

SVWS BYLAWS (updated Oct. 2022)

TITLE: The title of this organization shall be “**The Shenandoah Valley Watercolor Society**”, hereafter referred to as **SVWS**.

PURPOSES:

- To foster the advancement and study of the art of watermedia
- To promote the highest levels of excellence in the use of watermedia
- To provide an exchange of information between artists
- To promote artists and provide opportunities for artists to market their work
- To inform and educate the general public about watermedia

DISSOLUTION: Upon termination or dissolution of SVWS, any assets lawfully available for distribution shall be distributed to one or more organizations which have a charitable purpose which is similar to that of SVWS. The organization(s) receiving these assets shall be selected by the discretion of the majority of the Executive Board of SVWS.

MEMBERSHIP- General:

- Open to anyone who is interested in watermedia
- Member must pay annual dues
- May participate in all SVWS social functions
- May enter their work in the Annual Members’ Show, per exhibit guidelines which are to be distributed prior to the show.
- Change of address is the responsibility of the member to notify SVWS of any change in address

SIGNATURE MEMBERSHIP: Available to members in good standing who have successfully participated in the standards process, (see “Becoming a Signature Member” and “Critique Documentation”). Signature Members can exhibit their work in all SVWS - associated venues and functions.

EXECUTIVE BOARD: The Executive Board (aka the Board), shall consist of the Chair (and Co-Chair), Past Chair, Treasurer, and Communications Director. In the event that an officer cannot fulfill his/her term of office, the Board shall appoint another member to complete the term.

DUTIES of OFFICERS:

- **CHAIR:** The duties of the Chair shall be to:
 1. Preside at all meetings
 2. Sign checks in the absence of the Treasurer
 3. Serve as a consulting member to all committees
 4. Appoint and announce the chairpersons of all committees
 5. Appoint and announce replacements of Officers
 6. Chair may send out an email update
- **CO-CHAIR:** The duties of the CO-CHAIR shall be to:
 1. Serve as the Chair in his/her absence
 2. Act as Program Chair
- **PAST CHAIR:** The duties of the immediate Past Chair shall be to provide advice and leadership to the Board regarding past practices and other matters to assist the Board.
- **COMMUNICATIONS CHAIR:** The duties of the Communications Chair shall be to:
 1. Record and maintain minutes of the proceedings of all SVWS Exec. Board and regular general meetings
 2. Appoints someone in her absence
 3. Oversee all Website and social media posts
 4. Respond to all website inquiries
 5. Maintain the SVWS Membership List and distribute list updates quarterly to membership.
- **TREASURER:** The duties of the Treasurer shall be to:
 1. Receive and reconcile bank statements
 2. Make deposits
 3. Sign checks approved by the Chair or by Committee Chairs
 4. Provide the Board with a monthly report
 5. Confirm contributions
 6. Prepare and present an updated annual budget to the Exec. Board in December
 7. Hold the Post Office Box key.
 8. Shall make the books available to be examined by someone other than the Treasurer, periodically

BOARD MEETINGS: The chair shall organize and lead Executive Board Meetings. A quorum for conducting business at any Board Meeting shall consist of not less than one-half of the members of the Board. A simple majority of the Board members present at the Board meeting may vote to approve an item on the agenda.

MINUTES: The Communications Chair shall

- Record the minutes of the Board Meetings.
- Minutes shall include the date of the meeting, a brief summary of any reports presented to the Board, actions taken, and the name of the person who prepared the minutes.

MEETINGS:

- SVWS shall meet on a regular basis at a time and place agreed upon by the Board.
- Annual meeting shall take place in December. Election of Officers shall take place at the Annual Meeting.

QUORUM: A quorum for conducting business at any general meeting shall consist of the members present at the meeting.

VOTING

- The general membership shall vote on amendments to the Bylaws, and changes in dues.
- The general membership shall be notified one month in advance of changes to the Bylaws. Those not attending will receive notification by mail.

COMMITTEES: The Chair shall appoint other committees as necessary or desirable. The Chair shall designate a chairperson for each committee and define each committee's duties. The term for each chair shall be for at least one year.

NOMINATING COMMITTEE :The Chair shall appoint a nominating committee annually with nominees' names announced at the November meeting.

BUDGET COMMITTEE: The Budget Committee shall consist of The Treasurer and the Executive Board.

AUDIT: The Executive Board shall appoint an independent person to conduct a financial audit no less than every 4 years or as needed.

OTHER ACTIVITIES: SVWS shall fulfill its purpose by scheduling other appropriate activities. Only those activities approved by the Board shall be promoted, presented or advertised as official activities of SVWS

AMENDMENTS TO THE BYLAWS

The Bylaws shall be amended in one of two ways in Section 1 and 2 below. In each case written notice of proposed amendments shall be given to the membership at the meeting **prior** to the meeting at which action is planned to be taken. A simple majority of those present at that meeting shall be necessary for adoption of amendments.

1. The Board shall propose the amendments to the Bylaws
2. Any member may propose an amendment to the Bylaws to the Board for consideration.

DUES:

- **AUTHORIZATION:** The basic establishment of dues and changes therein shall be recommended by the Board and approved by vote of the membership.
- **TIMING:**Dues shall be renewed in **January**. Non-payment of Dues after 60 days shall result in being dropped from membership roles and website.

STANDING RULES: Created by the Executive Board as needed and relate to the details of the administration of the organization. May be adopted at any Board meeting without notice and can pass upon a simple majority of Board members in attendance.

- Unless otherwise ordered by the Society or the Executive Board, regular meetings of the Society shall be the **first Saturday of each month**.
- Most meetings shall consist of an educational program and critique. Members will be notified in advance of the monthly meetings by email correspondence, newsletters and Facebook posts. Current dues shall be **\$30 due in January** until June, then July through December dues will be **prorated down to \$15 for the last six months**. **Students** may join for the year at **\$15.00**