

POLICIES

Watercolor Society of Oregon

Policy I. GENERAL POLICIES

A. Organizational Policies

1. Committee budgets must be submitted to the originating and the Treasurer before approval by the Board of Directors.
2. Policies and amendments to Policies must be approved by a majority vote of the Board.
3. The President is the primary legal contact, the Treasurer is the primary financial contact, and the Vice President is the primary publicity and Juror contact.
4. All external correspondence shall be printed on WSO letterhead and must be approved by a Board Director and copied to the President.
5. All materials to be distributed to the general membership must be approved by the President.
6. The WSO shall strive to hold all meetings in handicapped-accessible facilities and as “fragrance-free” as possible.
7. Board meetings will be held four times per year: One in January, one during the Spring Convention, one in June, and one during the Fall Convention.

B. Personnel

The Board may from time to time hire services from an independent-contractor. The President shall sign contracts binding Watercolor Society of Oregon.

C. Conflict of Interest and Annual Disclosure Statement

1. **Conflict of Interest.** A conflict of interest is always present whenever the corporation pays money or other compensation, or provides any tangible benefits, to an Officer or member of the Board of Directors or to a member of a Director’s or Officer’s family. All transactions involving conflicts of interest must be approved using the procedures set forth in the WSO Re-stated Bylaws, adopted October 7, 2018.
2. **Annual Disclosure Statement.** All Officers (Executive Board), Directors, Committee Chairs and other members of the WSO Board of Directors who attend board meetings and have input into decision-making, must sign a Disclosure Statement annually, disclosing all potential conflicts of interest.
3. The Secretary shall be responsible for keeping the annual Disclosure Statements up to date, and shall keep hard copies of all Disclosure Statements in the Secretary’s files.

D. Contracts

1. The contracts which the WSO President shall review and approve before signing include, but are not limited to: Juror Contracts; Convention Facilities Contracts; Hotel Contracts; Workshop Space Contracts; Insurance Application and required documentation for renewal of Business Owners Liability Coverage; Business Owners Property Coverage and Business Owners Professional Liability Coverage.
2. The Conventions Director shall review and negotiate all Facilities-Use Contracts before recommending signature of the President. The Conventions Director or Convention Chair may sign gallery agreements for the convention exhibition.

Policy II. FINANCIAL POLICIES

A. Budget

1. Budgets shall be submitted by Committee Chairs to the Treasurer no later than September 1.
2. The Treasurer shall submit the annual budget at the October Board Meeting for Board approval.
3. The Treasurer shall present the annual budget, approved by the Board, at the October annual General Membership Meeting.
4. Changes in Committee Budgets.
 - a. Budget increases greater than \$500 must be approved by the Committee Chair and Director and reported to the Treasurer.
 - b. Budget increases greater than \$500 must be approved by the Board and reported to the Treasurer.
 - c. An emergency increase may be approved by the President and then reported to the Board.
5. The Treasurer shall oversee the collection and processing of membership dues.

B. Financial Review

1. There shall be an annual financial review by a trusted person with bookkeeping skills and knowledge, who does not do the bookkeeping for the organization or sign checks for the organization.
2. This need not be a formal audit, but must at least involve a sufficiently thorough review of the organization's financial records so that it would likely discover any misuse, embezzlement or theft of the organization's funds or assets.
3. The WSO Budget & Finance Committee shall select the person performing the annual financial assessment and shall ensure that the resulting report is presented to the entire Board of Directors.

C. Reimbursement

1. Members shall be reimbursed for reasonable expenses for pre-approved activities. Reimbursement requests must be made within thirty (30) days of the conclusion of the event. No reimbursement shall be made for expenses incurred for the prior fiscal year, with the exception that reimbursement for an expense incurred within the last 10 days of the prior fiscal year will be at the discretion of the Treasurer.
2. WSO shall provide meals at Board meetings.
3. WSO shall reimburse travel expenses for Directors, Committee Chairs and invited guests for non-convention Board meetings at the current Federal reimbursement rate for miles driven in service of charitable organizations (currently 14 cents per mile).
4. WSO shall reimburse the President, Vice President and Conventions Director for pre-convention lodging expenses.

D. Financial Responsibility for Conventions and Workshops

1. Conventions

- a. Policies regarding registration shall be published in the Watermark and in any pertinent communication.

- b. Refunds are made only if a reservation is canceled within five (5) days after the close of online registration, or in the event of serious illness, accident, or death in the family. Policies regarding registration shall be published in the Watermark and in any
- c. Refunds, less a \$5.00 processing fee, will be mailed after the convention.
- d. Entry fees
 - i. There shall be an Entrance Fee for each entrant in the amount of \$30 (for up to 2 paintings) paid to the exhibition. The payments will be made to WSO.
 - ii. WSO and the WSO 100 Club will split the entry fees as follows: \$10 to the 100 Club for the 80 accepted paintings and the balance goes to the WSO general fund.
 - iii. WSO shall make a check payable to WSO 100 Club for their portion of the entry fees.

2. Workshops

- a. Policies regarding registration shall be published in the Watermark and in any pertinent communication.
- b. Cancellations will be accepted up to two full weeks prior to the beginning of the workshop.
- c. Members MUST cancel at least 14 days before a workshop if they want a refund. If they cancel after that time, they will only receive a refund if their spot is filled with a replacement participant. In both cases, \$25 will be retained as a processing fee. Exceptions may be made in the event of serious illness, accident, or death in the family.
- d. Refunds less a \$25 processing fee will be mailed after the workshop.

E. Financial Responsibility for Membership

- 1. **Renewal Dues** are due and payable October 1 through December 31 for the following year.
 - a. Active dues - \$75
 - b. Subscriber dues - \$50
 - c. Outstanding Service Award Recipients and Lifetime Membership - no dues
- 2. **A Member's dues** must be received by December 31 to maintain Signature Status, accrued Merit Award Points, and to have her/his name and initial anniversary date published in the Membership Roster.
- 3. **The Membership Director** may use her/his discretion to recognize extenuating circumstances, such as severe illness or a death in the family, and allow a member to renew by January 31 and still maintain her/his membership privileges listed in paragraph 2. above.

F. Fund Balance

The financial reserve of the WSO should not fall below 30% of the current annual budget.

G. Investment

All WSO investments and investment policies shall be reviewed annually by the Treasurer and approved by the Board.

H. Check Writing

All checks over \$5,000.00 drawn on WSO accounts shall have two authorized signatures, or the President's written approval.

I. WSO 100 Club Yearly Contribution

The WSO yearly contribution to the 100 Club will be calculated at the end of the fiscal year based on profit from conventions and workshops, as decided by the WSO Board.

J. Logo Sales

WSO may sell logo items approved by the Board.

K. Awards

1. The contracted Juror shall choose twenty award-winning paintings for each convention exhibition. During judging, the people present and available to the Juror are limited to the President, Vice President and the Conventions Director.
2. Twenty awards shall be given at each exhibition and distributed as follows:
 - a. First (1st) place, "Best of Show Award"
 - b. Second (2nd) place, "Founders Award"
 - c. Third (3rd) through Sixth (6th) places, "Oregon Regional Awards"
 - d. Seventh (7th) through Twentieth (20th) places, "Awards of Distinction".
 - e. The Awards Director will determine how the cash awards are to be distributed within guidelines established by the Board and published in the Awards Director manual.
 - f. Places 1-6 shall be in a descending value, with #1 (Best of Show) receiving the most value.
 - g. Awards of Distinction shall be of equal value.
3. The WSO 100 Club provides cash toward awards. The WSO goal for awards for each exhibition shall be \$5,000.
4. People's Choice Award.
 - a. The People's Choice Award will be selected by attendees at the opening Artists Reception of each exhibition.
 - b. Winners will continue to have their paintings reproduced on the WSO Roster & Handbook Covers.
 - c. The value of the cash award will not exceed the value of any of the 20 Juror selected awards.

Policy III. PUBLIC RELATIONS

Publicity

1. All press releases, media releases, and publicity must be approved by the Vice President.
2. The President and Vice President must be informed of any media contacts.
3. The WSO Logo must appear on all publicity materials and public correspondence.

Policy IV. ADMINISTRATIVE SUPPORT

Records Management

1. Changes to records management including, but not limited to contracts, manuals, job descriptions, standardized organizational forms and letterhead must be reported to the Administrative Director.
2. The Handbook and Membership Roster shall be updated after dues are collected. The membership database shall be maintained throughout the year.
 - a. The Membership Roster is for member use only and shall be used for WSO business only. This includes name, address, telephone and email information.

Policy V. DONATION/SOLICITATION

Solicitation of Donations

1. The Awards Director oversees the WSO solicitation of donations and reports to the Board.
2. Any member or committee of the WSO seeking funding in the form of donations, solicitations or grants on behalf of the WSO must obtain approval from the Awards Director to determine if a conflict exists.
3. The Awards Director shall supervise timely donor recognition.
4. Applications for grants must first receive Board approval.
5. A record of the disposition of all grant and donation/solicitation requests shall be maintained by the Awards Director.

Policy VI. NOMINATION POLICIES

A. Preparation of Slates

1. The Nominating Committee (Volunteer Coordinator) prepares a single slate for the open positions of Officers and Directors to be presented to the Board at the summer Board meeting.
2. The Board-approved slate shall be published in the summer Watermark and presented at the Annual General Membership Meeting in the fall.
3. The Nominating Committee encourages self-nomination for all positions.
4. Slates prepared by the Nominating Committee shall be determined by a majority vote of the Committee.

B. Nominating Committee/Volunteer Coordinator

1. The immediate Past President presides over the Nominating Committee.
2. Any Active member may be appointed to the Nominating Committee by the Past President.
3. Nominating Committee terms are for one year. A member may serve on the committee again after three years.
4. Outstanding Service Award: The Past President and the Nominating Committee (if such committee has been appointed) oversees the nominations for the Outstanding Service Award. Nominations shall be considered "votes".
5. Active and Lifetime members in good standing and those who have not previously received the award shall be eligible to receive nominations.

6. Nominations may be requested from Active and Lifetime members by way of announcement/invitation to nominate in the Watermark, or by special email.
7. The Past President and the Nominating Committee shall tally the nominations and keep the results secret until the Fall Convention Banquet when the winner is announced.
8. In the event of a tie in nominations, the Board of Directors shall vote to break the tie.

Policy VII. PUBLICATIONS POLICIES

A. Watermark

1. The Watermark is published quarterly, February 1, May 1, August 1 and November 1 and electronically distributed to the members, donors, gallery owners, advertising sponsors and jurors.
2. The Watermark will be available to jurors one year prior to their convention and one year after the convention in which they served.
3. Articles may be edited or omitted for layout consideration at the editor's discretion. The Editor reserves the right to edit copy for grammar and spelling. Content may be edited for accuracy, consistency, style and length.
4. The deadline for submissions is published in the Watermark. Articles received after the deadline and articles that are more appropriate for a near future issue, may be held for the following publication.
5. Articles should be submitted to the editor by email.
6. Photographs should be submitted by email and should include identifying remarks and names of the people in each photo. Photos generally are not credited in the Watermark. Crediting is by specific arrangement with the editors. Printed photos become the property of WSO on submission, although they may be returned as a courtesy by arrangement.
7. Classified, text-only ads are available to members for a nominal fee as specific in the Classifieds section.
8. The President and the Conventions Director shall review the final draft electronically, within 24 hours.
9. The Editor shall notify the authors and President of articles submitted but unpublished.

B. Prospectus

1. A complete Prospectus shall be published on the WSO website and in the May and November Watermarks.
2. The President, Vice President and Conventions Director, Submissions Chair and Convention Chair(s) shall proof and approve every prospectus prior to publication.

C. Exhibition Catalog

1. An Exhibition Catalog shall be published and mailed to the membership and the donors, advertising sponsors and past Jurors.
2. Any selected painting which is subsequently rejected or removed from the exhibition for any reason, shall not be included in the Exhibition Catalog.
3. The President and Vice President shall review the final draft.

D. Electronic Document Repository (replaces Facebook for document storage and sharing)

1. Publications Director sets up and maintains a secure electronic repository for Board documents (currently Google Drive). Repository will contain Board Reports, draft and final Board minutes, master copies of key documents and other useful files. Publications Director will share instructions for accessing this repository.

E. Web Site

1. WSO shall maintain a website.
2. The website shall follow WSO policy. The Publications Council shall review the website for of information and adherence to policy.
3. Permission is implied for web publication of photo reproductions of paintings accepted in WSO exhibitions. Photos of WSO Board members and Jurors as well as participants of WSO events may be published on the website. The Web Master will remove photos if requested by those affected. Phone numbers and addresses will not be published without password security precautions. The Web Master will obtain verbal permission before publishing email addresses.

F. All Other Publications

1. All other WSO publications shall be submitted to the Publications Director and approved by the President.
2. Publications of WSO will indicate the date of publication and identity of the sender.
3. All non-budgeted printing jobs shall be approved by the Publications Director.
4. Brand Guidelines are posted and maintained on the WSO website. Board Members shall ensure that their teams are made aware of the guidelines and that relevant job descriptions refer to the guidelines.

Policy VIII. EDUCATION POLICIES

A. Workshops

1. Number of Workshops

- a. Each convention shall have a workshop offered by the Juror either before or after the convention.
- b. Workshop/convention juror shall not be an Oregon resident.
- c. Additional workshops may be approved by the Board.

2. Workshop Administration

- a. Each workshop shall have a Chair or Co-chairs.
- b. Only one person shall receive free attendance for working as the Workshop Assistant.
- c. Full accounting shall be made to the Treasurer.
- d. All WSO policies shall be followed.

3. Workshop Fees and Enrollment

- a. Workshop fees shall be determined by the Workshop Committee.
- b. Workshop enrollment shall be “first come, first served” following the initial registration announcement in the Watermark. A wait list shall be maintained once the workshop is full.

- c. Active members are given first preference for a workshop and have 45 days to register once the Communications Chair publishes the Watermark online. Subscribers and other (non WSO) artists may register for workshops after December 16 or June 16 for the Spring or Fall Workshop, respectively.
- d. Active members may still sign up for the workshops after the 45 days if space is available.
- e. All policies regarding workshop enrollment, fee payment and cancellations shall be published.
- f. Enrollment numbers are determined by the Juror and the Workshop Committee.

4. WSO Critique Group Workshop Grant

- a. WSO shall provide up to fifty percent (50%) of the costs, but not to exceed \$500 for one workshop per year to any critique group in Oregon.
- b. The Education Director can fulfill requests up to a total of \$2000 annually without Board approval.
- c. There shall be a minimum of 8 participants, and two must be WSO members.
- d. The Workshop Coordinator shall be a member of WSO.
- e. The Instructor shall be a WSO member or approved instructor outside the organization.
- f. Grant requests shall be submitted to the Education Director as listed in the Roster.
- g. If funds are collected in excess of expenses, the money will be returned to the Education Endowment Fund.
- h. The WSO 100 Club shall issue checks for the Workshop Grants totaling up to, but not more than \$2000.
- i. The Form for funding requests is found on the WSO website.

B. DVD/Video Rental Library

- 1. Active Members and in-state Subscriber members may borrow videos from the WSO Library. This is a free member benefit, and includes return postage.
- 2. Return instructions shall be included with each borrowed video.

C. Other Educational Activities

Outside activities organized in conjunction with other arts and education organizations using the WSO name or logo shall be submitted to the Vice President and approved by the Board.

POLICY IX. CONVENTIONS & ANNUAL MEETINGS

A. Number of Conventions. WSO conventions shall be held semi-annually, once in the Spring and once in the Fall.

- 1. **Spring Convention.** The Spring convention shall be held in a different location each year and will be at the discretion of the WSO Board of Directors.
- 2. **Fall Convention.** The Fall Convention will have the option of being held in Salem each year.

B. Annual Membership Meetings

1. **Annual Voting Membership Meeting.** There will be an annual meeting of the voting members held at each Fall convention. At the Annual Voting Membership Meeting, voting members will:
 - a. Hear and consider reports from the Board of Directors, Officers and Committee Chairs concerning the activities, management and budget of WSO.
 - b. Elect the members of the Board of Directors.
 - c. Vote on any other matters for which proper notice was given according to Article III. Section 13 of the Restated Bylaws, signed October 7, 2018.
2. **Annual General Membership Meeting.** There will be an Annual General Membership Meeting held at each Spring Convention, the Agenda of which will be set by the President.

C. Convention Administration

1. **Convention Policies.** The Convention Committee shall adhere to all policies set forth in the Convention Handbook and all WSO Policies, including Policies regarding publicity and fundraising. The Committee shall work under the supervision of the Conventions Director.
2. **Convention Handbook.** The Conventions Director shall update the Convention Handbook after every convention and the Board President shall be informed of any changes.
3. **Requests for Reimbursement.** The Convention Committee shall submit all convention bills to the Treasurer within thirty (30) days after the end of the convention. No reimbursement will be made without copies of the original receipts.
4. **Convention Budgets.** The Convention Committee must meet with the WSO Treasurer beginning 18 months before the convention date to discuss budgets and billing options.

D. Convention Fees

1. Admissions to events shall be a la carte (paying for each activity separately) set by the Convention Committee.
2. The fees charged for the Juror's critiques shall be the same fee charged for other events.
3. Admission for the general public to the Sunday Juror's Presentation shall be \$15.
4. Admission to the Awards Banquet shall be set by the Convention Committee based on reasonable costs at the banquet venue.

POLICY X. EXHIBITION POLICIES

A. Administrative Policies

1. A detailed Prospectus shall be included in the May and November Watermark.
2. The President, Vice President, Conventions Director, Submissions Chair and Convention Chair(s) shall proof and approve every Prospectus prior to publication.
3. Every Prospectus shall correctly reflect the current Exhibition Policies according to the most recent Board actions.

B. General Prospectus Policies

1. Exhibitions shall consist of no more than eighty (80) paintings, selected by a national juror chosen by the Board.
2. Only Lifetime and Active Members, current in their dues and residing in the State of Oregon, may submit to WSO juried exhibitions.

3. Each selected painting shall be by a different WSO Member.
4. Any painting which has been previously accepted and hung in a WSO exhibition is not admissible.
5. A maximum of two (2) images may be submitted.
6. There shall be a fee for each entrant in the amount of \$30 (for up to two paintings) paid to the exhibition. The payment will be made to WSO.
7. Images must be in jpg. format with the greatest dimension sized at 1200 pixels.
8. Images must be named as follows (example): SmithMary-GoneWithTheWind.jpg.
9. Work shall be completed within two (2) years of the submission deadline.
10. Work may be critiqued by a teacher and/or critique group, and must have been executed without step by step instruction.
11. All work must be original in its concept, composition and design, and must be the creation of the artist. Original means "Created directly and personally by a particular artist; not a copy or imitation".
12. Artwork may not be altered once the image is submitted, except for the addition of the artist's signature.
13. All paintings accepted by the juror must be made available and delivered to the Convention Exhibition. Artists who do not make an accepted painting available for the exhibition will not be allowed to enter WSO exhibitions for two (2) years.

C. Spring (only) Submission Requirements. There shall be an Experimental Water Media exhibition in the Spring.

1. Substrates. Acceptable substrates are any archival, 2 or 3-dimensional board, cradle board panel, paper or canvas, natural or synthetic, as explained further below.
 - a. 3-Dimensional Canvas
 - i. Any archival gallery wrapped, water media or regular canvas is admissible.
 - ii. All exposed edges must be finished with paint, with no staples or other hardware visible.
 - iii. A waterproof coating or protective sealant is required.
 - iv. Depth must be 2 inches or less.
 - v. Minimum area, including the frame, is 256 square inches.
 - vi. Maximum area, including the frame, is 1,200 square inches.
 - b. 3-Dimensional Cradle Board Panel
 - i. Paintings painted on paper and adhered to a cradle board panel are admissible.
 - ii. Paint applied directly to the surface of the cradle board panel is also acceptable.
 - iii. All edges must be finished with paint or varnish, with no adhesive, loose paper, staples or other hardware visible.
 - iv. A waterproof coating or protective sealant is required.
 - v. Depth must be 2 inches or less.
 - vi. Minimum area is 256 square inches.
 - vii. Maximum area is 1,200 square inches.
 - c. 2-Dimensional Substrates
 - i. Acceptable 2-dimensional substrates include, but are not limited to: Aquaboard, Clayboard, Illustration Board, Yupo paper, Tyvek paper,

Watercolor paper, Rice paper, Silk paper, Rag paper, and any treated or untreated archival board or paper.

- ii. A waterproof coating or protective sealant is optional.
- iii. Minimum area, including the frame, is 256 square inches.
- iv. Maximum area, including the frame, is 1,200 square inches.

2. Media

- a. Paintings executed in traditional watercolor on paper are acceptable.
- b. All water media are acceptable and are defined as media that can be diluted with water when applied.
- c. Media other than water media are acceptable, but are limited to no more than 20% of the painting.
- d. Collage may be used with no percentage restriction, following these guidelines:
 - i. All collage materials must be the original design of the artist, executed on an acceptable substrate and using acceptable media in the percentages described above.
 - ii. Found items such as printed text clippings, computer generated art or documents are not allowed.
- e. Water-based monotypes (one pull from a plate) are acceptable.

3. Varnish & Framing

- a. 3-Dimensional Substrates. (Canvas and Cradle Board Panel).
 - i. All 3-dimensional works must be varnished with a waterproof coating or protective sealant.
 - ii. Framing is optional. However, if you choose to frame, framing must meet WSO specifications, pursuant to Policy X.E. Framing specifications are outlined in the acceptance documents.
 - iii. If you choose to frame, plexiglass is not required.
- b. 2-Dimensional Substrates
 - i. Mat(s) are optional.
 - ii. Varnish is optional.
 - iii. A frame is required and must meet WSO specifications, pursuant to Policy X.E. Framing specifications are outlined in the acceptance documents.
 - iv. Plexiglass is optional ONLY if work is varnished.

D. Fall (only) Submission Requirements. There shall be a Watercolor exhibition in the Fall.

1. Substrates

- a. Work must be on a single piece of untreated paper (plastic “paper”, i.e., Yupo & Tyvek are not allowed)
- b. Embossing is not permitted

2. Media

- a. Open to water media that once dried can be reactivated by water.
- b. Water media shall consist of paintings that are predominantly watercolor.
- c. Acrylic, gesso, pastel, and collage are not acceptable.
- d. Charcoal and ink are not acceptable, except for varieties that once dried can be reactivated with water.

3. Varnish & Framing

- a. A frame and plexiglass are required. The frame must meet WSO specifications, pursuant to Policy X.E. Framing specifications are outlined in the acceptance document
- b. A mat is optional.
- c. Varnished work is not eligible

E. How to Prepare Your Painting for WSO Competitions. Please follow these rules carefully. All selected paintings must be presented as follows or they may be excluded from the exhibition.

1. Mats. Mats are optional. However, if used they must:
 - a. Have clean, sharp cut edges and corners.
 - b. Be single or double white or off-white mats only.
 - c. Any liner must be the same color as the outer mat (white or off-white) and must be 1/2 inch or less (no colored liners).
 - d. Have no markings of any kind, including but not limited to signatures, paint, pencil, ink and titles.
 - e. Cut mats must show the same image that was submitted on the entry form.
2. Frames
 - a. Frames must be matte black metal or matte black wood, free from scratches, dings, and ornamentation of any kind.
 - b. Minimum area of framed painting (height x width) is 256 square inches, for example 16x16.
 - c. Maximum area of framed painting (height x width) is 1200 square inches, for example 30x40.
 - d. Maximum profile/face width/ front view of frame 1 1/2 inches.
 - e. Maximum depth/ side view/ front to back/projection from wall of frame is 2 inches
 - f. Clips to hold the painting securely in place must be used, if needed.
3. Wire. A secure wire for hanging is required.
4. Plexiglass
 - a. Spring Show
 - i. If work is varnished and presented in a frame, no covering with plexiglass is needed.
 - ii. If work is not varnished, it must be framed and covered with plexiglass, clean and free from any smudges and scratches. No standard glass is permitted.
 - b. Fall Show
 - i. All works must be presented in a frame and covered with plexiglass, clean and free from any smudges and scratches.
 - ii. No standard glass is permitted.
5. Packing, if shipping
 - a. Do not use any form of Styrofoam or any pellets for packing.
 - b. Use a crate or shipping box suitable for re-shipping.
 - c. Label all packing materials that you wish to have returned to you.
 - d. Delete all previous names and addresses from the shipping box before re-using.
 - e. A pre-authorized Return Shipping Label is required for all paintings being returned to the artist via shipping. 37

F. Procedures

1. Tape the following to the back of the painting:
 - a. Entry card in the upper left corner.
 - b. Signed Gallery Contract; in lower right corner, do not fold. Galleries will not allow paintings to hang without a Gallery Contract attached.
 - c. OPTIONAL: Artist's Statement or Commentary (do not fold).
2. Enclose a pre-Authorized Return Shipping Label (only if you are having your painting returned via shipping) in an envelope and seal flap over the hanging wire.
3. Hand-deliver your painting to the designated place – OR –
4. Ship your painting using a Pre-Authorized Return Shipping Label.
5. Failure to follow these Rules and Procedures will make your painting ineligible for any awards and will cause it to be removed from the exhibition.

Policy XI. MEMBERSHIP POLICIES

A. Active Membership

1. Applicants must have an Oregon residence.
2. WSO's membership year runs from January 1-December 31.
3. Active Members dues are \$75, payable between October 1 and December 31 of the previous year.
4. Active members have all rights and privileges of membership.

B. New Active Membership

1. Applications for new membership shall be available year-round on the WSO website.
2. Applicants to WSO may apply at any time during the year.
3. New Active Member dues are \$75, payable between October 1 and December 31 of the previous year and shall not be prorated.
4. Applicants must have an Oregon residence.

C. Membership dues must be paid in order to submit paintings to the Spring and Fall Exhibitions.

D. Subscriber Membership

1. Subscriber membership is available for \$50.
2. Subscriber membership has all the rights and privileges of Active membership, except:
 - a. Subscribers may not vote;
 - b. Subscribers may not enter WSO exhibitions; and
 - c. Subscribers may apply for workshops 45 days after Watermark Publication of Workshop. These dates would be December 16 for the Spring Workshop and June 16 for the Fall Workshop.

E. Lifetime Membership

1. Lifetime members have all the rights and privileges of Active membership.
2. Lifetime membership is awarded to the Outstanding Service Award recipient.
3. Lifetime members who no longer have an Oregon residence will retain their Lifetime membership; however, they will no longer be able to enter shows.

F. Signature Membership

1. When an Active or Lifetime Member has earned 10 merit award points or Bronze Status in our merit award program, she/he becomes a Signature Member if she/he is a member in good standing.
2. In order to maintain Signature Membership, Active Members must pay dues on time. If a member does not pay dues on time, they lose their Signature Membership.

G. Lapse of Membership

1. Active members who have not paid their current year's dues by December 31 will be dropped from membership (see Policy II.F.2.a-d).
2. Active members who have let their membership lapse may:
 - a. Pay active member dues of \$75 OR
 - b. Become a Subscriber member by paying the current year's subscriber dues.

H. Change in Demographic Information

It is the responsibility of each member to notify the Membership Director of any changes to their mailing address, phone number and email address in a timely manner. Any mail returned to the Membership Director will not be forwarded.

Policy XII. AMENDMENTS

Method of Amendment

1. Any Active member may bring a Policy amendment to the Board.
2. The President must be notified of a proposed Policy amendment at least ten (10) days prior to the Board meeting.
3. The Board shall be notified of any pending Policy amendment.
4. Policies may be amended by a majority vote of the Board when a quorum is present.