

YANKEE HERITAGE TOLE CHAPTER

an affiliated Chapter of
the Society of Decorative Painters

Standing Rules

By-Laws

and

Policies

Standing Rules and By-Laws Revised as of November 2009

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CODE OF ETHICS FOR CHAPTERS OF THE SOCIETY OF DECORATIVE PAINTERS

As members of a chapter of the Society of Decorative Painters, our purpose, in common with that of the Society, is the promotion of decorative painting. To this end we pledge ourselves to support the goals and purposes of the Chapter and the Society and:

TO keep the lines of communication open with fellow Chapter and Society members, respecting one another and following the appropriate lines of communication.

TO have a positive and open attitude, listening to fellow members' opinions.

TO remember the importance of an active membership, contributing our time and talents.

TO maintain high standards of integrity and honesty.

TO respect the rights of each member individually, and the right of the majority to govern; therefore, supporting the decision of the majority, regardless of how we personally voted.

TO support and cooperate with the leaders who serve the Chapter, respecting the time and dedicated service of past leaders, and when completing our terms as officers, relinquishing our responsibilities cheerfully to support new leaders.

TO promote a friendly Chapter environment where Chapter members motivate and inspire one another, and where differences of opinion are accepted without a need to continue to discuss past differences.

TO accept and respect the varied reasons members have for Chapter membership and the varied skill levels they represent.

TO remember the Chapter is not a business and should not be used either to promote any specific individual or business or to create business for itself, thus competing with members who are in business.

TO realize the conduct and activities of the Chapter and its members reflect on the entire Society of which the Chapter is a part.

As members of the Chapter and of the Society, we acknowledge this code of ethics as an expression of our determination to maintain high professional standards. It is only the conscience of the individual who subscribes to this code that can guarantee its effectiveness.

**STANDING RULES
OF YANKEE HERITAGE TOLE CHAPTER ("YHT")
OF THE SOCIETY OF DECORATIVE PAINTERS**

1. Membership dues shall be twenty dollars (\$20.00) per year and shall be payable to correspond with the payment of dues of the SDP (Society of Decorative Painters). New members shall show proof of SDP membership. Renewals shall be made by October 1 (delinquent November 1). Renewals received after January 1 will be twenty-five (\$25.00).
2. Non-member guests may visit this Chapter at no more than one general business meeting annually.
3. The financial records of this Chapter shall be kept on a calendar basis, from January 1 through December 31. The President will appoint annually a Chairperson and members of an audit committee to consist of at least three (3) members none being the Treasurer. The audit is to be conducted in January.
4. The two-year budget shall be presented in the January newsletter and at the March meeting of even-numbered years. Budget to begin in January of the following (odd-numbered) year. For example, in the January 2008-March 2008 newsletter the proposed two year budget for 2009/2010 is published; it is then presented to the membership at the March 2008 general business meeting.
5. General business meetings ("General Meetings") of the Chapter shall normally be scheduled no less than five times annually. They will normally be scheduled in the months of January, March, June, September and November.
6. Officers and Committee Chairpersons are authorized to spend budgeted items. Budgets of the operating committee will be submitted to the Board of Directors for approval within the limits of the year's approved budget. Unbudgeted items equal to or less than \$200.00 shall be approved by the Board of Directors. Unbudgeted items in excess of \$200.00 shall be submitted to the Board of Directors for study and recommendations. These recommendations shall be presented to the Chapter at its next general business meeting for action. This procedure shall be followed in all cases where any committee asks for unbudgeted appropriation in excess of \$200.00. The Chapter need not be responsible for any bills submitted after 45 days from the date of the bill.
7. In the event that an emergency vote is required (for an issue needing a decision before the next general business meeting), the membership may be polled by telephone and/or e-mail by an officer requesting a response before a stated deadline. In case of emergency (for an issue needing a decision before the next Board of Directors Meeting) official business of the Board of Directors may be conducted by the President with the Officers and Board members by telephone and/or e-mail requesting a response before a stated deadline.
8. In the case of bereavements for a YHT Chapter Member or partner or child of that member, YHT will make a \$35.00 donation to a charity designated by the family.
9. These Standing Rules may be adopted, amended, suspended or rescinded by a two-thirds (2/3) majority of the voters at any general business meeting wherein there is a Quorum (1/5 of the membership).

**BY-LAWS
OF THE YANKEE HERITAGE TOLE CHAPTER (“YHT”)
OF THE SOCIETY OF DECORATIVE PAINTERS**

ARTICLE 1. CHAPTER NAME

The name of this non-profit organization shall be the Yankee Heritage Tole Chapter of the Society of Decorative Painters (the “Chapter” or “YHT”).

ARTICLE II. PURPOSE

The purpose of this organization shall be to create and maintain a level of high quality of tole and decorative painting, to endeavor to stimulate interest in and appreciation for the art of tole and decorative painting, and to act as a central dissemination point for information concerning activities of tole and decorative painting.

ARTICLE III. MEMBERSHIP

Membership of this organization shall consist of persons interested in tole and decorative painting, all of whom shall fall under the classifications as set down by the National Society of Decorative Painters (“SDP”) and who will observe faithfully the provisions thereof.

Section 1. All members of this Chapter must be members in good standing of SDP.

Section 2. Charter Members: All persons who founded this Chapter and entered application for membership on or before January 20, 1980 shall be charter members.

Section 3. A member can be reinstated at any time with payment of dues.

Section 4. Resignation: An active member may withdraw from the Chapter by giving written notice to the Board of Directors. Any property of the Chapter shall be returned to the Chapter on or before the effective date of the withdrawal.

Section 5. Dues: Membership dues shall be determined only by vote of the membership. Membership dues shall be paid annually and shall be payable to correspond with payment of dues the SDP. Failure to pay dues shall result in withdrawal of membership.

ARTICLE IV. MEETINGS

Section 1. Regular meetings (“General Meetings”) of this Chapter shall be held as stated in the Standing Rules.

Section 2. The Board of Directors shall have the authority to change dates and location of general meetings, provided sufficient notice (15 days) is given to the membership. In the event of an unforeseen emergency (i.e., blizzard, hurricane, etc.) the elected officers shall have the authority to change the date or location. Special meetings of this Chapter may be called by the Board of Directors provided sufficient notice (15 days) is given to the members.

Section 3. One-fifth (1/5) of the current membership shall constitute a quorum for the transaction of business in any Chapter General Meeting.

Section 4. The privilege of holding office, making motions and debating shall be limited to Chapter members in good standing.

Section 5. In the event that an emergency vote is required (for an issue needing a decision before the next General Meeting), the membership may be polled by telephone and/or by e-mail by an officer requesting a response before a stated deadline.

ARTICLE V. ELECTED OFFICERS

Section 1. The officers of this Chapter shall be the President, First Vice President, Second Vice President, Secretary, Treasurer, Membership Secretary and eight (8) Board Members at Large.

Section 2. The term of office shall be for one (1) year. No officer may hold the same office more than three (3) consecutive years, excluding the Treasurer who shall be elected for a one (1) year term and may serve not more than four (4) consecutive years. Any member may return to a previously held office after taking a year off from that office.

Section 3. No member shall hold more than one elected office concurrently.

Section 4. Duties of Officers

a. President

The President shall preside over each meeting; shall coordinate activities of the Board of Directors; shall be an ex officio member of all committees, except the nominating committee; shall sign checks; shall appoint all necessary chair positions; and shall perform such other and further duties as may be assigned by the Board of Directors or which usually pertain to the office.

b. First Vice President

The First Vice President shall act in the absence of the President; shall assist the President and shall be Seminar and General Meeting Program Coordinator; shall see that all necessary supplies will be at the meeting place and shall work in conjunction with other members of the Board of Directors.

c. Second Vice President

The Second Vice President shall act in the absence of the President and First Vice President; shall assist the President; shall assist the First Vice President; and shall be in charge of all aspects of the Installation Meeting, including supplies.

d. Secretary

The Secretary shall record the minutes of General Meetings and meetings of the Board of Directors. These minutes shall be kept in books which are the property of the Chapter.

e. Treasurer

The Treasurer shall handle all monies of the Chapter, keeping proper records; shall submit a written report for distribution to each officer at the Board of Directors meeting and to the membership at each General Meeting and this report is to be printed in the newsletter. All bills of the Chapter shall be presented, with receipts, to the Treasurer for payment within forty-five (45) days from date of bill. The Treasurer must open a checking and savings account in an approved bank ratified by the Board of Directors. There shall be at least two signatures on the bankbook and checks, namely the Treasurer and President. The Treasurer will collect money after fundraising events from committee chairpersons. The Treasurer shall submit an audited annual report and any necessary reports to the IRS.

f. Membership Secretary

The Membership Secretary shall collect membership dues and submit said monies to the Treasurer; shall handle the membership roster at meetings; distribute By-laws and Standing Rules; and, shall verify that all Chapter members are SDP members in good standing.

g. Elections

These officers shall be nominated in June, presented as a slate in the newsletter, elected in September and installed in November.

ARTICLE VI. APPOINTED OFFICERS

Section 1. The appointed officers of the Chapter shall be appointed by the President and shall be non-voting members of the Board of Directors.

a. Historian

The Historian shall collect, from year to year, all records, photographs and data of value and interest for the Chapter and shall compile, during the term of office, a complete history of the year's activities.

b. Parliamentarian

The Parliamentarian shall advise the President according to the latest edition of *Robert's Rules of Order, Newly Revised*.

c. Newsletter Editor

The Newsletter Editor shall be responsible for compiling the Chapter newsletter. The Newsletter Assistant shall be responsible for printing and distributing the Chapter newsletter.

d. Advertising Coordinator

The Advertising Coordinator shall be responsible for securing advertisements and collecting monies from the newsletter advertisers and shall also coordinate the Advertisers' Showcase.

ARTICLE VII. BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of immediate Past President, President, First Vice President, Second Vice President, Secretary, Treasurer, Membership Secretary and eight (8) members elected at large as voting members. The immediate Past President shall act as advisor to the Board of Directors.

Section 2. The Board of Directors meetings shall be held before the General Meetings, the time to be fixed by the Board of Directors.

Section 3. If a vacancy occurs on the Board of Directors, except for the offices of President and First Vice President, it will be filled by a majority vote of the Board of Directors. A vacancy of President or First Vice President shall be filled by a vote of the membership after nomination and seconding from the membership floor.

Section 4. Any member of the Board of Directors who misses two (2) consecutive Board of Directors meetings, without giving notice, shall be asked to resign.

Section 5. A majority of the eligible voting Board of Directors shall constitute a quorum for the purposes of holding a Board of Directors meeting. If a quorum cannot be obtained at the called meeting, the Board must schedule another Board of Directors meeting prior to the General Meeting.

Section 6. Motions made for appropriation, on approval, of disbursements in excess of \$200.00 (Two Hundred and 00/100 Dollars) over the amount budgeted to that purpose (unless originating in recommendation of the Board of Directors) shall always be reported to the Board of Directors for study and approval. The Board's recommendation shall then be reported to the Chapter at its next General Meeting. This same procedure shall be followed in all cases where any committee presents any bill or asks for appropriations in excess of \$200 over the amount budgeted to that committee. The Chapter need not be responsible for any bills submitted after forty-five (45) days from date of bill.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee shall consist of no less than three (3) nor more than five (5) members who shall prepare one complete slate for the election of officers and eight (8) Board Members at Large, having first obtained the consent of those nominated.

Section 2. The President shall appoint, with board approval, the chairperson of the Nominating Committee. Committee members will be chosen at the March General Meeting. The Committee shall present one slate of nominees at the June General Meeting, additional nominations from the floor will be accepted and the finalized slate will be reported in the next newsletter. At the September General Meeting additional nominations from the floor will be accepted.

Section 3. The finalized slate (amended if necessary with nominations from the floor at the September General Meeting, if any) will be voted upon at the September General Meeting. A majority vote is required to elect.

Section 4. Voting shall be by ballot, but if there is only one candidate for each office, voting may be done by voice vote.

Section 5. Officers shall be installed prior to the first of the year, shall take office in January and shall hold office until a successor is duly named.

ARTICLE IX. STANDING COMMITTEES

Section 1. Standing committees will be created as may be needed to promote the objectives and interests of the Chapter. Chairpersons shall be appointed by the President. The President and Chairperson will determine the size of the committee and will seek volunteers. In the event that there are insufficient volunteers, the President will appoint members using the chairperson's recommendations as a guide.

Section 2. Ways and Means (The "Yankee Trader")
The Ways and Means Committee (a/k/a The Yankee Trader) orders and stores supplies, setting up and selling at meetings and shall submit receipts to the Treasurer within seven (7) days of the General Meeting.

Section 3. Librarian
The librarian shall store books, samples, videos, etc. to be set up at each General Meeting and shall provide book plates, and record and inventory all items.

Section 4.

Each committee chairperson is encouraged to appoint a co-chair to attend General Meetings in the chairperson's place such that the business of that committee will be conducted at each General Meeting. Failure of any committee chair (or designated co-chair) to be in attendance at two (2) or more of the five (5) General Meetings in any given year shall prompt the Board of Directors to consider asking the current chairperson to resign and calling for a replacement from the membership.

ARTICLE X. OTHER COMMITTEES

Section 1. Audit Committee

The committee shall consist of three (3) or more members, not to include the Treasurer or elected officers, who shall verify the accuracy of the financial records annually. The audit is to be completed in January.

Section 2. Budget Committee

This committee shall consist of at least three (3) members and not more than five (5), to include the current Treasurer and/or the current President.

Section 3. Special Committees

Special committees may be created at the discretion of the President, with the approval of the Board of Directors. The duties of any special committee shall be stated upon its appointment and such committee shall cease to exist when its final report is made.

Section 4.

Each committee chairperson is encouraged to appoint a co-chair to attend General Meetings in the chairperson's place such that the business of that committee will be conducted at each General Meeting. Failure of any committee chair (or designated co-chair) to be in attendance at two (2) or more of the five (5) General Meetings in any given year shall prompt the Board of Directors to consider asking the current chairperson to resign and calling for a replacement from the membership.

ARTICLE XI. GRANTS

Grants to attend the Annual Meeting and Convention of the SDP may be presented to the First Vice President. After receiving the grant, the First Vice President shall attend those functions at the annual meeting and convention that will benefit the Chapter; shall be expected to report to the Chapter on the Chapters/Members gathering held at the convention and, if applicable, present an afternoon program sharing "painting" knowledge that was gained at this event. This grant shall be given if there are sufficient funds in the Chapter treasury. If the First Vice President is unable to attend, the grant may be offered to another officer (to be determined by the Board of Directors).

ARTICLE XII. PARLIAMENTARY PROCEDURE

All procedures of the Chapter shall be conducted according to the latest edition of *Robert's Rules of Order, Newly Revised*, except as herein otherwise provided.

ARTICLE XIII. AMENDMENTS

Section 1. The by-laws of the Chapter may be amended by a two-thirds (2/3) vote of the members present at a meeting at which a quorum (1/5 of the membership) is present.

Section 2. Proposed amendments shall be submitted in writing to the President for review by the Board of Directors.

Section 3. The proposed amendments shall be presented in writing to the membership at least two (2) weeks prior to the General Meeting at which voting takes place.

ARTICLE XIV. DISSOLUTION

Section 1. In the event of dissolution of the Chapter, all liabilities and obligations of the Chapter shall be paid, satisfied and discharged or adequate provisions shall be made therefor.

Section 2. Any remaining assets shall be distributed among such charities as may be designated by the Board of Directors. All dues collected or other income of the Chapter must be used for the purpose of the Chapter and must not be to the benefit of any individual member.

DEFINITIONS*

Advertisers' Showcase is an opportunity for those vendors who have paid to advertise in the Newsletter to sell their wares prior to and during a General Meeting and such advertising participants will pay ten percent (10%) of their gross income to the Chapter.

Afternoon Program is an educational program held in the afternoon after each General Meeting. Usually a fee is charged to participate in the afternoon program.

Board of Directors consists of President, First Vice President, Second Vice President, Secretary, Treasurer, Membership Secretary and eight (8) Board Members at Large and Past/President Advisor.

General Meeting also called business meeting or "regular" meeting. The General Meetings are held five (5) times per year and are the meetings at which the business of the Chapter is conducted. Historically, these meetings have been held on Sunday mornings in January, March, June, September and November.

Installation Meeting is the meeting at which the Board of Directors for the coming year is installed. Usually this is the November meeting.

New England Chapters Council (NECC) is a Chapter of the Society of Decorative Painters and is composed of the local Chapters, including YHT, who participate in the New England Traditions Convention (NET). NECC runs and oversees the NET convention.

New England Traditions (NET) is a nearly week-long tole and decorative painting convention held each fall.

Paint-In is an informal gathering of members to paint items to be donated to the Chapter for either fundraising or community service. Usually there is no fee to participate in a paint-in.

Quorum is one-fifth (1/5) of total membership.

Seminar is day long program with a "visiting" decorative arts teacher. Historically, seminars have been held on Friday, Saturday and for the Sunday afternoon program of a general meeting. Usually a fee is charged to participate in the seminar.

Ways and Means. For our Chapter, Ways and Means is the "Yankee Trader" shopping opportunity presented at most General Meetings of the Chapter.

Workshop is a day-long program with a project and teacher selected by the membership by vote at a prior meeting. Usually there is no fee to members for this program. However, the teacher is paid directly by the student for the instructional packet and/or surface.

❖ Included to be informational only and are not by-laws of the Chapter.

GUIDELINES*

Guidelines for Handicap/Disability Consideration at Meetings, Paint-Ins, Seminars and Workshops

Consideration of access and special seating arrangements will be given to a chapter member who has a visual, auditory or other physical disability or limitation. To insure that such consideration is given to the member, he/she shall request such consideration when pre-registering and pre-paying for a YHT event by including a separate written request for consideration.

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PROGRAM POLICIES*

General Meeting Afternoon Programs

1. Members are invited to participate by being provided signup data at prior General Meetings and in the Newsletter.
2. Members are required to pre-register using a signup sheet and submitting payment in advance.
3. The signup sheet will outline what items are to be furnished by the student and what will be provided by YHT and/or the afternoon's teacher.
4. There may be a registration fee per person to participate in afternoon programs. This fee will be based on the costs to the Chapter associated with the particular program offered.
5. Chapter member teachers and others may be paid for the 4 hour afternoon program. The minimum of such payment historically has been \$75.00. A contract with the teacher is required.
6. Any person may attend a General Meeting and afternoon program as a member's guest. This person may be a guest only once during a year and must be pre-registered in advance by the member sponsoring such guest.
7. Fees collected for attendance are non-refundable. A pre-registered attendee who cannot attend should find someone else to take her/his place and arrange for reimbursement directly from the person who will be attending in her/his place. If no substitute can be found the person not able to attend will receive all program materials.
8. If prior preparation of surfaces is required, those who have pre-registered will receive the surface, line drawing and prep instructions prior to the program date. If surfaces are to be mailed the attending member will pay YHT for such postage.
9. Teachers may also sell their own products such as pattern packets, brushes, surfaces or any items of their choosing at the General Meeting.

Paint-Ins

Paint-ins are informal gatherings of members and non-members to pursue the goal of a committee or a YHT function. Historically there has been no charge to anyone attending the paint-in and the finished painted items are donated to the committee which organized the function.

Hostesses/hosts donate their homes/studios for the day's painting. Typically, lunch has been provided as well. Surfaces, paint and patterns are provided at the paint-in.

The painter may be given an additional surface for her/his own use.

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Examples of Paint-Ins from Prior Years:

Angel Box paint-in arranged by the Chairperson of the Angel Box program at which attendees painted angel boxes to be donated to Women's & Infant's Hospital in Providence.
Cook-Book Bag paint-in arranged by the Fund-Raising Chair to paint bags for the YHT cookbooks to be sold at our fundraising venues.

Seminars

3-day Event with Visiting Teacher - Friday Saturday and Sunday Afternoon

1. Members and non-members are invited by being provided signup data at prior General Meetings and in the Newsletter. Members of YHT and members of other Chapters belonging to the New England Chapters Council (NECC) will be given the first opportunity to sign up for seminars. Other attendees may be charged an additional fee.

2. If space is limited, acceptance will be granted according to the post mark on the envelope sent to pre-register.

3. The fee for the Friday and Saturday classes and the General Meeting program will be based on teacher's fee. A contract with the teacher is required.

4. The First Vice President acts as hostess for the visiting teacher and will be reimbursed for meals as follows: \$25 per person for her/himself and the teacher and \$15 per person for lunches not provided by the meeting place caterer. Catered lunches will be free to the visiting teacher and First Vice President.

5. Fees collected for attendance are non-refundable. A pre-registered attendee who cannot attend should find someone else to take her/his place and arrange for reimbursement directly from the person who will be attending in her/his place. If no substitute can be found the person not able to attend will receive all program materials.

6. If prior preparation of surfaces is required, those who have pre-registered will receive the surface, line drawing and prep instructions prior to the program date. If surfaces are to be mailed the attending member will pay YHT for such postage.

7. Teachers may also sell their own products such as pattern packets, brushes, surfaces or any items of their choosing at the Seminar.

Workshops

Three 6-hour or longer Workshops per Year

1. Members and guest are invited to participate by being provided signup data at prior General Meetings and in the Newsletter.

2. The projects for the workshops for the next year will be voted upon by the members at the September General Meeting.

3. Member and non-member teachers are invited to submit projects for the members' votes. Projects are displayed for voting anonymously.

4. Teachers may be paid for teaching. Historically the fee has been \$100.00 for a day-long workshop. A contract with the teacher is required. In addition, teachers may charge retail prices for the packets and surfaces they are selling for the chosen project.

5. Teachers may also sell their own products such as pattern packets, brushes, surfaces or any items of their choosing at the workshop.

6. Members historically have pre-registered with a \$10.00 fee to YHT which is refunded to the member at the workshop, if she/he attends. Non-members historically have paid a \$10.00 non-refundable fee.

7. Attendees purchase the pattern packet with photo and instructions directly from the teacher. A mandatory palette fee may also be charged. Surfaces may also be purchased directly from the teacher.

8. Attendees may be required to provide their own paint at the workshop.

9. If prior preparation of surfaces is required, those who have pre-registered will receive the surface, line drawing and prep instructions prior to the program date. If surfaces are to be mailed the attending member will pay YHT for such postage.

JOB DESCRIPTIONS*

Advertising Coordinator

1. Appointed by the President.
2. Secures advertisements for the newsletter.
3. Submits advertising income to the Treasurer.
4. Coordinates the Advertisers' Showcase.

Board Member at Large

1. Holds office for 1 year and no more than 3 consecutive years.
2. Attends all Board of Directors meetings.
3. Represents the membership at Board of Directors meetings and reports members' concerns, ideas and suggestions to the Board.

First Vice President

1. Holds office for 1 year and no more than 3 consecutive years.
2. Acts in the absence of the President.
3. Responsible for recruiting and contracting teachers for Seminars.
4. Responsible for scheduling and contracting teachers for General Meetings.
5. Reserves meeting place for all General Meetings and Seminars.
6. Attends SDP Convention to participate in Chapters Conference/class and to contact potential Seminar teachers. First Vice President will receive a grant for attending the SDP Convention if sufficient funds are available.
7. Shares ideas with and/or runs a program for the members reporting what was learned at the SDP Chapters Conference.

❖ Included to be informational only and are not by-laws of the Chapter.

8. Assists Seminar and General Meeting teachers in running their teaching programs including:
 - a. arranging lodging and meals for Seminar teachers (if necessary)
 - b. arranging transportation from the airport (if necessary) for Seminar teachers
 - c. collecting all monies for surfaces, fees, lunches, etc. from members and submitting them to Treasurer
 - d. coordinating with personnel at meeting place to set up room and arrange for lunch and beverages
 - e. ordering surfaces, paints, mediums and the like if needed to assist the teacher
 - f. acting as hostess/monitor during teaching programs
9. Creates signup sheets for inclusion in the Newsletter and arranges for samples of upcoming projects to be displayed at meetings.
10. Assists the Second Vice President in arranging for the General Meeting assigned to her/him for that year.
11. Responsible for obtaining YHT's gift to the President for the Installation Meeting.
12. Turns over records and information to the next First Vice President.

Historian

1. Appointed by the President.
2. Takes photos at all Chapter functions.
3. Collects all photos, correspondence and memorabilia of value or interest to the Chapter.
4. Compiles a complete history of the year's activities.

Membership Secretary

1. Holds office for 1 year and no more than 3 consecutive years.
2. Collects membership dues and submits them to the Treasurer.
3. Keeps a current membership list which includes contact information and SDP membership information for each YHT member.
4. Verifies that YHT members are members in good standing of SDP.

5. Produces and distributes chapter membership cards.
6. Keeps records of attendance at all General Meetings insuring that all attending are members in good standing of YHT and SDP or are guests of members in good standing.
7. Insures that new members receive by-laws/standing rules and a membership list.
8. Produces newsletter labels for those receiving newsletter by mail and gives them to the Newsletter Assistant. Informs Newsletter Editor of members receiving newsletter by e-mail and provides Editor with e-mail addresses.
9. Turns over records to the next Membership Secretary.

Newsletter Editor

1. Appointed by the President.
2. Responsible for the compilation, printing and distribution of the Chapter newsletter (with the assistance of a Newsletter Assistant) five (5) times per year.
3. Submits draft of newsletter to President and others submitting articles for review and revision.
4. Sets a deadline for each newsletter for submission of articles and advertisements.

Parliamentarian

1. Appointed by the President.
2. Attends all Board of Directors meetings and General Meetings.
3. Advises the President in conducting meetings according to the latest edition of *Robert's Rules of Order, Newly Revised*.

President

1. Holds office for 1 year and no more than 3 consecutive years.
2. Distributes agenda for each General Meeting and Board Meeting.
3. Presides over each meeting following a written agenda.
4. Keeps members informed of all SDP activities and requirements.

5. Coordinates activities of the Board.
6. Keeps informed of all committee proceedings except the Nominating Committee.
7. Signs checks and approves expenditures with the Treasurer.
8. Appoints Parliamentarian, Historian, Newsletter Editor, Advertising Coordinator and Chairpersons of any committees for which no member volunteers to serve as Chairperson.
9. Announces winner of YHT Chapter Achievement Award (voted by membership) and the Maddie Rheaume Award (chosen by President) at the Installation Meeting.
10. Turns over all records and information to the next President.

Second Vice President

1. Holds office for 1 year and no more than 3 consecutive years.
2. Acts in the absence of the President and First Vice President.
3. Assists the First Vice President when necessary or when asked.
4. Takes full responsibility for one General Meeting during the year (historically the November Installation Meeting) in order to learn the responsibilities of the First Vice President.
5. Turns over records and information to next Second Vice President.

Secretary

1. Holds office for 1 year and no more than 3 consecutive years.
2. Records the minutes of all General Meetings.
3. Records the minutes of all Board of Directors Meetings.
4. Keeps the minutes in books/files which are the property of the Chapter.
5. Prepares minutes of the General Meeting for the Newsletter.
6. Prepares and distributes the minutes of the previous meeting for the next meeting of the Board of Directors.
7. Writes correspondence as needed or requested.
8. Turns records over to next Secretary.

Treasurer

1. Holds office for 1 year and no more than 4 consecutive years.
2. Handles and keeps records for all Chapter money.
3. Submits written report for distribution at all General Meetings and Board of Directors meetings.
4. Maintains checking and savings accounts in bank ratified by the Board of Directors.
5. Signs checks and approves expenditures with the President.
6. Receives all monies collected by other officers and chairpersons.
7. Pays all bills, fees, expenses and reimbursements accompanied by receipts.
8. Submits to an annual audit by a committee composed of Chapter members.
9. Chairs the Budget Committee.
10. Files all federal and state tax forms and/or taxes.
11. Turns over records to the next Treasurer.

SAMPLE CONTRACTS – included to be informational only not by-laws of the Chapter

**YANKEE HERITAGE TOLE CHAPTER
GENERAL MEETING TEACHING CONTRACT**

Agreement with: _____

Program date: _____ Teaching Hours: 1:00 p.m. to 5:00 p.m.

Project – please describe pattern, surface, medium, skill level and whether or not prep work is required:

To be displayed at _____ General Meeting

Teacher will provide:

- A. Program instruction
- B. Full-sized painted sample for display **at display meeting** on _____ and at the program.
- C. Photo, supply list and line drawing to YHT contact **at display meeting** on _____.
- D. List of anticipated student expenses, i.e., surface fee, palette fee (if teacher is providing paint), etc. to YHT contact **at least one week prior to the display meeting** on _____.

YHT will provide:

- A. A fee of \$_____ for a maximum 4-hour class.
- B. Itemized supply reimbursement form (for surfaces, paint, etc.).
- C. The opportunity for the teacher to sell packets and books for other projects and program-related supplies.
- D. YHT agrees to notify teacher of the possibility of cancellation at least 6 weeks prior to the program. Teacher agrees to same. Should there be expenses related to this cancellation, the party cancelling the program will be responsible for those expenses.

Teacher Signature/Date

YHT Contact Signature/Date

Street Address

Street Address

City/State/Zip

City/State/Zip

Phone

Phone

E-mail Address

E-Mail Address

