

BALTIMORE WATERCOLOR SOCIETY POLICIES

Revised October 17, 2020

Document reflects the edits agreed to by the Executive Board approved at the July 9, 2020 Board Meeting plus October 2020 decision to no longer send newsletter via USPS.

BOARD OF GOVERNORS

- All Board members must have a specific job description.
- Board members will receive a Certificate of Appreciation for each three years of service; the certificate may be redeemed for any BWS-sponsored workshop within three years of the date issued; the certificate is non-transferable.
- Board of Governors dinner will be held in December.
- Directors and Officers Insurance (D&O) will be maintained to cover the liability of the volunteer Board of Governors.

PRESIDENT

- Any past president is welcome to attend board meetings with no voting privileges.
- The President must have a basic understanding of the duties and responsibilities of all the Board positions, The President need not have served in all positions but should be an experienced board member.

VICE PRESIDENT

- "The Vice-President is expected to ascend to the Presidency when the office is vacated, excepting unusual circumstances."
- The Vice President shall assist the President with other duties as assigned and shall stand in for the President as needed.

SECRETARY

- Minutes should be distributed within one week of board meetings.

TREASURER

- Each year, a \$5000 donation funds the "BWS Scholarships in Watermedia" for two students (one Fine Arts/Painting major and one an illustration major) at Maryland Institute College of Art (MICA).
- Each year, one or more public school student(s) will receive an award for their watermedia painting(s) displayed in an exhibition
- Each year a contribution will be made to underwrite the Annual Member Dinner.
- Payment Service fees will be deducted from refunds if the original payment was paid online unless the refund policy for an event specifies a different refund policy.

MEMBERSHIP

- New Signature Artist members juried into BWS must pay dues prior to being added to the BWS membership database and receive BWS benefits.
- When Associate members or non-members provide information that verifies, they were accepted into the Mid-Atlantic Regional Exhibit 3 or more times, record them as pending Signature Artist members in the database and change their status to approved members once their dues payment is received.

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- Any new member (Associate or Signature Artist) who first joins BWS in September or later will pay the normal annual dues, but because our dues cycle is from January through December, they will be grandfathered into the following year and not be billed for dues until December of the following calendar year.
- Annual dues must be paid by the end of January. At that point their membership status is changed to lapsed to prevent them from signing up for Member Only events until they pay their dues. Final reminders are sent to Signature Artist members who have not paid. Associate members are not sent a reminder since they can rejoin at any time without penalty, by paying their annual dues. If still not paid by end of March, Signature Artist and Associate members are marked Suspended in the database, which moves the person from a Member to a Contact in Wild Apricot. Their pending dues invoice is canceled to remove the balance due from their account.
- Signature Artist members with lapsed dues may pay their back dues, up to three years plus the current year, or submit paintings for Rejurying.
- Dues notifications are sent to members in December to all except those members who joined BWS during the last quarter of the year and those who have attained Life member status effective the next year. Life members are invited to provide a donation instead of paying dues.
- New Life members are sent a letter congratulating them on achieving Signature Artist Life status by December prior to the year when Life status is granted. The letter explains the criteria for achieving life status as specified in the By-Laws, and the benefit of no longer being required to pay dues. This letter is accompanied with the notice that allows them to contribute a donation to BWS in place of paying dues.
- If a Signature Artist member dues lapse and he/she is subsequently reinstated, his/her previous years as a member in good standing count toward Life Member status. The lapsed years do not count unless the member chooses to pay all back dues. For example, if a Signature Artist didn't pay dues for 5 years and pays three back years of dues plus the current year, then two unpaid lapsed years will not be counted toward Life status.

JURYING

- New Signature Artist members are juried into the Society in October and March.
- Each candidate submits four framed paintings to be juried. Alternatively, artists may submit four digital images (jpg files) but it is recommended that he/she bring the paintings in person, if possible.
- Non-BWS artists whose work is selected for exhibition in the Baltimore Watercolor Society Mid-Atlantic Regional Exhibition will be invited to submit digital images for jurying.
- Signature artist membership is available to artists who have been accepted into the Baltimore Watercolor Society Mid-Atlantic Regional Exhibition three times upon receipt of the annual dues and documentation of acceptance.
- Criteria used in the jury process include artistic merit, originality, technique, consistency in quality and overall presentation, concept, and composition.
- The Board will review each submission and vote YES or NO for acceptance with no discussion. There may be discussion and re-voting in the event of a tie or close vote. Voting results will be sent to applicants within two weeks of the Jurying event.

MID-ATLANTIC EXHIBIT

- The exhibit is open to all BWS Signature Artist members and other artists living in the Mid-Atlantic states.
- Catalogs will be mailed to all BWS members and to non-BWS artists whose paintings have been accepted for the show.
- Catalogs may also be sent to all non-BWS applicants who were not accepted, at the discretion of the BWS Board.

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- Commission on sold paintings is the gallery commission plus 10%, with a total commission not to exceed 35%. The 10% is returned to BWS.
- The fee for submission to the Mid-Atlantic exhibit is \$30 for members and \$35 for non-members.
- Since nationally recognized judges generally require contracts two or three years in advance, the Mid-Atlantic Exhibit Chair will make recommendations to the Board for judge(s) at least two years in advance of the exhibit target date.
- Following approval by the Board, an invitation to the judge(s) will be extended by the current Chair.
- Guidelines for selection/invitation of the juror include:
 - National recognition based on any or all of the following:
 - Membership in artist organizations (i.e., AWS, NWS)
 - Articles published in magazines
 - Book author
 - Workshop presenter of acclaim
 - Participation in exhibitions and gallery showing
 - Work available for purchase
 - Experience in judging exhibitions
 - Capable of conducting a workshop in conjunction with the exhibition
 - Willing to review and select all the entries and put into writing comments for the program
 - Willingness to work with the organization to promote the exhibition and make suggestions for future judges.
- Mid-Atlantic Chair may attend Mid-Atlantic workshop for free.

MID ATLANTIC AWARDS

- Most of the awards for the Mid-Atlantic exhibit are merchandise or monetary donations that range from \$50 to \$1500.
- Monetary and merchandise prizes may be combined.
- There must be at least \$50 cash in each award.
- To maintain the privacy of BWS members personal data, BWS does not provide mailing lists or email databases of our members in exchange for awards from donors. We will, however, work with vendors and award donors by distributing to our members special offers, coupon codes, demos and videos thru our newsletter and website, a free ad in the newsletter, or even a special email blast as reciprocity for an award donation.

WORKSHOPS

- Workshops may be cancelled due to inclement weather, to be determined on a case by case basis. There may be no choice if the workshop location is a school and schools are closed.
- Workshops may be cancelled if there are insufficient registrants to recoup costs.
- Participants must sign up for the full workshop and may not split the time with another person. They should make every effort to not miss time during the first two days, expecting the instructor to bring them up to date.
- Workshop Co-Chairs may attend the workshop that he/she coordinates for free.
- Workshops are open only to Associate, Signature Artist and Life members for the first two weeks after registration opens. This statement must be included in the workshop instructor's contract.
- Provided a workshop is full enough to break even, and up until three weeks before the start date, an 80% refund with no additional Payment Service fees deducted will be given for cancellation
- Provided a workshop is full enough to break even, and up until two weeks before the start date, a full refund may be given for medical reasons and an 80% refund may be given for any other reason at the discretion of the workshop chair; no additional Payment Service fee will be deducted. The person who

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chauffeurs the Workshop Instructor for major (e.g., 4 or 5 day) workshops (e.g., to/from airport, to/from workshop location and hotel) may attend that event for half price.

BWS EXHIBITS

- An administrative charge of \$10 is required of each artist submitting artwork to an exhibit.
- When the gallery takes a commission of less than 20%, BWS will add a BWS commission so the Total Exhibit Commission equals 20%. For example if the gallery takes a 10% commission, BWS can add a 10% commission bringing the total Exhibit Commission to 20%. . The artist is responsible for submitting the commission within one month of the sale.
- Monetary awards are as follows: first place-\$200, second place-\$150, third place-\$100, and three honorable mention awards of \$50 each.
- An honorarium of \$200 is given to a Signature Artist Member Only exhibit judge upon the submission of remarks relative to the awards made. As defined in our By-Laws: Life Members are a sub-category of Signature Artist Members. An honorarium of \$250 is given for exhibits where the judge selects two sets of awards: one for Signature Artists and one for Associate Members. Exhibits are open to Signature Artist members only unless otherwise stated.
- When a venue is available that is large enough to exhibit both Signature Member and Associate Member work, we will offer one exhibit per year that is open to both Signature Artist and Associate Members. The judge will select monetary awards of the same value to the Signature Artists and a second set to the Associate Members.
- Drop-off and pick-up dates are firm. Participants must find alternate methods for drop-off and pick-up if he/she cannot be available on the specified dates.
- See document entitled "Rules for Entering a BWS Members Only Show"
- Winning artists will be asked by the Exhibit Chair to provide a jpeg image of their award-winning painting for BWS publicity.
- Artists whose paintings are sold must provide the gallery with W2 forms for tax purposes, in accordance with IRS laws.

PUBLICITY

- Publicity will be sent to the press and to online sources regarding exhibitions held by the Baltimore Watercolor Society approximately 6 weeks prior to the event.
- A Guest Book will be placed at all exhibits allowing us to collect Exhibit Visitor Names and email addresses that we use for advertising our exhibitions.

WEBSITE (OR MEMBER MANAGEMENT ONLINE SERVICE WHERE NOTED)

- Website will be used to show
 - History of BWS
 - Information about how to join
 - Schedule of when next jurying will occur
 - Upcoming events (with registration via Member Management Online Service)
 - Link to latest newsletter
 - Member web links (via Member Management Online Service)
 - Contact information
 - Catalog of the Mid-Atlantic show
 - List of members with contact information (via Member Management Online Service)
 - Winning paintings from current BWS exhibits, when images are available
- The newsletter will be added by the first of each month

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NEWSLETTER

- Newsletters are distributed electronically, September through June. An optional July/August edition may be published during the summer.
- Information intended for inclusion in the newsletter must be received in written form as an email message, Word or PDF file by the editor by the 15th day of the month preceding the month of publication.
- The Newsletter Editor will send a reminder to the Board a week before content is due. Board members are responsible for writing up and sending the Editor content for their departments.
- Members select via their annual Member Survey, whether they want the newsletter via USPS or an email notification with a link to the color copy of the newsletter on the BWS website. If a Member Survey is not provided by the member, the default is to email the newsletter if an email address is known.
- A color version of the BWS newsletter is published on the BWS website by the first day of the month.
- Display ads will be accepted from BWS members at the following rates: quarter page-\$50, business card-\$25. Priority will be given to ads benefiting the BWS member who is placing the ad. However, other commercial entities may purchase ads, if focusing on art-related content of potential interest to BWS members, as space allows. The Editor may decline ads for space or content, and ads may be edited for length/space, clarity, grammar, spelling, or layout.
- BWS members may submit a 45-word announcement of their awards, exhibits, classes or workshops free of charge. An image may be submitted with the announcement, to be included as space allows, at the discretion of the Newsletter Editor. Announcements may be edited for length, clarity, grammar, or spelling.
- Calls for entries for exhibits outside BWS that permit the entry of watercolors will be included in the newsletter as space allows, with preference given first to those hosted by water media organizations or with a water media focus.
- Information about watermedia workshops hosted by nonprofit organizations within the Mid-Atlantic region, not conflicting with the dates of BWS events, will be included as space allows.
- Workshops outside the Mid-Atlantic region, hosted by for-profit entities, or not focused specifically on water media will not be included as regular newsletter content, but are eligible for paid advertising space.

ARCHIVES

- Retain a collection of documents related to the history and functions of the organization, including but not limited to newsletters, exhibition information, both BWS Member Exhibits and Mid-Atlantic Regional Exhibition with registrations and award winners, catalogs and publications, publicity, photography, meeting minutes, and financial Report, and lists of officers.

HOSPITALITY

- The Hospitality Chair who coordinates the food for an event may attend that event for half price. If both co-chairs attend, they split the half-price amount.

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PROGRAMS

- Refunds are given only to people who notify BWS at least one week before a BWS sponsored trip or program. Later refunds are given only if there is a substitute participant.
- A 75% refund with no additional Payment Service fees deducted, will be given for cancellation with one week's notice.
- Cancellations due to inclement weather will be determined on a case by case basis.
- Program Co-Chairs may attend programs that he/she coordinates for free.
- Programs are defined as half-day or one-day events.

SOCIAL MEDIA

- Publication of BWS events and programs, member announcements, Awards, member paintings, etc. on Facebook
- Similar content will be shared on other Social Media platforms, if BWS chooses to expand beyond Facebook.