



# Greater Cincinnati Watercolor Society By-Laws

## 1. Society Activities

### a. Educational Activities.

- i. At its monthly member meetings, GCWS stages live demonstrations conducted in person and/or via Zoom by notable watercolor artists.
- ii. The GCWS hosts multi-day in-person art workshops by award-winning artists for which members may sign up at discount rates.
- iii. The GCWS organizes outings to art museums and special Art Exhibits.
- iv. Announcement of these and all events are made to the membership on the GCWS blog spot and by email.

### b. Member Painting Sessions. Open painting sessions for all members are scheduled following certain monthly meetings.

### c. Member-Only Exhibits. Member-only exhibits of artwork are scheduled at the discretion of the Leadership Team. These exhibits are used to promote watercolor and other water media as art forms.

- i. Publicity will be developed to promote these exhibits.
- ii. Dues must be current to be eligible to enter an exhibit.
- iii. The maximum number of paintings each artist member may enter into a show shall be determined by the Leadership Team and shall be subject to space availability.
- iv. Any submitted artwork must be the original work of the artist and based on original source material.
- v. An artwork may not be exhibited in more than one GCWS exhibit.
- vi. An artist who has won a 1st, 2nd or 3rd place award may enter future exhibits but may not receive the same award two years in a row.

### d. Young Artist Award.

- i. GCWS seeks to encourage promising young artists by providing a monetary award each year.

## 2. Membership.

- a. Membership in the GCWS is open to anyone interested in watercolor and water media, whether one is an artist or an art lover / collector / patron.
- b. Artists living in the greater Cincinnati region are encouraged to join so they can attend monthly member meetings in person. However, attendance of meetings is also possible via Zoom and opens membership potential to a wider geographical area.
- c. A Membership Directory will be maintained for communication to the membership only and is not to be sold or given to others without written permission authorized by the Leadership Team. Any changes to a member's address information should be passed on to the Membership Chair.



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## **3. General Meetings**

- a. Monthly meetings are held on the first Wednesday of each month unless otherwise listed. The meetings begin at 10:00 a.m. with a short business segment, followed by an artist demonstration or other program.
- b. There may also be a voluntary critique period. Critiques are limited to two paintings per artist.

## **4. Leadership Team Meetings**

- a. The Leadership Team shall be composed of the elected officers.
- b. The Leadership Team shall meet as needed and at least quarterly with the agenda set by the President and the officers.
- c. The purpose of these meetings includes but is not limited to reviewing and approving the budget, setting the programs for the future, discussing special events such as exhibits and workshops and to set the parameters for the functioning of the organization.
- d. Members of the GCWS may occasionally be invited to the Leadership Team meetings with proposals for events or changes in the organization. All such proposals shall be presented in advance to the President to be placed on the agenda.

## **5. Duties of the Elected Officers**

### **a. The President**

- i. Convene the monthly meetings and develop the agenda for the business portion of the monthly meeting.
- ii. Draft and send copies of the agenda of all Leadership Team meetings and solicit input to the agenda from team members prior to the meeting.
- iii. Convene and facilitate the Leadership Team meetings
- iv. Support all Leadership Team members in the completion of their responsibilities.
- v. Make the decision to cancel meetings due to inclement weather or other issues.
- vi. Secure chairpersons for the ad hoc committees.
- vii. Coordinate with the Nominating Committee the selection of new officers annually for the November election.

### **b. The Treasurer**

- i. Collect and deposit membership dues
- ii. Keep financial records in an orderly manner and maintain a checking account.

- iii. Provide financial reporting on a monthly and annual basis, including a statement of income and expenses, statement of financial position, and membership count based on dues received.
- iv. Develop an annual projected budget and present the budget to the Leadership Team in February.
- v. Arrange for rental of facilities and pay rent for same.
- vi. Pay bills submitted by members, as authorized by Officers. Proposed expenditures by members are to be submitted to the appropriate committee chair who will then propose the expense to the Leadership Team.
- vii. Coordinate with the Membership Chair any new or changed member information received.
- viii. Issue membership renewal notices at the beginning of the year and reminder notices as needed.

**c. The Secretary**

- i. Take minutes at monthly member meetings of all proceedings and submit these minutes to the Blog Manager for posting.
- ii. Write a summary of results of Leadership Team meetings and distribute same to Leadership Team members.

**d. The Programs Chair**

- i. Determine and schedule program content and format with presenter for monthly membership meetings.
- ii. Notify President and/or Leadership Team of specifics of each upcoming presentation.
- iii. Determine the audio/visual requirements for presentations within the limitations of the GCWS.
- iv. Request a biography and art images from the presenter to be used for notices and introductions.
- v. Contact presenter to verify that all is in order prior to the meeting.
- vi. Work with Facilities Chair to set up equipment as needed by the presenter prior to each meeting.
- vii. At the meeting, make sure the presenter is greeted properly and assisted with set-up.
- viii. Formally introduce the presenter to the group and facilitate any discussion with the presenter, as needed.
- ix. Assist the presenter with critique sessions, as needed.
- x. Close the presentation with appreciation for presenter and program.
- xi. Contact Treasurer with details needed for payments to the presenter to ensure they are paid on timely basis.
- xii. Send thank you letter following presentation.

**e. Membership Chair**

- i. Work closely with the Treasurer to coordinate new member information.
- ii. Compile a membership data directory yearly after the annual membership renewal and make the directory available to all members.
- iii. Send a directory and a copy of the GCWS By-Laws to new members
- iv. Prepare name tags for members for meetings and have name tags available for guests.
- v. Welcome members and guests as they come to the meeting and ask guests to fill out an information form with address, etc.
- vi. Introduce new members and guests during the business meeting.
- vii. Ascertain that non-member guests attend no more than two (2) meetings without becoming paid members.

**f. The Facilities Chair**

- i. Act as liaison between ArtsConnect and the GCWS regarding the monthly meeting space requirements.
- ii. Be prepared to answer questions regarding the use of the ArtsConnect building, the whereabouts of equipment and supplies, and other matters pertaining to the facility.

**6. Duties of Ad Hoc Committees and Chair Descriptions**

**a. The Annual Members-Only Art Show Chair**

- i. Oversee a committee of volunteer members to do everything necessary to create the Annual Art Show.
  1. Arrange a facility for the show and work with the facility staff
  2. Select a judge for the show and coordinate his or her duties
  3. Create entry forms and collect entry information
  4. Create marketing brochures
  5. Supervise drop-off and pick-up of Artwork
  6. Curate the show and hang artwork with artwork labels
  7. Plan and execute details of the Opening Reception
  8. Coordinate all volunteer activities, from sitting the show to receiving artwork at the show, etc.

**b. The Website Manager**

- i. Make updates to the GCWS website, [www.greatercincinnatiwatercolorsociety.org](http://www.greatercincinnatiwatercolorsociety.org), to keep it fresh and relevant.
- ii. Provide notices of upcoming calendar events such as artist demonstrations, the Annual Show, and workshops in which members may be interested in attending.
- iii. Post on the website blog of events that occurred.



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iv. All posts are made on the GCWS website,

**c. The Hospitality Chair**

- i. Oversee a committee that greets members at monthly meetings and provides refreshments.
- ii. Work with Membership Chair to prepare member name tags for meetings and shows.
- iii. Make brochures available to members at monthly meeting and have them available at all shows.

**d. The Young Artist Award Committee Chair**

- i. Determine the recipient of a Young Artist Award.
- ii. The dollar amount of the Award is determined by the Leadership Team.
- iii. Send out forms to targeted high schools (teachers, principals, administrators) requesting information on possible Young Artist Award candidates. Check back with teachers at least a few weeks before the deadline to inquire about interest.
- iv. Review portfolios and interview possible recipients. Decide how to view and judge the artwork. The award is usually given to an art student who has been accepted into an art school of higher learning.
- v. Announce the winner of the Young Artist Award the Annual Art Show and set aside a display place at the show for his or her artwork.
- vi. Post the winner's photo and artwork on the GCWS blog.

**e. The Publicity Chair**

- i. Promote the mission and activities of the GCWS with the primary goal of recruiting new members, improving attendance at meetings and participation in workshops and the annual show.
- ii. Make updates to the GCWS website as needed.
- iii. Make social media posts on a regular basis.
- iv. Design and print marketing brochures to be handed out at shows.
- v. Update membership of upcoming events, member activities, and awards won.

**f. Special Events Projects Chairs**

- i. Supervise special events, such as multi-day art workshops, as determined by the Leadership Team.

**g. The Nominating Committee**

- i. Select a new slate of members to run for officer positions annually at the November election.

**7. Leadership Selection Process**

- a. The Leadership Team will select a Nominating Committee to develop a slate of officers to be voted on by the membership.



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## **b. Officers**

- i. Officers will serve a 2-year term.
- ii. Positions will be elected each year as necessary.
- iii. The election will be in November with the officers taking their position the following January.

## **c. Ad Hoc Positions**

- i. Ad hoc members will be selected through invitation to volunteer.
- ii. If there are no volunteers, the project for which the leadership is needed will be withdrawn.
- iii. Ad hoc members may be invited to attend a portion of a Leadership Team meeting relating to their project, from time to time, as necessary.

## **8. Finances**

### **a. Membership Dues**

- i. The yearly dues are \$50.00.
- ii. Half-year dues for new members (September to March) are \$25.00.
- iii. Checks shall be made out to **GCWS** or **Greater Cincinnati Watercolor Society**.
- iv. Member dues must be paid in full to participate in any meeting or any show.
- v. Potential members may attend up to two meetings before joining.

### **b. Annual Budget**

- i. Each officer shall provide the Treasurer with her/his anticipated budget expenses for the year by mid-January.
- ii. Additional expenses incurred due to changes in Leadership Team may be presented following election of new officers.
- iii. The Treasurer shall develop an annual projected budget and present the budget to the Leadership Team in February for their consideration and vote of approval.

## **9. Amendments.**

- i. These By-Laws may be amended at any time by a majority of the Leadership Team
- ii. The new or modified amendments shall be announced to members only at a regular monthly meeting.