

## **ARTICLE X. FINANCES**

1. The Board of Directors, upon recommendation of the Treasurer, shall designate all financial institutions which shall be the depository of Chapter funds. Signature cards shall be signed by the President and Treasurer.
2. To insure that the accounting procedures are accurate, consistent and current, audits shall be conducted as established by the Guidelines of the Village Painters, or as requested. A year-end audit of the Treasurer's records shall be performed by an Audit Committee designated by the Board of Directors and completed prior to the February General Chapter meeting.
3. All checks or share drafts shall be signed by the Treasurer.
4. In the event the balance in the checking account should exceed \$2,000, the excess should be placed in a special savings account.

## **ARTICLE XI. APPOINTED CHAIRPERSONS**

1. Committees without vote may be created as needed to promote the objectives and interests of the Chapter. Chairpersons may be appointed by the President with the approval of the Board of Directors. Each member may serve for one year and may serve for not more than two consecutive full terms in the same position.
2. The duties of the Appointed Chairperson shall be discharged when their final report is accepted or adopted.
3. No Committee work or monies expended shall be undertaken without approval of the Board of Directors.

## **ARTICLE XII. NOMINATIONS AND ELECTIONS.**

1. Nominations shall be made in the Fall for the upcoming year.
  - a. The Nominating Committee shall be composed of not less than three nor more than five members. The Nominating Committee shall commence recruitment six months in advance of the election meeting.
  - b. The Nominating Committee shall prepare a slate of at least one candidate for each office or chair with the approval of each candidate and submit it to the members two weeks prior to the election by newsletter or special mailing. Only one Education Chair position is elected each year.
  - c. There shall be provision for nominations from the floor for each position during the election provided that prior consent of the nominee has been obtained. If the nominee is not present, written consent must be presented at the time of nomination.
2. Elections shall take place at the October General Chapter meeting.
  - a. The Board of Directors shall take office January 1 and hold office until December 31 or until a successor is duly named.
  - b. A majority vote of the members present at the meeting is required for election, the membership having been given prior notice as stated above in 1 (b). If there is more than one candidate for office, voting shall be by written ballot.
3. A member of the Nominating Committee may become a candidate for office without resigning from the committee.
4. A vacancy in the office of President shall be filled by the Vice-President for the unexpired term. A vacancy in any other office shall be filled by appointment by the President with approval of the Board of Directors.
5. An Elected Officer or Elected Chairperson can be removed from office by recommendation of the Board of Directors and a majority vote of the membership if the Elected Officer or Chairperson is unable to fulfill the responsibilities of their office. Prior to being brought to the membership for a vote of removal, the Elected Officer or Chairperson should be invited to meet with the Board and given an opportunity to rectify the situation. If this fails, the membership can be notified of the pending action.

## **ARTICLE XIII. AMENDMENTS**

1. Proposed amendments to these By-Laws shall be submitted in writing to the President for review by the Board of Directors.
2. These By-Laws may be altered or changed by a two-thirds vote of the members at a meeting at which a quorum (1/5 of the general membership) is present, providing that two weeks notice has been given prior to the meeting at which the voting takes place.
3. If a quorum has not been present at two successive meetings, these By-Laws can be changed upon written ballot of the members, provided that a majority of the members return the written ballots.

## **ARTICLE XIV. PARLIAMENTARY AUTHORITY**

Roberts Rules of Order, Newly Revised, shall be the parliamentary authority for all matters not in conflict with these By-Laws or the By-Laws of the SDP.

## **ARTICLE XV. DISSOLUTION**

In the event of dissolution of the Chapter, all liabilities and obligations of the Chapter shall be paid, satisfied and discharged, or adequate provision made therefore. Any remaining funds in the treasury at the time of dissolution shall be given to the Society of Decorative Painters or to the Decorative Arts Collection, Inc. as determined by a majority of the remaining members.