

PIKES PEAK DECORATIVE PAINTERS

a chapter of

The Society of Decorative Painters

BY LAWS and STANDING RULES

Adopted: July, 1987

Amendments: May, 2010

Article 1: NAME

The name of this organization shall be the PIKES PEAK DECORATIVE PAINTERS, a chapter of THE SOCIETY OF DECORATIVE PAINTERS, INC. doing business and referred to herein as SDP.

Article II: ORGANIZATION AND PURPOSE

This Chapter has as its purposes those which are in common with the SDP and to stimulate local interest in and appreciation for the art of Tole and Decorative Painting.

Article III: BASIC POLICIES

- A. The PIKES PEAK DECORATIVE PAINTERS, in its By Laws and Standing Rules shall accept and subscribe to the rules and regulations required of affiliated chapters of the SDP.
- B. This Chapter and its members shall abide by the Code of Ethics of the SDP.
- C. This Chapter is an IRS section C6 not-for-profit organization.

Article IV: MEMBERSHIP and PRIVILEGES

- A. Membership in the PIKES PEAK DECORATIVE PAINTERS requires that each Chapter member concurrently be a member in good standing of the SDP.
- B. The privileges of holding office, making motions, debating, voting, and participating in all Chapter activities shall be limited to regular members of the Chapter in good standing. Failure to satisfy financial obligations to the Chapter shall result in the loss of Chapter privileges and good standing designation.
- C. Persons not belonging to the Chapter may attend two Chapter activities annually as a guest. This limitation does not apply to events intended as fund raisers or those for which a fee is charged.

Article V: DUES

The amount of annual dues shall be fixed by a majority vote of the members present at the designated meeting. The designated meeting and the amount of dues shall be stated in the Standing Rules. Chapter dues shall be payable to correspond with payment of dues to the SDP. New member privileges are effective October 1 with the exceptions of voting, participating in the Bazaar, or running for office, which shall begin January 1.

Article VI: MEETINGS

- A. Chapter meetings shall be held at least six times annually. The time and place to be determined by the Executive Committee and normally announced at the previous Chapter meeting and/or in the newsletter.
- B. A quorum shall consist of not less than one-fifth ($\frac{1}{5}$) of the members residing within 50 miles of Colorado Springs. Any member present shall be counted in reaching the quorum.

Article VII: ELECTION OF OFFICERS AND REMOVAL FROM OFFICE

- A. The elected officers of this Chapter shall be a President, Vice President, Secretary, Membership Secretary, Treasurer, and Editor. Officers of this Chapter shall be elected annually by a plurality vote (the largest portion of the votes cast when there is more than one choice), normally at the November meeting. Officers shall serve a term of one year. No person shall serve more than two (2) full consecutive terms in the same office.
- B. Following the presentation of the slate to the membership at the September or October meeting, nominations of members may be made from the floor provided that prior consent of the nominee has been obtained.
- C. If there is more than one candidate for an office, voting shall be by secret written ballot which shall provide

for write-in candidates who have given prior consent. Voting is restricted to members in good standing for the current calendar year. In the event of a tie vote for an office during the election, only the office for which there is a tie will be re-voted.

D. In the event that a written ballot is used, three (3) Tellers shall be selected by the President from those present at the election meeting and shall be supervised in counting by the Membership Secretary or in her absence, a substitute appointed by the President.

E. The newly elected officers shall assume the duties of the office on January 1 and shall hold office until a successor is duly named and installed.

F. A vacancy in the office of President shall be filled by the Vice President for the unexpired term. If the Vice President is unable to serve in the office of President, the vacancy shall be filled by a majority vote of the remaining members of the Executive Committee, or at its discretion, by vote of the members, prior notice of such election having been given to the Chapter. Other vacancies in office shall be filled for the unexpired term by vote of the remaining members of the Executive Committee, or at its discretion, by vote of the members, prior notice of such election having been given to the Chapter.

G. By due process of the Executive Committee, an officer may be removed from office for nonperformance of duties. Due process for removal from office shall consist of a conference with one or more members of the Executive Committee. At the failure of response to counseling, upon the written request of two (2) voting members of the Executive Committee, written notification of dissatisfaction and probable dismissal shall be sent. Upon insufficient response to the above, removal may be accomplished by a vote of two-thirds ($\frac{2}{3}$) of the voting members of the Executive Committee.

Article VIII: DUTIES OF THE OFFICERS

A. The President shall preside at all meetings of the Chapter and of the Executive Committee, shall sign all checks on the Treasury in the absence of the Treasurer, shall be a member ex-officio of all committees, with the exception of the nominating committee and with the approval of the Executive Committee shall appoint committee Chairmen, and shall appoint a Parliamentarian. She shall perform such other duties as belong to the office and shall represent the Chapter at the Annual Meeting and Conference of the SDP and make a report to the Chapter. She shall be responsible to see that all required reports and correspondence are sent to SDP offices.

B. The Vice President shall serve as an aid to the President and perform the duties of the President in the absence of that officer. She shall be responsible for planning programs for regular meetings and such additional activities as directed by the President.

C. The Secretary shall keep a record of all meetings of the Chapter and of the Executive Committee. She shall forward reports and minutes to the SDP Offices and the members of the Executive Committee of the Chapter. She shall maintain files of all correspondence pertinent to the Chapter and keep current the Chapter Procedure Manual.

D. The Membership Secretary shall process membership applications and dues and forward monies and an accounting thereof to the Treasurer. She shall verify membership in the SDP. She shall maintain an up-to-date membership list and keep the President, Treasurer, and Editor apprised of same. She shall determine a quorum at the beginning of each meeting and inform the President of same. She shall introduce new members and guests at meetings, be responsible for Hospitality and the accuracy of the membership directories.

E. The Treasurer shall receive all monies of the Chapter, shall keep an accurate record of receipts and expenditures.

The Treasurer shall present a statement of account at every business meeting of the Chapter and when requested by the Executive Committee. She shall make a complete annual report at the first Chapter meeting of the following year and prepare an end of year statement as of December 31 to be forwarded to the SDP with the annual report of the President. She shall keep an accurate record of Chapter assets (inventory).

F. Editor of the newsletter shall be responsible for the publication of the Chapter newsletter and other Chapter communications to the general membership. She shall be responsible for the accurate accounting of the monies received in connection with the newsletter. She may have a committee to assist with the publication. An Assistant Editor may be appointed by the President with the approval of the

Executive Committee.

G. Detailed job descriptions for officers shall be maintained in the Chapter Procedure Manual.

Article IX: EXECUTIVE COMMITTEE AND BOARD

A. The Executive Committee shall be composed of the elected Officers of the Chapter. The Executive Committee shall meet in the interim between regular Chapter meetings with the time and place to be determined by the Executive Committee. A majority of the Officers shall constitute a quorum, with the President voting only to make or break a tie vote. Special meetings of the Executive Committee may be called by the President and *must* be called by the President upon the written request of two (2) or more of the voting members of the Committee.

B. The duties of the Executive Committee shall be:

1. To transact necessary business in the intervals between Chapter meetings and such other business as may be referred to by the Chapter.
2. To approve recommendations for appointment by the President for committee chairmen, Parliamentarian, Communications Coordinator - who shall attend meetings without a vote and others as deemed necessary.
3. To authorize implementation of committee plans and receive periodic committee reports.
4. To submit to the Chapter for approval at the first Chapter meeting of the year, a fiscal year budget and recommend annual dues amount.
5. To review all non-budgeted expenses and make recommendations to the Chapter regarding payment.

C. The Executive Board, which shall include elected Officers and Chairmen of Committees, shall meet at least once a year for planning purposes, or as called by the President. Committee Chairmen serve without vote on the Executive Board.

Article X: COMMITTEES

A. All committee Chairmen shall be appointed by the President with the approval of the Executive Committee and shall be accountable to the President. Committee members and chairmen shall serve for the duration of the term during which they are appointed. No member shall serve more than two (2) full consecutive terms on the same committee. The President, in consultation with the Chairman, shall select committee members for approval by the Executive Committee. All Chairmen shall present periodic reports to the Executive Committee. No committee work or financial obligations shall be undertaken without the approval of the Executive Committee. The President shall be ex-officio of all committees with the exception of the Nominating committee.

B. The Standing Committees shall be:

1. **AUDIT:** The Audit Committee, which shall verify the accuracy of the financial records of the Chapter prior to the Chapter election, shall normally consist of three (3) members and it shall be available to counsel the Treasurer when deemed necessary, spot check and must completely audit the Treasury immediately prior to the year-end statement. The Treasurer shall not be a member of the Audit Committee but shall, upon request, meet with the Committee to offer assistance.
2. **BAZAAR:** The Bazaar Committee shall consist of a Chairman and such additional members to handle finance, publicity, display and clean-up, scheduling as necessary. The Committee shall plan the Annual Decorative Painters' Bazaar and the Chairman shall report to the President and Executive Committee. No binding commitments shall be made without the approval of the Executive Committee.
3. **COMMUNITY SERVICE:** The Community Service Committee shall consist of a chairman and additional members as deemed necessary. Its purpose is to organize and execute activities involving chapter members to benefit the community in some way. These activities may be other than painting related.
4. **NOMINATING:** The Nominating Committee shall be composed of the Chairman, and normally two (2) additional members. The Committee shall submit a slate of nominees to the members of the Chapter at the October meeting, first having obtained the permission of the nominees.

The Committee shall endeavor to have two persons nominated for each elective office.

5. **PUBLIC RELATIONS:** The Public Relations Committee shall be composed of the Chairman, and normally two (2) additional members. The purpose of the committee shall be to stimulate local interest in and appreciation for the art of Decorative Painting.

6. **RETREAT:** The Retreat Committee shall consist of a Chairman and additional members as deemed necessary. It shall plan all aspects of the Chapter Retreat. The Chairman shall report to the President and Executive Committee. No binding commitments shall be made without the approval of the Executive Committee.

7. **SEMINAR:** The Seminar Committee shall consist of a Chairman and additional members as deemed necessary. It shall plan all aspects of Chapter seminars and coordinate plans with nearby Chapters as appropriate. The Chairman shall report to the President and Executive Committee. No binding commitments shall be made without approval of the Executive Committee.

8. **WAYS AND MEANS:** The Committee shall consist of the Chairman and normally two (2) additional members. Duties shall be to plan and supervise the implementation of activities to raise funds to fulfill the obligations and further the purposes of the organization. The Chairman shall coordinate activities with the Vice President.

C. Ad Hoc committees may be created and members appointed for a specific purpose by the President with the approval of the Executive Committee. When the work of the committee is completed and the final report of the special committee is presented, the committee is retired.

D. Committee guidelines shall be maintained in the Chapter Procedure Manual.

Article XI: NEWSLETTER

The newsletter shall be the official publication of the Chapter and shall be published bi-monthly on the chapter website. All members of the Chapter shall receive the newsletter via email or by USPS as requested. It shall be funded by the Treasury of the Chapter and by advertising. Rates and the rules pertaining to advertising shall be stated in the Standing Rules. The newsletter shall promote the purposes of the SDP and this Chapter.

Article XII: PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern this Chapter in all cases in which they are applicable and in which they are not in conflict with these By Laws and Standing Rules, and those of the SDP.

Article XIII: REVISIONS AND AMENDMENTS

A. When deemed advisable by a majority vote at a meeting of the Chapter, or by two-thirds ($\frac{2}{3}$) vote of the Executive Committee, a committee may be appointed to submit a revised set of By Laws as a substitute for the existing By Laws. The requirements for adoption of a revised set of By Laws shall be the same as in the case of an amendment.

B. These By Laws may be amended at any business meeting of the Chapter by a two-thirds ($\frac{2}{3}$) vote of the members present and voting, provided that notice of the proposed amendment has been given at the previous meeting and/or by newsletter.

C. If, at two (2) successive meetings, a quorum has not been present, these By Laws can be changed upon written ballot of the members, provided that a majority of the members return the marked ballot.

Article XIV: DISSOLUTION

In the event of dissolution of this Chapter, the property and assets of this Chapter shall be distributed as follows:

1. All liabilities and obligations of the Chapter shall be paid, satisfied and discharged, or adequate provisions shall be made therefore.

2. Assets held by the Chapter upon condition requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements.

3. Any remaining funds as are in the treasury at the time shall be given to the SDP, DECORATIVE ARTS COLLECTION, INC., or to another non-profit group, as determined by a majority of the membership remaining.

4. Documentation of the final discharge of debts and the disposition of the treasury and property shall be forwarded to the Office of the Executive Director of the SDP.

STANDING RULES

1. Membership dues shall be \$15 per year and shall be payable to the Membership Secretary only. Members joining after July 1, pay prorated dues of ½ year rate and have all member privileges.
2. The general membership shall vote on the amount of dues for the upcoming year normally at the July Chapter meeting.
3. Financial records of this Chapter shall be kept on a calendar year basis from January 1 to December 31 by the Treasurer.
4. Financial obligations of members to the Chapter are Society dues, annual Chapter dues, participation fees for seminars, etc. See Article IV, Section B.
5. Regular meetings of this Chapter shall be held not less than six (6) times annually, normally on the first Saturday of the month.
6. Job descriptions, committee guidelines, and other pertinent documents shall be maintained by the Secretary in the Chapter Procedure Manual. Officer or committee guidelines may be amended by a majority vote at a meeting of the Executive Committee.
7. The name of the Chapter newsletter shall be PIKES PEAK VIEWS. Advertising rates shall be as follows:
 - Full page (9½" x 7½") \$14 per issue*
 - Half page (7½" x 4½') \$8 per issue*
 - Quarter page (4½" x 3½") \$4 per issue*
 - Business card (standard size) \$2 per issue*
 - Classified or Personal (1" x 3" or less) \$1 per issue**Non-member rates are \$1 higher per category.
Ads shall be submitted to the Newsletter Editor in camera ready condition along with payment in the form of a check made payable to the Pikes Peak Decorative Painters.
8. The Executive Committee, at its option, may bestow an award annually at the last Chapter meeting of the year to a member for outstanding contributions to the Chapter.
9. Only elected Officers or their authorized designees shall be permitted to make reimbursable phone calls on behalf of the Chapter.
10. A grant may be presented annually to the President for the purpose of attending the Chapter's gathering and SDP's annual meeting and conference. If the President is unable to attend, the Executive Committee may offer the grant to another officer in proper succession. The officer receiving this grant shall attend those functions that will benefit the Chapter and she shall provide a written report to the Chapter.
11. For seminars, audits, demonstrations, or lessons taught by visiting teachers, priority will be given to Chapter members in good standing. Guests will be accommodated on a space-available and first-paid basis after the close of the specified registration period. The cost for non-members or guests may be higher than for members.
12. Transactions of purchases between a visiting teacher and Chapter members shall be done privately between teacher and member, without Chapter involvement (i.e., Treasurer) for books, supplies, finished work, etc.
13. The membership list of the Chapter shall be available for use by members as a mailing list for subjects of interest within the scope of the Society and Chapter. Use of this list by non-members shall be evaluated by the Executive Committee on a case by case basis.
14. These Standing Rules may be amended by a majority of the members at any business meeting wherein there is a quorum, providing that such notice has been given at the previous Chapter meeting and / or in the newsletter.