

Pacific Coast Artists
STANDING RULES
April 2019

1. Membership dues shall be \$20 per year and shall be payable to correspond with payment of dues to SDP. New members will join in compliance with the SDP system.
2. The financial records of this Chapter shall be kept by the Treasurer on a calendar basis consistent with SDP.
3. Executive Board meeting and General Business meetings shall be held no less than four times a year established by the President.
4. Executive Board Positions and Roles
 - a. 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 in a timely manner.
 - b. The First Vice President shall serve as Program Coordinator, responsible to attend Executive Board and Business meetings, recruit teachers for paint-ins; coordinate contracts with teachers – copy of contract to President and Treasurer, present teachers with a “Thank you” card signed by participating members at paint-ins; 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. Responsible to purchase President’s thank you gift at the end of two year term.

A storage unit is rented to store tables and other equipment pertaining to PCA business. It should be accessible to elected Executive Board members so that equipment can be brought to the paint-in as needed the First VP shall be responsible for the unit and the Executive Board should determine if additional access is necessary.
 - c. The Second Vice President shall serve as Chapter Fundraiser Coordinator, responsible to attend Executive Board and Business meetings and responsible for fundraising for Chapter activities; may include but not limited to monthly raffles, silent auction at Holiday Party and organizes End of Year raffle by purchasing/soliciting donations of painted items for the raffle; shall provide tickets, pictures and distribute 20 tickets to each member.
 - d. The Third Vice President shall serve as the Membership Coordinator, responsible to attend Executive Board and Business Meetings; recruit new members; provide new members with welcome kit; work on membership retention; verify current SDP membership by December 31 of given year and update as new members join the Chapter; collect dues; maintain current membership roster, email/mail membership directory, including By-Laws and Standing Rules. Shall be responsible to provide a year-end roster by December 1 to the President, Secretary and Treasurer.
 - e. The Recording Secretary shall record minutes of all meetings of the Chapter and of the Executive Board, to be kept in binders/on google Drive, which are property of the Chapter and shall reflect a clear record of all activities; shall be responsible for sending copies of the minutes to the Executive Board for review prior to publication in newsletter; shall send to Newsletter Editor upon approval.

The Recording Secretary shall put an article in the August Newsletter regarding the Golden Brush Award and chair the committee as defined under golden Brush Award in the standing Rules. The Recording Secretary, along with the President, is responsible for ensuring the Bylaws and Standing Rules are reviewed a minimum of every 4 years and copies posted on the PCA website and Google drive, as well as sent to SDP.

- f. 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 present Proposed Budget to Executive Board early in the year and upon approval, submit to be printed no later than March newsletter for membership vote; shall be responsible for filing all tax reports and non-profit status paperwork; oversees yearly audit; shall be a signatory on all bank accounts; shall receive all monies and reimbursement requests from all committees by December 15th of each year; shall present a report at all Business and Executive Board meetings and shall be responsible for a year-end report with chapter audit to SDP; maintains records for 7 years.
5. The Executive Board
 - a. Reviews and approves Proposed Budget and presents to the Chapter for ratification no later than the second General Business meeting of the year.
 - b. Cannot ratify non-budgeted expenditures in excess of \$300 without approval of quorum of general members, defined as 1/5 of the general members in good standing present.
 6. Convention Attendance/Reimbursement
 - a. The President shall receive a stipend, as defined in annual budget, for the purpose of attending the SDP Convention. If the President is unable to attend, the monies will be offered in descending order of the Executive Board positions.
 - b. If an elected officer is not able to attend the SDP Convention, the stipend will be offered to a PCA general member chosen by the Executive Board.
 - c. The stipend shall pay full travel expenses, (airfare/mileage, ground transport to/from airport and hotel), the designee's share of room cost based on double occupancy for duration of convention, providing funds are available. This stipend does not include Registration and Chapter Gathering fees as they are a separate line item on the budget.
 - d. The designee attending SDP Convention will attend all functions that will benefit the Chapter and provides a written report in the newsletter following the SDP convention.
 7. Appointed Standing Committee chairpersons according to Bylaws Article IX.
May include but not limited to Audit, Charity, Corresponding Secretary, Decorative Painting Month, Historian, Holiday Party, Hospitality, Mystery Paint In, Newsletter, Orange County Fair/Imaginology, Parliamentarian, Seminar and Webmaster.
 8. Duties of Appointed Standing Committee Chairpersons:
 - a. Voting positions for Appointed Standing Committee Chairs shall be 4 positions.
 - b. Should a chair hold multiple "voting" positions, another committee chair may be designated and approved by the Executive Board to be a voting chair.
 - c. Voting Appointed Standing Committee Chair duties
 - i. Charity shall coordinate the Chapter's charitable activities.
 - ii. Mystery Paint-in shall coordinate committee to recruit teacher, establish theme, food, decorations, activities, and purchase and prep surfaces.
 - iii. Newsletter Editor shall be responsible for publication and distribution of the monthly newsletter; shall send copy of newsletter to SDP, former teachers and previous members. Corresponding secretary may be back up for distribution.
 - iv. Seminar shall recruit teacher/ coordinate contract with teacher- copy of contract to President and Treasurer; arrange hotel accommodations, dining, transportation to and from airport and meeting site; coordinate potluck with Hospitality chair and coordinate tables, AV equipment with Program chair.
 - d. Non-voting positions
 - i. Corresponding Secretary shall send cards via mail service to members for birthdays, sick and whose immediate family has passed away. May be back up for distribution of newsletter.
 - ii. Hospitality shall welcome attendees, keep a guest book, and be responsible for coordination of potluck/refreshments and set up and clean up of kitchen area.

- iii. Holiday Party shall confirm event site, purchase supplies, coordinate games, food, gifts; coordinate presentations/agenda for event.
- iv. Decorative Painting Month shall promote and coordinate decorative painting awareness events.
- v. Webmaster shall maintain an accurate and current web page for the Chapter.
- vi. Orange County Fair/Imaginology shall coordinate in setting up and taking down Chapter's display; schedule members to man the booth; provide newsletters/flyers/make it take it in collaboration with OCTDP chair person.
- vii. Parliamentarian, as warrants, is designated person to follow current Roberts Rules of Order.
- e. Special Committees – non voting
 - i. Audit shall consist of two general members to verify the accuracy of the Chapter's financial records prior to the Year-End Financial Report.
 - ii. 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.

9. Elected Officers shall take office January 1 of given year.

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

11. Monthly Paint-In

- a. A contract shall be in writing, signed by Program Chair and Artist/Teacher listing all understanding for paint-in. Contract shall be submitted to President and Treasurer. Contract form to be reviewed every 4 years for updates.
- b. Fees paid to teachers for paint-ins shall be on a per student rate of \$18.00 plus mileage at the rate of \$0.55/mile not to exceed 100 miles roundtrip based on internet mapping (e.g. Google maps); Beginning April 1, 2020, mileage fees will no longer be paid; class size capped at 30; may be raised at the discretion of the teacher, members have option to purchase surface; classes will be 4 to 6 hours beginning at 10:00 a.m.
- c. Non-members are invited to all paint-ins after PCA Members have been given "first" option (30 days once published under "Programs" in the Newsletter) and space is available. Non-members may visit Chapter Paint-ins not more than two times each year without being asked to join PCA and SDP.
- d. Members will be charged a fee of \$25.00 and non-members will be charged a fee of \$30.00.
- e. Any cancellation or rescheduling of Chapter paint-ins shall be with the ratification of the Executive Board.
- f. Refunds are given when the class is full (30) 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.

12. Seminars

- a. A contract, indicating expenses incurred by the Chapter and teacher, shall be in writing, signed by Seminar Chair and Artist/teacher listing all understanding for seminar details. Cop of said contract shall be submitted to President and Treasurer. Contract forms to be reviewed every 4 years.
- b. Any modification of payment after signed contract completed to be reviewed by Executive Board.
- c. A full class to be determined as 30 attendees, may be increased at the discretion of the teacher. Waiting list may be established, if there is a waiting list refunds may be granted for those unable to attend.

13. "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 Executive Board.
 - a. In July, the President will ensure the Recording Secretary submits an article in the newsletter asking for nominations. Nominations for the award can come from any member and will be given in writing to the Recording Secretary by October 15.
 - b. Selection Committee to consist of:
 - i. Recording Secretary
 - ii. One General member
 - iii. Most recent award recipient/designee
 - iv. Should the Recording Secretary be a nominee, another Board member will be designated to take her place.
 - c. After considering the merits of the nominations, the selection committee will choose a recipient. The name of the recipient will remain secret to all other Board and General Members until the award presentation at the Holiday Party.
 - d. The Recording Secretary shall arrange for the award of:
 - i. Certificate of Merit
 - ii. Golden paint brush pin or charm (inventory maintained by Recording Secretary)
 - iii. Up to \$50 donation in recipient's name to SDP or National Museum of Décor ative Painting (recipient's choice) as Chapter funds permit.
 - iv. If no Golden Brush award given, the Board will discuss Donation as per SDP annual report guidelines.
14. These Standing Rules may be amended by a majority of the voters at any meeting wherein there is a quorum, defined as 1/5 of the general members in good standing.