

- a. There shall be provision for nominations from the floor for each office at the meeting at which the elections are held. No name shall be placed in nomination from the floor without the prior consent of the nominee
1. Elections shall take place before the close of the year.
  - a. Officers shall be elected prior to the first of the year, take office in February of the new year, and shall hold office until a successor is duly named.
  - b. A majority vote is required to elect. If there is more than one (1) candidate for office, voting shall be by written ballot.
  - c. Vacancies in office shall be filled by a majority vote of the Executive Board.

**Article XI Amendments**

1. These By-Laws may be altered or changed by a 2/3 vote of the general membership present at a meeting at which a quorum is present, provided that the proposed changes have been presented prior to the meeting at which voting takes place.
2. If at two successive meetings a quorum has not been present, these By-Laws can be changed upon written ballot of the members, provided that the majority of members return the written ballot.

**Article XII Dissolution**

1. In the event of dissolution of TCDP, all liabilities and obligations of TCDP shall be paid, satisfied, and discharged. Any remaining funds and assets shall be given to another non-profit group as determined by the remaining members.

**TOWN AND COUNTRY DECORATIVE PAINTERS  
STANDING RULES**

1. Membership dues shall be set by the Executive Board. Beginning with the 2007 membership year, annual dues are set at \$15.00. Dues shall be payable by the February meeting and will be considered delinquent thereafter. A late fee of \$5.00 will be imposed after this date. New members are not subject to the \$5.00 late fee. If dues are not current as a member, a person is responsible for paying non-member fees for classes.
2. The financial records of TCDP shall be kept on a Calendar Year basis, January 1 through December 31.
3. The Business meetings of TCDP shall be held the first Sunday of every other month: February, April, June, August, October, and December at 11:30am.
4. New membership privileges are effective February 1.
5. An additional fee, to be retained by TCDP, shall be charged to all non-members for all projects taught at business meetings and workshops: \$2.00 for club meeting projects and \$5.00 for seminars.
6. TCDP shall retain \$1.00 for each regular project throughout the year and \$0.50 for each Make-It Take-It.
7. Regular Meeting Schedule:
  - a. **February, April, June, August, October**  
Doors open at 9:30am; painting begins at 10:00am  
Business meeting begins at 11:30 am followed by lunch, socializing, raffles, etc., with painting resuming thereafter.
  - b. **December** (Make-It Take-It meeting)  
The schedule for this meeting will be set by the Program Coordinator.
8. At the end of the year, the books are to be audited by one Board member, and one (1) appointed person.



**2017**

**BY-LAWS  
STANDING RULES  
MEMBERSHIP BOOK**

[www.townandcountrydecorativepainters.com](http://www.townandcountrydecorativepainters.com)

## TOWN AND COUNTRY DECORATIVE PAINTERS

Town and Country Decorative Painters had its beginning on September 9, 1989, when seven painters met to plan an organization of local painters. The founders were Luci Burford (deceased,) Olga Teza (deceased,) Shirley Hagans (deceased,) Vicki Dunbar (deceased,) Mary Ann Dunbar, Jean Hunter, and Viki Sherman. The purpose of the club is to stimulate interest in and appreciation for the art of tole and decorative painting.

The Town and Country Decorative Painters are an independent group of painters who have joined together through their mutual love of decorative painting. The group is not affiliated with the Society of Decorative Painters although a large number of our members do belong to this national group. The group meets on the first Sunday of every other month – February, April, June, August, October, and December.

Our meetings are held at Tanglewood Center, Phillips Hall, 10 Austin Avenue, Lyndora, PA, 16045. For most of our meetings, the doors open at 9:30 am and painting begins at 10:00am. We break for our business meeting around 11:30 and have lunch at 12:20. After lunch, there is a short period to buy raffle tickets, socialize, etc. before painting is resumed.

We do ask that if you arrive early, you help set up the hall for the day. If you stay late, please help clean up. Many hands make heavy work light.

### Article VII Appointed Officers

1. Appointed officers of TCDP may be appointed for special duties as deemed necessary by the President with the approval of the Executive Board.
  - a. The President shall appoint, with the approval of the Executive Board, the following:
    - Basket Luncheon Chair
    - Historian Chair
    - Hospitality Chair
    - Point System Chair
    - Retreat Chair
    - Service Chair
    - Webmaster
    - Nominating Chair
    - Parliamentarian
    - Retreat Treasurer
  - b. The Parliamentarian, Retreat Treasurer, and Nominating Chair shall attend Executive Board meetings, but shall not be voting members of the Executive Board.

### Article VIII Executive Board

1. The Executive Board shall consist of the Elected and Appointed Officers who shall serve with a vote.
2. The duties of the Executive Board shall be:
  - a. To transact necessary business in the intervals between TCDP business meetings and such other business as may be referred to it by the organization.
  - b. Appointed Officers with a vote shall not outnumber the Elected Officers.
  - c. Each Elected Official and the following Appointed Officers shall be given the right to vote at the Executive Board level:
    - Basket Luncheon Chair
    - Historian
    - Hospitality
    - Point System Chair
    - Retreat Chair
    - Service Committee Chair
    - Webmaster

### Article IX Committees

1. Special Committees may be created as may be needed to promote the objectives and interests of TCDP. Members shall be appointed by the President with the approval of the Executive Board. All committee spending must be approved by the Executive Board.

### Article X Nominations and Elections

2. Nominations shall be made in the fall for the coming year.
  - b. The Nominating Committee Chair shall be appointed at least two (2) months before the meeting at which the nominations are held.
  - c. The Nominating Committee shall prepare a slate of officers to be presented at the October meeting. This slate will be published in the newsletter following the October meeting and elections will be held in December. The Nominating Committee shall obtain consent of all nominees prior to their nomination.

1. The term of office shall be one year. No officer may normally hold the same office for more than two consecutive terms.
2. The duties of the elected officers are:
  - a. **The President** shall preside over meetings of TCDP and meetings of the Executive Board and shall perform such other duties as usually pertain to the office. The President shall be responsible for the reports of any absent Board members.
  - b. **The First Vice President/Program Chair** shall serve as the coordinator of the Program Committee. She/he will also conduct the meetings in the event the President cannot attend.
  - c. **2<sup>nd</sup> Vice President/Membership Chair** shall serve as the coordinator of the Membership Committee. The Membership Chair is also responsible for updating the contacts list in the email program used for club email correspondence.
  - d. **Seminar Chair** shall be responsible for scheduling seminars and collecting the fees for these seminars.
  - e. **The Recording Secretary** shall record the minutes of all meetings of TCDP and of the Executive Board. These minutes shall be kept in books which are the property of TCDP, and shall be complete and clear records of activities. In the absence of the Secretary, a copy of the appropriate minutes shall be given to the President prior to the meeting.
  - f. **The Treasurer** shall receive monies of TCDP, shall keep an accurate record of receipts and expenditures, shall pay all bills upon receipt or when due, shall present a statement of account at every meeting of TCDP and the Executive Board, and shall make a complete report for the previous year at the first Board meeting of the new year. In the absence of the Treasurer, the reports shall be given to the President prior to the meeting. The Treasurer shall be the back-up treasurer for retreat, be on the signature cards at the bank, and be able to sign checks and conduct retreat committee business in the event the retreat treasurer is unavailable. The treasurer shall be responsible for filing the annual required Federal Income Tax forms and provide a copy of such at the March meeting. All financial records shall be presented to the incoming Treasurer and kept as a permanent record.
  - g. **The Corresponding Secretary** shall read all general correspondence to the Board at Board meetings and to members at TCDP meetings; shall reply promptly to all correspondence as directed by the board; shall recognize special events of members and shall maintain a file with copies of all general correspondence.
  - h. **The Publicity Chair** shall publicize meetings, workshops, and other special TCDP events including Decorative Painting Month each October; and shall make the public aware of the organization and its goals.
  - i. **The Newsletter Editor** shall coordinate all TCDP information to be publicized and present it in a newsletter format through mailings, emails, and on the TCDP website; such mailing shall be on a consistent timely basis; and shall maintain a mailing list for such publications.
  - j. **The Ways and Means Chair** shall provide ways through sales and other special activities to promote financial income to support TCDP functions and shall see that all monies and itemization of same are turned over to the Treasurer.

#### 2017 BOARD MEMBERS

President	E	Fran Deah	412-486-9446
1 <sup>st</sup> Vice President Program Chair	E	Karen Yetter	724-352-4597
2 <sup>nd</sup> Vice President Membership Chair	E	Viki Sherman	724-2870116
Seminar Chair	E	Lynn Campbell	724-752-9862
Recording Secretary	E	Marilou Grace	724-443-8022
Treasurer	E	Karen Schnelle	724-368-8217
Corresponding Secretary	E	Cathy McKain	724-287-7910
Publicity	E	Karen Yetter	724-352-4597
Newsletter	E	Stephanie Perne	412-759-0237
Ways and Means	E	Elaine Walker	724-287-8439
Basket Luncheon	A	Lynn Campbell & Coleen Shoaf-Bennett	724-752-9862 724-352-2193
Historian	A	Michelle Alesi	724-961-4062
Hospitality	A	Donna Michael & Donna McCall	724-353-3023 724-285-6196
Points	A	Marilou Grace	724-443-8022
Retreat, 2018	A	Elaine Walker	742-287-8439
Service	A	Dot Hoffman	724-352-1278
Webmaster	A	Stephanie Perne	724-759-0237
Nominating	A*	Mary Ann Dunbar	724-295-3205
Parliamentarian	A*	Dot Hoffman	724-352-1278
Retreat Treasurer	A*	Jennifer Calvin	724-827-2192

E- Elected A- Appointed A\*- Appointed Officers with no vote

Board Meetings are held at King's Restaurant, Buffalo Plaza, Sarver. Meetings are held on the second Saturday of January, March, May, July, September, and November from 10:00am until noon except as noted.

#### TEACHERS OF TCDP

NAME	MEDIUM	REGION	PHONE
Lynn Campbell	Acrylic	Ellwood City	724-752-9862
Wendy Cornman			
Fran Deah	Acrylic	Allison Park	412-486-9446
Grace Fatchet	Acrylic, Fabric	Freeport	724-295-4721
Dot Hoffman	Oil, Acrylic, Watercolor	Saxonburg	724-352-1278
Mollie McKay	Acrylic, Fabric	Allison Park	412-486-5064
Donna Michael	Acrylic	Sarver	724-353-3023
Stephanie Perne	Acrylic	Export	412-759-0237
Karen Schnelle	Acrylic	Butler	724-368-8217
Viki Sherman	Acrylic	Butler	724-287-0116
Elaine Walker	Watercolor, Pastels, Acrylic, Pencil	Butler	724-287-8439

## POINT SYSTEM GUIDELINES

The following club activities will earn you points. Each point is worth \$0.25 with a maximum of \$40.00 per year. TCDP members are to keep a record of their own points earned throughout the year. The points are accumulated during the calendar year from January to December. The points are valid for two years. Completed sheets are to be turned in between the end of the calendar year and the February meeting. You will receive a certificate for the value or your points which can be used toward the cost of seminars, class, or the retreat. They can be redeemed from March to March. If you have any questions, please contact the Point System Chair.

The Points tally sheets are available at meetings on the membership table and also on the TCDP website.

Keep your points sheet in your painting bag and mark each item so that you do not forget. At the end of the year, turn the completed sheet in to the Points System Chair.

Don't forget each point is worth a quarter!

## MEETING SCHEDULE

Club meetings are held the first Sunday of February, April, June, August, October, and December unless otherwise noted. Doors open at 9:30 AM with painting starting at 10:00 AM. Those who arrive early are encouraged to help set up. Help is also needed after the meeting to clean up.

Meeting projects are announced in the newsletter. February is usually a service project and December usually has "make-it take-it" projects. Meetings are held at the Tanglewood Phillips Hall, Lyndora, PA

Check the current newsletter or the website for changes to these published meeting times.

## SEMINAR SCHEDULE

TCDP sponsors 2 or 3 day seminars. Seminar teachers may be nationally recognized or local teachers. Seminar information is published in our newsletter and on the website.

## TOWN AND COUNTRY DECORATIVE PAINTERS BY-LAWS

### Article I Name

The name of this non-profit organization shall be Town and Country Decorative Painters, hereafter referred to as TCDP. We are not affiliated with the Society of Decorative Painters.

### Article II Purpose

The purpose of TCDP shall be to stimulate interest in and appreciation for the art of tole and decorative painting.

### Article III Membership

1. Membership in TCDP is open to persons who are in good standing, and who, in accepting membership, thereby agree to be bound in all things not contrary to law, by these By-Laws.
2. Guests are welcome to visit the business meetings of TCDP not more than one (1) MEETING ANNUALLY. Guests will be charged an additional fee for the projects that are taught at the meeting.
3. Any officer, elected or appointed, may resign by filing a written resignation with the President but such resignation shall not relieve the officer so resigning of any financial obligation to TCDP.

### Article IV Dues

1. Membership dues shall be paid annually as stated in the Standing Rules.
2. Membership dues shall be determined by the Executive Board in accordance with the financial expenses of TCDP.

### Article V Meetings

1. Regular meetings of TCDP shall be held as stated in the Standing Rules.
2. The Executive Board shall have authority to change dates of meetings and set times for meetings provided sufficient notice is given to members.
3. A quorum must be present in order to conduct business (vote on motions). A quorum for general business meetings shall consist of 1/5 of the current membership. A quorum of Board members shall consist of 3 voting members.
4. The privilege of holding office, making motions, debating, and voting shall be limited to current members in good standing.

### Article VI Elected officers

3. The elected offices of TCDP shall be:  
President  
First Vice President, Program Chair  
Second Vice President, Membership  
Seminar Chair  
Recording Secretary  
Treasurer  
Corresponding Secretary  
Publicity Chair  
Newsletter Editor  
Ways and Means