

# CPSA

Colored Pencil Society of America

## **District Chapter Guidelines**

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### **PART 1**

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## Starting a CPSA District Chapter

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## Part 1 – Starting a CPSA District Chapter

Part 1 describes the purpose of CPSA (the National organization) and its relationship with the District Chapters. It also offers suggestions about how your group can start on the road to becoming an official CPSA District Chapter.

Other parts of this guide include: Part 2 – Getting Established, Part 3 – Maintaining a District Chapter, Part 4 – Working with National, and Part 5 – Revitalizing a Chapter. Refer to the Appendix for sample documents and forms mentioned in the text.

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## **About CPSA**

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The Colored Pencil Society of America (CPSA) is a nonprofit organization for colored pencil enthusiasts. Our primary purpose is to promote colored pencils as a fine art medium by sponsoring exhibitions and workshops, being involved in product research, educating the public in general, and helping our members network. CPSA also believes that the interaction of members at the local level helps us attain our goals. For this reason, CPSA is committed to building a strong network of District Chapters (DCs) to benefit the individual member as well as the national society.

District Chapters are self-motivating and self-governing, yet they are part of the national organization and, as such, must comply with the standards, practices and procedures of the National Governing Board (NGB). Whether through professional, personal, or social opportunities, District Chapters benefit members by promoting camaraderie and education in their local area. The only limits are the creativity and participation within the Chapters themselves.

This material is a guide for organizing a group of CPSA members in order to form a CPSA District Chapter. The purpose is not to impose burdensome structure or regulations, but to offer practical suggestions in establishing and maintaining an active DC in your area. Please familiarize yourself with the following information and contact the District Chapter Development Director (DCDD) at [chapters@cpsa.org](mailto:chapters@cpsa.org) if you have any questions.

- As a non-profit corporation, CPSA serves as the legal umbrella under which the District Chapters operate. The National Governing Board manages CPSA according to the By-Laws of the organization.
- Although CPSA and the District Chapters provide some of the same services (exhibitions, workshops, etc.), they operate at different levels. The focus of CPSA is on the entire membership and the art public at large. The DCs, on the other hand, focus on members and events in their local areas.
- Thus, CPSA is able to provide credibility for the entire organization and all colored pencil artists on a broader scale, gain attention for colored pencil art in major art magazines, present the annual convention and exhibition in different parts of the country, and encourage manufacturers to produce better products.
- The District Chapters work locally to provide opportunities for their members and to help CPSA by bringing in new members, keeping their members informed about national events, and participating in those events.

## ***CPSA PURPOSE***

- To promote the stature and awareness of colored pencil as a viable art form to all professional art establishments, organizations and the general public.
- To provide its membership with a forum for education, communication and recognition of colored pencil artists.

## ***CPSA GOALS***

- To provide opportunities for recognition of its members by sponsoring an annual international juried exhibition offering Signature Member status.
- To provide a communication network for its members through its:
  - o Printed newsletter, *To The Point* (TTP)
  - o Annual Conventions and Meetings
  - o District Chapters
  - o Website

## ***CPSA MEMBERSHIP REQUIREMENTS***

Membership is open to everyone 18 years and older upon payment of the CPSA membership dues.

## ***NATIONAL GOVERNING BOARD (NGB)***

The NGB is comprised of twelve CPSA members who have freely volunteered their time and efforts to help run this organization. The NGB holds two meetings each year to discuss issues, decide on policy, and plan events.

Board Members are elected by the NGB for a two-year term and may serve as many as four terms. Information about openings on the Board appears in the CPSA newsletter, *To The Point*, and on the CPSA website ([www.cpsa.org](http://www.cpsa.org)). The NGB typically includes the following Officers and Directors:

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| ▪ Founder - Vera Curnow, CPSA                  | ▪ Product Research Director            |
| ▪ President                                    | ▪ Exhibition Director                  |
| ▪ VP of Finance                                | ▪ Convention/Public Relations Director |
| ▪ Secretary                                    | ▪ Ways and Means Director              |
| ▪ Membership Director                          | ▪ Corporate Image Director             |
| ▪ District Chapter Development Director (DCDD) | ▪ Webmaster                            |

- **NOTE:** The names of current officers and directors are listed in our newsletter, website, and Membership Directory.
- Remember, the District Chapter Development Director ([chapters@cpsa.org](mailto:chapters@cpsa.org)) should be the primary contact for any questions about becoming a District Chapter.

## ***About District Chapters***

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To help further its goals, CPSA decided early on that forming local chapters would be advantageous. A District Chapter (DC) is a self-governing group of members of the Colored Pencil Society of America that operates within the guidelines of CPSA to promote colored pencil art in its local area. Each chapter elects its own governing board, collects dues, raises money, and operates as a local non-profit volunteer group.

There are currently 26 active District Chapters.

<i>Eastern US</i>	<i>Western US</i>
DC 103 Chicago, IL	DC 201 Portland, OR
DC 104 Detroit, MI	DC 202 San Diego, CA
DC 107 Atlanta, GA	DC 207 Seattle, WA
DC 108 Memphis, TN	DC 210 San Francisco, CA
DC 109 Metro Washington, DC	DC 211 Tulsa, OK
DC 112 Manchester, NH	DC 212 Phoenix, AZ
DC 113 Gainesville, FL	DC 214 Los Angeles, CA
DC 114 Raleigh/Durham, NC	DC 215 Dallas/Ft Worth, TX
DC 115 Wilkes Barre, PA	DC 217 Idaho Falls, ID
DC 116 Ft. Lauderdale, FL	DC 218 Houston, TX
DC 117 St. Augustine, FL	DC 219 Albuquerque, NM
DC 118 Nyack, NY	DC 220 Denver, CO
DC 119 Greater Cincinnati, OH	DC 221 Oklahoma City, OK

### ***WHY SHOULD WE FORM A CHAPTER?***

- To establish a local group of artists that shares a common interest in working with colored pencil and provide artistic growth for its members.
- To be part of a nation-wide organization and take advantage of its reputation, knowledge of the medium, and other resources.
- To help CPSA promote the colored pencil medium by sponsoring local exhibitions, workshops, and establishing a presence in your community.
- To be covered under the nonprofit tax status of the national organization (see *Step 2 – Review CPSA Policies* below).

And, most importantly, colored pencil artists everywhere benefit from the efforts of the national organization to gain recognition for colored pencils as a fine art medium, influence manufacturers to improve the lightfastness of their products, and have more colored pencil art in books and magazines.

## ***DISTRICT CHAPTER REQUIREMENTS***

Upon meeting the requirements below, a group of CPSA members may apply to the NGB for District Chapter status (see *Steps for Becoming a District Chapter* below).

- The group must be located within the United States.
- The group must have at least five members. Over time, however, it takes at least three or four times that many to support a strong and active DC.
- Group members must be members in good standing of CPSA (the parent organization) prior to applying for chapter status. CPSA members are free to join as many District Chapters as they wish.
- The group must meet regularly and choose a governing board of at least five officers (3 elected, 2 appointed).
- The group must meet at least twice each year. The core membership of the group should be in a geographical area enabling its members to meet regularly.
- The group should be more than a reasonable driving distance from any existing CPSA District Chapter.

## ***Steps for Becoming a District Chapter***

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The procedure for becoming an official CPSA chapter involves the three steps listed below. The rest of this chapter provides further information about each of these steps.

- Step 1. Hold preliminary meetings to determine whether your group meets the requirements for becoming a CPSA chapter.
- Step 2. Become familiar with CPSA policies.
- Step 3. Elect officers and apply to the CPSA National Governing Board for District Chapter status.

It's really that easy! Upon acceptance, the new District Chapter is ready to proceed with getting organized and operational as described in Part 2.

## ***Step 1 – Organizational Meetings***

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Any group interested in becoming a District Chapter should hold a few preliminary meetings to make sure the group is truly interested and committed in making the effort to become part of CPSA.

### ***PRIOR TO THE MEETING***

- Establish the meeting location, date, and time.
- Invite participants by phone, email, or US Postal Service, at least two weeks in advance.
- Plan an agenda (see suggestions below).
- Plan refreshments (optional).

- **TIP:** Remember to ask the DCDD for CPSA membership applications and copies of the About CPSA brochure in advance of the meeting.

### ***WHOM TO INVITE***

- All CPSA members within a 2-3 hour driving distance.
  - Any other people in the area you may know, or may be aware of, who use or are interested in colored pencils.
  - Local area college or community college art students (18 or older).
  - Local art association members.
- **TIPS:** Ask the DCDD to provide you with a list of CPSA members and potential members in your state and adjoining states. Place posters in art stores, museums, and libraries.

### ***SUGGESTED AGENDA***

- Greet attendees and record their names, addresses, phone numbers and email addresses.
- Make introductions. This should be an informal exchange to help attendees get to know one another.
- Ask a volunteer to take minutes, if possible.
- Explain the purpose, goals and structure of CPSA as described above.
- Pass out CPSA national membership applications to those who are not members.
- Explore the purpose and structure of District Chapters.
- Discuss the benefits of starting a District Chapter.
- Review the requirements for starting a District Chapter (see page 4).
- Discuss meeting locations, dates, and times.
- Make a list of possible activities.
- Plan subsequent meetings.
- Give attendees a chance to get to know each other during a social hour.

## ***Step 2 – Review CPSA Policies***

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As part of CPSA, District Chapters are expected to comply with the standards, practices and procedures of the organization. Please familiarize yourself with the CPSA By-Laws and review the other information in this section before continuing. It is especially important to review the information about non-profit status, tax-exempt status and employee identification numbers (EIN) carefully.

### ***EXPLANATION OF THE CPSA TAX STATUS***

**Non-Profit** – CPSA is a non-profit organization as opposed to an organization that is trying to make a profit. All money taken in by CPSA is used to run the organization. No one receives a salary and all duties are performed on a volunteer basis.

**Tax Exempt** – CPSA is also “tax exempt” because it has a 501(c)(3) tax status with the Federal Internal Revenue Service (IRS). This allows CPSA to take in business-related income without having to pay federal taxes on that amount. Being registered as a 501(c)(3) in Oregon means the National organization is covered from state as well as federal taxes.

**Federal Tax ID Number / EIN** – Nevertheless, CPSA must file income tax returns with the IRS every year. A Federal Tax ID number (or EIN, Employee Identification Number) is needed for this.

➤ **NOTE:** The terms 'Federal Tax ID number' and 'EIN' are used interchangeably.

### ***EXPLANATION OF DISTRICT CHAPTER TAX STATUS***

**Federal Tax ID Number / EIN** – District Chapters are self-governing and each one must have its own EIN. This number is required to establish a checking account for your DC and for tax purposes. It is important, after receiving your Tax ID number, to keep it with the District Chapter records. The Chapter should never use the CPSA tax number.

**State, County, Regional Tax Exemptions** – In addition, each District Chapter must seek its own state, county, and/or regional exemption status since tax laws vary from state to state. Please contact your state’s tax office to receive the proper information about filing within your state.

**Non-Profit Status** – Having an EIN number, however, does NOT give a District Chapter federal non-profit status. Your chapter must file for that either as a separate entity or under the CPSA umbrella (see *Tax Options for District Chapters* below).

### ***TAX OPTIONS FOR DISTRICT CHAPTERS***

District Chapters have the option of filing for federal tax exemption with the IRS as part of CPSA or as a separate entity. Needless to say, filing under the CPSA umbrella is much easier and will save both time and money. So far, no chapter has chosen to file separately.

1. To operate under the CPSA non-profit umbrella, a chapter must:
  - o Apply for its own Federal EIN (there is no fee). Refer to the third part of the Application Process for instructions.
  - o Comply with CPSA By-Laws and guidelines for non-profit status.
  - o Annually submit requested information to the DC Development Director (see *Yearly Tax Reporting* in Part 4).
2. To obtain its own federal non-profit status, a chapter must:
  - o File for tax-exempt status with the IRS (there is a \$500 non-refundable fee plus lawyer and accountant fees).
  - o Apply for its own Federal EIN.

- o File annual income tax forms with the IRS.
- **NOTE:** A chapter that files separately may have difficulty operating within CPSA guidelines due to federal regulations. Should that happen, it might be necessary for CPSA to withdraw the use of the CPSA name, logo, and other privileges.

***FREQUENTLY ASKED QUESTIONS ABOUT TAX EXEMPTIONS***

Are the yearly dues to CPSA tax deductible?	NO
Are the yearly dues to the District Chapter tax deductible?	NO
Are contributions to the District Chapter tax deductible?	YES
Are contributions to scholarships or awards sponsored by the District Chapter for CPSA exhibitions tax deductible?	YES

***Step 3 – Elect Officers and Apply for DC Status***

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Once your group has met the requirements and is committed to being a part of CPSA, it should elect officers. The President-elect should then contact the DCDD at [chapters@cpsa.org](mailto:chapters@cpsa.org) to obtain an official District Chapter Application Form. Fill out the form, sign it, and mail it to the District Chapter Development Director (DCDD) at the address on the form.

The DCDD will present your application for consideration at the next NGB meeting. After voting, the NGB will determine a name and number for your chapter. The DCDD will notify you of the decision.

Proceed to Part 2 for information about how to "go active."

