

**GUIDELINES
OF
THE VILLAGE PAINTERS
Adopted September 4, 2008**

CHAPTER OF THE SOCIETY OF DECORATIVE PAINTERS

Guidelines are meant to be the suggested, flexible vehicle under which The Village Painters (hereinafter known as Chapter) can conduct its daily business. Once adopted, these Guidelines may be amended by a majority of the Board members at any Board meeting wherein there is a quorum provided prior notice of the proposed changes and opportunity for discussion has been given to the Board prior to the vote. The Guidelines are not on file with the office of the Society of Decorative Painters (hereinafter known as SDP). The Guidelines may not conflict with the By-Laws of *The Village Painters* or the SDP.

SECTION I - BASIC POLICIES

1. The President is encouraged to attend the Convention of the SDP. A grant may be presented annually to the President for the registration fee and to the officers for the Leadership Conference fee. If present at the convention, the President will represent *The Village Painters* at the Leadership Conference and at the Annual Meeting. If the President is unable to attend the SDP Convention, the grant may be awarded to another officer to represent the Chapter at the Leadership Conference and the Annual Meeting. All officers whose fees are paid as a representative of *The Village Painters* herein will present a report to the Board.
2. The voting Board members will advise the President prior to an established meeting of the Board of a potential absence so that a meeting can be rescheduled if a quorum will not be present.

SECTION II GENERAL RULES FOR ALL BOARD MEMBERS:

1. The Board of Directors consists of the Elected Officers, the Elected Chairpersons and the Appointed Chairpersons.
2. Any elected or appointed position may be filled with more than one person. If two members fill an elected position, they shall each be given a separate vote when physically present.
3. Elected Officers and Chairpersons are requested to attend Board and General Chapter Meetings and carry a vote.
4. Appointed Chairs may attend Board Meetings as needed to report on their functions.
5. All voting Board Members will provide the Board and the general membership with an oral or written report at each Board and General Chapter Meeting. It is the responsibility of the absent Board Member to provide for this provision.

6. Absence of three consecutive meetings by a voting Board Member without having notified the President may result in request for resignation from the office. (See **By-Laws**, Article XII. Nominations and Elections 5.)
7. Appointed Chairs shall present a report at the Board and General Chapter Meeting advising the progress of the committee as needed. If such person is unable to attend a meeting, the report should be presented to the President in a timely manner so that it can be presented at the meeting.
8. The President is welcome to attend any committee meeting as a member ex-officio.
9. Keep a written record of meetings and minutes for same. The records will become the permanent property of *The Village Painters*.
10. Any communication with the Livonia Senior Center **MUST** be coordinated thru the Vice President.
11. A person holding more than one chair has only one vote regardless of the number of chair positions held.
12. Each Board Member shall tender a written report of procedures (i.e. names, addresses, budgets) to assist the new Board Member at the completion of their duties.
13. Keep accurate records of expenditures and receipts. Receipts must be tendered to the Treasurer for reimbursement of any expense.
14. Prepare a detailed written report of successful and unsuccessful endeavors to assist the future Board Member.
15. A financial statement of funds received and specific expenditures shall be presented to the general membership and placed on record with the Treasurer.

SECTION III - DUES

1. After July of any year, the dues will be 1/2 of the yearly dues for the balance of the current year for new members only.
2. If dues are not paid by December 31, a member will be considered “not in good standing” and will not receive the benefits of membership, i. e. access to library materials, participation in raffles and drawings, and first chance for participation in seminars or workshops.

SECTION IV - SUGGESTED DUTIES FOR BOARD OF DIRECTORS WITH VOTING PRIVILEGES

A. ELECTED OFFICERS

1. **PRESIDENT** - The duties are as listed in the By-Laws. The pins and charms which are given to each board member after completing a full year on the board are ordered by the President from SDP.
2. **VICE PRESIDENT** - The duties are as listed in the By-Laws and as the suggested Chairperson of the By-Laws Committee. The Vice President will be responsible for purchasing a gift for the President with a value between \$50 and

\$100. Presentation will be at the Christmas meeting. The Vice President is in charge of the Painters' Pence program. The Vice President is also in charge of setting up tables and chairs for the General Chapter meeting.

3. **SECRETARY** - The duties are as listed in the By-Laws. It is suggested that the Secretary maintain an ongoing list of all Motions passed during the Board meetings and General chapter meetings to assist future By-Laws Chairpersons.
4. **TREASURER** - The duties are as listed in the By-Laws and to prepare the Michigan Annual Report for the State of Michigan which is due in October. The form will be received by the Registered Agent (MaryAnn Snodgrass in 2008) for The Village Painters. It is the responsibility of the Treasurer to make sure that the Report is filed. Treasurer is responsible for any federal forms that apply.

During the first year of a Treasurer's position, the Treasurer will co-ordinate and provide documentation consisting of the Receipt Book (of funds received by the Treasurer noting source and amount), Check Registry (with supporting documentation), Bank Statements, actual expense and deposit statements, Receipts of funds received, and Treasurer's Reports to the Audit Committee to insure that funds are being disbursed correctly and that the Treasurer's reports accurately reflect bank balances. The Audit Committee will report to the Board the status of the audit. During the first year, the Treasurer will provide documentation to be audited quarterly. During subsequent year, documentation will be audited every six months, or as requested. There should be a very clear paper or electronic chain of all funds received and disbursed.

B. ELECTED CHAIRPERSONS (WITH VOTING PRIVILEGES) DUTIES WITH THE APPROVAL OF THE BOARD

The **Elected Chairpersons** shall be two (2) Education (one chair for the current year and one co-chair for the following year), Membership, Newsletter, Ways and Means, Librarian, Historian, Hospitality, and the Fall Event, the Spring Fling and the Michigan Mixer (when applicable).

1. **EDUCATION** - The Education Chairperson has a two-year term. The first year of the term is spent assisting the Education Chairperson for the current year when needed, selecting a committee and planning seminars for the following year, and helping with the current year seminars. The second year is spent carrying out the planned seminars, chairing the Education Committee, and helping the newly elected (first year) Education Chairperson. The second term Chairperson will be entitled to take one one-day Village Painters seminar in that year for free. If the position is filled with two members, each education chairperson will have that privilege.
 - a. Arrange all seminars to completion.
 - b. Invite, cancel and sign contracts with the teacher.

- c. All communication with the Livonia Senior Center MUST be coordinated thru the Vice President.
- d. Secure the location, unlock the painting area, organize set up and clean up.
- e. Be responsible for the reservations, accommodations, meals and transportation of the teacher.
- f. Request checks from the Treasurer so that the Education Chairperson can make payment to the Teacher and to the location secured for the seminar.
- g. Collect and forward all monies to the Treasurer for seminar fees and surfaces in a detailed manner.
- h. Maintain a detailed itemized list (Balance Sheet and Report) of participants, methods of payment and expenses with a copy to the Treasurer for each seminar.
- i. Forward the pattern and information to the students in a timely manner.
- j. Keep the Board and general membership advised, providing samples or photos of the proposed project at the meetings.
- k. Provide the Newsletter Chairperson and the Webmaster with a written or emailed notice, pictures and applications for all seminars for publication in *The Village Painter's* newsletter and placement on the website.
- l. Determine the student registration fees with the approval of the Board. After all expenses are paid, the balance of the collected funds will be given to the Treasurer for deposit.
- m. Determine and acknowledge registration deadlines. If there are available openings available after the deadline, the seminar will be opened to non-members for an additional fee, as approved by the board.
- n. All seminar fees are non-refundable; they may, however, be used to register another interested party. The original participant is responsible for finding a replacement. Persons on the waiting list must first be given the opportunity to participate in the seminar. (Contact the Education Chairperson for names). If there is no waiting list, the seminar can be offered to another interested party. If a new participant is found, the Education Chairperson is to be notified as soon as possible. Notice of this requirement should be communicated on all registration forms.
- o. All fees will be refunded if a seminar is canceled by *The Village Painters*.
- p. If a teacher's demo board is deemed acceptable, the materials shall be given to the Ways and Means Committee for fund raising.

2. MEMBERSHIP CHAIRPERSON SHALL:

- a. Be responsible for accurate records of all the payment of dues and attendance of all members.
- b. It is mandatory that Chapter members belong to SDP. The Membership Chairperson will secure a list of the status of our members by submitting the zip codes of the members to SDP to be able to verify membership in the year of renewal.
- c. Be responsible for the publication of a Directory of the current members by the April meeting.

- d. Be responsible for contacting members of dues to SDP and/or Village Painters which are overdue as of December 31.
 - e. Be responsible for providing the President, Librarian and Ways and Means Chairperson of all members not in good standing at the February General Chapter Meeting and any subsequent changes in this status.
 - f. Provide the board with an updated membership list each month at the Board meeting, advising of the new members and changes in addresses.
 - g. Provide the Treasurer with the list of members for her records as payment is tendered to the Membership Chairperson.
 - h. Be responsible for maintaining temporary name tags for members and greeting members at the door. It is suggested that nametags be provided for visitors and new members for easy identification.
 - i. Be responsible for attendance sheets.
 - j. Provide the President with end of year membership list including addresses to be sent to SDP for annual reporting.
 - k. Forward year-end attendance sheets to the Vice-President to verify meeting attendance for pence.
- 3. NEWSLETTER EDITOR SHALL:**
- a. Be responsible for publication of news and information in the newsletter.
 - b. Forward a copy of the newsletter to the SDP Office by email (chapters@decorativepainters.org).
 - c. Keep accurate records of expenditures and receipts.
 - d. Publish the names and address of any new members as advised by the Membership Chairperson.
- 4. WAYS AND MEANS SHALL:**
- a. Purchase the raffle tickets for use at meetings from budgeted money.
 - b. Purchase or obtain items for the raffle and door prizes with budgeted funds. The amount of money used at the General Chapter Meeting raffles will be \$100 or the income of one half of the raffle, which ever is greater.
 - c. Conduct the raffles at the meetings.
 - d. Provide receipts for purchased items with an organized list to the Treasurer at the end of the General Chapter meeting.
 - e. Transfer the funds received from the raffle sale to the Treasurer at the end of the General Chapter meeting. Maintain the receipt tendered by the Treasurer with the list of the purchased raffle items.
 - f. Suggest and conduct a Christmas Pence Raffle at the Christmas party.
- 5. LIBRARIANS (S) SHALL:**
- a. Maintain a current list of library materials (i.e. books, videos, and pattern packets); the website listing will also be maintained..
 - b. Maintain a file of the borrowers.
 - c. Provide all materials at General Chapter Meetings.
 - d. Collect late fees. The late fee for a book is \$1 per meeting the book is overdue. The late fee for a video is \$5 per meeting the video is overdue.

New books or videos can be purchased with the late fees as well as from any budgeted funds. Tender all late fees to the Treasurer to be added to the budget for the library.

- e. Check current membership list for name of borrower prior to the end of the meeting or request a copy of the Village Painter membership card. Non-members are unable to borrow from the Library.
- f. Turn in late fees to the Treasurer which will be added to the library budget.

6. HISTORIAN CHAIRPERSON shall

- a. Keep a scrapbook of all activities, news worthy published items and photos.
- b. Be responsible for obtaining pictures for all Chapter activities, personally or by delegation.
- c. Maintain a copy of the Membership List and Newsletters in the scrapbook.
- d. Turn in the completed scrapbook within six month of leaving office.

7. HOSPITALITY CHAIRPERSON SHALL:

- a. Set up the refreshments at the General Chapter meetings and maintain a supply of napkins, plates, coffee, tea and applicable items with funds budgeted for this purpose.
- b. Volunteers may be sought from the general membership for the different meetings to bring in refreshments other than coffee or tea. The Hospitality Chairperson will assist the volunteers at the meeting with the serving of the same. If, however, there are no volunteers, the Hospitality Chairperson will be responsible for refreshments.

8. FALL EVENT CHAIRPERSON SHALL:

- a. Secure a location and sign contracts with the approval of the board.
- b. Prepare and organize contracts for vendors.
- c. Obtaining reports from sub-committee chairpersons.
- d. Organize publicity.
- e. Organize a "Learn to Paint."
- f. Organize the tent sale.
- g. Organize set up and clean up.

9. SPRING FLING CHAIRPERSON SHALL:

- a. Secure a luncheon site and menu.
- b. Solicit members to fill all subcommittee chairs (Baskets, Silent Auction, Boutique, Tables, 52 Special Raffle) and verify progress.
- c. Solicit volunteers needed to carry out the responsibilities of the luncheon day.
- d. Prepare table chart.
- e. Solicit volunteer to paint 52 card raffle piece.
- f. Prepare reports for the Board and General Chapter meetings as needed.

10. MICHIGAN MIXER CHAIRPERSON SHALL:

- a. Secure a site with the approval of the Board.
- b. Solicit members to fill all subcommittees and verify progress.
- c. Select and implement a theme.
- d. Organize raffles, teachers for classes, centerpieces for the tables and favors of the guests.
- e. Solicit volunteers needed to carry out the responsibilities of the luncheon day.
- f. Be responsible for obtaining reports from sub-committee chairpersons.
- g. Be the sole person responsible for signing contracts for locations.
- h. Notify all Michigan chapters.

SECTION V - SUGGESTED APPOINTED CHAIRPERSONS - WITHOUT VOTE

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| 1. Audit | 7. Nominating |
| 2. Christmas Party | 8. Secret Pals |
| 3. Community Service | 9. Paint with Us |
| 4. Picnic | 10. Sunshine |
| 5. Tole Month | 11. Christmas Charity |
| 6. By-Laws, Standing Rules & Guidelines | 12. Publicity |

SECTION VI - SUGGESTED DUTIES FOR APPOINTED CHAIRPERSONS

1. AUDIT COMMITTEE:

The Audit Committee shall consist of up to two members who shall be selected no later than the December meeting. Upon obtaining all the necessary records, i. e. receipt book, check book, bank statements, actual expenses and deposit statements, and all vouchers and receipts from the Treasurer, the Committee is responsible for verifying a quarterly audit which will be presented in writing to the Board during the first year of service of a Treasurer. During the second or subsequent years of service, the audit will be conducted every six months. An annual report will be prepared by the Treasurer no later than the February meeting. A copy of the annual report will be placed on file in the Audit Report Book or with the President for inclusion in the Annual Report to SDP and with the Treasurer's year-end Report for the records of the out-going Board. If gross receipts are \$25,000.00 but less than \$50,000.00, the Chapter is required to have an external audit by a qualified non-member accountant. Gross receipts of \$50,000.00 or more are required to have an external compilation by a CPA firm.

2. CHRISTMAS COMMITTEE:

The Christmas Committee should secure a meeting place for the Christmas party with the right to sign the contract with the approval of the Board.

The Committee shall implement a theme for the evening, prepare or paint favors for each member guest and a centerpiece for each table. There is a voluntary gift exchange, the unveiling of the names of the secret pals and the exchanging of information for new secret pals (handled by the Secret Pal Chairperson), a Christmas pence raffle (handled by the Ways and Means Chairperson), and the presentation of the gift to the President by the Vice President. The Christmas Committee will be in charge of organizing the program for the evening with assistance from the other appropriate Chairpersons.

3. COMMUNITY SERVICE PROJECTS COMMITTEE:

Community service project(s) may be selected from the general membership suggestions. It should be able to be completed within one year. It is suggested that the service project utilize the skills and talents of the membership, benefit others and not be self-serving. A majority of a quorum of the general membership will be required to initiate the project.

4. PICNIC COMMITTEE:

The Picnic Committee will host a potluck and choose a theme, providing decorations of some kind for each table; disseminate information about the potluck to members and (if desired) organize a list of donations; provide all drinks, except coffee (Hospitality provides coffee.); provide all plates, cups, napkins and utensils. Organize set up and clean up. If desired by the general membership, organize the “annual” trunk sale. Generally the trunk sale is from 5 to 6 pm and the dinner is from 6 to 7 pm. The Picnic Committee may choose to provide some type of activity or activities that adhere to the theme.

5. TOLE MONTH:

Tole Month, a time of bringing decorative painting to the attention of the general public, has traditionally been the month of October. Arrange to display painted items in a public location (a library has been used in the past) for one month. Collect, arrange and return the items to the members. This concept could also be fulfilled by the display of painted items at the Learn to Paint, the fundraising luncheon known as the Spring Fling, and at the Paint with Us.

6. BY-LAWS / STANDING RULES COMMITTEE:

The Committee should consist of at least one Board member or a member who is provided with the Board Minutes and additional members that may be appointed by the President at the January meeting of the Board. The Chairperson shall monthly review the Minutes of the Board of Directors and General Membership for changes and inclusions in the By-Laws, Standing Rules and Guidelines. The Committee should be convened and proposed amendments brought before the Board at the October Board meeting.

Refer to *The Village Painters* By-Laws Article XII - Amendments for amendments to the By-Laws. The Standing Rules and Guidelines should be reviewed as flexible guidelines for the Chapter and Chairpersons. The Standing Rules may be amended by a majority of the general membership after the proposed Amendments have been published in the Newsletter prior to the vote. The Guidelines can be amended by the Board of Directors with a quorum present, the Board having been presented with the amendments prior to the Board meeting and following discussion.

7. NOMINATING COMMITTEE:

The Nominating Committee shall consist of three to five members selected no later than the August meeting. The Committee should review the By-Laws, Standing Rules and Guidelines and the Chapter Handbook on file with the President for information concerning the responsibilities of each position. A slate of proposed elected officers and chairpersons should be presented to the general membership in the newsletter two weeks prior to the October election of the officers or by special mailing. A person serving on the Nominating Committee may also be nominated as an officer. Permission must be received from each candidate prior to their presentation to the membership.

8. SECRET PALS:

The Chairperson shall be responsible for preparing the forms necessary for the initial sign-up, maintaining a list of the pals, and distributing gifts and cards at each General Chapter Meeting. Secret Pals will be revealed and new pals chosen at the December Christmas dinner each year.

9. PAINT WITH US:

- a. Determine deadline dates.
- b. Prepare memos and pictures for Newsletter and website in a timely manner.
- c. Solicit volunteers needed to carry out the responsibilities of the painting day.
- d. Be responsible for obtaining reports from sub-committee chairpersons.
- e. Present a report when needed at the Board/General meeting.
- f. Be the sole person responsible for signing contracts for locations.
- g. Secure the teacher.

10. SUNSHINE CHAIRPERSON SHALL:

- a. Send cards to all members as needed.

- b. Make donations of \$25 to the DAC upon the death of a Village Painter member.

11. CHRISTMAS CHARITY:

The Chairperson shall be responsible for suggesting a Christmas Charity with sufficient time to accomplish the task, which may include but is not limited to Adopt-a-Family.

12. PUBLICITY:

- a. Contact local newspapers and advertise upcoming meetings and events.
- b. Forward information and pictures to SDP for inclusion in the Chapter Gatherings or the *Decorative Painter*.
- c. Assist other Chairpersons with publicity when possible.
- d. It is suggested that the Chairperson organize Tole month in October.