NVWS Standing Rules – Revised 2024-2025

I. MEETINGS

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

II. 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.
3. No artwork created by Artificial Intelligence apps (AI apps) will be permitted in NVWS shows and exhibits.

III. 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. Requirements for D-rings or others accessories will be listed in the show prospectus.
7. Top of work should be indicated for proper hanging.
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. Non-refundable entry fees for members and non-members will be published in the prospectus for each show.
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.

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 chairs of the committees except nominating chair.
3. Shall be the official spokesperson 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 to submit to the Board of Directors for approval.
6. Shall be an ex officio member of all committees with the exception of the nominating committee.
7. Shall send to Secretary the board agenda 3 days prior to each meeting, requesting any additions or corrections in 2 days,
8. Conduct orientation and training for members of the Board of Directors annually.
9. If the office becomes vacant, any of the three vice presidents may become president. If more than one is interested, ascension will be in the order of 1st vice president, 2nd vice president, 3rd vice president. If none of the vice presidents are available to serve, the Board may hold a Special Election to fill the position for the remainder of the year.
10. Shall retain all receipts and present to treasurer for reimbursement.

B. 1ST 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, such as Artist Spotlight and critique artists and other related responsibilities.
3. Notify president of program at least 2 weeks prior to the member meeting.
4. Shall retain all receipts and present to treasurer for reimbursement.

C. 2ND 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 retain all receipts and present to treasurer for reimbursement.

D. 3RD 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 work with president to compile agenda, send out in advance of Board of Directors meeting, and make corrections and additions as needed
6. Shall mail get well cards to members when notified of an illness.
7. 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, bylaws 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.
4. Shall reconcile all bank accounts.
5. Shall keep accurate records for audit and contact accountants to arrange for periodic audits.
6. Shall maintain key for NVWS post office box and pick up mail at least once a month. Two keys for mailbox – one for treasurer and one for president. Post office box 27224, 1801 S. Decatur Blvd.
7. Shall prepare monthly treasurer's report giving copies to both the president and secretary. Report same to membership.
8. Shall prepare and make available to membership annual financial statements.
9. Shall, with the president, submit a proposed budget to the board of directors
10. 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.

VII. DUTIES OF COMMITTEE CHAIRS

Chairs 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 president to develop a project and secure funding if necessary.
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. PHOTOGRAPER

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

C. PARLIAMENTARIAN

1. Shall ensure that board meetings comply with Roberts Rules of Order.
2. Shall retain all receipts and present to treasurer for reimbursement.

D. 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. President shall receive a draft one week before publication for review.
3. Shall retain all receipts and present to treasurer for reimbursement.

E. PUBLICITY, SOCIAL MEDIA AND ADVERTISING

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

F. WAYS & MEANS (Inactive – for future use of Long Term Planning Committee to be formed)

1. Shall be responsible for fund-raising activities in support of 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.

G. 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.

H. EQUIPMENT MANAGER

1. Shall establish and maintain a current inventory of stored equipment and supply to treasurer. Ensure that inventory ID number are tagged on corresponding items for accurate identification and accountability.
2. Shall maintain a record of any equipment removed from storage, including the date of removal, recipient and expected date of return.
3. Shall maintain a record of any equipment disposed of by an approval motion of the board of directors, to include the date of the meeting minutes at which such motion was approved.
4. Shall assure that lock key tags are properly identified. Two keys will be maintained – one by the equipment manager and one by the president.
5. Shall take action to assure proper key transfer to a new equipment manager or president.
6. Only the equipment manager may duplicate a current or lost key. If the storage lock needs replacement, the equipment manager will coordinate the replacement with the storage facility and issue the new keys as indicated above.
7. Shall report any loss of or damage to equipment when it becomes known, and physically inspect the storage unit periodically for any damage to equipment due to weather or lack of pest control at the storage facility.
8. Shall report an updated inventory and current equipment status twice annually to the board of directors.
9. Shall serve as the organizational contact with the storage facility as needed.
10. Shall retain all receipts and present to treasurer for reimbursement.

I. WEBMASTER

1. Shall maintain and optimize all the website functionality to manage members, calendar, events, meetings, communications, etc.
2. Members and committee members should email event dates and details in advance so that they can be added to the public calendar.
3. Shall design advertising for Social Media, including news updates, past newsletters, any upcoming show prospectus, exhibit brochures, notice of monthly meetings, and Zoom meeting information, and post as needed.
4. Shall maintain Zoom access and passwords as needed.
5. Shall update website with pictures of award winners and artwork from shows.
6. Shall record meetings, email meeting reminders, and edit recordings before posting.
7. Shall update information on members in conjunction with Membership chair, update contact lists as needed for board members, past presidents, etc.
8. Shall send out email blasts as requested.
9. Shall attend board and member meetings, workshops and exhibits, setting up recording and TV equipment for projecting presentations.
10. Shall update Facebook, blog, and all web-related information with assistance from volunteers to maintain the vibrancy of our society.
11. Shall be the main contact with the webhosting service, Wild Apricot, and notify the board of any billing adjustments or budget requirements.
12. Shall retain all receipts and present to treasurer for reimbursement.

J. SCHOLARSHIPS

1. Shall work with Public Education Foundation, which screens and identifies candidates for NVWS and many other local arts organizations. We prefer candidates with the intention to major in fine art,
2. In December or January, PEF emails to verify to whom to send the top-rated applicants to consider. The current PEF contact is Delaney Vogt, email: Delaney.vogt@thepef.org.
3. In late February or March, the PEF will send a list of the 10 highest rated applicants.
4. The scholarship chairman reviews the candidates, and makes the decision to award one or more scholarships in the amount or amounts that the board of directors may approve from time to time, and make a report to the board about the selection.
5. If possible, we will invite the awardee or awardees to a meeting after the scholarships are announced.
6. Shall retain all receipts and present to treasurer for reimbursement.

K. AT-LARGE

1. The president may request help from the At-Large committee from time to time.
2. Shall retain all receipts and present to treasurer for reimbursement.

L. NOMINATING

1. In the February meeting, an announcement will be made requesting volunteers for the Nominating Committee.
2. Three or four members will split the membership list to call the local members to recruit candidates for the six officer positions. At a minimum, Nevada requires a president, secretary and treasurer. About half the members do NOT live in the Las Vegas area.
3. The nominees will be published in the April newsletter.

4. The officers will be voted on at the May general meeting, and people can nominate someone before the vote, as long as that person has agreed in advance to serve.
5. Committee chairs are not voted on by the membership – they are appointed by the president. The nominating committee will help identify candidates, if requested.

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.