

# **POLICIES and PROCEDURES GUIDE**

## **of the**

# **PASTEL SOCIETY OF NEW MEXICO**

This document sets forth policies and procedures that have been adopted by the PSNM Board of Directors. Although the policies stated herein may remain relatively static, they are meant to be guidelines for the various committees and their chairs, rather than prescriptive rules.

As volunteers carry out their various functions, new procedures may evolve and develop. The Board recognizes and encourages creative adaptations that enhance the effectiveness of committee tasks and responsibilities, so this guide should be considered a living document to be updated and revised as needed.

In case of a conflict with PSNM By-Laws, the By-Laws always take precedence.

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# Board Policies and Procedures

In its authority over the affairs of PSNM, the Board has established the following policies and procedures:

## A. Membership Dues

The dues for all members are determined by the Board. As of November 2006, dues were set at \$30 for regular members, \$40 for signature members, and \$10 for student members.

## B. Membership Lists

The Board must give prior approval for the release of membership lists to any organization, business, or non-member. A membership list will be compiled and sent to PSNM members by the end of April each year via email. For Members who do not have an email address, a printed copy of the list will be mailed to them. Members may not use membership lists for other than Society-related activities. Currently, membership lists may be released, if requested, for one-time use to National Show sponsors whose awards are valued at \$250 or more.

## C. Committees

The President, with approval of the Board, appoints chairs to the two standing committees, the Evaluation Committee and the Signature Member Committee.

The President, with approval of the Board, appoints chairs to any other committees as needed. In most cases, the committee chair will recruit other members as needed. In some cases, the committee chair may serve as the total committee.

The President, with the assistance of former chairs and committee members, provides orientation to the new chairs as needed. The Board will provide a copy of the Society By-Laws and Policies and Procedures to committee chairs who do not have access to the internet.

## D. Annual Meeting

The Board conducts the Annual Meeting of the Society at the December membership meeting.

The agenda should include at least the following items:

1. The installation of officers as prescribed in the PSNM bylaws.
2. A summary report of the year's activities by the President and, if desired, other members of the Board and committee chairs.

## E. Society-Sponsored Shows

The Board receives and must approve a budget for every Society-Sponsored show. The organizer of a show will contact the Membership Chair for a current membership list in order to verify the membership status of entrants. (Also see Ad-Hoc Shows section on pages 12 & 13.)

The following conditions and rules for Society-Sponsored shows are currently in effect and should be made clear to show entrants:

1. Properly completed and signed entry forms, along with the appropriate fees, must accompany all submissions.
2. Paintings must be at least 80% pastel. Paintings that are executed in oil pastels are not eligible, unless specified otherwise in each show's prospectus.
3. Paintings must be original. Copies or reproductions, work done from another artist's work or from published material, and work done under the supervision of an instructor are not considered original work.

4. Work must be framed according to the stipulations in the prospectus. The Society reserves the right to reject work that is poorly framed, arrives damaged, or is deemed inappropriate for the location of the show.
5. All work must be for sale unless ruled otherwise by the Board.
6. Commission on all sales is due to PSNM as specified in prospectus.
7. All work must be hung for the duration of the show. If an artist fails to deliver an accepted painting for a juried show, or if an artist removes a painting prior to the close of the show, the artist will be prohibited from entering a Society-Sponsored show for the next 13 months, and will be liable for payment of applicable commission on the stated sales price.
8. A painting not retrieved within 30 days of the show's closing will be considered abandoned and will be appropriated by the Society and auctioned, the proceeds becoming part of PSNM's operating funds.
9. The Society, or its members, cannot be held responsible if a painting submitted to a Society-Sponsored show is lost or damaged. Artists should be advised to carry their own insurance.
10. All of the above that apply must be included in the show's prospectus.

## **F. Payment for Services**

Only if a service deemed essential to the well-being of the Society is beyond the expertise of a Society member, or if the service is beyond reasonable volunteer expectations, may the Board contract with any member or non-member to deliver the service for a fee. The Board may authorize the amount to be paid and the payment schedule. Also payment for a service may be made if, after a concerted effort, a suitable volunteer has not been recruited.

## **G. Transfer of Materials to Incoming Board**

The Board is responsible for transferring all pertinent records, documents, and miscellaneous items to the incoming Board. This transfer should take place at the last Board meeting of each year or at the time of installation of new Board members at the December general meeting.

The items to be transferred include, but are not limited to, the following:

1. for each incoming officer without internet access, a copy of the PSNM By-Laws and the PSNM Policies and Procedures will be provided;
2. the safe deposit box key to the new President;
3. mailbox keys to the two officers who will be picking up mail;
4. bank signature cards to the new President and Treasurer. The outgoing and incoming Presidents and Treasurers will arrange a time as early as possible in January to meet at the bank to make changes to the signature cards;
5. all current and past financial records to the new Treasurer;
6. all current and past minutes of both Membership and Board meetings to the new Secretary;
7. official letterhead and envelopes, along with reordering instructions, to Secretary.

# Policies and Procedures for Standing Committees

## Evaluation Committee

As established by the By-Laws, the Evaluation Committee is a standing committee. See the By-Laws for committee requirements.

## Signature Membership Committee

As established by the By-Laws, the Signature Membership Committee is a standing committee. It establishes guidelines for Signature Membership, with approval by the Board; receives evidence of eligibility from applicants; and, upon verification, awards Signature Membership status to qualifying applicants.

### Guidelines for Signature Membership

Beginning in 2009, there will be a limit of eight consecutive years in which points for Signature Membership may be accrued.

PSNM members may achieve Signature Membership upon accumulating 12 points, as follows: **3 points** for having one or more paintings accepted into the PSNM National Exhibition, *plus* the following points for each award:

**5 points** for first place

**4 points** for second place

**3 points** for third place

**2 points** for fourth place

**1 point** for any other award, excluding the People's Choice Award.

### Responsibilities of Applicants

Artists are responsible for contacting the current Signature Membership Committee Chair when 12 points have been accrued and for documenting that they were members of PSNM at the time their painting was accepted into the show. They must send copies of the relevant National Show catalog and/or award sheet inserts or other proof of eligibility, as well as proof of PSNM membership in each of the relevant years. Artists who become eligible as a result of being accepted into the current show should send photocopies of all pertinent material to the Signature Membership Committee Chair as soon as possible.

Artists who become eligible as a result of receiving an award at the current National Show should contact and present all qualifying evidence to the committee. However, the time required for the verification process makes it unlikely that this artist will be recognized at the current awards ceremony, but rather will receive Signature Membership status at the time of verification.

### Verification of Eligibility

Upon receiving documentation, the committee verifies the applicant's eligibility. The committee will maintain a file of catalogs and award sheets for the National Shows, as well as a file of membership lists that are current at the time entries are submitted each year.

### Recognition and Presentation of Certificates

The chair, or other member of the committee, presents certificates to the new Signature Members at the National Show reception and awards presentation.

## **Announcement and Profiles of New Signature Members**

An announcement of new Signature Members is sent to the Newsletter editor for placement in the December newsletter. The Web Manager should also be notified to add the new Signature Members names to the list on the PSNM website.

New Signature Members are asked to submit profiles to the committee for inclusion in the Signature Member notebook. The committee, at its discretion, may edit the profiles for publication in the newsletter or on the website.

## **Signature Member Show**

The committee organizes a non-juried Signature Member Show each year, contingent upon the availability of an appropriate venue. To this end, the committee chair works with the Board and chairs of other Society-Sponsored Shows to explore the possibility of new sites. Funding for this show comes in part from the higher dues paid by Signature Members.

## **Signature Member Dues**

Signature Members pay higher dues for the privilege of appending "PSNM" to their signatures and to help offset the costs of the Signature Member shows.

## **Maintenance of Signature Member Status**

A Signature Member retains signature status only as long as he/she maintains membership in PSNM. Signature Members who did not pay dues for the *previous* calendar year and who have not paid the current year's dues by February 1, will be sent a personal reminder (phone call, email, letter, or postcard) by the Signature Membership Committee Chair within the first two weeks of February, including a date by which the current and past year's dues must be paid, not later than the last day of February. After that date, Signature status will be revoked.

If that person rejoins PSNM at any future time, he/she will have regular member status and will have to begin again accruing points toward Signature Membership.

## **Distinguished PSNM Pastelist**

Signature Members now have the opportunity to accrue points toward a new designation, entitled **Distinguished PSNM Pastelist**. As with the Signature designation, it is up to each artist to maintain their own records in order to prove points earned. See "Maintenance of Signature Member Status" above, as the same rules apply to retain the Distinguished PSNM Pastelist designation.

Multiple achievements in any designated area listed below, except for service points, are allowable.

A total of **18 points** are needed to attain this status, earned as follows:

- 5 points** for 1st place in our National Show
- 5 points** for being the featured artist in an article in a national art magazine (5-7 pages)
- 3 points** for inclusion in a group article in a national arts magazine
- 3 points** for artists' artwork by itself being published in a national arts magazine
- 3 points** for 2nd through 4th place in our National Show
- 3 points** for 1st through 4th place in another National Show
- 3 points** maximum for service to PSNM — **2 points** for serving as an officer or chairing our National Show or **1 point** for chairing a committee

# **Policies and Procedures for Optional Committees**

## **Communications Committee**

The Communications Committee has the responsibility for maintaining a system for communicating with members.

The Communications Chair:

1. maintains a current list of members' telephone numbers and email addresses provided by the Membership Chair.
2. notifies members of the upcoming membership meeting and any other pertinent information, including publication of each month's newsletter when it becomes available online.
3. transmits important messages to members in a timely fashion
4. maintains a list of members who have specifically requested that they not be contacted.
5. notifies the membership committee of any changes in contact information.

## **Fifty/Fifty Committee**

The Fifty/Fifty Committee has the responsibility for managing the Society's established incentive program at each of the monthly membership meetings.

The Committee:

1. arrives 15 minutes before the beginning of each membership meeting to sell tickets for \$1 each
2. brings roll of tickets, envelopes, and small bill change
3. gives the participant half the ticket and retains the other half
4. counts the money and divides it equally, placing half in each of two envelopes
5. at the end of the refreshment break and just before the program begins, invites the presenter or someone else to draw the winning ticket
6. gives one envelope to the winner, the other to the Treasurer.

## **Library Committee**

The Library Committee has the responsibility of maintaining and managing the Society's lending library of books, videotapes, DVDs, and other materials. Usually the committee consists of a chair (Society Librarian) and one member to serve as a substitute.

The Librarian:

1. establishes and maintains a recording system for the lending and returning of items in the Society's library collection.
2. brings items from the collection to the monthly membership meetings
3. conducts the process of lending and returning items before and after the meeting and during the refreshment break
4. notifies members of overdue items and solicits their return
5. evaluates new items suggested for inclusion and makes purchases as deemed appropriate
6. secures Board approval for purchase of items over \$100
7. provides Web Manager with information on new acquisitions for inclusion on the PSNM website

## **MasterWorks Committee**

Representative(s) from PSNM shall attend the monthly MasterWorks Committee meetings and shall inform PSNM of society responsibilities pertaining to the show. They will call upon additional volunteers as needed to perform the jobs our society is contributing to overall exhibition. They will work within the budget guidelines provided by the PSNM Board.

## **Membership Committee**

The Membership Committee has the responsibility of maintaining the membership database and sending this information to the Board and to those committees and members who need it, including the Communications Chair, the National Show Chair, and the Signature Membership Chair.

The Committee:

1. at any time it is requested, makes available to the Board the total number of members, as well as the number of members residing in New Mexico. The latter number is necessary to determine a quorum;
2. notifies the Newsletter Committee of members who have requested a printed copy;
3. by the end of the first quarter each year, compiles a membership list consisting of the addresses, telephone numbers, and email addresses of all current members who have given permission to be included. The membership list is saved as a pdf file and distributed via email to all PSNM members by the end of April. For Members who do not have an email address, a printed copy of the list should be printed and mailed to them.
4. makes lists of current members available to the National Show Chair for the purpose of bartering their one-time use for special awards (see "Use of Membership Lists" on page 9);
5. gives the August list of current members to the National Show Entry Director to verify membership status of entrants;
6. gives the September list of current members to the Signature Membership Committee for verifying the eligibility of applicants;
7. gives a current membership list to MasterWorks representatives and organizers of other PSNM shows;
8. maintains a file of each membership list for possible future reference;
9. keeps Communications Chair up to date on any changes to members' email addresses;
10. by January 31, notify Communications & Newsletter Chair of members who have not renewed and therefore should not receive the February newsletter.

### **Procedure for New Members**

1. Anyone may become a member of the Society by filling out an application form and paying the annual dues.
2. If a new member applies for the reduced dues of student membership, documentation is required. A copy of a current valid student ID card or the name of a contact person at the student's school is recorded for possible verification.
3. Once a new member's dues have been received, the Treasurer transmits all data to the Membership Chair to use for updating and maintaining a current list of all members, as well as a separate list of all members residing in New Mexico.
4. Membership Chair sends new members a welcome note, including a membership card for current year.
5. Membership Chair either creates a Name Tag for the new member, or assigns the task to another volunteer, and arranges to bring tags of all members to monthly meetings.

### **Procedure for Membership Renewal**

The Membership Chair:

1. places a Membership Renewal Notice and Membership Form in the October issue of the Society newsletter and a Reminder Notice in November and December newsletters. (See Newsletter)
3. sends members welcome note, including a current year's membership card.

Prior year's membership list is kept in effect until January 31, at which time members who have not renewed are removed from list. The committee may make an effort to contact former members to remind them to renew, or the Communications Committee may be asked to perform this task.

## **Use of Membership List**

Membership lists shall not be released to any other organizations, businesses, or nonmembers without prior approval of the Board. See Item B under Board Policies and Procedures (page 3) for further information.

## **National Pastel Painting Exhibition Committee**

All policies and procedures related to the PSNM annual National Show are maintained in a notebook that is passed from the current National Show Chair to the chair for the upcoming show. This notebook is updated and revised as needed by each National Show Chair with the approval of the PSNM Board. A digital version of the guidelines will also be updated and maintained.

## **Newsletter Committee**

The Newsletter Committee has the responsibility for publishing the Society newsletter each month and making it available to all members as well as to other pastel societies, interested organizations and individuals, by having it posted to the PSNM website each month.

1. The editor receives and edits submissions and produces the online newsletter.
2. Articles for inclusion in the newsletter may be submitted to the newsletter editor by any member. This may include articles from the newsletters of other art societies.
3. The newsletter editor makes printed copies available for members who have requested them. The list of these members is provided by the Membership Chair. The editor also brings one or more hard copies to the monthly membership meeting.
4. The newsletter editor produces a monthly postcard announcing the date of the next meeting, the speaker, and any other important information, and mails it to those members who don't have email.
5. Although the content of the newsletter changes from issue to issue, a typical selection of features would include:
  - a message from the President;
  - minutes of the last membership meeting, which might also include highlights of the last Board meeting, as provided by the Secretary;
  - a brief financial report provided by the Treasurer;
  - announcement of the next membership meeting program, provided by the Program Committee Chair;
  - summary/review of the program of the last membership meeting, provided by Program Review volunteer;
  - items of special interest to members, such as announcements of upcoming events, workshops;
  - list of present officers and committee chairs, with contact information;
  - instructions for submitting articles for the newsletter

## **Nominating Committee**

The Nominating Committee has the responsibility of recruiting members to run for the four elective offices. These procedures are detailed in Article V of the PSNM By-Laws.

### **Outstanding Volunteer Award**

In order to honor those who give exceptional service to PSNM, there will be spaces on the ballot to nominate up to 3 members who are believed to qualify for an Outstanding Volunteer Award. Winner(s) will be announced at the January meeting, where a certificate and check will be presented. Winner(s) will also receive one year's free PSNM membership and be entitled to be first in line for refreshments.

In addition to the duties described in the PSNM By-Laws for the Nominating Committee, the Nominating Committee will collect the ballots and those appointed to do the counting will list the Outstanding Volunteer nominees with the highest number of votes and give the information to the Board.

## **Program Committee**

The Program Committee has the responsibility of arranging the programs for each membership meeting from the April meeting of the current year through the March meeting of the following year.

The Board determines the annual budget for The Program Committee each year. A stipend, also determined by the Board, is given to the presenter at the time of the program. Program Chair has the authority to negotiate, without prior authorization of the Board, a higher fee and/or travel expenses with out-of-state presenters, as long as the annual budget is not exceeded.

The Committee:

1. may solicit suggestions for programs from PSNM members or others.
2. contacts and schedules presenters.
3. produces a calendar of projected programs for publication in the newsletter and/or on the PSNM website.
4. by the deadline for the next newsletter, places a notice about the upcoming program and presenter in the newsletter by sending information to Newsletter Editor.
5. re-contacts the presenter a few weeks before the program to verify the schedule.
6. helps the presenter unload and set up, if needed.
7. introduces the presenter at the meeting.
8. contacts the Treasurer to arrange for payment of the stipend at the meeting.
9. sends the Secretary the presenter's address so a thank-you letter from PSNM can be sent.

## **Publicity Committee**

The Publicity Committee promotes PSNM to the community by placing announcements of meetings and activities in local media, including print and internet calendars. They arrange for special advertising for PSNM events: Signature Members Show; Emerging Artist Show and Jury of Peers show.

If the Publicity Committee chair does not have graphic and computer design skills, or professional level software, they should recruit a PSNM member who qualifies to create properly formatted computer files to submit to publications. There is also a Publicity Committee for the National Show. These two committees have different responsibilities, but could benefit by working together to avoid duplication of efforts and to share current contact information for publications and online websites.

## **Refreshment Committee**

The Refreshment Committee has the responsibility for providing refreshments at the Society's monthly membership meetings.

The Committee:

1. brings the needed supplies to each meeting (utensils, papers plates, cups, napkins, etc.)
2. arrives at the meeting place early enough to set up the refreshment table before the meeting starts
3. solicits members to volunteer to bring refreshments to each meeting. Three members per meeting has proven to be sufficient so far
4. acknowledges and thanks contributors during the meeting
5. cleans up after the meeting
6. purchases supplies as needed and submits reimbursement requests to the Treasurer
7. makes arrangements for a substitute in case of an absence

## **Website Committee**

The Web Manager acts as the liaison between PSNM members, board and committee chairs, and the Web Technician. The Web Manager should have a broadband internet connection to facilitate receiving and transmitting data. The Web Technician writes computer code and handles technical aspects of maintaining the website. As per By-Laws, if a suitable volunteer is not available to be the Web Technician, one can be hired.

The Web Manager:

1. Collects properly formatted files for posting on the website, such as:
  - National Show prospectus;
  - National Show catalog;
  - Images of award winning paintings;
  - Announcements of upcoming events;
  - Links to members' individual website addresses;
  - Monthly newsletter - Either the Web Manager or Newsletter Editor can post a PDF of the newsletter directly to the website by the first of each month. If the Web Manager (or Newsletter Editor) does not have Dreamweaver, or a similar program which would allow them to post directly to the web, they would send the pdf files to the Web Technician to upload;
  - etc.
2. Transmits data to the Web Technician when changes to the website need to be made, including providing current links for gmail to current Board and Committee Chairs.
3. Keeps records of and organizes information for members' Gallery pages, which will be updated once a year in March. Transmit text and image files to the Web Technician. Confirm with the Membership Chair and Treasurer that the Gallery page holders are currently members and have paid the fee for the Gallery page as of last day of February.
4. Contact the Newsletter Editor if announcements regarding the website need to be published, such as renewal of Gallery pages, etc.

## **Workshop Committee**

The Workshop Committee organizes workshops for members and other interested persons consistent with the objectives of the Society. All arrangements are subject to approval by the Board.

The Committee:

1. arranges, negotiates, and contracts with instructors such elements as dates, times, duration, payment and/or payment schedule.
2. promotes, publicizes, and advertises the workshops.
3. organizes workshop locations, equipment setup, arrangements for the transportation and lodging of instructors, and all other necessary details.
4. attends the workshop and functions as the instructor's assistant as needed. In most cases, the workshop chair is compensated by attending the workshop free of charge.
5. submits documentation to the Board for reimbursement of costs related to the workshops.
6. manages evaluation of the workshop and instructor by the participants.

## **Ad Hoc Show Committees**

Each Ad Hoc Show Committee has the responsibility for planning, organizing, and conducting a specific Society-Sponsored Show. Show Chairs are approved by the Board. Show Chairs are advised to check for any information and materials from previous shows, which might be available as reference material. *Also see section E on page 3.*

The Chair:

1. recruits members for the show committee.
2. coordinates the activities of committee members.
3. prepares a tentative operating budget and submits it to the Board for approval.
4. maintains liaison with the Board throughout the entire show process.
5. gives a final report to the Board, including financial details when the show is finished.

The Committee (for all shows) will determine the relevancy for the following procedures, since they may not all be required for every show:

1. prepares a prospectus for approval by the Board for subsequent distribution to the members.
2. arranges for publicity and/or advertising.
3. maintains liaison with organization or person(s) providing the venue for the show.
4. arranges for the reception and awards ceremony.
5. prepares a master list of all paintings with artists' names, sizes, prices, and any other relevant information to be kept on the premises of the show.
6. verifies entrant's eligibility.
7. makes labels for paintings.
8. receives paintings, secures a record of each delivery, checks the condition of the paintings, such as wiring and framing, and confirms cost, artists' ID, etc.
9. hangs the show.
10. arranges for sale of paintings, including collection of applicable taxes.
11. uninstalls the show at its conclusion and supervises return of paintings to the artists.
12. arranges for show sitters, if necessary, and orients sitters to sales procedures.

The Committee (additional requirements for juried shows):

1. solicits contributions for cash, merchandise, and purchase awards.
2. arranges for a qualified judge or jurors, and payment(s) if required.
3. receives and catalogs entries.
4. randomizes entries, prepares score sheets, and arranges with juror(s) for delivery, rating, and return of entries.

5. oversees tabulation of scores to determine cutoff score. At least one person on this committee should be a non-entering member.
6. communicates acceptance status to all entrants.
7. oversees the judging.
8. notifies award winners.
9. purchases award ribbons.
10. if stipulated in prospectus, returns entry materials, such as slides or CDs, to entrants at an appropriate time.