
POLICIES OF THE REALISTIC EQUINE SCULPTURE SOCIETY (REV AUGUST 2007)

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Policy 1: Intent

Section 1: Purpose

1. For the need of an interactive artistic infrastructure to educate, network and support realistic equine sculptors and associated artisans, we have resolved to create a non-profit organization based on the needs of the artist to promote artistic improvement and educational exploration.

Section 2: Name

1. The corporation shall be named the Realistic Equine Sculpture Society, Inc. ("RESS").

Section 3: Mission Statement

1. To encourage excellence in realistic equine sculpture and associated artistry, promote an interactive education-oriented professional community, educate the public about equine sculpting and broaden artistic development through exhibition, events, education, demonstration and critique.

Policy 2: Membership

Section 1: General terms for Membership

1. Any individual engaged in aspects of realistic equine sculpting is eligible for membership. As provided herein, membership shall be upon such terms and conditions, and enjoy such rights and privileges, as the board may establish periodically.

Section 2: Eligible Artistry for RESS Membership

1. Artistry Membership shall consist of those members engaging in "RESS artistry." RESS artistry must be sculptural work and/or finished work applied to such of tangible media based on the technical and realistic depiction of the equine genus, existing and extinct.
2. Any one or combination of these following types of artwork qualify for RESS membership:
 - A. Sculpture applied to realistic 3D equine sculpture:
 - a. Full body
 - b. Bust
 - c. Any sculpted relief which includes, but is not limited, to alto-relievo, bas-relief, mezzo-relievo and/or stacciato.
 - B. Finishwork applied to realistic 3D equine sculpture:
 - a. Painting
 - b. Hairing
 - c. Patina
 - d. Glaze
3. Only original works are permitted in RESS events, respectively, and shall serve as the foundation of works promoted within the organization. For additional information, please refer to Policy 6, Section 2.
4. RESS is a participatory organization for artists only; only artists may enter, exhibit or otherwise participate with their own work.

Section 3: Membership Year

1. Membership shall be on an annual basis running from January 1 to December 31, the "Membership Year" to coincide with the RESS Fiscal Year. The annual dues shall be determined by the board.

Section 4: Levels of Membership

1. Levels and membership fees for Membership are determined by a resolution of the board, but currently consist of:
 - A. **Basic Membership:** \$25 US dollars per Membership Year. Payment is due before January 1 annually to the Executive Director. Basic membership is open to artists consistent to Policy 2, Section 2.
 - a. Basic membership requires:
 1. Payment of annual dues
 2. Expected to attend RESS annual meetings
 3. Expected to vote annually
 4. Parental permission for individuals under the age of 18
 - b. Basic membership receives:
 1. Information for membership
 2. Subscription to the newsletter
 3. Access to the moderated RESS membership email mailing list
 4. Full membership voting privileges
 5. Eligibility to receive discounts on RESS-sponsored events and products, as they are developed
 6. Eligibility to act as RESS Representative
 7. Eligibility to earn RESS Business membership when a legal business
 8. Use of the membership logo during membership

- B. Business Membership:** \$40 US dollars per Membership Year. Payment is due before January 1 annually to the Executive Director. Business membership is open to artists consistent to Policy 2, Section 2, who operate their artistic aims as a business.
- a. Business membership requires:
 - 1. Payment of annual Business dues
 - 2. A State Tax ID# (either a separate tax ID or the SS# used for this purpose) and/or copies of other appropriate licenses, permits or business certifications.
 - 3. Expected to attend RESS annual meetings
 - 4. Expected to vote annually
 - 5. Parental permission for individuals under the age of 18
 - b. Business membership receives:
 - 1. Information for membership
 - 2. Subscription to the newsletter
 - 3. Access to the moderated RESS membership email mailing list
 - 4. Full membership voting privileges
 - 5. Eligibility to receive discounts on RESS events and products, as they are developed by RESS.
 - 6. Eligibility to receive special business-oriented discounts, as they are developed by RESS.
 - 7. Eligibility to act as RESS Representative
 - 8. Use of the business membership logo during membership

Section 5: Application for Membership

- 1. Application Form: Request the Application Form from the Executive Director or download it from the RESS website. Then complete the forms and remit payment of dues to the Executive Director. The applicant shall be notified of approved membership by the Executive Director in a timely manner; all benefits of membership activate upon notification.
- 2. Gift Memberships: Basic memberships may be purchased as gifts by contacting the Executive Director.

Section 6: Pro-rated dues

- 1. There are no pro-rated dues for members joining during the Membership Year. The full membership fee is due and the new member has the opportunity to renew membership the following January 1.

Section 7: Continuance in or transition into another Membership level

- 1. To remain in the same membership level or new information is not required on the membership form, a member is not required to submit a new application form, but merely remit payment of applicable annual dues by January 1 to the Executive Director.

Section 8: Code of Conduct

- 1. RESS members must uphold these Codes of Conduct at all times within the perimeters of RESS and in all relevant relations outside of RESS.
- 2. Each RESS member shall:
 - A. Strive to create a productive and supportive environment for the RESS membership, on and off the membership mailing list.

- B. Endeavor to add to the arena of knowledge through active participation in and promotion of education and sharing of information.
 - C. Act in protection of artist rights within all perimeters of industry, hobbies or markets and to uphold all laws application to art, art protection and artistic rights.
 - D. Seek self-improvement and growth in all applications of one's artistry.
 - E. Conduct oneself in a dignified, courteous and professional manner in all matters with the public and the RESS membership.
 - F. Conduct business and all transactions in good faith and in a responsible fashion.
 - G. Abide by the RESS Bylaws and Policies.
3. On the RESS Mailing List, each member shall discuss and exchange information in an efficient, professional, productive and polite manner and shall refrain from posting sales items or services on the list, however, referrals are permitted.
 4. Application of Art and Intellectual Property Law
 - A. RESS upholds the laws and legislation concerning art, artistic rights and protection of art to include, but not limited to, Copyright Law and the Visual Artists Rights Act (VARA). Consequently, members, RESS events and all participants in RESS activities are expected to uphold and comply with said statutes as a condition of RESS affiliation.
 - B. The only modified or altered works eligible for RESS events are those with documented restoration or repair or those pieces consistent to the reserved rights of
 4. Those who willfully do not comply with the Codes of Conduct may be subject to disciplinary action by a resolution of the board.

Section 3: Equal Opportunity

1. RESS, Inc. shall not discriminate on the basis of sexual orientation, religion, marital status, age, sex, disability, race, color, national or ethnic origin in any of its operations or events, excluding the age requirement for government service as defined in RESS, Inc. Bylaws.

Policy 3: Administration

Section 1: General

1. Members of the administration are expected to communicate regularly with fellow administration members, by any means deemed practical and effective by the board.
2. Communications within the administration are expected to be prompt, on topic and refrain from posts pertaining to personal sales items.

Section 2: Board of Directors

1. Directors do not have to be RESS members.
2. Directors may amend or repeal the Bylaws and Polices at their discretion.
3. Board and regular meetings shall be run by any means deemed efficient and explicit by the board, at the time of the meeting. Special and annual meetings shall be run according to Robert's Rules to Order.
4. The number of Directors on the board is subject to a resolution of the standing board, but usually Directors consist of 3 (three) persons, the President, Secretary and Treasurer, as follows:
 - A. President
 - a. The President shall act as the primary spokesperson for RESS, maintain focus and direction according to the Mission Statement and attend to any additional

responsibilities further described in the Standard Operation Procedures (SOP). Term of Office: 2 (two) years by election of the membership. Governmental Voting Member: Yes.

B. Secretary

a. The Secretary shall foster communication on the board and attend to any additional responsibilities further described in the Standard Operation Procedures (SOP). Term of Office: 2 (two) years by election by the membership. Governmental Voting Member: Yes.

C. Treasurer

a. The Treasurer shall oversee RESS funds, which shall be deposited into a RESS account designated by the board and paid out on order of the board, maintain an itemized account of all financial transactions and receipts, oversee the taxation process for the corporation, present regular account status reports, oversee the collection of all moneys garnered from the membership, activities and donations and attend to any additional responsibilities further described in the Standard Operation Procedures (SOP). Term of Office: 2 (two) years by election of the membership. Governmental Voting Member: Yes.

Section 3: Officers

1. Officers do not have to be RESS members.
2. The number of officers on the board is subject to a resolution of the standing board, but usually officers consist of 2 (two) persons, the Publication Officer and the Media Coordinator.
3. Officers may act as consultants and functionary elements to the board and are asked to keep the board of Directors updated on the progress of those matters they are authorized to manage and to aid with any additional responsibilities further described in the Standard Operation Procedures (SOP).
4. Officers may not vote on issues requiring a board of Director resolution.
5. Publication Officer: This officer shall oversee the publication of the newsletter. Publishing experience is a prerequisite. Term of Office: 2 (two) years by appointment of the board.
6. Media Coordinator: This officer shall handle or oversee the logistics of the website, online practicalities or other such media-based concerns required by the board of Directors. Technical experience with digital images and html is a prerequisite. Term of Office: 2 (two) years by appointment of the board.

Section 4: Committees

1. Committee members do not have to be RESS members.
2. Committees are subject to a resolution of the standing board, but usually consist of the annual Election Committee.
3. As required by Idaho code, a designated director shall serve as chair for each committee.
4. A committee shall execute its defined purpose in a timely and responsible manner and keep the board of Directors updated on its progress.
5. Election Committee: This committee shall attend to the logistics of the annual elections.

Section 5: Executive Director

1. Definition: This position is a senior manager or executive officer of an organization, company or corporation. The position is comparable to a chief executive or managing

director. An executive director is usually paid or remunerated for his or her work. The senior employee of North American non-profit organizations is usually called the executive director instead of the chief executive officer in order to avoid the business connotations, which the latter name often evokes. Small groups and membership organizations may use the term executive secretary. It also distinguishes them from other members of the board of Directors who are not remunerated for their roles, and to whom the executive director answers.

2. Specifics: The Executive Director of RESS is subject to the Independent Contractor Agreement and would not be a salaried employee but rather would be contract labor, appointed by the BOD, and be compensated at the rate of \$200 per month for the first 18 months of the contract, beginning with July 2007 and ending in December 2008. No benefits to be paid. All taxes (FICA, income tax etc.) are the responsibility of the Executive Director. The responsibilities of the Executive Director will be listed and enumerated in the contract. The board of Directors may discharge the Executive Director without notice at anytime.
3. Duties of the Executive Director shall be (may be changed as needed by the BOD):
 - A. Be the official and only mailing address for RESS by securing a post office box annually.
 - B. Perform the usual duties of the Executive Director (including but not limited to, making deposits, paying invoices, doing monthly, quarterly, and End of Year reports and preparing the materials for the CPA) under supervision of the President of RESS.
 - C. Be the RESS warehouse, do all shipping and receiving (checks to be written to the respective companies with rare reimbursements to the Executive Director approved by the board of Directors with receipts). Maintain active accounts with Fed Ex, UPS, and USPS "click and ship."
 - D. Handle shipping of Challenge entry materials (rosettes and Café Press items) to respective shows upon notification by the Challenge MOM
 - E. Handle finishwork and sculpture contests so far as being the clearing house for the photos, uploading photos to website upon approval, paying jurors upon approval, and basic housekeeping related to the finishwork and sculpture contests. Be the "megaphone" for these exhibitions so far as reminding members of due dates.
 - F. Handle PR and advertising as desired by the board of Directors.
 - G. Do basic website updating (html, ftp, photo massaging etc.).
 - H. Handle memberships, including ordering any perks (name tags), providing passwords etc. and shipping materials to members as needed.

Policy 4: Voting and Amendments

Section 1: Quorum Requirements

1. Board of Directors: 2 (two) of 3 (three) votes shall constitute a quorum or majority vote; each director counts as 1 (one) vote.
2. Membership: Voting turnout must be at least 10% (ten percent) of the total possible membership votes and a quorum of the membership vote is 1/3 (one-third) of the cast vote; each current member counts as 1 (one) vote.
3. Ties shall be broken by run-off vote.

Section 2: Record Date

1. All members identified on the corporate records as of sixty (60) days before October 31 are eligible to vote in elections.

Section 3: Voting Process

1. Members consistent to Record Date eligibility may cast a ballot to vote in director and amendment elections.
2. Ballots must be provided to all eligible voters by whatever means deemed practical by the board.
3. October 31 is the deadline for all ballots to be sent to the Election Committee.
4. Voting results shall be reported by the Election Committee to the membership no later than November 22.
5. Voting Pamphlet: The Voting Pamphlet shall be provided to each eligible voter no later than October 1 of every Membership Year and shall contain:
 - A. Information on director nominations, amendments and other matters to be voted on by the membership.
 - B. An official ballot for those sending them by mail.
 - C. Logistical information for voting and ballot mailing, to include details regarding email submission of the ballots.
6. Ballots
 - A. Ballots must identify each nominee and contain their necessary information and the actual text of each voted-on issue, amendment or proposed action.
 - B. All solicitations for ballot votes shall:
 - a. Indicate the number of votes and percentage of voter turn-out required to meet quorum requirements.
 - b. Indicate the deadline for ballot submission for the ballot to be counted.
 - c. Indicate the location where the ballot is to be sent.
 - C. Late ballots are null and void; a late ballot is defined as a ballot not received at the designated location by the deadline stipulated in the ballot materials.
 - D. Ballots shall be valid only if sent according to the directions and conditions outlined by the Election Committee.
 - A. Phone, faxed or copied versions of the official ballot are null and void.
 - B. Ballots sent to persons other than the Election Committee are null and void.
 - E. Once cast, a ballot cannot be revoked.
 - F. Absentee Ballots
 - a. Absentee ballots are for eligible voters not in attendance to cast a vote at meetings and must be provided to all eligible voters by whatever means deemed practical by the board.
 - b. Absentee ballots shall be the same format and contain the same information as an otherwise normal ballot.
 - c. Absentee ballots shall be opened at the meeting and counted by two presiding officials in attendance.
7. Proxy voting and action by written consent are not permitted in RESS.
8. The standing Board has the right to extend amendment, voting and nomination deadlines as needed.

Section 4: Director Elections

1. Director nominations shall come from the membership. Nominees do not have to be RESS members. RESS members may nominate themselves. Director nominees must be at least 21 years of age. Email access for directors is a prerequisite.

2. New Directors take office January 1 in the following Membership Year and are asked to audit the board email list for a minimum of one (1) month prior to taking office and work with the outgoing directors during this period, as an orientation period.
3. A Director may resign at any time for any reason by delivering written notice to the board. The resignation is effective as stated in the notice.
4. All departing Directors are expected to provide the materials and resources pertinent to the office to the replacement within 15 (fifteen) working days. The Executive Director shall provide reimbursement for shipping of such materials within 15 (fifteen) days of receiving a postal receipt from the departing Director.

Section 5: Appointment of Officers

1. Nominations may be presented by a Director or Officer, or shall come from the membership to any Director, by any means deemed practical by the board. Nominees do not have to be RESS members.
2. New Officers take office on a date decided by resolution of the board. Members should be informed of the new officers as soon as possible, as deemed practical by the board.
3. An Officer may resign at any time for any reason by delivering written notice to a Director. The resignation is effective as stated in the notice.
4. All departing Officers are expected to provide the materials and resources pertinent to the office to the replacement within 15 (fifteen) working days. The Executive Director shall provide reimbursement for shipping of such materials within 15 (fifteen) days of receiving a postal receipt from the departing Officer.

Section 6: Appointment of Committee Members

1. Potential committee members may be presented by a Director or Officer, or shall come from the membership to any Director, by any means deemed practical by the board. Committee members do not have to be RESS members.
2. New committee members start their service on a date decided by resolution of the board.
3. A committee member may resign at any time for any reason by delivering written notice to the committee chair. The resignation is effective as stated in the notice.
4. A departing committee member is expected to provide the materials and resources pertinent to the office to the replacement(s) within 15 (fifteen) working days. The Executive Director shall provide reimbursement for shipping of such materials within 15 (fifteen) days of receiving a postal receipt from the departing committee member.
5. Dissolution of Committee: A committee may be disbanded upon a majority vote of the board. Upon dissolution, the committees shall surrender all materials and resources pertinent to the functioning of the committee within 15 (fifteen) working days to the Secretary. The Executive Director shall provide reimbursement for shipping within 15 (fifteen) days of receiving a postal receipt from the departing committee members.

Section 7: Amendments

1. Amendment proposals may come from the membership and require a resolution of the board to induct them into the policies or Bylaws. New amendments take effect January 1 in the following Membership Year.

Policy 5: Financial and Corporate Record Management

Section 1: Fiscal Year

1. The RESS Fiscal Year cycles annually from January 1-December 31.

Section 2: Fees and Annual Dues

1. Membership fees for the various levels of Membership shall be in such amounts as the board shall establish periodically, and sent to the Executive Director.
2. Annual dues must be in US Funds in the current exchange rate, be paid by forms of payment approved by the board and be payable to "RESS" or the "Realistic Equine Sculpture Society."

Section 3: Use of RESS Budget Funds

1. The board of Directors shall authorize distribution of RESS budget funds into RESS-sponsored events and general functions.

Section 3: Annual Report

1. Distribution of the annual report to the membership shall be made by any means deemed practical by the board.
2. Basic required contents of the annual report are, as follows:
 - A. An annual itemized audit report from the Treasurer and Executive Director.
 - B. A full listing of current members, to include names and addresses.

Section 4: Refunds

1. Membership dues are non-refundable, except as deemed appropriate by a resolution of the board.
2. When an event is canceled, fees shall be refunded according to the event prospectus by the Executive Director within 15 (fifteen) working days by any means deemed practical and fair by the board.

Section 5: Expense Reimbursement

1. Receipts for reimbursement by any person functioning on behalf of RESS shall be submitted to the Executive Director within 15 days of the expense. If circumstances prevent actual mailing then within 15 days of expense, the person must send an email notice to the Executive Director that receipts will be mailed within 30 days of the expense. The email should describe the purpose for the expense and the amount. If receipts or email to the Executive Director as described are not sent according to these timelines, the person loses the right to expect reimbursement.

Section 6: Pre-Purchase Funding

1. Normally the Executive Director reimburses expenses made on behalf of RESS made by a person functioning on behalf of RESS from personal funding sources. A person may request that funds be advanced to him/her prior to the actual purchase or expense as follows. A person may request pre-purchase funding of expenses if the exact amount of the funds can be determined ahead of time. For example, postage, or an expensive purchase or reservation where a purchase quote including any shipping or taxes can be obtained. If the exact cost of the item cannot be determined ahead of time, then the purchase is not eligible for pre-purchase funding in order to avoid over or underfunding a purchase and the consequent adjustments that will be required.
 - A. For pre-funding, obtain a written quote for what the expense will be and submit this to the Executive Director. The Executive Director will write a check for this amount payable to the person or to the merchant so the person can use RESS funds to

directly purchase the item. Once the item has been purchased, the actual purchase receipt shall be submitted to the Executive Director within 15 days of the purchase.

Section 7: Time Payments

1. RESS may accept time payments on merchandise orders over \$100.00.
2. The terms a down payment of 1/3 of the total cost will hold the item(s) for 60 days. The remaining balance may be paid at any time and in any increments over the course of 60 days, but must be paid in full by 60 days from RESS' receipt of the down payment, or the down payment and all subsequent payments are forfeit. There will be no exceptions to these terms.

Section 8: Financial Oversight

1. Cancelled RESS checks or check images shall be sent to the President along with a monthly statement. The Executive Director shall receive a duplicate statement and maintain carbonless copies of all checks written.
2. The President and Secretary shall have view only access to the RESS bank operating account and the account designated for Paypal receipts. The Treasurer and Executive Director shall maintain full access to the accounts using a minimum "strong" password (3 of the following 4 elements, CAPS, small letters, symbols, numbers). The President shall have co-signature authority on the accounts to be put into effect upon the incapacity of the Executive Director.
3. The Executive Director shall post quarterly bank account reconciliements to the shared files area of the online email group maintained for RESS Board and Officers for their inspection and questions. At a minimum, a current profit and loss and balance sheet shall be posted, with additional specific reports provided upon request by RESS Board members, or at the Treasurer's or Executive Director's option to reflect the financial status of specific programs or other activities.

Section 9: Corporate Records

1. The Secretary shall maintain the corporation's book and records, such as the minutes of all meetings, accounting records, current list of officials and members (to include names and addresses), current bylaws and policies, resolutions adopted by the board pertaining to the characteristics, qualifications, rights, limitations and obligations of members, written communications to members within the past 7 (seven) years, to include financial statements pursuant to Idaho Nonprofit Corporation Code 30-30-134 and all tax records in concert with the Treasurer and Executive Director.

Section 10: Audit Committee Charter

1. Purpose: The Audit Committee is an independent appraisal activity established within RESS as a service to management and to the Board of Directors. It is a control that functions by examining and evaluating the interrelated components of internal control: risk assessment, control activities, information and communication and monitoring.
 - A. External audit: An external audit is designed to provide a systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled". Quality audits examine the elements of a quality system in order to evaluate how well these elements comply with quality system requirements. Elements include responsibilities, authorities,

relationships, functions, procedures, processes, and resources. Elements combine to form a quality system.

- B. Financial review: A focused review of the Executive Director's activities to provide the Audit Committee with an opinion to how RESS's funds and accounting for income and expenses are recorded, and whether payments from RESS accounts appear to have proper authority to issue.
2. Objective and Scope: The Auditor is chosen by the Audit Committee. The objective of the Auditor is to assist management and the Board of Directors in the effective discharge of their responsibilities. This is accomplished by furnishing them with independent analyses, recommendations, counsel and information concerning the activities reviewed and by promoting effective control at a reasonable cost. The scope of the Auditor encompasses evaluating the adequacy and effectiveness of the system in internal control in providing assurance regarding the achievement of objectives in the following categories:
- A. Reliability of financial reporting;
 - B. Compliance with officer selection, membership, show sanctioning requirements, and other activities relative to RESS's mission;
 - C. Effectiveness of management and board.
 - D. The scope of each Audit shall be sufficient to express an informed opinion and/or appraisal about the Audit subject.
 - a. The Board may also decide from time to time to request that a Review of the Executive Director's activities and financial statements be performed, in lieu of or in addition to an Audit. ("Auditor" as used hereinafter refers to a person who performs either an Audit or a Review). Typically a Review will focus on 2.A., but may be a focused Review of other RESS activities.
 - E. An independent review of the Executive Director's activities shall be performed (quarterly/semi-annually), with a full Audit of the activities in 3.A – 3.C. performed every two years. A more frequent interval for an Audit or a Review may also be authorized by the Audit Committee at any frequency it deems appropriate.
3. Responsibility and Authority:
- A. The responsibility of the Auditor is to serve RESS by coordinating audit activities, to conduct audit activities in accordance with specific directives, practices and procedures of RESS. The Auditor is concerned with any phase of business activity where it can be of service to management. Toward this end, Auditors are authorized to audit and examine any operation of the organization. Authorization is therefore granted for full and complete access to any of the organization's records (either manual or electronic), physical properties and personnel relevant to a Review. Documents and information given to the Auditor will be handled with sufficient care that is consistent with the same prudent degree of care, which staff members who are normally accountable for them. Confidential documents shall be safeguarded by the Auditor to protect RESS and any member private information.
 - a. All RESS officers and/or Board members who possess any RESS records that the Auditor needs to obtain to perform the Audit or Review shall fully cooperate with such requests to produce them timely and completely.
 - B. The Auditor position is considered to be a staff function, or one that is contracted out to an outside professional party that has no direct responsibility or any authority over any of the activities or operations audited. The performance of this function does not relieve management of any assigned responsibilities. A written Audit or Review

report shall generally be issued for each Audit and Review and shall be directed to the level of management at which appropriate corrective action will be ensured and to the full Board of Directors. A request for reply directed to the affected management area, within a specified interval of time, as to remedial action planned or taken, will generally be included.

- C. Decisions as to the corrective action to be taken, or whether analysis is to be taken, as a result of findings and recommendations in an Audit report, are the responsibility of the area audited not the Auditor. However, the Auditor has the responsibility for evaluating the proposed action, or lack thereof, and if a material difference of opinion develops, for referring the matter to the appropriate level in the organization for a decision. Any finding that is determined by the Auditor to be of significant interest or importance shall be Reviewed with RESS management and the Audit Committee.
 - D. The Auditor will coordinate its operations with those of any external auditors to ensure comprehensive audit coverage of RESS operations and to assist the external auditors where it is feasible.
 - E. The authority of the audit function established for RESS is derived from this policy and the Board of Directors as set forth in this charter.
4. Independence: The Auditor should be independent of the activities audited so that audit work can be carried out freely and objectively. This facilitates an impartial and unbiased judgment essential to the proper conduct of audits. Independence is achieved and maintained through objectivity and organizational status.
- A. Objectivity requires the Auditor to perform audits and Reviews in such a manner that an honest belief in work product and that no significant quality compromise is made. The Auditor should not be placed in situations in which an objective professional judgment cannot be rendered.
 - B. Organizational status of the Auditor should be sufficient to ensure a broad range of Audit or Review coverage and adequate consideration of an effective action on findings and recommendations. To this end, the Auditor shall report administratively to the President, and shall be directly responsible to the Audit Committee of the Board of Directors. In matters of critical importance and/or confidentiality, the Auditor shall have direct access to the Chairman of the Audit Committee or to the President, as deemed appropriate. These reporting relationships ensure divisional independence, promote comprehensive audit coverage and ensure adequate consideration of Audit recommendations.
5. Effective Date: The Audit Committee of the Board of Directors originally approved this charter on December 11, 1999 and was amended on January 28, 2003. Any changes to this charter will require the approval of the Board of Directors.

Section 11: Dissolution of RESS

1. This Corporation is organized exclusively for purposes within the meaning of Internal Revenue Code Section 501(c)6, as such may be amended periodically. Notwithstanding any other provision of these bylaws, the Corporation shall not carry on any other activity not permitted to be carried on by (a) an organization exempt from federal income tax under the Internal Revenue Code or, (b) by a corporation to which contributions are deductible under Internal Revenue Code Section 170(c)(2), as such may be amended periodically.
2. Upon the dissolution of this Corporation, after satisfying all conditions of the Act and the Bylaws, the remaining assets shall be distributed for one or more exempt purposes

within the meaning of Internal Revenue Code Section 501(c), as such may be amended from time to time, or the corresponding section of any further federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any asset not so disposed of shall be disposed in the manner by a Court of competent jurisdiction located in the county in which the principal office of the Corporation is located.

Policy 6: Events

Section 1: Definition

1. The term "RESS event" shall encompass the reference to a show, exhibition or any RESS affiliated and endorsed activity or program.

Section 2: Entry Rules

1. Any one or combination of these following types of artwork qualify for RESS events:
 - A. Sculpture applied to realistic 3D equine sculpture:
 - a. Full body
 - b. Bust
 - c. Any sculpted relief which includes, but is not limited, to alto-relievo, bas-relief, mezzo-relievo and/or stacciato.
 - B. Finishwork applied to realistic 3D equine sculpture:
 - a. Painting
 - b. Hairing
 - c. Patina
 - d. Glaze
2. The only sculptural works eligible for RESS Sculpture and/or Combined event classes/divisions are, to include castings in any media from such pieces:
 - A. Those created as original sculptures ('from scratch').
 - B. Those of such extreme customization so that no original surface contours or elements are used in the final work; the customized piece must not give any indication of the base-body underlying the completed customized piece. The determination of originality is at the discretion of the standing juror(s) and the burden of proof lies solely with the artist submitting a customized piece and lack of proof thereof automatically renders the piece ineligible. And, the base-body has been factory mass-produced in excess of 200 (two hundred) or more copies.
 - C. Derivative sculptural works as provided by Copyright Law that already qualify under these provisions.
3. Sculptural works prohibited from RESS Sculpture and/or Combined event classes/divisions are, to include castings in any media from such pieces:
 - A. Customized pieces from VARA protected limited editions or those contrary to stated VARA rights. These works are ineligible under all circumstances.
 - B. Customized works that are minor, moderate, drastic, painted-only or otherwise not original to the artist. These works are eligible only for RESS Finish event classes/divisions provided that the sculptural piece maintains realism and is either:
 - a. Consistent to the reserved rights of the sculpting artist(s), or,
 - b. Customized on a mass produced piece in excess of 200 (two hundred) castings.
4. Collaborative works are ineligible for RESS Combined classes/divisions, but are eligible for RESS Sculpture and Finish classes/divisions provided that the collaborative aspects

of the sculptural work and the finish work are by two different artists and, therefore, are distinct and separate to allow each aspect of that work to be independently entered into the respective RESS Sculpture or Finish class/division.

B. Collaborative works always ineligible are those in which the sculptural work and the finish work are shared and so intertwined as to make it impossible to consider them as separate entities and, in addition, those collaborative works that are inconsistent, in whole or in part, to the reserved rights of an involved artist(s).

5. Work combining several elements to portray a scene or interactive context must either be in permanent form or have all intentionally detachable original elements present for exhibition. All elements must also be the work of the artist, with the exception of factory or foundry made bases or display cases.
6. In-progress work and non-permanent media is eligible, at the discretion of the coordinator. It is the sole responsibility of the entrant to ensure the viability of non-permanent media for the transport to, duration of and transport from the exhibition.
7. Artists in RESS events may only enter their own work, but the work need not be owned by the artist. However, all responsibilities, arrangements and liabilities beyond the scope of the exhibition rest between the artist and the owner and all RESS honors are awarded to and are the possession of the artist and not the owner.
8. Proxy exhibition is permitted if the artist is unable to attend the event, however, all responsibilities, arrangements and liabilities beyond the scope of the exhibition rest between the artist and the proxy agent.
9. An artist who creates a work eligible for the Combined division may exhibit that piece in only one division at an event, at the discretion of the artist.
10. Juried Events:
 - A. Each individual work earns admission, not the artist.
 - B. Only the work accepted by the jury shall be exhibited; substitutes are prohibited.
 - C. The jury that selects entries for this exhibition shall be the same jury that determines awards, unless a board member is required to act as a replacement.
 - D. By whatever means deemed practical by the board, all entries shall be provided to the jurors from which to select accepted works into the exhibition.
 - E. Each juror shall individually select his/her preferred entries for each category based on the same criteria that will also be used for deciding awards.
 - F. A selection by even one juror during the jury process enters the piece into the exhibition; entries with no selections are rejected.
 - G. The right of the jurors to confer during the selection process and/or the determination of awards is at the discretion of the coordinator.
 - H. Jurors will be given a reasonable timeframe to make their selections and to make them known to the coordinator.
 - I. Selected entries shall receive an acceptance letter or email and shall have fifteen (15) days to send entry fees to the Executive Director; late payment constitutes rejection from the exhibition. Entries that have not been selected shall receive a rejection letter or email.
 - J. When the exhibition is ready and payments have been approved, the coordinator shall inform the jurors to begin judging the accepted entries with scorecards.
 - K. Jurors shall keep all entries confidential until the public opening of the exhibition.
11. Basic Event:
 - A. Each piece must be registered in the exhibition's entry record.

- B. Only the artwork registered into the entry record shall be exhibited; substitutes are prohibited.
 - C. Basic information required for entry materials includes the name, address, phone number, email address (if applicable) of the entrant. Submitted entry materials must be legible and fully completed. Submissions that do not adhere to these stipulations may be automatically rejected.
11. For all events:
- A. If on premises, exhibition disclaimers releasing the show and RESS from all liability are required from all entrants.
 - C. The exhibition must respect the reserved rights of all submissions and those that don't comply shall be automatically rejected or disqualified.
 - D. Size limitations are at the discretion of the coordinator.
 - E. Materials and entries must be professionally presented and consistent to the stipulations in this Policy. Materials and entries that do not adhere to these stipulations shall be automatically rejected.

Section 3: Technical Requirements for Images

1. Online Images

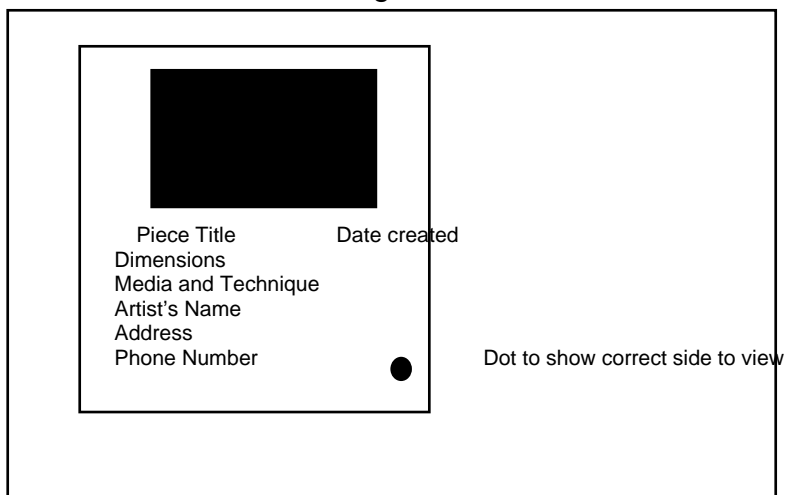
- A. Online images must meet the requirements for digital images described herein or shall be automatically rejected. For further information on what constitutes a "quality image", entrants should refer to the tutorial on acceptable images, "Submitting Photos for a RESS Online Exhibition; An Educational Review and Tutorial" at <http://www.ress.org/files/ExhibitionImageTutorial.pdf>, and read the article, "Your Best Foot Forward; Practical Tips for Successful Presentation in RESS Online Exhibitions" in the Boat, Winter 2006 Voyage 32, or download this article from <http://www.ress.org/files/YourBestFootForward.doc>.
- B. Format requirements for digital images are, as follows:
 - a. Be a traditionally formatted image in a minimum size of 600 x 400 pixels at 72dpi in JPEG/JPG file format.
 - b. Obscuring copyright watermarks will not be accepted on exhibition entries. However, watermarks or copyright indications that do not obscure the artwork are accepted.
 - c. Digital images may be submitted online or mailed on a disk or CD, at the discretion of the coordinator. If mailed, materials must be identified with the exhibition's title, entrant's name, address, phone number and email address (if applicable and optional) and accompanied by a cover letter indicating the contents of the CD, insofar as the year the work(s) was completed, the title(s), dimensions, the media and the intended division for each entry(s) must be clearly indicated. Entrants may also choose to provide concise, brief background insights regarding the inspiration for the work(s). If submitted online, each image must have this same information in the body of the email.
 - d. Images must be a best effort to showcase the piece truthfully and accurately. No pixel editing of the photographs is allowed, and digital alteration or enhancement of the images, as to disguise the true quality of the piece, is prohibited. If an entry is found to have been thusly altered, it will be disqualified and the entrant prohibited from future entry into RESS online exhibitions, and if the entrant is a member, he/she will permanently lose membership. However, corrections of light, contrast, hue, saturation and brightness are acceptable.

- e. Not be designed or indicative of a “photo show” format or set-up. No props, miniaturized or life-like backgrounds, handlers, tack, extraneous elements or any such traditional “hobby photo show” accouterments are permitted.
- f. It is at the discretion of the show coordinator to accept images via CD only, or also by online submission.

2. Slides

- A. Slides may or may not be required or permitted for jury acceptance, at the discretion of the coordinator. But if accepted, format requirements for slides shall be consistent to the format herein, as follows:
 - a. Be a traditionally formatted standard 2 x 2 inch color slide.
 - b. Present information on the piece according to the format diagrammed for slides (See Figure 1).
 - c. Tape, glass or odd size mounts are prohibited.
 - d. Slides must be submitted in protective plastic sleeves.

Figure 1



- 3. Images may be automatically destroyed, or returned with a provided self-addressed stamped-padded envelope of adequate size and postage, at the discretion of the coordinator.

Section 4: Required Divisions

- 1. The Sculpture, Finish and Combined divisions are the three basic divisions required in a basic RESS event, with the exception of:
 - A. A focus on one or two of these divisions to accommodate a specialized theme, at the discretion of the coordinator.
 - B. The creation of new divisions tailored to a specialized art form, at the discretion of the coordinator, and upon approval of the board.
 - C. Supplementation of additional divisions to accommodate a specialized theme, at the discretion of the coordinator.
- 2. Sculpture division: Eligible pieces, as defined in this Policy, Section 2 will be evaluated on the basis of the sculptural elements only.
- 3. Finish division: Eligible pieces, as defined in this Policy, Section 2 are to be evaluated on the basis of the finishwork only.

4. Combined division: Eligible pieces, as defined in this Policy, Section 2, are to be evaluated on the basis on both the sculptural and finish work elements.
5. Other divisions are to be evaluated based on their applicable similarity to the Sculpture, Finish or Combined divisions.

Section 5: Required Titles

1. Per Division
 - A. Best In Show
 - B. 2nd Honor
 - C. Honorable Mentions for placings 3rd-5th
2. Per Class
 - A. First Place
 - B. Second Place
 - C. Honorable Mentions for placings 3rd-5th
3. The coordinator shall provide information regarding the nature of the titles awarded at the event to the entrants, by any reasonable manner or timeframe before the event.
4. These titles are applicable only to the required divisions and not to special divisions, titles, acknowledgments or options developed by the coordinator.

Section 6: Required Evaluation Criteria

1. The following criteria shall be the basis for all jury selections into and placings within RESS events and shall be given equal weight within the context of the division or class:
 - A. For all divisions:
 - a. Anatomical accuracy of the sculptural elements: The technical physical accuracy of the piece; the exacting degree to which the piece precisely reproduces equine anatomy. However, reasonable leniency shall be afforded to the sculptural elements in Finish events, at the discretion of the jury.
 - b. Biomechanics of the sculptural elements: The technical motor workings of the anatomy in the piece; the authentic depiction of equine anatomical function. However, reasonable leniency shall be afforded to the sculptural elements in Finish events, at the discretion of the jury.
 - c. Conformation of the sculptural elements: Phenotypic structure faithful to breed, type, gender and age depicted, to include historic phenotypes. However, reasonable leniency shall be afforded to the sculptural elements in Finish events, at the discretion of the jury.
 - e. Skill in the technical elements of the involved media and technique.
 - f. Artistic expression and emotion.
 - g. Believability: The accuracy of the overall depiction, especially if the piece is situationally or historically specific and the convincing rendition of equine nature, character and interaction within all elements of the piece.
 - h. Compatibility of Elements: The consistency in quality within the composition and between all the elements in terms of quality, style and realism to the central or integral element of the equine portrayed.
 - i. Composition and Design: The finesse demonstrated in the piece in terms of the use of line, use of light and mass, 'traveling eye' precepts, use of positive/negative space and other art theory, standards or ideals.

- j. Presentation: Whether the entry's condition is pristine and unmarred (if on site) or whether the image adheres to the rules of submission and to the characteristics of a quality image (if online).
- B. Finish work additions for Finish and Combined divisions:
- a. Realistic portrayal and accurate reproduction of equine color and pattern within the context and limitations of the media; current scientific research shall serve as the standard by which pieces are assessed.
 - b. Appropriate nature of the stated color to stated breed portrayed, not to exclude historic colors or patterns presently not in the population.
 - c. Effectiveness of shading.
 - d. Luster and quality of color.
 - e. Precision and attentiveness to detail.
- C. Bas-relief criteria, in addition to the previous Sections:
- a. General Appeal: The relief sculpture should represent an equine in an attractive manner and should exude lifelike presence, soul and charisma.
 - b. Anatomy and Biomechanics: Biological authenticity should be a defining characteristic of the relief sculpture.
 - c. Proportion and Conformation: The relief sculpture should accurately represent the proportions, conformation or breed type of the subject matter.
 - d. Composition and Design: The relief sculpture will be evaluated on how well the piece is graphically planned in the sculptural and/or finishwork aspects, since so much of a relief sculpture relies on design theory and illusion. Also, how the shape, borders, background or other supporting facets of the relief sculpture complement the central figure of the equine(s) will be evaluated, if present.
 - e. Novelty: It is important that entries "think outside of the box", and exhibit novelty, originality, ingenuity and creativity that make each entry distinctive.
 - f. Artistic Expression and Emotion: The relief sculpture should exhibit the sculptor's style, passion and inspiration, and also convey a level of emotional impact.
- D. Bust criteria, in addition to the above Sections:
- a. General Appeal: The bust should represent an equine in an attractive manner and should exude lifelike presence, soul and charisma.
 - b. Anatomy and Biomechanics: Biological authenticity should be a defining characteristic of the bust.
 - c. Proportion and Conformation: The bust should accurately represent the proportions, conformation or breed type of the subject matter.
 - d. Composition and Design: The bust will be evaluated on how well the piece is designed and planned, since so much of a bust relies on exploring and stretching ordinary approaches and interpretations. Also, how the base factors into the design to complement the central figure of the equine(s), or how the base may further an intended narrative or how the base otherwise sets off the overall impression of the bust, will be evaluated, as well.
 - e. Artistic Expression and Emotion: The bust should exhibit the sculptor's style, passion and inspiration, and also convey a level of emotional impact.

Section 7: Judging System

1. Scorecards shall be used by each juror to evaluate each entered work in the respective division. At his/her discretion, the coordinator shall decide whether scorecards shall be

distributed to the entrants, withheld entirely or provided to the entrant based on individual request.

- A. On each scorecard shall be a respective listing of the evaluation criteria and allotted 1-10 points per criterion, except where specified otherwise.
- B. Each criterion shall be scored 0 (zero) through 10 (ten), with 0 (zero) meaning “not present” and 10 (ten) meaning “exceptional”.
- C. Sculpture criteria:
 - a. Anatomical accuracy
 - b. Biomechanics
 - c. Conformation
 - d. Skill in the technical aspects of the media and techniques involved
 - e. Artistic expression and emotion-
 - f. Believability
 - f. Compatibility of Elements
 - h. Composition and Design
 - i. Presentation
- D. Finish criteria:
 - a. Realistic portrayal and accurate reproduction of equine color and pattern within the context and limitations of the media
 - b. Appropriateness of stated color to stated breed-Scored 2 pts. for yes and 0 pts. for *no*.
 - c. Effectiveness of shading
 - d. Luster and quality of color
 - e. Precision and attentiveness to detail
 - f. Skill in the technical aspects of the media and techniques involved
 - g. Artistic expression and emotion
 - h. Believability
 - i. Compatibility of Elements
 - j. Composition and Design
 - k. Presentation
- E. Combined criteria:
 - a. Anatomical accuracy
 - b. Biomechanics
 - c. Conformation
 - f. Skill in the technical aspects of the media and techniques involved
 - e. Artistic expression and emotion
 - f. Believability
 - g. Compatibility of Elements
 - h. Composition and Design
 - i. Presentation
 - j. Realistic portrayal and accurate reproduction of equine color and pattern within the context and limitations of the media
 - k. Appropriateness of stated color to stated breed-Scored 2 pts. for yes and 0 pts. for *no*.
 - l. Effectiveness of shading
 - m. Luster and quality of color
 - n. Precision and attentiveness to detail

- F. Bas-relief criteria, in conjunction with the previous respective criteria:
 - a. General Appeal
 - b. Anatomy and Biomechanics
 - c. Proportion and Conformation
 - d. Composition and Design
 - e. Novelty
 - f. Artistic Expression and Emotion
- G. Bust criteria, in conjunction with the previous respective criteria:
 - a. General Appeal
 - b. Anatomy and Biomechanics
 - c. Proportion and Conformation
 - d. Composition and Design
 - e. Artistic Expression and Emotion

Section 8: Scorecard Point Assessment

1. If the jury is comprised of more than one juror, divisional points shall be tallied into a grand total and averaged among the jurors per piece, with titles awarded based on these averaged scores. If the jury is comprised of one person, divisional points shall be tallied and honors given based on the grand totals.
2. For ties, the winner shall be determined by the greater point combination for specific selected criteria, as follows:
 - A. Sculpture: Anatomical accuracy + Biomechanics.
 - B. Finish: Realistic portrayal and accurate reproduction of equine color and pattern within the context and limitations of the media + Skill in the technical aspects of the media and techniques involved.
 - C. Combined: Anatomical accuracy + Biomechanics + Realistic portrayal and accurate reproduction of equine color and pattern within the context and limitations of the media.
 - D. Only if these methods are unable to establish a winner shall a jury confer and use their discretion to establish the titles or if the jury is comprised of one person, that juror shall use his/her discretion to establish the titles.

Section 9: Jury Selection

1. Jurors must be recognized in their field and characterized by any one of the following:
 - A. Over forty hours of formal coursework in mammalian anatomy and biomechanics, preferably equine.
 - B. Over five years experience as an equine bodyworker, clinician, theorist or veterinarian.
 - C. Over five years experience showing equines, any discipline.
 - D. Judge's Card from the USA Equestrian Association (formally the American Horse Shows Association) or other national organization, any discipline.
 - E. National title or merit award showing equines.
 - F. Officer of a national equestrian organization, which includes but is not limited to, the USA Equestrian (formally the American Horse Shows Association), United States Dressage Federation, etc. or other national organization.
 - G. Over five years experience training equines and/or equestrians.
 - H. Over forty hours of formal coursework in fine art or art appreciation.
 - I. Over five years as a professional artist.

- J. Owner/buyer/manager of an art gallery or art agency.
- K. Art agent (purchases and recommends patron art).
- L. Museum curator, public or private collection.
- M. Art publisher, critic or columnist.

2. Jurors

- A. Juror recommendations may come from the board, officers, membership or coordinator.
- B. A juror may be asked for a statement for promotional purposes, which should include the juror's name, address, phone number, email address (if applicable) and a typed description of no more than ten (10) sentences about judging perspectives, professional accomplishments or any other insights the juror wishes to include.
- C. A juror may be asked to sign a RESS Juror Contract for their services.
- C. Obligations of a Juror(s)
 - a. A juror is expected to comply with any inquiries or status reports requested by the coordinator or board.
 - b. A juror shall evaluate entries in good faith, to the best of his/her abilities, and return the necessary materials and decisions to the designated person by the deadline(s).
 - c. A juror shall keep entries confidential until the results are officially announced.
 - d. A juror shall immediately contact the coordinator if an issue or complication arises during the evaluation of the exhibition.
 - e. A juror shall complete the terms of the contract not otherwise mentioned in this Policy 6.

3. Jury Structure

- A. Jurors must be approved by the board.
- B. An event jury shall number a minimum of one and a maximum of five persons who meet the qualifying criteria.
- C. Contingency plans for juror replacement must be specified in entry material. If an unforeseen hardship requires juror replacement, acceptable contingency plans are as follows:
 - a. A pre-designated board member may act as a replacement.
 - b. A pre-designated additional juror may act as a replacement.
 - c. The coordinator may act as a replacement.

Section 10: Jury environment

- 1. For a juried event, the acceptance process must be a private, and jurors may or may not freely discuss entries, at the discretion of the coordinator.
- 2. The judging process for events must be private among jurors.
- 3. The placing of entries is confidential among all those involved until the event is opened to the public.

Section 11: Establishing a RESS Event

- 1. A RESS event must adhere to all requirements stipulated in this Policy 6 to be approved as a RESS event.
- 2. The board will consider proposals for events held in any location, however, the coordinator should consider accessibility, both general geographic accessibility and that of the specific venue, especially with regards to the Americans with Disabilities Act for venues within the US.

3. Any person may host a RESS event, referred to as the coordinator or MOM, and may appoint any persons to assist in the logistics of hosting said event, upon approval by the board.
4. RESS events may be for members-only or also open to non-members, but there can be no RESS event for non-members only.
5. A coordinator is expected to work in tandem with the Directors and Officers in a timely, efficient, courteous and responsible manner to host the event.
6. If the coordinator has a new idea for an event, the idea must be approved by the board.
7. A RESS event is entitled to subsidization and other such financial and logistical help the board will approve.
8. The coordinator is expected to:
 - A. Create a professional, friendly and supportive environment for all event participants.
 - B. Act in protection of artist rights and to uphold all legal applications to art, art protection and artistic rights.
 - C. Behave in a courteous and professional manner with all participants. Both jurors and the event committee are expected to dress the part and present themselves in a professional and polished appearance.
 - D. Conduct the logistics of the event in good faith and in a timely, responsible fashion.
 - E. Abide by the RESS Bylaws and Policies and work in timely conjunction with the board.
 - F. Provide pertinent information to the public or membership with adequate timeframes for preparation and entry into the event.
 - G. Provide regular status reports to the board as to the progress of the event.
9. The rights of the coordinator:
 - A. To establish the parameters and logistics for entry into the event, given they conform to the RESS Bylaws and Policies, such as:
 - B. The right to reject an entry that:
 - a. Is not received by the event's stated deadline(s).
 - b. Has arrived in poor, damaged or otherwise unsuitable condition for exhibition.
 - c. Is not truthful to the standard presented in the submitted image or description.
 - d. Is contrary to the reserved rights of involved artists or Polices regarding such issues.
10. Obligations of an Entrant
 1. Entrants shall respect the conditions of the exhibition's parameters, unless invited otherwise.
 2. Entrants shall respect the decisions of the jury in a courteous and professional manner.

Section 12: Insurance

1. It's recommended that all submitted work be individually insured by the artist if the show takes place on premises. Insured value is normally not the retail price, but typically 65% of the retail price. However, this percentage is at discretion of the submitting artist.
2. It's recommended that the event be independently insured, if on premises, although this is not required by RESS.

Section 13: Authority of the Executive Director

1. Only the Executive Director may process memberships, therefore, an event cannot accept or process memberships on behalf of RESS. Additionally, there are no rush applications for membership.

Section 14: Codes

1. The atmosphere of a RESS event and accompanying activities should reflect professionalism and a friendly environment. Venues should be clean and attractive, participants and event staff should present themselves professionally and with behavior that reflects that required in the Policies. Other codes are at the discretion of the coordinator.

Section 15: Vendors

1. The coordinator shall obtain the proper licenses and information to provide to vendors in a timely fashion, so they may comply with matters of taxation, sales and venue requirements.

Section 16: Cancellations and Refunds

1. The coordinator shall provide for a cancellation and refund policy for the event and inform entrants of this policy. This policy is at the discretion of the coordinator. In addition, entry materials must state that entry constitutes acceptance of these policies.

Section 17: RESS Reserved Rights

1. RESS reserves the right to:
 - A. Refuse or cancel an entry, with or without refund, at the discretion of the board.
 - B. To cancel a juror's service, with or without refund, at the discretion of the board.
 - C. Request permission to use chosen entry images for event promotion, future RESS events and RESS in general.
 - D. Cancel an event, with or without refunds, at the discretion of the board.

Policy 7: Educational Reimbursements

Section 1: Definition and Scope

1. An educational reimbursement shall be given to:
 - A. An eligible artist to attend an eligible educational forum (known as an Individual reimbursement, see Section 3).
 - a. An individual reimbursement is a monetary subsidy given to a deserving individual artist to attend an educational forum aligned to the Mission Statement and within the RESS scope of artistry and interests, which may include, but is not limited to:
 1. Study of the structure, movement or realistic representation of Equus.
 2. Study of art technique and methods.
 3. Study of professional development regarding business, marketing, law or other related topics.
 - B. Or an eligible educational forum to be offered to a group of artists (known as an Educational Event Reimbursement, see Section 4).
 1. The RESS Educational reimbursement is a monetary subsidy given to a deserving educational event organizer, to help serve as many equine artists as possible. Proposed educational events should reflect the RESS Mission Statement and address the scope of RESS artistry and interests, which may include, but is not limited to:
 1. Study of the structure, movement or realistic representation of Equus.
 2. Study of art technique and methods.

3. Study of professional development regarding business, marketing, law or other related topics.
2. The President shall be the lead for all reimbursements, but may delegate tasks to panel members or others, as needed.
3. All reimbursements must be used within one calendar year.
4. Please refer to the Individual Reimbursement SOP and the Educational Event Reimbursement SOP and respective application forms for further details.

Section 2: Funds

1. Funds shall come from the RESS account and are accumulated through fund-raising activities throughout the year.
2. Dollar Amounts:
 - A. A set dollar amount for an individual reimbursement shall be decided by the board, up to US\$500.
 - B. A set dollar amount for an educational event reimbursement shall be decided by the board, up to US\$1000. However, the Educational Event reimbursement is a matching reimbursement, which means that the host must put up some money to hold the event. Requests may be for a maximum of \$1,000 with a maximum cash match of 1:3 (example: if you request \$1,000.00, a match of \$333.00 must be provided by the applicant). Another way to think of it, RESS may provide up to 2/3 of the total budget, up to \$1,000.00. The total budget of the event may of course be greater than \$1,333.00, but RESS can only provide a maximum of \$1,000.00 per event.
3. Reimbursement shall be paid as follows:
 - A. Individual Reimbursement: The Executive Director shall reimburse the recipient winner the approved budget costs up to the reimbursement amount, but only when the event is completed and receipts have been submitted to the Executive Director, the final report has been submitted to the President or coordinator and the required write-up for The Boat has been submitted to the Publication Officer and deemed useable, within 30 (thirty) days of the event.
 - B. Event Reimbursement: The Executive Director shall reimburse the recipient winner when the event is completed and receipts have been submitted to the Executive Director, the final report has been submitted to the President or coordinator and the required write-up for The Boat has been submitted to the Publication Officer, and deemed useable, within 30 (thirty) days of the educational event.
4. Reimbursed amounts shall not exceed the previously defined dollar amounts.

Section 3: Individual Reimbursement

1. Eligibility
 - A. An eligible applicant is defined as:
 - a. An individual who is a current Realistic Equine Sculpture Society, Inc. (RESS) member in good standing, of any experience level and over the age of sixteen.
 - B. Other acceptable artistic considerations for eligibility are:
 - a. One who may not have attempted an equid sculpture before, but who has exhibited some artistic skill in flat work media or finish work of other artist's resins or manufactured plastic equids.
 - b. One who has sculpted other animals, including equids; the quality of this work will be evaluated by the panel in addition to the essay.

- c. In the absence of any prior artwork, the applicant should explain in the essay why s/he should be given the reimbursement despite this absence.
 - C. RESS Directors, Officers and other officials currently serving are ineligible to apply for an Individual reimbursement during their term.
- 2. Review Panel
 - A. The review panel shall consist of the President, Secretary and the Treasurer. A recipient is chosen by consensus of the panel based on submitted materials.
 - a. Conflict of Interest: If a panel member finds him/herself in a conflict of interest with any of the applicants, said person must excuse him/herself from the decision-making process, but may still serve in an administrative capacity. Another director or officer chosen by the panel will become the replacement.
- 3. Evaluation Criteria
 - A. Earnest Desire to Learn (40%): The applicant displays a sincere and dedicated commitment to further learning and development. Both the essay and submitted images weight this category. Images are to be consistent to those described in Policy 6, Section 3. References will be used to help evaluate the applicant's integrity and commitment to improving his/her art, and to sharing that knowledge for the benefit of RESS.
 - B. Feasibility (25%): The budget is clear and supports the narrative, and all expenditures are included. Further, the budget is appropriate to the scale of the opportunity.
 - C. Artistic Growth (25%): The chosen program has the potential to significantly affect or enhance applicant's ability, career, artistic development, technique or managerial skills, and shows benefit to RESS.
 - D. Previous Reimbursements (10%): The number of times an applicant has previously received a RESS reimbursement will be a factor in the panel's decisions, with priority given to first-time reimbursements between applications of similar merit.
- 4. Deadlines
 - A. Reimbursement deadlines shall be determined by majority vote of the board, based on dates presented by the President.
- 5. Submissions
 - A. Submissions shall be sent to a designated panel member, either by ground mail (to include CDs) or electronically (at the panel's discretion).
 - a. Materials sent by ground mail require an appropriate SASE for their return. Submissions should include the applicant's full name and address, phone number, and, if available, an email address.
- 6. Required materials from the Applicant
 - A. An essay of 50 or more words (not to exceed three pages) about the benefit the program would present the applicant and his/her artistic direction. In addition, how will the applicant use the knowledge and how it will, in turn, be beneficial to the RESS community.
 - B. Three captioned JPEG/JPG files are permitted, but not required. These can be of any material the applicant wishes to support the application. For example, artistic areas the applicant would like to develop or a photograph the applicant wishes to base a sculpture on but would like to learn the additional skills to do so. (The President may delegate a panel member or the Media Coordinator to organize and distribute images to all panel members.)
 - C. The applicant must identify the desired program by providing the panel with a website link or with copies of the enrollment materials.

- D. If an applicant is given the reimbursement, but the applicant's chosen program is full/sold out, the applicant may select another program to attend, pending approval of the RESS reimbursement review panel.
 - E. The applicant must submit a budget for attendance, including enrollment fee and all travel costs.
 - a. The applicant may request a budget of less than the maximum reimbursement.
 - b. The RESS panel may remove items from the proposed budget at its discretion.
 - F. Two references are requested with the name, mailing address, email address and/or phone number of each reference.
7. Obligations of the Recipient
- A. The recipient shall comply with any inquiries or status reports requested by the President.
 - B. Within 30 (thirty) days of the event, the applicant shall submit a final report to the President and submit all receipts to the Executive Director for reimbursement.
 - C. The applicant shall submit a post-report of the experience to the Publications Officer, relating the experience and its beneficial impact, providing, if possible, some insights, notes, drawings, etc. derived from the event.
8. Reserved Rights
- A. RESS reserves the right to not select a winner.
 - B. The panel also reserves the right to reduce the amount of the reimbursement to adjust for expenses, at its discretion.
 - C. RESS reserves the right to use the submitted report as described in Section 7:B and C, either in entirety or re-edited for use, in The Boat or other publication to offer an education opportunity for other members to share.

Section 4: Educational Event Reimbursement

1. Eligibility
- A. An eligible educational event is:
 - a. Consistent in subject matter defined to this Policy.
 - b. May be a stand-alone activity or affiliated with another event.
 - c. May be hosted by a RESS member, an interested individual, an established arts organization or model horse show holder.
 - d. May be of any reasonable length of time.
 - B. RESS Directors, Officers and other officials currently serving are eligible to apply for an Educational Event Reimbursement during their term.
2. Review Panel
- A. The review panel shall consist of the President, Secretary and the Treasurer. A recipient educational event host is chosen by consensus of the panel based on submitted materials.
 - a. Conflict of Interest: If a panel member finds him/herself in a conflict of interest with any of the applicants, said person must excuse him/herself from the decision-making process, but may still serve in an administrative capacity. Another Director or Officer chosen by the panel will become the replacement.
3. Evaluation Criteria
- A. Artistic and Educational Quality (50 points) The event's general artistic and educational merit will be considered; also, how well the information provided on an application reflects the mission of the Realistic Equine Sculpture Society, Inc. The

people involved in coordinating this event or instructing students should be highly qualified to carry out the program's activities and appropriate for the skills level of the students being served. The goals of the event described on the application identify specific concepts, processes and skills that students will master as a result of their participation. Support materials, such as handouts, curriculum, study guides and CDs, are of high quality, designed to accomplish planned outcomes and are appropriate for the skills level of the targeted student audience.

- B. Feasibility (25 points) The level of detailed planning indicated on the application demonstrates that the applicant can realistically host the educational event or activity. The event plan includes efforts to inform and involve the RESS membership. The budget is clear and complete. Expenditure itemizations may include instructor fee, travel, space or facility rental and marketing expenses. Income itemization must include the reimbursement amount requested. The roles and responsibilities of key personnel, community partners, and instructors are identified and clearly defined. Planners and instructors have demonstrated planning skill and administrative support to ensure success.
- C. Professional and Artistic Growth (25 points) The educational event, as described in the application, has the potential to significantly affect the participants' artistic or professional development.

4. Deadlines

- A. Up to four reimbursements may be given per calendar year by the board.
 - a. The first reimbursement will be available only to events held between January 1 and March 31. Application deadline: September 1 of the previous year.
 - b. The second reimbursement will be available only to events held between April 1 and June 30. Application deadline: January 1.
 - c. The third reimbursement will be available only to events held between July 1 and September 30. Application deadline: April 1, 2005.
 - d. The fourth reimbursement will be available only to events held between October 1 and December 31. Application deadline: July 1.

5. Application Submissions

- A. Submissions shall be sent to a designated panel member, either by ground mail (to include CDs) or electronically (at the panel's discretion).
 - a. Materials sent by ground mail require an appropriate SASE for their return. Submissions should include the applicant's full name and address, phone number, and, if available, an email address.

6. Required Application Materials from the Applicant Host

- A. A description of the educational event and the topics presented. Website links and/or copies of the enrollment materials are encouraged.
- B. Logistical details about the educational event, such as location, duration, the instructor, schedule, available spaces, costs and other practical considerations.
- C. Two references are requested with the name, mailing address, email address and/or phone number of each reference.
- D. Some print-ready or web-ready ads so RESS can help advertise for you.

7. Obligations of the Recipient Educational Event Host

- A. The host is required to print a disclaimer on pertinent educational event materials releasing RESS of any liability.
- B. RESS requires that an appropriate compensation be made to artists/presenters; this may be in the form of a fee charged by the instructor or presenter, the travel and

lodging costs of the presenter or other arrangements. Of course artists/presenters may wish to donate their services, but this should not be expected or required.

- C. All event promotion materials should mention that the event is officially sponsored by RESS; copies of the RESS logo will be made available to sponsored events.
 - D. RESS needs to be confident that artists/presenters are treated in a professional manner. Applicants should show evidence of a commitment to this standard.
 - E. RESS will consider proposals for educational events held in any location. However, planners should consider accessibility, both general geographic accessibility and that of the specific venue (especially with regards to the Americans with Disabilities Act for venues within the US).
 - F. The educational event is required to observe reserved artistic rights, if they apply.
 - C. If the educational event is cancelled, the recipient host is expected to refund any paid portion of the paid reimbursement to RESS within 60 (sixty) days.
 - D. The recipient host shall comply with any inquiries or status reports requested by the President.
 - E. Within 30 (thirty) days of the educational event, the recipient host shall submit a final report to the President and submit all receipts to the Executive Director for reimbursement.
 - F. The recipient host shall submit a post-report of the experience to the Publications Officer, relating the experience and its beneficial impact, providing, if possible, some insights, notes, photos/jpgs, etc. derived from the educational event.
8. Reserved Rights
- A. RESS reserves the right to not select a winner.
 - B. RESS reserves the right to use the submitted report, either in entirety or re-edited for use, in The Boat or other publication to offer an education opportunity for other members to share.