events and supervise sales.
- c. Send promotional announcements of available posters/note paper, etc. to members, museums, art centers and appropriate periodicals.
- d. Receive requests and wall posters/note paper, etc.
- e. Keep accurate records of distribution and sales.
- f. Send checks to treasurer.
- g. Present report to chairperson and an annual budget proposal to the treasurer.

Section 16. Duties of Newsletter Chairperson

- a. Edit and produce a minimum of four newsletters per year.
- b. Cooperate with mailing committee regarding distribution of newsletter,
- c. Present a report of expenditures to the treasurer and an annual budget proposal.

Section 17. Duties of the Historian

- a. The historian shall keep copies of all records and documents, such as catalogs, posters, minutes, newsletters, announcements and newspaper articles.
- b. The historian shall keep all slides, videotapes, etc.
- c. The historian shall loan the above materials according to board-established guidelines.
- d. Track Signature Membership, Great Lakes Fellow, and Lifetime Achievement Award members
- e. Present a report of expenditures and an annual budget proposal to the treasurer.

Article IV. NOMINATING COMMITTEE

Section 1. Duties of the Nominating Committee Chairperson

- a. Select the committee members according to the constitution.
- b. Call all committee meetings.
- c. Present the board Candidates to the board and at the general meeting.
- d. Present the candidates for the chairpersonship to the board.
- e. Conduct the election of the chairperson of the Michigan Watercolor Society according to the constitution.

Article V. AWARDS FUND

Section 1. Purpose

- a. This special, separate fund is for the purpose of awarding prizes which encourage the aims of this society.
- b. A well-qualified juror is essential to meaningful prizes. The board may elect to furnish sums up to one-half the expense of the juror for the annual exhibition from the Awards Fund.

Section 2. Source

- a. Donations to this Fund.
- b. Commissions received from the sale of watercolors. IRS regulations limit nontaxable income under our 501.03 status.

Section 3. Use of this Fund

- a. This Fund should pay all its own operating expenses as:
 1. All solicitation expenses.
 2. All publicity expenses.
 3. All presentation expenses, such as award certificates.
- b. The board by majority vote may stipulate the size and the number of awards to be presented for a given exhibition.
- c. Awards of monies from this Fund should be given at the Annual Michigan Watercolor Society Exhibitions.
- d. The number and amount of awards will be determined by the board each year after careful consideration of the amount in the fund from last year's contributions, expenditures and future needs.
- e. Painting(s) receiving these awards will be selected by the juror from the actual works.

Section 4. Disposition of the Fund

- a. In the event of the dissolution of this organization at any time, the last acting board should exercise the right to disperse the Awards Fund according to the plan stated below:
An art scholarship fund in the discipline of water media will be established at one or more Michigan institutions for higher learning.

Article VI. EXHIBITIONS

Section 1. Juried Exhibition

- a. At least one juried exhibition shall be held annually for the purposes stated in the aims of the society.
- b. Any resident or former resident Michigan artist is eligible to submit water media paintings for the statewide exhibitions.
- c. At least one out of three successive annuals should be held in a suitable gallery in the geographical area of concentrated membership.

Section 2. Host Gallery responsibilities

- a. Host Gallery responsibilities and expenses may vary somewhat in relation to size and nature of facilities and should be planned in agreement with the society board of directors.
- b. These responsibilities include:
 1. One half expense for the catalog.
 2. Plans and expenses for the social reception. (The Michigan Watercolor Society social chairperson acts as liaison with the host gallery.)
 3. Responsible for hanging the exhibition prior to the opening date.
 4. Transportation of juried paintings before and after the exhibition (to and from point of jurying).

Section 3. Exhibition Fees

Exhibition fees decided upon by the board should cover the cost of the exhibition.

Article VII. FISCAL YEAR

The fiscal year of this society shall be from October 1st to September 30th.

Article VIII. GENERAL FUND

Section 1. Purpose

- a. To provide operational funds for the organization

Section 2. Source

- a. Membership dues
- b. Exhibition entry fees
- c. Donations

Section 3. Use of this Fund

- a. Operational expenses such as promotion, communication, postage, speakers' honoraria, juror fees.

Section 4. Disposition of this fund

- a. In the event of the dissolution of this organization at any time, the last acting board should exercise the right to disperse the General Fund according to the plan stated below:

An art scholarship fund in the discipline of water media will be established at one or more Michigan institutions for higher learning.

Article IX. AMENDMENTS

Section 1. The by-laws may be amended at any board meeting.

- a. All board members must be notified that an amendment will be introduced at a subsequent board meeting.
- b. A proposed amendment requires approval by two thirds of all board members for passage.