

BY LAWS  
CITRUS WATERCOLOR SOCIETY, INC.

ARTICLE I

SECTION 101: NAME

The name of this Society shall be: Citrus Watercolor Society, Inc.

SECTION 102: PURPOSE

A) The purpose of this organization shall be to foster the advancement of watercolor painting; to inform and educate the general public through exhibitions, lectures and painting demonstrations.

Definition - Watercolor painting is defined as painting in water-soluble media on all surfaces created for water media, for instance, paper, clay coated surfaces (Clayboard, Aquaboard), synthetic surfaces, (Yupo, Tiger Rag), illustration board, paper mounted board and flat watercolor canvas.

ARTICLE II

SECTION 201: MEMBERSHIP

There shall be four categories of members: Charter, Regular and Honorary, Lifetime.

SECTION 202: CHARTER MEMBERS (FOUNDING MEMBERS)

Founding members shall be Lifetime members with all rights of the Society, including voting and holding office.

SECTION 203: REGULAR MEMBERS

May join by completing an application and paying annual dues. They will be encouraged to show work in watercolor medium, but not mandatory for membership. They shall be vested with all rights of the Society, including voting and holding office.

SECTION 204: HONORARY MEMBERS

This membership may be conferred on individuals whom the Society wishes to honor for extraordinary merit or achievement. They shall not pay dues. They shall have no rights, title, or interest in the Society.

SECTION 205: LIFETIME MEMBERS

These members shall be designated by the Board of Directors. They shall not pay dues. They shall be vested with all rights of the Society, including voting and holding office.

## ARTICLE III

### SECTION 301: DUES

Annual dues shall be established by the Executive Committee and payable by the end of May. Dues may be raised by not more than 15% at the discretion of the Executive Committee and without approval of the membership. A Dues increase in excess of this amount shall be voted on by the general membership.

Only members in good standing (paid current on dues) may vote or exhibit.

### SECTION 302: Membership Year

CWS membership year shall be June 1st through May 31st.

## ARTICLE IV

### OFFICERS, EXECUTIVE COMMITTEE AND THEIR DUTIES

#### SECTION 401: OFFICERS

The officers of the Society shall be: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Recording Secretary, Corresponding Secretary and Treasurer. All officers are elected annually for one (1) year and cannot serve more than two (2) consecutive years. The treasurer, at the discretion of the executive committee, may be retained to serve in the best interest of the Society.

#### SECTION 402: PRESIDENT

The President shall preside at all meetings. President shall, with the 1<sup>st</sup> Vice President, sign all written contracts and obligations for the Society. President shall be Ex-Officio member of all committees with the exception of the Nominating Committee. The President, with the 1<sup>st</sup> the Vice President, in the absence or incapacity of the Treasurer, shall sign all checks. President automatically becomes the immediate past president and a member of the executive committee for one year upon retirement.

#### SECTION 403: 1<sup>ST</sup> VICE PRESIDENT

The 1<sup>st</sup> Vice President, in the absence of the President, shall perform the duties of the President. 1<sup>st</sup> Vice President shall, with the President, sign all written contracts and obligations of the Society. 1<sup>st</sup> Vice President shall be the chairman of the program committee, to work out the details of the painting demonstrations, workshops, and other related activities. The 1<sup>st</sup> Vice-President shall appoint a co-chair of the program committee.

#### SECTION 404: 2<sup>ND</sup> VICE PRESIDENT

The 2<sup>nd</sup> Vice President in the absence of the President and the 1<sup>st</sup> Vice President shall perform the duties of the President. 2<sup>nd</sup> Vice President shall be chairman of the membership committee, keeping a roster of all members, distribute and receive membership applications. The 2<sup>nd</sup> Vice-President shall appoint a co-chair of the membership committee.

#### SECTION 405: RECORDING SECRETARY

The Recording Secretary shall keep a directory of all the members on hand, and a faithful record of the proceedings.

#### SECTION 406: CORRESPONDING SECRETARY

The Corresponding Secretary shall conduct the official correspondence of the Society and act as Sunshine Chairperson for the membership.

#### SECTION 407: TREASURER

The Treasurer shall receive all monies due the Society, pay all financial commitments of the Society or pay reimbursements, keep a correct accounting of the same in books, and present a report at all meetings. The Treasurer has the authority to issue a check without prior authorization from either the President or the First Vice President. Checks in excess of \$1000 require the approval of the Board of Directors.

#### SECTION 408: EXECUTIVE COMMITTEE

- A) The Executive Committee shall consist of all elected officers, the Immediate Past President and two (2) appointed representatives from the general membership: Membership Liaison and Facilities Coordinator
- B) The Executive Committee shall manage the affairs of the Society, subject to the provisions of the by-laws.

### ARTICLE V COMMITTEES

#### SECTION 501: PROGRAMS AND COMMITTEES

The Executive Committee shall appoint chairmen for all shows, workshops and painting groups.

#### SECTION 502: NOMINATING COMMITTEE

This committee shall consist of three (3) members not holding office. It shall consist of regular and charter members appointed by the Executive Committee. They shall nominate the officers and replacements for the retiring members of the Executive Committee. They shall submit at least one (1) name for each office. Additional nominations may be made from the floor. Secret ballot may be used unless there is only one (1) nomination for each position.

#### SECTION 503: AUDITING COMMITTEE

This committee shall consist of two (2) voting members not holding office. Audit shall be held at the end of the fiscal year. The CWS fiscal year shall be June 1st through May 31st.

### ARTICLE VI SHOWS AND EXHIBITS

#### SECTION 601: SHOWS AND EXHIBITS

Shows and Exhibits may be held at the discretion of the Executive Committee. Only members in good standing (paid current on dues) will be allowed to exhibit at shows or exhibitions.

#### SECTION 602: JURY OF SELECTION

In the event of a juried show, jury and judge shall not be a member of the Society. Only members in good standing (paid current on dues) will be allowed to enter paintings for judging.

#### SECTION 603: FEES

Fees for any show or exhibit shall be set by the Executive Committee.

## ARTICLE VII MEETINGS

### SECTION 701: EXECUTIVE COMMITTEE

There shall be a minimum of four (4) meetings annually of the Executive Committee; the time and date to be determined by the Executive Committee. The annual meeting shall be in April.

### SECTION 702: GENERAL MEMBERSHIP

There shall be a minimum of three (3) meetings annually of the voting and general membership.

### SECTION 703: ELECTION

The election of officers and representatives shall be held in the month of April.

### SECTION 704: QUORUM

A quorum at any regular or special meeting shall consist of a majority of voting members in good standing. A quorum for the Executive Committee shall consist of a majority of its members present.

## ARTICLE VIII ORDER OF BUSINESS

### SECTION 801: AGENDA

- A) Recording of members present
- B) Reading and adopting of minutes of previous meeting.
- C) President's report.
- D) Treasurer's report
- E) Committee reports
- F) Unfinished business
- G) New business
- H) Audit report (annual)
- I) Appointment of nominating committee (annual)
- J) Nominating committee report (annual)
- K) Election of officers (annual)
- L) Adjournment

### SECTION 802:

Anything not provided for in these by-laws shall be decided according to Parliamentary Law, Robert's Rule of Order Revised, and voted on by the membership.

### SECTION 803:

A proposed amendment to the by-laws must be signed by five (5) regular or charter members and presented in writing to the Secretary at least thirty (30) days prior to a regular or special meeting at which action is to be taken on such amendments. A copy of the amendment shall be available to the membership at least one (1) month prior to voting. A majority vote of those present is necessary for adoption.

## ARTICLE IX PRIVACY GUIDELINES

Governments, medical institutions, financial organizations, company human resources departments, and many others, have rules of privacy protecting an individual's personal data. In the age of rapid exchange of information provided by computers, it is easy to unwittingly post information considered personal and confidential regarding an individual.

### SECTION 901:

Privacy issues relate to press releases, newspaper columns, website commentaries, memoranda, and other communications to membership and the public. Relative to these links, privacy guidelines are in force regarding Citrus Watercolor Society communications to our members and the public. Those individuals initiating the communication must always be aware of their responsibility to observe common courtesy on the release of one's personal information, avoid expanding on unknown facts, and utilize only published records, or personal information approved by the featured individual(s). The communicator must make every effort to substantiate facts and consult with the individual about their wishes regarding the release of personal or confidential information.

### SECTION 902:

Citrus Watercolor Society does not sell or share membership information. This information is confidential and may NOT be disseminated beyond the Citrus Watercolor Society or used for commercial purposes or financial gain.

*Approved and adopted by membership April 14, 2023  
Submitted by Deborah Newman, Recording Secretary*