

## PASTEL SOCIETY OF COLORADO

### STANDING RULES

Standing Rules can be put into effect by a majority of the Board of Directors present at any meeting. Standing Rules, which are temporary, can be added to or removed by the elected Board of Directors. If they are of major importance, they can be added to the Bylaws at an Annual Membership Meeting [PSC Bylaws Article VIII.2 adopted by a vote of the Members December 1, 2014]

#### Chronological Record of PSC Standing Rules:

- 1. Master Signature Membership Fee:** A one-time \$25 application fee charge must be submitted to the Signature Chair with the form and record of points accrued toward attaining Master Signature status. *[Established February 2013]*
- 2. Signature Membership Fee:** A one-time \$25 application fee charge must be submitted to the Signature Chair with the form and record of points accrued toward attaining Signature status. *[Established February 2013]*
- 3. PSC Checking Account Signatories:** Signatories on the PSC's checking account include the Treasurer and one of the Co-Presidents. *[Established January 10, 2015]*
- 4. Policy on Gifts:** The use of PSC funds donated to outside organizations must promote pastel artists, the soft pastel medium and/or encourage the appreciation of the art of pastel painting. Contributions will not exceed the amount approved for contributions in the PSC's annual budget. The PSC's contributions may include cash, award ribbons, and/or donated goods. *(Established January 10, 2015)*
- 5. Finance Committee:** The Treasurer/Co-Treasurers chairs this Committee as a part of the Officer's job [revised 1-9-16]. The Committee's purpose is to advise the Board on how to establish and implement a financial policy that will protect the long-term sustainability of the PSC by providing funding to support its mission to enlighten and educate the public about art using the pastel medium. *[Established January 10, 2015]*
- 6. Revisions to Master Signature Status Application Form:** Change the sentence "2 points total for service as a board member – 1 point per year. This includes Directors at large under the new guidelines for duties as assigned" to read "2 points total for service on the PSC Board of Directors". To the sentence "2 points for anyone who chairs or co-chairs a show – one point per year" add the phrase "as appointed by the PSC President". Change the sentence "1 point may be earned from applicant being featured in a national publication" with the additional phrase, "a mention in a group editorial related to a group advertisement does not count as a point." Concerning points earned for awards add "not including People's Choice Award. Work must be in the professional category if levels of entry are offered." Sole responsibility for whether a member achieves Signature or Master Signature Status remains with the Signature Chair to decide if there are enough points to gain that status. *[Established March 14, 2015]*

**7. Annual Membership Dues:** Amount of annual dues raised from \$31 to \$35 upon vote of Board in the 2015 Annual Members Meeting *[Established September 12, 2015.]*

**8. Awards Reserve Fund:** A PSC Awards Reserve Fund serves to enhance cash awards given at PSC sponsored shows for Named, Place, and/or Honorable Mention awards. The annual amount in the Awards Fund Reserve shall be determined at year-end by the Finance Committee and approved by Board based on the Finance Committee's assessment of the fiscal strength of the organization, the amount of donations received, and the success of art sales during the previous months. Chairs of Shows planned for the coming year will be informed of the amount allotted from the Reserve Fund to augment their show's awards. *[Established November 14, 2015]*

**9. Standing Committee Duties and Points Earned by Committee Chair:** Background: The Board of Directors shall appoint Chairs of Standing Committees whose work is essential to the mission of the PSC. Chairs shall recruit Committee participants from the Membership and outside partners, if appropriate. Special or ad hoc Committees shall be appointed by the Board when deemed necessary *[PSC Bylaws Article XIII adopted December 1, 2014]*. When a Standing Committee is appointed, its duties will be enumerated in the Standing Rules *[PSC Bylaws Article VIII.2.1 adopted December 1, 2014]*.

Each Chair of the following Standing Committees will earn one service point toward Signature Status upon overseeing the duties of their Committee for one year. Standing Committee duties are described as follows *[Established 1-9-16]*:

- **Program Demos Chair** – Schedules artists to give demonstrations or other educational programs during Front Range members meetings for a calendar year cycle. Reminds each artist of an upcoming commitment. Communicates with the Treasurer about payment due to the demo artist. Each artist is offered a choice of a \$150 stipend or 1 point toward Signature Member status. Those traveling more than 50 miles are compensated \$50. *[Established 1-9-16]*
- **Membership Chair** – Encourages and responds to questions about PSC membership during PSC Member meetings, on the phone and via email communications. Works with the web master to monitor membership, confirm new members and renewals in the database, and publish the Annual Members Directory. *[Established 1-9-16]*
- **Signature Membership Chair** – Reviews applications for Signature/Master Signature Membership and verifies whether the applicant has met the criteria. Communicates outcome of decision to artist, including explanation of what more is needed, if criteria are not fully met. Sends out certificates and pins to the qualifying individuals. Works with Board President to update Signature status criteria as needed. Maintains list of Signature and Master Signature members and communicates changes to the Webmaster for posting on the web site. *[Established 1-9-16]*
- **Paintouts Chair** - Plans the schedule of paintouts for the year. Gets logistical information, photos, and maps for meeting places to webmaster and newsletter designer for web site postings, newsletters, and email reminders. Notifies webmaster

and newsletter designer if there are changes or cancellations. Attends paintouts whenever possible. *[Established 1-9-16]*

- **Awards Chair** – Works with volunteer chair to find committee members. In early fall, provides guidance to committee members in soliciting corporate and individual donations to support cash and merchandise awards for the Mile High National Pastel Show. Updates the PSC's list of sponsors and their donations. Receives awards donation in the mail as needed and works with the Show chair to determine the distribution of donations to award categories. Transfers the updated list of sponsors to the next year's Show and Awards Chairs. *[Established 1-9-16]*
- **General Workshops Chair** – Plans and implements a schedule of short workshops independent of the PSC show workshops to enhance artistic development opportunities for PSC members. Duties include recruiting instructors, locating 1.1 workshop venues, developing a breakeven budget, drafting promotional information for the PSC web site, and overseeing enrollment of participants and activities while each workshop is under way. *[Established 1-9-16]*
- **Show Chair** - Show chairs are appointed for the annual Membership Show, Mile High National Show, Signature Member Show, and other shows as determined by the Board. Show Chairs shall be responsible for determining the dates, locations, jurists, jurors, themes, budgets, sponsorships, publicity, workshops, demonstrations, volunteers, and other management details essential to implementing the event. Folders containing records of past shows are available to all prospective and appointed show chairs. *[Established 1-9-16]*
- **Marketing/Public Relations Chair** – In partnership with the Mile High National Show Chair and webmaster, develops and annually updates a marketing plan, timeline, and list of contacts to promote the Show and, as a result, the PSC's overall public visibility. Drafts and disseminates press releases, imagery, rack cards, public service announcements, ads/posters/signage, web and social media, and other promotional communications as budget allows. *[Established 1-9-16]*
- **Volunteer Coordination Chair** – Works closely with other chairs to develop and coordinate a volunteer corps of PSC members who are willing to be on a call list for short odd jobs, as well as for more demanding tasks in support of art shows, workshops, member meetings, and other events. Determines what kind of assistance is needed and describes these tasks. Attends Member meetings whenever possible to announce volunteer needs. Follows up in person, by email, and/or phone with members in order to match each interested person's availability, skills, and expertise with the volunteer needs of the organization. *[Established 1-9-16]*

**10. Board Member's Code of Conduct & Responsibilities** – This document is to be used by the nominating committee to explain the work of a board member to prospective candidates and included in the Board Welcome Packet which is distributed in the first week of January. It should be signed by all board members and returned to one of the Co-Presidents at the first board meeting of the year. *[Established 5-7-16]*

**11. Point for Online Members Show:** Any artist winning an Award in the Online Members Show will receive one point toward PSC Signature Status. An award in this show does not qualify for a point towards Master Signature Status. *[Established 5-7-16]*

**12. Annual Membership Renewal Starting Date** - Memberships established or renewed after August 31 will extend through the end of the following year. *[Established 9-10-16]*

**13. Prepaid Credit Card** - The Treasurer(s) may use a \$1000 prepaid credit card for the payment of the annual Quick Books Pro fees and other items that require non-check payment. *[Established 11-12-16]*

**14. Workshops Chair Registration Fee Waiver:** A chair of any workshop may attend and participate in the workshop he/she has planned without paying the registration fee. Participation may be limited by responsibilities to support the participants and the instructor. *[Established January 14, 2017]*

**15. Event Expense Shortfall Compensation Requests:** Chairs of PSC Shows, Workshops, Fundraisers and other programs must try to submit a “break even or better” budget to the Treasurer during the annual budget development process. As a show or program develops, the costs should not exceed the projected revenue for that project.

However, the Board recognizes that unanticipated expenses may cause a shortfall. Upon recognizing a variance beyond 5% of their original budget, chairs must send a written explanation to the Executive committee of the Board and request approval of the shortfall.

When revenue exceeds expenses, chairs may request, via email to the Executive Committee, approval to increase expenses to augment awards, add demos or other items that may contribute to the success of the show or program. This additional expense should not cause the show or program to exceed revenue. Once approval is granted, the treasurer will be authorized to release funds.

*[Established November 2018]*

**16. FY Excess Revenue Allocations:** PSC’s revenue from art sales, workshops, or other sources will be directed to the general fund and assessed by the board for use to cover any current year budget shortfalls, pre-purchases for the next fiscal year, or to be placed in the Money Market fund to be used to support future educational activities, show awards, cash reserves or other considerations in support of PSC’s mission and long-term sustainability. *[Established November 2018] [Modified November 2020]*