

POLICIES and PROCEDURES GUIDE of the RIO GRANDE ART ASSOCIATION

This document sets forth policies and procedures that have been adopted by the RGAA 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 RGAA By-Laws, the By-Laws always take precedence.

Adopted 9-19-2015

TABLE OF Contents

- Board of Directors Policies and Procedures 3**
- A. Membership Dues 3
- B. Membership Lists 3
- C. Committees 3
- D. Annual Meeting 3
- E. Society-Sponsored Shows 3
- F. Payment for Services 4
- G. Transfer of Materials to Incoming Board 4
- Policies and Procedures for Optional Committees 4**
- Communications 4
- MasterWorks 5
- Membership 5
- Encantada! 6
- Newsletter 6
- Nominating 7
- Program 7
- Publicity 7
- Refreshment 7
- Website 8
- Workshop 8
- Ad Hoc Shows 9
- Other. 10

Board of Directors Policies and Procedures

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

A. Membership Dues

The dues for all members are determined by the Board. Current officers are exempt from dues during their term in office.

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 RGAA 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 Association-related activities. Currently, membership lists may be released, if requested, for one-time use to Encantada! show sponsors whose awards are valued at \$250 or more.

C. Committees

The President, with approval of the Board, appoints chairs to any 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 January membership meeting.

The agenda should include at least the following items:

1. The installation of officers as prescribed in the RGAA 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 receive from, and approve a budget for every Association-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.

The following conditions and rules for Association-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. Composition of painting will be spelled out in the prospectus of each show.
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 Association 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 RGAA 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 the next show of that type (e.g., Encantada or MasterWorks), 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 Association and auctioned, the proceeds becoming part of RGAA's operating funds.
9. The Association, or its members, cannot be held responsible if a painting submitted to an Association-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 Association is beyond the expertise of a 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 January 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 RGAA By-Laws and the RGAA Policies and Procedures will be provided;
2. Mailbox keys to the two officers who will be picking up mail;
3. 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;
4. All current and past financial records to the new Treasurer;
5. All current and past minutes of both Membership and Board meetings to the new Secretary;
6. Official letterhead and envelopes, along with reordering instructions, to Secretary.

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.

MasterWorks of NM Committee

Representative(s) from RGAA shall attend the monthly MasterWorks of NM Committee meetings and inform RGAA of association responsibilities pertaining to the show. They will call upon additional volunteers, as needed, to perform the jobs RGAA is contributing to the overall exhibition. They will work within the budget guidelines provided by the RGAA Board and follow the MasterWorks Guidebook of Policies and Procedures. For any workshop organized in conjunction with MasterWorks, they shall follow procedures set forth under the Workshop Committee Section of this document. They shall obtain a RGAA membership list of NM residents from Membership Chair to provide a list of members eligible to submit entries.

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 Encantada! Show Chair, and the Web Manager.

Use of Membership List

Membership lists shall not be released to any other organizations, businesses, or nonmembers without prior approval of the Board. See pg. 2

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. 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.
3. Makes lists of current members available to the Encantada! Show Chair for the purpose of bartering their one-time use for special awards (see "Use of Membership Lists" on pg. 2);
4. Gives the list of current members to the Encantada! Show Entry Director to verify membership status of entrants.
5. Gives a current membership list to MasterWorks representatives and organizers of other RGAA shows;
6. Maintains a file of each membership list for possible future reference;
7. Keeps Communications Chair and Web Manager informed of any changes to members' email addresses;
8. By February 28, notify Communications & Newsletter Chair of members who have not renewed and therefore should not receive the March newsletter or further email communications.
9. Prior year's membership list is kept in effect until February 28, 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.

Procedure for New Members

1. Anyone may become a member of the Association 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 makes available and/or 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 email addresses and web link information to Web Manager, unless arrangements have been made to have Treasurer send data and/or make it available at the same time Membership Chair is notified.
5. Membership Chair sends new members a welcome note, including a membership card for current year. *(Note & Card can be created by Newsletter Editor.)*
6. 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

1. Place a Membership Renewal Notice and Membership Form in the October issue of the Society newsletter and a Reminder Notice in November and January newsletters. *(See Newsletter)*
2. Send renewing members welcome note, including current year's membership card. *(Note & Card can be created by Newsletter Editor.)*

Encantada! Painting Exhibition Committee

All policies and procedures related to the RGAA annual Show are maintained in a notebook that is passed from the current Encantada! Show Chair to the chair for the upcoming show. This notebook is updated and revised as needed by each Encantada! Show Chair with the approval of the RGAA 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 RGAA 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 can help members who do not have email arrange with other members to have a copy printed and shared with them.
4. The newsletter editor may produce a postcard announcing date of the next meeting, the speaker, and any other important information, and mail 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 calls for entry, announcements of upcoming events, workshops;
 - list of present officers and committee chairs, with contact information;
 - instructions for submitting articles for the newsletter;
 - "Volunteer" recognition article. The Board will decide who is featured each quarter and the article/interview will be submitted by the deadline for the next issue.

Nominating Committee

The Nominating Committee has the responsibility of recruiting members to run for the four elective offices. These procedures are detailed in Article IV, Section 4 of the RGAA By-Laws.

Outstanding Volunteer Award - called the GIVE BACK Award

The Board will decide on this honoree and the award is presented at the annual MasterWorks presentation event.

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 RGAA members or others.
2. contacts and schedules presenters.
3. produces a calendar of projected programs for publication in the newsletter and/or on the RGAA 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 RGAA can be sent.

Publicity Committee

The Publicity Committee promotes RGAA to the community by placing announcements of meetings and activities in local media, including print and internet calendars. They arrange for special advertising for RGAA events: e.g. All Members Show and others shows as decided.

If the Publicity Committee chair does not have graphic and computer design skills, or professional level software, s/he should recruit an RGAA member who qualifies to create properly formatted computer files to submit to publications. There is also a Publicity Committee for Encantada!. 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 Association'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
4. sends reminder email to people bringing refreshments prior to the meeting
5. acknowledges and thanks contributors during the meeting
6. cleans up after the meeting

7. purchases supplies as needed and submits reimbursement requests to the Treasurer
8. makes arrangements for a substitute in case of an absence

Website Committee

The Web Manager acts as the liaison between RGAA 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:
 - Encantada! Show prospectus;
 - Encantada! 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.
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. Transmits text and image files to the Web Technician.
4. Contacts the Newsletter Editor if announcements regarding the website need to be published.
5. After notification from Membership Chair and/or Treasurer removes email addresses from Google Groups and MailChimp for members who have not renewed.
6. Updates Google Groups and MailChimp by adding new members as they join. (Depending on Google Group and MailChimp procedures, may need to provide a list of currently unaccepted invitations to Communications and Newsletter Chairs so those members can be "blind copied" on email notifications.)

Workshop Committee

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

These policies also apply to workshops organized for the Encantada! Show and MasterWorks of NM.

The Committee:

1. Committee chair reports to the RGAA Board all plans, preferably at a Board meeting
2. Arranges, negotiates, and contracts with instructors such elements as dates, times, duration, payment and/or payment schedule. Only Board President or Treasurer are authorized to sign the final contract.
3. Promotes, publicizes, and advertises the workshops. If paid ads are needed, discuss costs with Board in advance.
4. Organizes workshop locations, equipment setup, arrangements for the transportation and lodging of instructors, and all other necessary details.

5. 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.
6. Submits documentation to the Board for reimbursement of costs related to the workshops.
7. Manages evaluation of the workshop and instructor by the participants.

Cancellation Policy: Full refund of workshop tuition, if notification is received by 1st of month preceding workshop's start, and if spot can be filled from the waiting list. \$50 will be retained by RGAA if spot cannot be filled. If notification is received between 2nd of month preceding workshop's start, all except \$100 will be refunded, whether or not spot can be filled.

Forfeiture Policy: If deposit or balance are not received by due dates, spot will be given to the first person on the waiting list. Cancellation Policy will apply to those whose deposit was received, but who miss the balance payment deadline.

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 ***.*

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.

For All Shows: The Committee 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.

Additional Requirements For Juried Shows: The Committee;

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.

Online Payments

RGAA will accept payments for dues, entry fees, advertising, workshop tuition, etc. through PayPal. For all transactions, other than membership dues and Encantada! Show and MasterWorks of New Mexico entry fees, a 3% convenience fee must be added to amounts over \$50 being paid. For amounts under \$50, there will be no fee.

Email Etiquette

Discussions of Board business conducted via email should be addressed only to board members and evaluators. If it has been predetermined that other members directly involved need to be included, their addresses can be added in the "copy" field. Use "**Board Only**" in the subject line.