

Handbook for Treasurer and Membership Chairs

Congratulations, you have stepped up to serve in a chapter leadership position of great importance. In order to make this a smooth and fruitful relation to the National Office we have developed this handbook.

Karin Luner, Nat'l Administrator, Holly Dodge, Treasurer of the Washington DC Chapter, as well Barbara Wolanin, Rebecca Kramer and Dena Muller, who worked on the "Membership Guidelines for Chapters" handbook, which is excerpted from in this tutorial.

The Role of the Membership Chair

The membership chair collects all information concerning members in her chapter. She collects names, addresses, phone numbers and email addresses, as well as professional area information, like Artist, Curator, Art Historian, CAA member, etc.

The membership chair keeps this information in a database, be it in Excel, File maker or any other record keeping software she is familiar with.

She also might also collect checks from her members and forwards them to the Treasurer, accompanied by a **Chapter Report Form** (See About Chapter Report Form below).

The membership chair also verifies from time to time the entries in the online **Member Directory**. Therefore, you have to know you own login info!

The membership chair also sends out "Welcome Letters" and a membership card to her members. The cards can be attained by request from the administrator. A "Welcome Letter" prototype, that can be changed to accommodate your needs, is downloadable from the inside of the member directory. **Check the bottom of the listing!**

view	Andrade, Edna	HON	F
view	Andre, Jill	CBA	M
view	Angelika, Peery	GEO	E
view	Annenberg, Marcia	MAL	M
view	Ansari, Simi	CAS	E
view	Antin, Eleanor	HON	C
view	Antyr, Kathryn	NHS	M

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File Download a tab-delimited text file of the currently found spreadsheet or database program. (The first line of the f

Welcome Download sample of welcome letter.

If you are new to the duties of membership chair, and need to know more about using the member directory, you can download the tutorial: [How to Use the Online Membership Database](#) from the same page as the Chapter Report Form.

When you receive a report of new members, who have joined through the national office, be advised that the administrator has already send out a “Welcome Letter” and a membership card, and at times, included the latest Artlines newsletter as well. In this instance, your job is to contact the new member and welcome her into the chapter by sending out email updates of chapter activities, etc.

The Membership Chair also makes sure National Membership Brochures are available at openings, meetings, etc. Spread the word and make your chapter grow!

And last not least, inform the administrator of any address or email changes, good record keeping is a must to cut down on frustration, and will insure retaining your members in the long run.

For more instructions, see the “Membership Guidelines for Chapters” in the appendix.

About the Chapter Report Form:

The Chapter Report Form, a Word document, can be downloaded from the WCA website at: www.nationalwca.org/aboutwca/wcadocs.html

Entering the information into the form with help of a computer, facilitates legibility, copying and pasting, and keeping digital records.

Please send a copy of the Chapter Report Form by email **i**n advance of a mailing to the administrator. This enables the administrator quickly add your members to the National WCA database, by being able to copy and paste your entries, and avoid typing mistakes.

If the entries are entered by hand, please be as legible as possible, especially when writing down emails, as emails are the most important tool to connect to all our members.

The Role of the Treasurer

The Treasurer is the keeper of financial records and the checkbook.

She writes checks for the national dues which are accompanied by the Chapter Report Form your Membership Chair has prepared, and forwards them to the National Office.

In some chapters, the Treasurer fills out the Chapter Report Form – your chapter should decide on your own plan.

**Women’s Caucus for Art
Canal Street Station
PO Box 1498
New York, NY 10013-1498**

The WCA Dues structure is listed on our website. If in doubt, check with the administrator.

The Treasurer makes copies of all checks received from her chapter, as well as copies of checks submitted to National, along with copies of the Chapter Report Form.

Chapter Dues, collected by the National Office via the PayPal or by mail, are send out to Chapter Treasurer monthly, accompanied by a list of new members and their personal information. This list is also sent to the Membership Chair for her records.

Please see the “**Membership Guidelines for Chapters**” in the appendix, for more detail about duties and responsibilities.

Membership Guidelines for Chapters

These Membership Guidelines are based on the 1994 version prepared by Rae Atira-Soncea and updated by Rebecca Kramer, Barbara Wolanin, Dena Muller, Karin Luner, and Holly Dodge in 2005 and 2008.

How to Start a New Women's Caucus for Art Chapter

1. Learn about the Women's Caucus for Art (WCA), its mission -- **Expanding Opportunities and Recognition for Women in the Visual Arts** – its history, organizational structure, and by-laws at the national website. Documents can be downloaded at www.nationalwca.org/aboutwca/wcadocs.html
2. Start by joining the WCA as a Member-at-Large or as a member of a chapter so that you will have access to member benefits and the online membership directory.
3. Contact your Regional Vice President, the Vice President for Chapter Relations, presidents of other chapters in your region, and the National Administrator, to let them know a new chapter is forming and to get assistance and support. You can find all chapter links at www.nationalwca.org/chapters/chapters.html
4. Gather ideas for your chapter by visiting the websites of other WCA chapters.
5. Find at least five other people interested in forming a chapter, then spread the word to your art community that you are holding a meeting to explain the WCA mission and to recruit members. Identify people willing to be the key Chapter Officers – **President, Treasurer, and Membership Chair**.
6. Agree on an amount for **chapter dues** (generally \$10 to \$30) that will be added to the **\$40 national dues** sent to the National Office for each member every year. Select a name for the chapter that includes the words "Women's Caucus for Art".
7. E-mail the National Administrator at info@nationwca.org that a new chapter is being formed so that your contact information can be posted on the national website under "Chapter in Formation." This will allow others in your area to contact you.
9. Establish duties and responsibilities for Chapter Officers, hold an election, and send the list of at least three newly elected Officers with names, titles, addresses, phone numbers, and email addresses to the National Office. Note that all Chapter Officers must be members in good standing with the National WCA (the term "in good standing" usually refers to having paid national dues).
10. Draft chapter by-laws that conform to the principles and tenets of the National by-laws and the laws of the state. Have them approved by your members. The chapter may have its own mission statement to supplement the National Mission Statement.
11. Send the chapter by-laws to the National Office and list of officers and request written approval of your chosen chapter name and authorization of chapter formation by the National WCA President. Identify a Chapter Representative who will represent you at

the Chapters' Council Meeting at the Annual National Board Meeting, and who will be responsible for communication with the national office. Each year, Representatives at the Chapters' Council Meeting nominate and elect five new members to serve on the National Board of Directors from Chapters' Council. Those five members become Directors on the National Board, elected through Chapters' Council to serve a three-year term.

12. Recruit additional members and collect dues. Use the **Membership Application Form** and **Chapter Report Form** found on the National website to send the national dues, names, addresses, phone numbers, e-mail addresses, and areas of interest of each chapter member to the National Office. (See the WCA Membership System). All chapter members are part of the national organization and must pay national as well as chapter dues.

13. Hold additional meetings, begin to develop a chapter focus (such as networking and exhibitions), and develop plans for chapter activities and events. Join the **Chapter Network**, if you want to be part of the Chapter Network Yahoo-group wca_chapternetwork@yahoogroups.com

14. Duties of the Treasurer include setting up a system for managing chapter finances and cashing checks. This will most likely include opening a business checking/savings account for the chapter. To obtain an Employer Identification Number (EIN) ask the Bank for help. You may be able to list yourself as an association instead of incorporating, depending upon state law. You must file annual SS4 Forms. A chapter may need to incorporate as a not-for-profit corporation in their state and may choose to apply for federal 501(c)3 non-profit status with the IRS (see#21 and #22 below).

15. Establish a permanent **mailing address** for the chapter. Some use a reliable gallery or school address, while other chapters rent a post office box.

16. Establish a system for keeping track of chapter members. The Membership Chair keeps and updates the list using either an Excel spreadsheet, a database, a list set up for merging, or a paper filing system. The Chapter Roster can be downloaded in Excel via the online Membership Directory available to members on the National website. Let the National Administrator know about any discrepancies and updates. It is useful for chapters to keep track of names of past members, prospective members, and contacts and supporters in the community.

17. Set up a communication system via e-mail and/or telephone tree. (Yahoo-Groups)

18. Create a chapter newsletter to be mailed or e-mailed to your members and the National Office (as well as to other chapters in your region.) Send it in PDF to the National Administrator so it can be posted on the National website. Copies are also shared at the Chapters' Council meeting at the annual National Conference in February.

19. Consider developing a chapter website that can be linked to the national website.

20. Design a chapter logo that includes the words "Women's Caucus for Art."

21. Incorporate as a not-for-profit corporation in your state, be sure to check your state requirements. Once you are incorporated, you can apply for sales tax exemption in your

state. Find the necessary forms and the schedule of filing fees from your state.. (This process generally involves one form, supported by your “bylaws” and “articles of incorporation”, and a nominal filing fee which varies from state to state.) Incorporation may be necessary to open an organizational bank account.

22. You are encouraged to establish 501(c)3 non-profit status under the Internal Revenue Code of the IRS for your chapter. The national WCA is a 501(c)3 organization; and individual chapters may request fiscal sponsorship through the National Office with the approval of the National Board, which may require an administrative fee. For chapters choosing to pursue 501(c)3 status, one of the primary benefits of being considered tax-exempt by the IRS is the ability to accept direct contributions and donations that are tax-deductible to the donor. Additional benefits include: exemption from federal and/or state corporate income taxes; possible exemption from state sales and property taxes (varies by state); the ability to apply for grants and other public or private allocations available only to IRS-recognized 501(c)3 organizations, discounts on US Postal bulk-mail rates and other services. To apply for IRS 501(c)3 recognition, IRS Form 1023 must be completed and filed with all the required support materials and appropriate filing fee.

WCA Membership System

A. Chapter Responsibilities to the National Organization

- Send a list of current Chapter Officers with addresses, phone numbers, e-mail addresses, term of office, and title (President, Vice President, Treasurer, Membership Chair, Secretary etc) following each chapter election. Send any changes or updates to the National Administrator as they occur.
- Promptly (within 15 days of receipt) send a check for the \$40 national dues for each new or renewing member to the National Office using the Chapter Report Form, found on the website at www.nationalwca.org/aboutwca/wcadocs.html. Provide complete information for all listed members, including personal website URLs for linking to the National website.
- Send a personalized copy of the **welcome letter** from the National President (available on the website) and a **membership card** to new members who have joined through the chapter. The letter includes information about how to use the password protected members-only section of the National website. Fill out the membership card with the **member number** (found on the National online member directory) and expiration date (Membership cards are available from the National Administrator.) The chapter president may also wish to include her own welcome letter.
- Encourage membership renewals and hold a membership drive between **October 1 and January**. This will allow members to participate in the National Exhibition and Conference held each February and other members-only activities throughout the entire year. **Membership brochures** are available from the National Office upon request. Chapters often create their own brochures in addition. Place brochures at your exhibitions, local libraries, etc., to inform people about WCA.
- If members do not renew by **April 1**, they will be removed from the online member

directory, their personal website will be unlinked, and they will no longer receive national e-mail digests or *Artlines*, the WCA newsletter. Make sure chapter members are informed about this cut-off date.

- Check the online member directory for accurate chapter roster, and check the listing of chapter officers on the National website periodically for accuracy.

- Make sure there is a link to your chapter's website on the National website. (See the Chapters page). Check that chapter members have links to their personal websites on the members' gallery page. Notify the National Administrator of any corrections or changes.

- Send copies of your chapter newsletters to your Regional Vice President and neighboring chapters as well as to the National Office. Email your newsletters in PDF format for posting on the National website. Newsletters can be found at www.nationalwca.org/aboutwca/news.html

- Contribute summaries of chapter activities for the *Artlines* newsletter at least once a year. Encourage your members to write articles for *Artlines* and to contribute to the Matrix project or participate on national committees.

- Send calls for entry, announcements of conferences, etc. to the National Administrator to be announced to the entire membership via the e-mail digest or website. Post to the WCA blog to inform the members and the public of events concerning WCA.

- Identify a Chapter Representative who will represent you at the Chapters' Council Meeting at the Annual National Board Meeting in February. This person can be responsible for communication with the National Office during the year as well. Each year, Chapter Representatives at the Chapters' Council Meeting nominate and elect five new members to serve on the National Board of Directors to represent Chapters' Council for three year terms.

- Encourage your chapter members to join the College Art Association (CAA), of which the WCA is an Affiliated Society. See www.collegeart.org for more information on CAA membership and Affiliated Society status.

B. Responsibilities of WCA Members

- Inform your chapter and the National Office of your address, phone number, or e-mail changes.

- E-mail the URL of your personal website for linking on the National website. If desired include an image (86 x 86px), otherwise the National Administrator will make a "thumbnail" image by visiting your website.

- Promptly respond to requests for information, dues payment, registrations, etc.

- Contribute your ideas and some of your time to the organization. Anyone can serve on a committee at the National Board level, which might lead to a leadership on the National Board of Directors.

C. Membership Structure

- Membership in WCA is based on the calendar year, **January 1 through December 31** of any given year. If members have not renewed by **April 1**, they will be deleted from the National Member Directory, their URL will de-linked, and they will no longer receive e-mails and mailings.
- WCA National membership brochures and member cards are available upon request.
- Membership Cards are available from the National Office.

Address of Women's Caucus for Art National Office:

P.O. Box 1498
Canal Street Station
New York, NY 10013

info@nationalwca.org

Address of Women's Caucus for Art National at Rutgers University

Women's Caucus for Art
191 College Ave
New Brunswick, NJ 08901-8546

Tel: 732/932-8660 x 17

The current part-time National Administrator is Karin Luner.

D. How to Log in to the Member Section of the website

In order to access the membership directory, information about benefits, and other members-only features, you must log in with:

Last Name

Membership ID Number

Password (changed on April 1)

E. Membership Categories and Dues

- Membership is open to all persons and institutions or organizations endorsing the purpose and mission of WCA.
- All members of a chapter **must be members of the national WCA organization** by paying the combined national and chapter dues.

- Members may join WCA as “Members-at-large” when there is no local chapter in area or if they choose not to participate in local chapter activities. Members-at-large dues are set at \$50, which includes a \$10 fee instead of chapter dues to cover administrative functions.

- **Chapter dues** are set by the chapter and range from \$10 to \$30 per year. Most chapters welcome guests at events, but only members in good standing should participate in chapter exhibitions, etc. Exhibitions are often an excellent means of recruiting new members.

- Members may join **more than one chapter** simultaneously if desired by paying chapter dues to the additional chapters. National dues need to be paid only once. This enables participation in exhibitions and other events of multiple chapters and helps foster inter-chapter connections.

Chapter dues are in addition to the following dues structure:

Regular Membership w/ a chapter choice - \$40

Regular Membership as Member-at-large - \$50

Student and Limited-Income Membership - \$25

(supply proof of full-time enrollment or a letter explaining circumstances.)

Institutional Members - \$75

(reserved for libraries, universities, and other organizations and institutions)

Lifetime Membership - \$ 500

This membership level greatly supports WCA's mission.

Friends of the WCA - for those wishing to make a tax-deductible contribution without becoming a regular member

New Memberships

First-time members joining **after October 1** receive membership privileges through December 31 of the following year.

F. Membership Dues Payment and Reporting

There are **two ways** to join the Women's Caucus for Art:

1) Pay Membership Dues to the National Office

When the National office receives dues from a member, the information on the Membership Application Form is entered into the database and posted on the on-line

Membership Directory. The information and the dues owed to the chapter are then forwarded to the chapter, usually within the same month. The Chapter Officers are responsible for adding new members' names and information to their files.

2) Pay Membership Dues to the Chapter

When the Chapter receives membership dues, the Treasurer processes the money and reports the data to the National Administrator on the Chapter Report Form, attaching a chapter check made out to WCA with the correct amount of national dues. This should happen in a timely manner so that new members can start receiving their national benefits.

Membership Identification Numbers

The National Administrator assigns membership identification numbers to new members. Renewing members keep the same number each year. These numbers should be written on membership cards. Membership chairs can find numbers of chapter members at any time via the online membership directory, which will be updated twice a month. Membership numbers are needed to login to the members-only section of the National website, www.nationawca.org.

G. Chapter Report Form Guidelines

Please fill out the Chapter Report Form using the following guidelines. This will ensure our records are correct and speed up the recording process so our members will not miss any national mailings. Chapters should fill out the form electronically and e-mail it to the National Administrator and then send a hard copy along with the check for the national part of the dues.

- 1.** Neatly print or type all names in alphabetical order (or preferably fill out the form on the computer on Microsoft Word.)
- 2.** Send in your forms as individuals join, regardless of how many names are on it, so that members will begin receiving national WCA benefits promptly.
- 3.** Send in a check with the total of the national dues and the completed Chapter Report Form. Deposit your chapter dues immediately upon receipt. Do not accept money for chapter dues only. If the chapter confers an honorary membership and wishes for that member to have access to WCA membership benefits, the chapter must cover the cost of the dues to National.
- 4.** Keep a photocopy of all forms mailed to the National office, as well as of the checks made out to the Chapter for your own records.

FILLING OUT THE CHAPTER REPORT FORM:

NAME: Last Name first. Be sure to clearly show a hyphenated last name. First Name followed by Middle Initial/Name if used.

ADDRESS: Always include full information such as Street, Ave, South, etc. Be sure City and State are written clearly. Use the full zip code for your area.

PHONE: Include Area Code.

E-MAIL: Make sure all letters and symbols are written clearly.

MEMBERSHIP NUMBER: Upon entry into the National Office Database system, a member is automatically assigned a number. This number appears in the left-hand column of printed rosters sent to you from the National Office on a regular basis. You may also find this information on the national website in the member directory at www.nationalwca.org. The login panel is located on the homepage. You need to know your own id # and password to sign in.

NEW/RENEWAL: Indicate if a member is a new or renewing member. Even if the member has not renewed for several years please indicate they are renewing, since the same membership number will be used.

SHORTCUT: If a renewing member has no change of address or phone number, just fill in the appropriate columns: (1 through 5) *Membership Number * New *Renewal * Last Name *First Name/ Middle Initial and indicate NO CHANGE.

JOIN: The National office lists a member as "joining" in the month the form and payment is received. Chapter join dates should not differ by more than one month

RENEWING MEMBERSHIP EXPIRATION DATE: The membership year runs from **January 1 to December 31** and a renewing memberships expire on **December 31st** of the year in which they pay. On **April 1**, any members who have not renewed will be removed from the national online directory, their URLs and images will no longer be posted, and they will no longer receive national e-mails and mailings.

NEW MEMBER EXPIRATION DATE: If received prior to October 1, the expiration date of a new membership is December 31 of the year in which they pay. If payment is received on October 1 or after, the expiration date for a new member is December 31 of the following year.

PROFESSIONAL AREA CODES

A = Artist

B = CAA Member

C =Critic

D = Art Administrator

E = Collector

F = Faculty/Art Educator

H = Art Historian

L = Librarian/Slide Curator

M = Museum/Gallery Professional

S = Student

U= Curator

INTERNAL CAUCUS CODES

The caucuses are also a searchable feature in the online member directory, which facilitates networking among members and across chapters.

Jewish Women in the Arts Network (JWAN)

New Media Caucus

Women of Color in the Arts (WoCA)

INTEREST IN NATIONAL COMMITTEES

Membership

Fundraising

Exhibition

Publicity

Communication

WCA CHAPTER CODES

HON Honorees

LFT Lifetime

CAN California – Northern

CAP California – Peninsula

CAS California – Southern

CBA California – South Bay Area

CHA Charleston

CMB California – Monterey Bay

CSD California – San Diego

COL Colorado

CON Connecticut

FLO Florida

IST Institutional

ILC Chicago, Illinois

IND Indiana

LOU Louisiana

MAB Mass., Boston

MAC Mass. Central

MAL Members at Large

MIC Michigan

MIN Minn., Twin Cities

MOS Missouri, St. Louis

NEB Nebraska

NHS New Hampshire

ORP Oregon, Portland

PAP Pennsylvania

WDC Washington, DC

