

# POLICIES AND PROCEDURES

August 2019

## CALIFORNIA WATERCOLOR ASSOCIATION

Post Office Box 4631, Walnut Creek, CA 94596

Web Site: <http://www.californiawatercolor.org>

Email: [information@californiawatercolor.org](mailto:information@californiawatercolor.org)

## PURPOSE & PHILOSOPHY

The California Watercolor Association (CWA) was founded in 1967 and incorporated in 1975 as a nonprofit charitable 501(c)(3) corporation engaged in the promotion of watermedia painting. The California Watercolor Association is one of the largest regional watermedia organizations in California. CWA exists to create, foster, and sustain interest in; to sponsor educational programs, displays and exhibitions; to increase the skills of its members; and to further the understanding and appreciation of watermedia work on the part of its members and the general public.

## DATES OF MEETINGS

General meetings are held on the third Wednesday of each month (except for June and December) for members and guests at 7:30 p.m. at the Shadelands Arts Center, 111 N. Wiget Lane (at Ygnacio Valley Road), Walnut Creek, California. Admission is free.

## BOARD OF DIRECTORS

The CWA Board of Directors is made up of the following officers.

These positions can be shared by two people:

**President:**

**Vice President / Membership:**

**Secretary:**

**Budget Director:**

**Director of National Exhibition:**

**Director of Shows:**

**Director of Workshops:**

**Director of Outreach:**

**Director of Programs:**

**Director of Communication:**

**Two Members at Large:**

## STAFF

*Membership/Data Manager* – (staff to Membership Director)

*Newsletter Editor* – (staff to Director of Communications)

*Bookkeeper* – (staff to Budget Director)

## CWA VOLUNTEER REWARDS (Service Hours Earned)

ONE POINT for each volunteer hour you work - even if you have your signature membership.

**100 hours:** \$75 credit toward cost of CWA workshop registration, limited to one per year per member. Only two members can receive this credit in any given workshop. First come, first served. Turn in your hours certificates to the registrar.

**60 hours:** With two (2) acceptances in a CWA National Exhibition, apply for Signature Membership; or upon presentation of signed service hours, one year's free membership. Turn in your certificates to

the Membership Director.

**30 hours:** One free CWA apron. Use your certificates as cash upon purchase.

**10 hours:** Register on the [Contact page](#) with the Program Director for a 20 minute critique by a CWA Signature or Master Signature member. Only two artists per general meeting. You will be notified a week before the general meeting. Up to two paintings per artist. Must bring volunteer certificate. We will subtract ten hours from your certificate. First critique starts at 6:30pm. Second critique starts at 6:50pm. One critique session per artist per year. Hand in your certificates to the Signature or Master Signature member doing the critique.

**5 hours:** Rent a display panel. See [Forms: Panel Rental](#) for more details. Use your certificates as cash upon purchase.

**5 hours:** One free catalog after the National Exhibition has ended. Use your certificates as cash upon purchase.

It is the member's responsibility to keep a record of volunteer service hours by having a "Service Hours" slip available at the time of volunteering and have it signed by the chairman of the event being worked. The forms are available on the web site at: [www.californiawatercolor.org/forms/CWAServiceHours.pdf](http://www.californiawatercolor.org/forms/CWAServiceHours.pdf). Signed originals (not copies) must be submitted by the CWA Member at the time the hours are to be redeemed. **Service hours are earned by** assisting with shows, and any other service deemed acceptable by the Board. Each time a service is performed, a "Service Hours Record" should be completed by the volunteer and signed by the person in charge of the activity, thus providing a record of service.

**The following positions earn the following hours after one year of service:**

- Board Members **earn 60 hours of service per year:**
- The Webmaster **earns 30 hours of service per year:**
- Video Library Committee Chair, and The Plein Air Chair each earn 30 hours of service per year.
- The CWA Member Show Chair **earns 10 hours per show.**

## **MEMBERSHIP**

To join CWA or renew your membership, please visit our website as noted above, or write to: CWA, Attn: Membership at the address noted above. The following are the various membership categories:

### **Associate Membership (A)**

Anyone with an interest in the arts may be an associate member of the California Watercolor Association.

### **Signature Membership (S) and Master Signature Membership (MS)**

#### **Qualifications for Signature Membership status:**

An applicant for Signature Membership must:

1. Be a member in good standing.
2. Have been accepted into either:
  - a. Three (3) CWA National Exhibitions; or
  - b. Two (2) CWA National Exhibitions and documentation of 60 (sixty) volunteer hours of service.
3. Petition the Board through the Membership Director. Applicant shall submit a letter listing participation in CWA activities, originals of Service Hour Records, and show flyers or acceptance notices as necessary. The burden of documentation rests upon the applicant. Acceptance is subject to Board Approval.
4. Signature members may use the initials CWA after their signature on watermedia work, upon the Board's approval of the petition. Use of these initials will continue only as long as the person is a member of CWA.

### **Qualifications for CWA Master Signature Membership status:**

An applicant for Master Signature status must:

1. Be a CWA Signature Member.
2. Have been a CWA member for six (6) years.
3. Petition the Board through the Membership Director with a letter providing proof of six (6) CWA National Exhibition entry acceptances. Acceptable proof of acceptances must be in the form of show flyers, acceptance notices or show catalog pages. The burden of documentation rests upon the applicant. Acceptance is subject to Board Approval.
4. Master Signature members may use the initials MCWA after their signature on watermedia work, upon the Board's approval of the petition. Use of these initials will continue only as long as the person is a member of CWA.

**Benefactor Membership(s):** Gold, Silver or Bronze membership(s) may be conferred by recommendation of a Board Member and approved by a majority vote of the Board on a person, company, corporation or business, who has provided a special contribution or other good and valuable service. Benefactor members shall not have the right to vote, make motions or suggest resolutions.

**Outstanding Achievement Member (OAM), Benefactor (B), Honorary Member (H) and Student Member (ST)** - As defined in the Bylaws and approved by the Board.

### **Membership Dues**

Paid annually on anniversary of membership.

- Associate/Signature Membership/Master Signature Membership: \$45 for one year.
- Benefactor Membership(s): Gold-\$1,000, Silver-\$500, Bronze-\$250 for one year.
- Student Membership (between 18 & 25): \$20 for one year.

There is no reduction in the normal dues amount because a member has moved from the area.

There is no reduction in the annual dues amount for two artists who live at the same address; both pay the applicable amount.

### **CWA MEMBER SHOWS**

- Any CWA member who produces work with watermedia on paper or other substrate identified in show prospectus, is eligible to enter CWA Member shows.
- Any damage is the responsibility of the artist.
- Artists must adhere to each specific show requirement as stated in the prospectus distributed before each show.
- The source material and composition of submitted work must be wholly original and not derived from any published images. No digital media, photography, prints or reproductions are acceptable.
- All work submitted to a CWA Member Show must have been completed in the past two years.
- Price of the painting must stay firm throughout the show.
- After one (1) acceptance in a CWA Member show, a painting becomes ineligible for further entry in any future CWA Member show.
- The Board or its representatives has the authority to make the final decision to remove any objectionable piece of work or any entry too hazardous to handle and the Board or its representative's decision is final.

### **CWA NATIONAL EXHIBITION**

- Any artist, 18 years or older, who produces two-dimensional work with watermedia on paper, or other substrate identified in exhibition prospectus is eligible to enter a CWA National Exhibition.
- Any damage is the responsibility of the artist.
- Artists must adhere to each specific exhibition requirement as stated in the prospectus distributed before each exhibition.
- The source material and composition of submitted work must be wholly original and not derived from any

published images. No digital media, photography, prints or reproductions are acceptable. Any photo reference material must be taken by the artist and is neither copyrighted nor published.

- All work submitted to a CWA National Exhibition must have been completed in the past two years.
- Price of the painting must stay firm throughout the exhibition.
- Paintings entered into a CWA National Exhibition cannot have been previously shown in any other CWA National Exhibition.
- The Board or its representatives has the authority to make the final decision to remove any objectionable piece of work or any entry too hazardous to handle and the Board or its representative's decision is final.

### **Framing Guidelines for CWA Show(s)/Exhibition(s)**

The following guidelines are intended to help ensure the safety of your artwork, the safety of its handler, and to maintain a high standard of presentation for a CWA Member Show or National Exhibition. Paintings must show professional quality.

1. Paintings must be framed in simple, square-cornered frames ready for hanging. All paintings on paper, Yupo or Tyvek must be protected under acrylic. No glass is permitted. Paintings must conform to image and frame size requirements (minimum image: 140 square inches, no side less than 10 inches; maximum outside frame 44x44 inches), unless otherwise limited by the show's prospectus.
2. Condition of acrylic: Clean, no deep scratches; edges completely covered by the frame; and floated art must not touch the plastic.
3. Mat(s) if used: White or off-white, clean, and neatly cut. Thin, colored liners are acceptable.
4. Backing: Foamboard, clean, neatly cut, NO CARDBOARD BACKING allowed; wood frames may have a paper backing attached to edge of frame or inside grooves of frame.
5. Frame: Simple frames, neat, sturdy, no loose corners; framed on all four sides in metal or wood; no deep scratches; and not more than three (3) inches wide. (No ornate or intricate frames permitted.)
6. Picture Wire: Strong enough for the weight of the painting; wire must be fastened securely with the ends taped; center of wire should reach 2 inches below top of frame; no other hanging method will be accepted.
7. Hangers: Flat brackets on wood or metal frames flush with the frame; no screw eyes, saw tooth hangers, or clamps.

### **CWA Member Show Costs**

If a painting is not picked up on time (accepted or not), a charge of \$5.00 will be levied for the first week and \$1.00 per day thereafter. Members may mail paintings to be received for a show. The prospectus should outline the process for mailing entries. Members are responsible for any shipping charges to and from any CWA shows. Members will also be responsible for handling charges as appropriate.

### **Painting Commissions.**

CWA charges a commissions on the sale of member or nonmember artwork during a show:

- A minimum of a **25% commission** will be charged on the sale of artwork, 15% will be designated for the "Scholarship/Outreach" Program and 10% will be designated for the "General Fund".
- Any change to the 25% base commission is subject to Board approval one month prior to distribution of a show or exhibition prospectus.

### **Promotional Show**

A non-juried exhibition used to promote CWA. Signature members may be called to participate through a

method of rotation or lottery.

### **Student Shows**

CWA may hold juried student shows on occasion that encompass artwork from various schools in the greater Bay Area. Student Cash Awards will go to individual student artists.

### **Jury Procedures for CWA Shows and National Exhibition**

There will be no unofficial discussion of paintings or jurying decisions among members of the committee and the juror(s). The jury committee will not wear nametags. The jury committee shall be made up of no more than five (5) CWA member volunteers. Only the juror(s) and official members of the committee may be present during the jurying. The juror(s) will be allowed an overview of all entries before the jurying process begins so that they will have a general idea of the quality of the work submitted.

### **VIDEO/CD LIBRARY**

The CWA Video/CD Committee maintains a library of videos and CD's which may be checked out by CWA members for a one-month period. One video/CD per month may be borrowed per member. Arrangements may be made so that members outside the area who do not attend the monthly meetings may check out videos and/or CD's. Members may check out a video/CD by signing the "Check Out List" next to the title wanted and completing a rental agreement form. If the video/CD is available, it can be checked out at that time. If not, check back later to see if it has been returned. Videos/CDs must be returned at the following month's meeting or mailed back prior to the meeting or a \$5.00 late fee will be assessed. This fee must be paid before another video can be checked out. Mail videos and CDs back to CWA, at the address noted in the beginning of this document.

### **WORKSHOPS**

#### **Terms and Conditions**

Class sizes are limited; reservations are accepted in the order received.

- CWA volunteer credit of 100 points may be applied towards the fee, with a limit of two (2) students using volunteer credits per workshop.
- A \$75 non-refundable deposit per workshop by check, credit card (Visa/MasterCard) or PayPal must accompany registration form.
- Registration is available on-line and forms are available for download at the web address noted at the beginning of this document. ( [www.californiawatercolor.org/classes.php](http://www.californiawatercolor.org/classes.php) )
- Balance is due sixty days before the workshop begins.

#### **CWA Cancellation Policy**

Cancellation of a workshop six (6) weeks or more prior to the first day of the workshop is 100% refundable, less the \$75 registration fee. Cancellations with less than six (6) weeks before the start: you may find a substitute to take your place or ask the workshop committee registrar to assist you, if there is a waitlist. It is the responsibility of the person registered to make his/her own reimbursement arrangements with the substitute. The workshop committee will not be involved. Once the workshop begins, there will be no refunds for no-shows or withdrawals.

### **NEWSLETTER**

A newsletter is published monthly by and for CWA members.

### **EXPENDITURES**

Show chairpersons, board members and special board appointments are allowed to approve day to day operating expenditures up to \$100. Any expenditure over \$100 requires approval of a quorum of the board. Expense account reports are to be submitted to the bookkeeper quarterly or at the beginning of each month.

### **BYLAWS**

You are invited to view CWA's current Bylaws by visiting our website:

**UPDATES TO POLICIES AND & PROCEDURES**

Periodic updates may be made to CWA's Policy & Procedures.  
Please check our website to review

END OF POLICIES AND PROCEDURES