**CONSTITUTION AND BY-LAWS**

ARTICLE I - NAME AND PURPOSE

Section A - Name

This organization shall be known as the WEST TEXAS WATERMEDIA SOCIETY (WTWS) with headquarters in Lubbock, Texas.

Section B - Purpose

The purposes for which the corporation is organized are: to promote the highest esthetic standards in the art of all water soluble media and to provide an opportunity for the interchange of ideas among persons interested in all forms of watermedia, and to provide civic, cultural, and educational support to the art of watermedia. There is no contemplated pecuniary gain to the corporation or any of its members.

ARTICLE II - MEMBERSHIP

Section A - Membership

Membership in this Society shall be open to all persons interested in promoting the art of watermedia in West Texas. Membership designation shall be Active Members: Individuals whose dues have been paid for the current year. WTWS Members are eligible to serve as officers, on committees, and to enter Society-sponsored exhibits and shows.

Section B – Dues \*

The amount of dues will be set by the Board and published in all pertinent publications. Dues will be due May 1 of each year and will end April 30 of the following year.

ARTICLE III - MANAGEMENT

Section A - Board of Directors

l. The Board of Directors shall be the governing body of the Society. It shall establish such policies, rules, standards, and guidelines (consistent with the Constitution and By-Laws) deemed necessary for the efficient and equitable operation of the Society. All such policies, rules, standards, and guidelines that affect the general membership shall be promulgated to the members of the Society. Each member of the Board shall maintain a file containing all policies, standards, rules, and guidelines. This file shall be kept updated with approved changes and shall be passed on to that director’s successor.

2. The Board of Directors shall consist of the Society officers, the immediate past president, and the chairs of the various committees. The President shall be the Chair of the Board of Directors.

Section B - Elected Officers

Elected officers shall be President, First Vice- President (Programs Chair), Second Vice-President (Exhibits Chair), Third Vice-President (Workshop Chair), Secretary, Treasurer, and Representative to the Western Federation of Watermedia Societies.

Section C - Committees

1. Standing Committees shall be Membership, Hospitality, Newsletter, Publicity, Memorials and Awards, Historian, Librarian, Programs, Exhibits, and Workshop, and any other committees deemed necessary by the Board of Directors.
2. The President will appoint Chairs for all committees except those officers elected to that position. Chairs will select their own committee members; however, the President shall be an *ex officio* member of these committees.
3. A Nominating Committee of three members shall be appointed by the President at the April meeting, present their recommended slate of officers at the May meeting and be dismissed.

Section D - Representatives

With the exception of the elected Representative to the Western Federation of Watermedia Societies, the President shall either represent the Society at various council meetings, functions, etc., or appoint a representative.

Section E - Terms of Office

Officers, Committees, and Representatives shall serve a term of one year beginning June 1 and ending May 31 unless specified otherwise. Should a vacancy occur prior to the end of the term, the President shall appoint a replacement for the remainder of that term for any office other than the President. The First

Vice-President shall preside in the absence or resignation of a President.

ARTICLE IV - ELECTION / INSTALLATION OF OFFICERS

The Society shall elect its officers and install them at the May meeting. Election shall be by majority vote from the slate of officers recommended by the Nominating Committee and/or nominations from the floor. Any Active Member is eligible.

ARTICLE V - OFFICIALS’ RESPONSIBILITIES

Section A - Officers

1. The President shall exercise the usual functions of a presiding officer, appoint committee chairs, serve as an *ex officio* member of all committees, and act as the Society’s representative.
2. The First Vice-President shall preside in the absence of the President and shall be the Program Chair responsible for the programs at regular meetings throughout the year.
3. The Second Vice-President shall serve as Exhibits Chair and shall arrange at least one membership and/or open show each year.
4. The Third Vice-President shall be Workshop Chair

with responsibility for all workshops arrangements.

1. The Secretary shall take minutes of all board and general meetings, and write and mail any general or social correspondence deemed necessary by the President.
2. The Treasurer shall have charge of the funds of the Society and shall disburse funds as authorized by the Board of Directors for properly documented business expenditures.
3. The Representative to the Western Federation of Watermedia Societies shall represent WTWS in all affairs of the Federation, and shall co-chair with the Alternate Representative the Western Federation Show when WTWS is host.

Section B - Committee Chairs

1. The Membership Chair shall collect dues, keep a current file of all members, and promote membership in the Society. This responsibility may be combined with the Treasurer’s position.
2. The Hospitality Chair shall arrange and assist in all social activities of the membership and shall serve as the telephone or communication medium for activities as requested by the President.
3. The Newsletter Chair shall be responsible for the editing of the newsletter prior to each monthly meeting.
4. The Publicity Chair shall act as an assistant to the Exhibits and Workshop Chairs to promote the objectives of the Society and shall prepare releases for the news media.
5. The Memorials and Awards Chair shall be responsible for receiving and acknowledging contributions, recording the appropriate information and publishing it as necessary.
6. The Historian shall be responsible for compiling the Society’s history by recording significant information each year for the Society’s official historical records.
7. The Librarian shall maintain an inventory of all the Society’s properties, recording what is owned and the place of its location.

ARTICLE VI - MEETINGS

Section A - Board of Directors Meetings

The Board of Directors shall meet when called by the Chair or when requested by two or more members of the Board.

Section B - Membership Meetings

Roberts Rules of Order, Revised shall be the accepted parliamentary authority.

ARTICLE VII - NON-PROFIT STATUS

This Society operates under Charter Number 49763701 granted by the State of Texas on November 13, 1979, as a

non-profit corporation. The Society is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code (Employer ID 06-1759582) with an effective exemption date of November 13, 1979.

ARTICLE VIII - AMENDMENTS TO CONSTITUTION AND BY-LAWS \*

The Constitution and By-Laws of the Society may be amended at any regular meeting by a majority vote providing notice has been given members at least one month prior to that meeting or by a majority of respondents to an e-mail requesting a vote by a designated date.

ARTICLE IX - DISSOLUTION

This Society may be dissolved by two-thirds vote of the membership after paying or making provisions for payment of all liabilities. Assets shall be donated to any 501(c)(3) non- profit organization approved by the Internal Revenue Service.

\*Latest revision was approved on May 18, 2014. This included authorizing the board to set the amount of dues each year. Language was add to authorize use of electronic communications.

(Previous revisions were approved September 14, 2003. This included an increase from $25.00 to $35.00 in annual dues and a change in the fiscal year from September 1 through August 31 to May 1 through April 30.

Other revisions were approved May 6, 2001. These included an increase to $25.00 in annual dues and the discontinuation of the Signature Show.)

There shall be nine membership meetings held annually. The Society may not meet in June, July, or August. Meeting dates, times and place will be announced in the newsletter prior to the meeting.

Section C – Quorum \*

A quorum of the Board of Directors and/or of the membership shall consist of those members present at the meeting after notice has been given of the impending meeting to the membership. A quorum shall also be the membership responding to an e-mail by the date set for the required response.

Section D - Parliamentary Procedures