

## **Pacific Coast Artists**

### **STANDING RULES**

Revised March 11, 2007

1. Membership dues shall be \$20 per year and shall be payable to correspond with payment of dues to SDP. New members joining after July 31 shall pay ½ the current dues.
2. The financial records of this Chapter shall be kept on a calendar basis consistent with the SDP.
3. Business meetings shall be held no less than four times a year established by the President.
4. The President shall preside at meetings of the Chapter and meetings of the Executive Board; shall be a member ex-officio of all committees, with the exception of the Nominating and Audit Committees; shall be one of three signatories on all bank accounts; shall perform such other duties as usually pertains to the office. The President shall be responsible to see that all required reports and correspondence are sent to the SDP office.
5. The First Vice President shall serve as Program Coordinator, responsible to attend Board and Business meetings, recruit teachers for paint-ins; present teachers with a "Thank you" card signed by participating members at paint-in; confirm meeting dates with facility in the fall for following year; shall be one of three signatories on all bank accounts; collect fees and submit same to Treasurer.
6. The Second Vice President shall serve as Chapter Fundraiser Coordinator, responsible to attend Board and Business meetings; and to do fundraising for Chapter activities.
7. The Third Vice President shall serve as the Membership Coordinator, responsible to attend Board and Business Meetings; recruit new members; provide new members with pattern and wood blank for chapter pin; work on membership retention; collect dues; maintain current membership roster; print membership directory, including By-laws and Standing Rules. Shall be responsible to provide a year-end roster to the President and Secretary.
8. The Secretary shall record minutes of all meetings of the Chapter and of the Executive Board. These minutes shall be kept in books, which are the property of the Chapter and shall be a clear record of all activities. The Secretary shall also be responsible for sending copies of the minutes to the PCA President. Copy of all Business meetings should be sent to the Newsletter Editor for publication.
9. The Treasurer shall be responsible for all monies of the Chapter, shall keep an accurate record of receipts and expenditures; shall oversee the finances of all committees; shall pay all bills within the ratified budget or upon ratification of the Executive Board; shall be responsible for filing all tax reports and yearly audit, if required; shall be a signatory on all bank accounts; shall receive all monies and reports from all committees by December 10<sup>th</sup> of each year; shall present a report at all business and Executive meetings and shall be responsible for a year-end report to SDP.
10. The Executive Board
  - a. is to prepare and submit to the Chapter for ratification an annual budget by the second business meeting of the year.
  - b. cannot ratify non-budgeted expenditures in excess of \$300 without approval of the members.
11. The President shall receive a stipend, not to exceed \$1,200 for the purpose of attending the Convention of the SDP. If the President is unable to attend, the monies will be given to an elected officer. The designee receiving these monies shall attend those functions at the SDP and Convention that will benefit the Chapter and shall be expected to provide a report to the Chapter.

This stipend shall pay full travel expenses and the President's share of room cost (based on double occupancy) not to exceed six days, providing funds are available. This stipend does not include Registration or Chapter Gathering fees, but shall be separate budget items.
12. Referencing the By-laws, ARTICLE VII, such appointed Committee chairpersons may be Annual Year-End Fundraiser, Audit, Boutique, Charity, Corresponding Secretary, Decorative Painting Month,

Historian, Holiday Party, Hospitality, Librarian, Mystery Paint-in, Newsletter Editor, New Product Evaluator, Nominating, Orange County Fair, Parliamentarian, Seminar, and Webmaster

13. Duties of Appointed Standing Committee Chairpersons:

**Voting position:**

- a. Charity shall coordinate the Chapter's charitable activities.
- b. Annual Year-End Fundraiser shall purchase and/or solicit donation of painted or to be painted items for raffle. Shall print tickets, pictures, and distribute minimum of 20 each to all members.
- c. Mystery Paint-in shall recruit teacher, establish theme, coordinate food, decorations, and activities with theme, and purchase and prep surfaces as stated by teacher.
- d. Newsletter Editor shall be responsible for publication and distribution of the monthly newsletter as well as the billing and collection of ads.
- e. Seminar shall recruit teachers and coordinate contract with teachers. Arrange hotel accommodations, dining, transportation to and from airport and meeting site and coordinate with Hospitality.

**Non-voting positions:**

- a. Corresponding Secretary shall send E-cards to members for Birthdays, whom may be ailing, and send flowers to members whose immediate family has passed away.
- b. Historian shall keep a pictorial history of the Chapter's activities.
- c. Hospitality shall welcome attendees, keep a guest book, and be responsible in coordinating food and refreshments for all Chapter functions unless otherwise specified.
- d. Holiday Party shall ascertain hostess site, purchase supplies, coordinate games, food and prizes and purchase Hostess Gift.
- e. Decorative Painting Month shall promote and coordinate decorative painting awareness events.
- f. Librarian shall coordinate and keep records of the Chapter's library materials and shall keep members informed of library activities with articles in the newsletter.
- g. Webmaster shall maintain an accurate and current web page for the Chapter.
- h. Orange County Fair shall coordinate with Fair officials in setting up and taking down Chapter's display; obtain volunteers to man the booth; promote Chapter via newsletters/flyers.
- i. New Product Evaluator shall keep the Chapter informed of new products/websites via the newsletter
- j. Parliamentarian shall attend both Board and Chapter meetings and advise per Roberts Rules of Order should a need arise.

14. Special Committees – **Non-Voting**

- a. Audit shall consist of three general members to verify the accuracy of the Chapter's financial records prior to the Year-End Report.
- b. Nominating shall prepare a slate for the election of officers and shall submit it to the members via the September newsletter and to be voted on at the October meeting.
  1. Shall have provisions for nominations from the floor for each office at the October meeting provided that prior consent of nominee has been obtained.
  2. A majority vote is required to elect. If there is more than one candidate for office, voting shall be by written ballot.
- c. Boutique shall ascertain location and coordinate with said event coordinator as well as participating Chapter members.

15. Elected Officers shall take office January 1<sup>st</sup>.

16. Vacancies in office shall be filled by a majority vote of the Executive Board.

17. Monthly Paint-Ins:

- a. Fees paid to teachers for paint-ins shall be on a per student rate of \$15.00 plus mileage of .45 cents/mile roundtrip based on internet mapping (eg. Mapquest); class size capped at 30; or may be raised with approval from the teacher, members have option to purchase surface; classes will be 4 – 6 hours.
- b. Non-member guests are invited to all paint-ins after PCA Members have been

given “first” option (30days once published under “Programs” in the Newsletter) and space is available. Members will be charged a fee of \$18.00 and non-members will be charged a fee of \$23.00.

- c. Any cancellation or rescheduling of Chapter paint-ins shall be with the ratification of the Executive Board.
- d. Refunds are given when the class is full AND there is a waiting list. If the class is NOT full, there will not be a refund if a student is unable to attend. The student may resell the class IF PCA determines there is no waiting list.

18. Non-member guests may visit Chapter Meetings not more than two times each year without payment of dues to both the SDP and the Chapter. Former members do NOT qualify as non-member guests; a non-member guest is a person who has never been affiliated with this chapter.

19. “Golden Brush Award” created to recognize outstanding service to the Chapter: Not more than once a year and not necessarily every year to recognize/reward a member’s outstanding service to the PCA Chapter, a Golden Brush award may be presented by the Board.

In September, the president will remind membership of the award. Nominations for the award can come from any member and will be given in writing to the Secretary (Board member on Selection Committee).

- Selection Committee to consist of:
- One Board Member (Secretary)
- One General Member
- One previous award recipient – the first year the award is given, there will be no previous recipient, and so two general members will serve instead of one. Should the sitting committee Board member be a nominee, another Board member will serve on the committee in her place

After considering the merits of the nominations, the selection committee will choose a recipient and notify the president. The name of the recipient will remain secret to all other Board and General Members until the award presentation. The president will arrange for the awards (see below) and make the presentation at the Chapter Holiday Party in December.

- “GOLDEN BRUSH” AWARD to consist of:
- Certificate of Merit
- Small gift (“golden” paint brush pin or charm)
- \$100 donation in recipient’s name to SDP or DAC. (Recipient’s choice)

20. These Standing Rules may be amended by a majority of the voters at any meeting wherein there is a quorum.