

PAPNM Membership Policy and Procedures

1. Revision History

Policy Owner: Membership Director	Content Expert: Barbara Coleman
Version/Issue: 1.0	Status: Active
Review Cycle: 1 year	Issue Date: January 1, 2019

2. Purpose

This policy establishes the guidelines for managing the membership activities of Plein Air Painters of New Mexico (PAPNM).

3. Applicability

This policy is owned by the Membership Director and applies to all members of PAPNM.

4. Policy

The PAPNM's membership policy subscribes to the following guiding principles and standards.

- Foster a sense of camaraderie, community, and communication among our members
- Display integrity in advancing members' interests in the objectives of PAPNM
- Encourage a passion for painting en plein air among our members
- Provide opportunities for our members to grow in pursuit of artistic excellence
- Recognize and support members for their involvement, growth, and attainment

4.1. Membership Categories, Eligibility, and Terms

4.1.1. Artist Member

Term of Membership: One year (calendar year) renewable upon payment of annual dues

Eligibility Criteria: Any individual who is interested in pursuing the business of, preserving, and promoting the tradition of painting *en plein air* – in the open air or outdoors, are interested in advancing the objectives of PAPNM, and subscribe to and are qualified under the PAPNM bylaws. A member in good standing is one who meets these requirements for membership and whose dues are paid for the current membership year.

4.1.2. Signature Member

Term of Membership: One year (calendar year) renewable upon payment of annual dues

Eligibility Criteria: Any Artist Member who (1) works in creating plein air artworks in oil, wet (e.g. acrylic, gouache, water color, etc.) or dry (e.g., pastel, charcoal, pencil, etc.) media, (2) meets the criteria for Artist membership, and (3) has been approved for Signature level by the PAPNM Board of Directors, according to the procedure in Section 6.2.2.

4.1.3. Master Signature Member

Term of Membership: Lifetime honorary membership with dues and fees waived. Upon a vote by the Board of Directors, a Master Signature Membership may be withdrawn if the Board finds that the member is not abiding by the expectations presented in Section 6.2.3.

Eligibility Criteria: Any artist who (1) works in creating plein air artworks in oil, wet (e.g. acrylic, gouache, water color, etc.) or dry (e.g., pastel, charcoal, pencil, etc.) two-dimensional media, (2) meets the criteria for Artist membership and Signature level, and (3) has been approved for Master Signature level by the PAPNM Board of Directors, per the procedure in Section 6.2.3.

4.1.4. Patron Member

Term of Membership: Lifetime membership with limited benefits and privileges and with dues and fees waived until individual opts out.

Eligibility Criteria: Any individual or organization who is not an artist but is interested in supporting, assisting, or financially aiding PAPNM in support of our mission.

5. Responsibilities

5.1. Board of Directors

The Board of Directors is responsible for representing the interests of the membership body and providing benefit of membership as follows.

- Communicates PAPNM membership policies and procedures to the membership body
- Establishes categories of membership, eligibility criteria, dues, fees, and terms of membership at the recommendation of the Membership Director
- Amends and dissolves categories of membership and eligibility criteria at the recommendation of the Membership Director
- Votes on the approval of Signature and Master Signature Membership applications upon the recommendation of the Membership Director

5.2. Membership Director

The Membership Director is responsible for directing and overseeing membership activities for PAPNM, as specified by its Bylaws, as follows.

- Manages new, renewed, and lapsed memberships; solicits annual membership renewals; receives and processes membership applications; and maintains the membership database
- Leads member relations efforts, including strategizing, planning, and implementing programs, initiatives, and policies that provide value to members and promote membership retention and growth
- Oversees all aspects of developing, strengthening, and maintaining the membership network throughout the state and beyond, including:
 - Developing long and short term strategies for membership development
 - Strategically planning for and undertaking membership promotional activities and events
 - Ensuring, administering, interpreting, and responding to member surveys and evaluations

- Prepares and submits membership reports to the Board of Directors and at quarterly and annual meetings
- Maintains accurate membership records through the PAPNM website

5.3. Treasurer

The Treasurer is responsible for all fiduciary activities involved in the membership function.

- Register initial and renewal membership payments (i.e., handle credit card payments, receive and deposit checks, etc.)
- Notifies the Membership Director of new and renewal membership payments for the Membership Director to update in the membership database
- Prepare quarterly financial statements reflecting current membership levels for Board of Director meetings

5.4. Members

A potential or current PAPNM member is responsible for meeting the requirements for the membership category and criteria to which he or she subscribes, accurately completing and submitting membership applications, and paying applicable dues and fees in a timely manner in order to be in good standing and receive member benefits.

5.5. Patrons

Patrons voluntarily support PAPNM through the transformation of artistic expression and enrichment of culture in our state, as follows.

- Encourages active community participation, and offers inspiration
- Sheds a spotlight on New Mexico artists, in order to learn and gain perspective for growth
- Proposes ideas and insights for an artist's creative journey and voice

6. Procedures

6.1. Membership Category and Term Establishment

The Board of Directors establishes categories of membership, eligibility criteria, dues, fees, and terms of membership in response to the Membership Director's recommendations during a quarterly meeting of the Board of Directors. The Board may appoint a special committee overseen by the Membership Director to develop recommendations for presentation to the Board.

6.2. Membership Application Processing

6.2.1 Artist Membership Application

- Applications submitted with dues paid through the PAPNM website are automatically approved for the calendar year in which the application is received. If the application is received within the last 45 days of the year, the term of membership will be extended through the end of the following calendar year.

- Applications submitted through the PAPNM website that elect a “pay by check” option for paying the annual dues will be classified as “Pending” until the check has been deposited in the PAPNM bank account.
- The Membership Director or delegate must confirm receipt and deposit of annual dues by the Treasurer. Once the deposit is verified, the Membership Director or delegate must log the applicant’s payment by editing their payment status within the PAPNM administrative database, confirming the applicant as paid, and removing the “pending” status. At this point the applicant’s membership is approved.

6.2.2 Signature Membership Application

The PAPNM Board of Directors is committed to high standards to ensure Signature status reflects the professionalism and talent of this group of artists. You are encouraged to apply for Signature level membership if you (1) have been an Artist Member of PAPNM for at least two years, (2) can satisfy the required three criteria outlined below, and (3) provide evidence of meeting at least 4 out of the 6 required categories of evidence for Criteria #3 “Successful Track Record”. If so, your application will be considered by the Jury Committee. Applications for Signature and Master level membership are reviewed from May 1 to July 31 for the current membership year. Applications must be received by April 30th for review during the current membership year. Review of applications received after May 1st will be postponed until the next membership year review cycle.

To apply, log in to www.papnm.org, and click the “Membership” tab. Then follow the directions for applying for Signature level membership.

The Jury Committee may consider rating the application in order to refine their assessment of the strength of the application.

Applications for Signature Membership will be reviewed by a Jury Committee of four jurors. The Jury Committee will include the Membership Director, two PAPNM Signature or Master Signature Members, and a fourth member that may be a PAPNM Board Member, museum representative, gallery owner, or other qualified party.

Criteria 1: Biography/Curriculum Vitae and Artistic Statement of Plein Air Painting Experience

Submit a biography and/or curriculum vitae detailing your professional history, education, affiliations, selected exhibitions, events, and honors.

Submit an artistic statement describing how painting en plein air is used to achieve the expressive intent of your work. Examples might be whether plein air painting is done as a completed artwork—an end in itself, or used primarily to collect reference information for use in the studio.

Criteria 2: Artistic Quality

Submit 12 images of your original plein air work. Only JPEG (.jpg) images with 300 ppi resolution and 1200 pixels on the longest side will be accepted. Optionally, you may substitute 4 images with your original studio work (in addition to 8 images of plein air work). Please specify which of the works were produced in studio.

Criteria 3: Successful Track Record

Four of the following six evidence categories must be met to be considered for Signature Membership.

3.1. (a) Representation in a reputable commercial fine art gallery for a minimum of one year. AND/OR (b) Demonstration of a professional level of regular acquisition of artist's work over a period of years

(a) Representation: Your application must include the gallery website address or other proof of your representation (such as print material) displaying your name/show/artwork or letter of testimony from the gallery manager or owner. The artist must not pay for his or her representation in the gallery, sometimes termed “vanity representation”. If the applicant shows and sells his or her work in a gallery that he or she owns or manages, the applicant must submit records of his or her artwork sales for the past three years.

AND/OR

(b) Demonstration: Submit evidence of your professional progression over the years. Examples include museum or public art acquisitions, national or international art shows, museum exhibitions, honors, etc.

3.2 Feature-length article about the artist in a national or international art publication

Submit one or more copies of quality articles published about you, your artistic process, and your work. The artist must not pay for having the article published, sometimes termed as a “vanity editorial”. Examples of accepted publications include American Art Collector, Western Art Collector, Southwest Art, Art of the West, Plein Air Magazine, Fine Art Connoisseur, Art in America, and International Artist.

3.3. Participation in three or more national or international juried art shows or exhibitions

Your application must include verification that you were accepted into the show. Participation in a PAPNM national juried show can only count as one of the three.

Examples of national and international artistic groups sponsoring juried art shows or exhibitions include Plein Air Painters of New Mexico, Plein Air Painters of America, Outdoor Painters Society, Oil Painters of America, American Watercolor Society, National Watercolor Society, Pastel Society of America, American Women Artists, American Impressionist Society, and La Biennale di Venezia.

3.4. Participation in one or more national invitational art shows or exhibitions

The show or exhibition must draw from a nation-wide pool of artists. Your application must include a description of the show and documentation listing you as one of the invited participants, such as an invitation letter personally addressed to you, show catalog, or press release listing you as one of the invited participants.

3.5. Participation in a one-person (solo) or a featured artist show in a gallery or museum

Your application must include the gallery or museum website address as well as a press release, announcement, show catalog, or other acceptable documentation about your solo or featured artist show. The artist must not have paid for the opportunity to have his/her work shown in the gallery or museum.

3.6. Honored, Signature, or Master status in a national art society or organization.

Provide evidence of your status and duration as an honored, signature, or master level in a national art society or organization. Examples of national art organizations include Plein Air Painters of America, Outdoor Painters Society, Oil Painters of America, American Watercolor

Society, National Watercolor Society, Pastel Society of America, American Women Artists, and American Impressionist Society.

Your application must include the organization's website address. You must be listed as a current Signature/Honored/Master Member on the organization's website.

Signature Membership Expectations and Benefits

- Commitment to participate in PAPNM's education programs, such as leading a mentor paintout, providing a talk on plein air painting, delivering a painting demonstration, providing a video lesson or tutorial specifically for PAPNM members
- Eligibility to submit work for exhibit in prestigious PAPNM Signature Member exhibitions
- Eligibility for Signature Member of the Month recognition, which will be displayed on the PAPNM website and Facebook page
- Eligibility for expanded member profile on PAPNM website
- Recognition through PAPNM public relations and advertising channels

6.2.3 Master Signature Membership Application

Opportunity to obtain PAPNM Master Signature Membership status is awarded by invitation only. This level of membership is reserved for professional artists who have achieved artistic expertise and distinction. Any PAPNM member may nominate a qualified artist for Master Signature status by providing evidence of the nominee's contribution to the arts, professionalism, and quality of work, which aggregately demonstrate a history of sustained artistic excellence.

Nominations for Master Signature Membership will be reviewed by a Jury Committee, as described in Section 6.2.2. The Jury Committee will review nominations against criteria and recommend potential Master Signature level candidates to the Board of Directors for decision. At a minimum, nominees should meet Signature Membership requirements (Section 6.2.2). Jurors may use the criteria for Signature Membership application as an initial baseline for evaluation, but should consider rating nominees using the following criteria in order to refine their assessment of a nominee's contributions to the fine arts and to evaluate the strength of the application.

- Regular participant in international or national juried exhibitions or plein air events
- Award recipient in reputable juried shows
- Judge in reputable juried exhibition(s)
- Recipient of National Endowment for the Arts or other grant
- Artist in residence for a national park or other reputable public institution
- Recipient of an honored lifetime achievement award
- Formal education (e.g., BFA, MFA, or PHD university degree) or equivalent training (e.g., workshops, continuing education, mentorship)
- Teaching, workshop instruction, or conference presentations
- Authoring of book(s) or peer reviewed publication(s) for a reputable publisher

- Production of videos or tutorials
- Feature length articles about the artist in a reputable national art magazine
- Testimonials by other well-know and honored art professionals (e.g., Hardcopy written and signed letter, magazine article
- Artwork in public institutional collections (e.g., museums or educational, municipal, or government facilities

Master Signature Membership Expectations and Benefits

- Encouraged to participate in PAPNM’s educational and demonstration programs
- Invited to submit work for exhibit in prestigious PAPNM Master Signature national shows and museum exhibitions
- Invited to serve as a Juror of Selection for Artist Member and Signature Member juried shows
- Invited to serve as a Juror in selecting new Signature and Master Signature level Members
- Eligibility for expanded member profile on PAPNM website
- Recognition through PAPNM public relations and advertising channels

6.2.4 Patron Membership Application

Individuals meeting the criteria for Patron members as described in Sections 4.1.4 and 5.5 are encouraged to apply for Patron membership. Upon recommendation of the Membership Director, Patron membership is approved by a vote from the Board of Directors.

6.3. Membership Management and Operation

6.3.1. Annual Membership Planning

In the beginning of each calendar year, the Membership Director should host a meeting with the Events Director, Communications Director, and Website Administrator to develop a plan for membership development, outreach, promotional activities, and events. Additionally, long and short term membership benchmarks and budgets should be developed. The meeting will include strategies for coordination and communication between these parties. Questions addressed may include:

- What is the approach to strategize, plan, and implement programs, initiatives, and policies that provide value to members and promote membership retention and growth?
- What is the approach to develop, strengthen, and maintain the membership network throughout the state and beyond?

6.3.2. Annual Membership Renewal

- Artist and Signature Membership renewal is due on January 1st of the next membership (calendar) year. Members may renew their annual membership beginning 45 days prior to January 1st.

- The PAPNM Website Administrator will send automated notice about annual membership renewal on December 1st. On January 1st, another automated message is sent to Artist and Signature members who have not renewed, notifying them of the January 1st renewal/ payment deadline and informing them to renew and pay dues immediately.
- Artist or Signature members who have not renewed and paid dues by January 31st of the renewing (calendar) year will revert to “Lapsed” status.

6.3.3. Lapsed Membership Processing

- Once an Artist or Signature member’s status has reverted to “Lapsed” (see Section 6.3.2), his or her member information will be retained in the member database for three years. After which his or her membership file will be archived using the PAPNM website administrative archive function.
- A lapsed member who wishes to re-join as an Artist Member may do so at any time by applying for membership via the “Join Us” process described on the PAPNM web site.
- A lapsed Signature Member who wishes to re-join as a Signature Member must re-apply following the procedure for Signature Member Application described in Section 6.2.2, if their membership has lapsed for more than five years. If their membership has lapsed for less than five years, he or she may regain Signature status by back paying all dues for missed years plus the current year’s dues. If he or she chooses to not back pay the missed dues, then he or she can rejoin the organization as an Artist Member.

6.3.4. Membership Database Maintenance and Records Management

- Member profiles are retained in the database maintained by the PAPNM website hosting software. Parsing of member information made available to the general public versus that available only to PAPNM members is described on the “Join Us” page of the PAPNM website. The PAPNM Website Administrator will ensure the protection of non-public member information from being disclosed to the general public.
- Access to all member financial information is protected through the PAPNM website hosting platform and through secure payment processing. Member payment records are maintained within the PAPNM website database under Administrators-only protection.
- Lapsed members’ profiles are retained within the membership database for a period of 3 years. After which membership profiles may be either archived using the website host’s administrative archiving function or deleted at by the Website Administrator after receiving the Membership Director’s approval. In the event of a member’s death, his or her membership file will be immediately archived after receiving the Membership Director’s approval.
- The number of membership profiles retained in the archive may be subject to website hosting data limitations. The website administrator may delete member profiles subject to such limitations after receiving the Membership Director’s approval.

6.3.5. Volunteer List Coordination

The Membership Director will coordinate with the PAPNM Website Administrator to provide an annually updated and sorted Excel spreadsheet of members and their volunteer preferences. This list will be located on the PAPNM website for Board members to access throughout the

year as volunteer opportunities arise. The Membership Director is not responsible for finding volunteers.

6.3.6. Member Surveys and Evaluations

The Membership Director will conduct annual surveys within the first or second quarters of the year. The Membership Director may use website features to create and implement the survey and may choose to follow up surveys with one-on-one phone calls, emails, etc. The surveys may cover member benefit topics, such as paintouts, activities, shows, events, communications, advertising, etc. Survey results will be made available to Board members and used to plan annual membership activities for the following membership year.

6.3.7. Membership Reports

- The Membership Director shall prepare membership reports for presentation at quarterly Board of Director meetings. The membership report may be presented in person, by proxy (via another meeting attendee), or by email submittal to the Board.
- Quarterly membership reports will summarize the current number of members in good standing within each membership category, number of new members from the previous quarter, number of membership renewals, and any lapsed memberships (first quarter report only). The Membership Director may provide an approximate geographic breakdown of the current membership and note any changes relative to the previous quarter.
- The Membership Director will summarize any nominations and/or applications for Signature or Master Signature status and may present recommendations for approval or disapproval of any nominations or applications for which the required records and information have been provided and reviewed.
- The Membership Director may present the fourth quarter, membership report, which includes summary of new Signature and Master Signature member approvals, at the annual membership meeting.

7. Forms and Templates

7.1. General Membership Application (Artist and Patron Members)

7.2. Signature and Master Signature Member Application

7.3. Member Welcome Letter Template (*Admin Access Only*)

7.4. Artistic License Template (*Admin Access Only*)

7.5. Lapsed Member Letter Template (*Admin Access Only*)