

**GUIDELINES
OF
THE VILLAGE PAINTERS
Adopted January 7, 2016**

CHAPTER OF THE SOCIETY OF DECORATIVE PAINTERS

Guidelines are meant to be the suggested, flexible vehicle under which The Village Painters (hereinafter known as Chapter) can conduct its daily business. Once adopted, these Guidelines may be amended by a majority of the Board members at any Board meeting wherein there is a quorum provided prior notice of the proposed changes and opportunity for discussion has been given to the Board prior to the vote. The Guidelines are not on file with the office of the Society of Decorative Painters (hereinafter known as SDP). The Guidelines may not conflict with the By-Laws of *The Village Painters* or the SDP.

SECTION I - BASIC POLICIES

1. The President is encouraged to attend the Convention of the SDP. A total of \$300 may be presented annually to the President OR to one (1) Village Painter to represent The Village Painters at the leadership Conference and at the Annual Meeting of the SDP Convention. Any person whose fees are paid as a representative of *The Village Painters* herein will present a report to the Board.
2. The voting Board members will advise the President prior to an established meeting of the Board of a potential absence so that a meeting can be rescheduled if a quorum will not be present.

SECTION II GENERAL RULES FOR ALL BOARD MEMBERS:

1. The Board of Directors consists of the Elected Officers, the Elected Chairpersons and the Appointed Chairpersons.
2. Any elected or appointed position may be filled with more than one person. If two members fill an elected position, they shall each be given a separate vote when physically present.
3. Elected Officers and Chairpersons are requested to attend Board and General Chapter Meetings and carry a vote.
4. Appointed Chairs may attend Board Meetings as needed to report on their functions.
5. All voting Board Members will provide the Board and the general membership with an oral or written report at each Board and General Chapter Meeting. It is the responsibility of the absent Board Member to provide for this provision.
6. Absence of three consecutive meetings by a voting Board Member without having notified the President may result in request for resignation from the office. (See By-Laws, Article XII. Nominations and Elections 5.)

7. Appointed Chairs shall present a report at the Board and General Chapter Meeting advising the progress of the committee as needed. If such person is unable to attend a meeting, the report should be presented to the President in a timely manner so that it can be presented at the meeting.
8. The President is welcome to attend any committee meeting as a member ex-officio.
9. Any communication with the Livonia Senior Center MUST be coordinated thru the Livonia Senior Center Liaison (LSCL).
10. A person holding more than one chair has only one vote regardless of the number of chair positions held.
13. Each Board Member shall tender a written report of procedures (i.e. names, addresses, budgets) to assist the new Board Member at the completion of their duties.
12. Keep accurate records of expenditures and receipts. Receipts must be tendered to the Treasurer for reimbursement of any expense.
14. Prepare a detailed written report of successful and unsuccessful endeavors to assist the future Board Member.
15. A financial statement of funds received and specific expenditures shall be presented to the general membership and placed on record with the Treasurer.

SECTION III - DUES

1. After July of any year, the dues will be 1/2 of the yearly dues for the balance of the current year for new members only.
2. If dues are not paid by December 31, a member will be considered “not in good standing” and will not receive the benefits of membership, i. e. access to library materials, participation in raffles and drawings, and first chance for participation in seminars or workshops.

SECTION IV - SUGGESTED DUTIES FOR BOARD OF DIRECTORS WITH VOTING PRIVILEGES

A. ELECTED OFFICERS

The **Elected Officers** are 1) President; 2) Vice President; 3) Secretary, and 4) Treasurer.

1. **PRESIDENT** - The duties are as listed in the By-Laws. The pins and charms which are given to each board member after completing a full year on the board are ordered by the President from SDP.
2. **VICE PRESIDENT** - The duties are as listed in the By-Laws and as the suggested Chairperson of the By-Laws Committee. The Vice President will be responsible for purchasing a gift for the President with a value between \$50 and \$100. Presentation will be at the Christmas meeting. The Vice President is in

charge of setting up and taking down tables and chairs for the General Chapter meeting.

3. **SECRETARY** - The duties are as listed in the By-Laws. It is suggested that the Secretary maintain an ongoing list of all Motions which shall be printed in Bold in the Minutes passed during the Board and General chapter meetings to assist future By-Laws Chairpersons.
4. **TREASURER** - The duties are as listed in the By-Laws and to prepare the Michigan Annual Report for the State of Michigan which is due in October. The form will be received by the Registered Agent for the Village Painters. The Registered Agent is changed to the current Treasurer at the filing of the Annual Report. It is the responsibility of the Treasurer to make sure that the Report is filed. The Treasurer is responsible for any federal forms that apply.

During the first year of a Treasurer's position, the finances will be audited quarterly. During subsequent year, documentation will be audited every six months, or as requested. The Treasurer will co-ordinate and provide documentation consisting of Village Painter's income and expense forms with supporting documentation (including sign-in of funds received, check registry, bank statements, and deposit statements. There should be a very clear paper or electronic chain of all funds received and disbursed. The Audit Committee is to insure that funds are being disbursed correctly and that the Treasurer's reports accurately reflect bank balances. The Audit Committee will give a written and oral report to the Board of the status of the audit.

B. ELECTED CHAIRPERSONS (WITH VOTING PRIVILEGES) DUTIES WITH THE APPROVAL OF THE BOARD

The **Elected Chairpersons** shall be 1. Education A. Education Co-Chair, B. Education Chair, and C. Seminar Coordinator (non-voting); 2. Membership; 3. Newsletter; 4. Ways and Means; 5. Librarian; 6. Historian; 7. Spring Fling; 8. By-Laws; 9. Paint with Us; 10. Learn to Paint; and 11. Webmaster. **(Removed Hospitality, Fall Retreat and Michigan Mixer. Added By-Laws, Paint with Us, Learn to Paint and Webmaster.)**

1. EDUCATION

EDUCATION CHAIR(S): The Education Chair position has a two-year term.

A. Education Co-Chair

The first year of the term, as Education Co-Chair, is spent as follows:

1. Assist the Education Chair for the current year's program when needed;
2. Under the guidance of the Education Chair, ensure that seminars for the following year are scheduled;

3. Serve primarily as the Seminar Coordinator for seminars in the following year or arrange for other members to serve in that capacity and oversee them;
4. Attend Board meetings to report on the status of seminars for the following year and to obtain Board approval to invite, sign contracts, and cancel with teachers;
5. Find alternative location to hold seminars if LSC is not available.

B. Education Chair

The second year of the term, as Education Chair, is spent as follows:

1. Mentor the Education Co-Chair as to the responsibilities of the position and of the Seminar Coordinator;
2. Ensure that seminars for the current year are progressing as planned;
3. Serve primarily as the Seminar Coordinator for seminars in the current year or arrange for other members to serve in that capacity and oversee them;
4. Attend Board meetings to report on the status of the current year's seminars and to obtain Board approval to invite, sign contracts, and cancel with teachers.
5. Store and maintain the inventory of education supplies for use at the current year's seminars;
6. Coordinate with the LSC Liaison to obtain dates from the LSC for the following year's seminars.

C. Seminar Coordinator – No Pence; No Vote

This position is intended to be filled primarily by the Education Chair and Education Co-Chair positions. However, in the event that the above Chairs choose not to be a Seminar Coordinator, then this position can also be filled by other members who want to become more involved in the arrangement of a single or multiple seminars. The Seminar Coordinator may attend the seminar free of charge. If there are two Seminar Coordinators, only one seminar cost will be free of charge. She will be responsible, however, for any costs for the pattern and surface. The Seminar Coordinator will have the following responsibilities as they relate ONLY to the specific seminar for which she is designated:

1. Reports to the Education Chair for the current year's seminars or the Education Co-Chair for the following year's seminars.

2. If desired, the Seminar Coordinator may attend the Board meeting at which the seminar will be presented for Board approval;
3. Arrange all aspects of the seminar to completion. Coordinate with the Education Chair or Education Co-Chair on dates, location of the seminar, registration fee to be charged, Board approvals, and education supplies;
4. Be responsible for, including but not limited to, the reservations, accommodations, meals and transportation of the teacher;
5. Provide the Newsletter Chair and the Web Master with a photo and a registration form for inclusion in the newsletter and the web site.
6. Prepare for the next Board meeting and publish a Seminar Financial Report in the first newsletter after the seminar. The Report is posted on the website.

D. General Education Policies

1. All communication with the Livonia Senior Center MUST be coordinated thru the LSC Liaison;
2. Whenever possible, pictures of proposed projects may be submitted to the general membership for popular vote to aid in the selection of the projects;
3. All seminar fees are non-refundable;
4. All fees will be refunded if a seminar is canceled.

2. MEMBERSHIP CHAIRPERSON SHALL:

- a. Be responsible for accurate records of all the payment of dues and attendance of all members.
- b. It is mandatory that Chapter members belong to SDP. The Membership Chairperson will secure a list of the status of our members by submitting the zip codes of the members to SDP to be able to verify membership in the year of renewal.
- c. Be responsible for the publication of a Directory of the current members by the April meeting.
- d. Be responsible for contacting members of dues to SDP and/or Village Painters which are overdue as of December 31.
- e. Be responsible for providing the President, Librarian and Ways and Means Chairperson of all members not in good standing at the February General Chapter Meeting and any subsequent changes in this status.
- f. Provide the board with an updated membership list each month at the Board meeting, advising of the new members and changes in addresses.
- g. Provide the Treasurer with the list of members for her records as payment is tendered to the Membership Chairperson.
- h. Be responsible for maintaining temporary name tags for members and greeting members at the door. It is suggested that nametags be provided for visitors and new members for easy identification.
- i. Be responsible for attendance sheets.
- j. Provide the President with end of year membership list including addresses to be sent to SDP for annual reporting.

- k. Forward year-end attendance sheets to the Pence Chairperson to verify meeting attendance for pence.
- 3. NEWSLETTER EDITOR SHALL:**
- a. Be responsible for publication of news and information in the newsletter.
 - b. Forward a copy of the newsletter to the SDP Office by email (chapters@decorativepainters.org).
 - c. Keep accurate records of expenditures and receipts.
 - d. Make sure that location, dates and times are listed for all Chapter events.
- 4. WAYS AND MEANS SHALL:**
- a. Purchase the raffle tickets for use at meetings from budgeted money.
 - b. Purchase or obtain items for the raffle and door prizes (including the prize for the membership raffle) with budgeted funds. The amount of money used at the General Chapter Meeting raffles will be \$100 or the income of one half of the raffle, which ever is greater.
 - c. Conduct the raffles at the meetings.
 - d. Provide receipts for purchased items with an organized list to the Treasurer at the end of the General Chapter meeting.
 - e. Transfer the funds received from the raffle sale to the Treasurer at the end of the General Chapter meeting. Maintain the receipt tendered by the Treasurer with the list of the purchased raffle items.
 - f. Suggest and conduct a Christmas Pence Raffle at the Christmas party. Count the pence tendered and advise the Treasurer and the Pence Chair.
- 5. LIBRARIANS (S) SHALL:**
- a. Maintain a current list of library materials (i.e. books, videos, and pattern packets); maintain the website listing.
 - b. Maintain a file of the borrowers.
 - c. Provide all materials at General Chapter Meetings.
 - d. Collect late fees. The late fee for a book is \$1 per meeting the book is overdue. The late fee for a video is \$5 per meeting the video is overdue. New books or videos can be purchased with the late fees as well as from any budgeted funds. Tender all late fees to the Treasurer to be added to the budget for the library.
 - e. Check current membership list for name of borrower prior to the end of the meeting or request a copy of the Village Painter membership card. Non-members are unable to borrow from the Library.
- 6. HISTORIAN CHAIRPERSON SHALL:**
- a. Keep a scrapbook of all activities, news worthy published items and photos.
 - b. Be responsible for obtaining pictures for all Chapter activities, personally or by delegation.
 - c. Maintain a copy of the Membership List and Newsletters in the scrapbook.
 - d. Turn in the completed scrapbook within six month of year's end.

- e. Mail any items of interest, along with pictures, to the Society for publication consideration in *The Decorative Painter* or *Chapter Happenings*.

7. SPRING FLING CHAIRPERSON SHALL:

- a. Secure a luncheon site and menu.
- b. Solicit members to fill all subcommittee chairs (Baskets, Silent Auction, Boutique, Tables, 52 Special Raffle, etc) and verify progress.
- c. Solicit volunteers needed to carry out the responsibilities of the luncheon day.
- d. Prepare table chart.
- e. Solicit volunteer to paint 52 card raffle piece and live auction piece(s).
- f. Prepare reports for the Board and General Chapter meetings as needed.

8. BY-LAWS / STANDING RULES COMMITTEE:

The Committee should consist of at least one Board member or a member who is provided with the Board Minutes and additional members that may be appointed by the President at the January meeting of the Board. The Chairperson shall monthly review the Minutes of the Board of Directors and General Membership for changes and inclusions in the By-Laws, Standing Rules and Guidelines. The Secretary will provide the By-Laws Committee with a copy of all passed Motions from the Board and General Minutes commencing with the date of the acceptance of these Guidelines. The Committee should be convened and proposed amendments brought before the Board at the October Board meeting.

Refer to *The Village Painters* By-Laws Article XII - Amendments for amendments to the By-Laws. The Standing Rules and Guidelines should be reviewed as flexible guidelines for the Chapter and Chairpersons. The Standing Rules may be amended by a majority of the general membership after the proposed Amendments have been published in the Newsletter prior to the vote. The Guidelines can be amended by the Board of Directors with a quorum present, the Board having been presented with the amendments prior to the Board meeting and following discussion.

9. PAINT WITH US:

- a. Determine deadline dates.
- b. Prepare memos and pictures for Newsletter and website in a timely manner.
- c. Solicit volunteers needed to carry out the responsibilities of the painting day.
- d. Be responsible for obtaining reports from sub-committee chairpersons.
- e. Present a report when needed at the Board/General meeting.
- f. Be the sole person responsible for signing contracts for the location and teacher with the approval of the Board.

10. LEARN TO PAINT

- a. Work in conjunction with Education Chair to determine the dates for the upcoming year.
- b. Form a committee to decide the projects and teachers by the November Board meeting so that color pictures can be utilized in the preparation of a publicity flyer.
- c. VP members do not need to attend the LTP but need to help find guests.
- d. Keep a master list of non-members who wish to attend LTP. As soon as Board approves projects, email a memo to master list guests. A reminder will be sent 2 to 3 weeks prior to actual date.
- e. Chair is responsible for keeping all supplies in good working order.
- f. Keep close contact with project teachers to make sure students have all supplies need to complete project.
- g. Chair shall contact various art supply companies to ask for donations or discounted supplies. A list of companies is being compiled in 2013 for future use.
- h. Detailed notes will be kept during 2014 to further expand the job description for LTP chair and committee.

11. WEBMASTER

- a. Responsible for publishing all news, reports and information that the Members agree to publish to the web site.
- b. Responsible for paying annual fees related to the maintenance of the web site.
- c. Keep accurate records of expenditures and receipts. Send expense reports to Treasurer for reimbursement.
- d. Responsible for housing the computer tower that is owned by The Village Painters.
- e. Responsible for housing the software that is required to run the web site which is owned by The Village Painters.

SECTION V - SUGGESTED APPOINTED CHAIRPERSONS - WITHOUT VOTE (REMOVED BY-LAWS, PAINT WITH US, LEARN TO PAINT AND WEBMASTER. ADDED HOSPITALITY, FALL RETREAT AND MICHIGAN MIXER.)

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|----------------------|-----------------------------------|
| 1. Audit | 10. Publicity |
| 2. Christmas Party | 11. Pence |
| 3. Community Service | 12. Memory Box |
| 4. Picnic | 13. Treasure Box |
| 5. Tole Month | 14. Fall Retreat |
| 6. Nominations | 15. Livonia Senior Center Liaison |
| 7. Secret Pals | 16. Seminar Hostess |
| 8. Michigan Mixer | 17. Seminar Coordinator |
| 9. Sunshine | 18. Hospitality |

SECTION VI - SUGGESTED DUTIES FOR APPOINTED CHAIRPERSONS

1. AUDIT COMMITTEE:

The Audit Committee shall consist of up to two members who shall be selected no later than the December meeting. Upon obtaining all the necessary records, i. e. check book, bank statements, actual expenses and deposit statements, and all vouchers and receipts from the Treasurer, the Committee is responsible for verifying a quarterly audit which will be presented in writing to the Board during the first year of service of a Treasurer. During the second or subsequent years of service, the audit will be conducted every six months and presented to the Board in writing. An annual report will be prepared by the Treasurer no later than the February meeting. A copy of the annual report will be placed on file in the Audit Report Book or with the President for inclusion in the Annual Report to SDP and with the Treasurer's year-end Report for the records of the out-going Board. If gross receipts are \$25,000.00 but less than \$50,000.00, the Chapter is required to have an external audit by a qualified non-member accountant. Gross receipts of \$50,000.00 or more are required to have an external compilation by a CPA firm.

2. CHRISTMAS COMMITTEE:

The Christmas Committee should secure a meeting place for the Christmas party with the right to sign the contract with the approval of the Board. The Committee shall implement a theme for the evening, provide name tags and may prepare or paint favors for each guest and a centerpiece for each table. There may be a voluntary gift (and/or painted ornament) exchange, the unveiling of the names of the secret pals and the exchanging of information for new secret pals (handled by the Secret Pal Chairperson), a Christmas pence raffle (handled by the Ways and Means Chairperson who also counts the pence utilized in the raffle reporting the amount to the Treasurer and Pence Chair), and the presentation of the gift to the President by the Vice President. The Christmas Committee will be in charge of organizing the program for the evening with assistance from the other appropriate Chairpersons.

3. COMMUNITY SERVICE PROJECTS COMMITTEE:

Community service project(s) may be selected from the general membership suggestions. It should be able to be completed within one year. It is suggested that the service project utilize the skills and talents of the membership, benefit others and not be self-serving. A majority of a quorum of the general membership will be required to initiate the project. The Community Service Chair is responsible for selecting and handling a Christmas Charity. The Community Service Chair is also responsible for sending any items of interest, along with pictures, to the Society for publication consideration in The Decorative Painter or Chapter Happenings.

4. PICNIC COMMITTEE:

The Picnic Committee will host a potluck and choose a theme, providing decorations of some kind for each table; disseminate information about the potluck to members and (if desired) organize a list of donations; provide all drinks, except coffee (Hospitality provides coffee); provide all plates, cups, napkins and utensils. Organize set up and clean up. If desired by the general membership, organize the “annual” trunk sale. Generally the trunk sale is from 5 to 6 pm and the dinner is from 6 to 7 pm. The Picnic Committee may choose to provide some type of activity or activities that adhere to the theme.

5. TOLE MONTH:

Tole Month, a time of bringing decorative painting to the attention of the general public, has traditionally been the month of October. Arrange to display painted items in a public location (a library has been used in the past) for one month. Collect, arrange and return the items to the members. This concept could also be fulfilled by the display of painted items at the Learn to Paint, the fundraising luncheon known as the Spring Fling, and at the Paint with Us.

6. NOMINATING COMMITTEE:

The Nominating Committee shall consist of three to five members selected no later than the August meeting. The Committee should review the By-Laws, Standing Rules and Guidelines and the Chapter Handbook on file with the President for information concerning the responsibilities of each position. A slate of proposed elected officers and chairpersons should be presented to the general membership in the newsletter two weeks prior to the October election of the officers or by special mailing. A person serving on the Nominating Committee may also be nominated as an officer. Permission must be received from each candidate prior to their presentation to the membership.

7. SECRET PALS:

The Chairperson shall be responsible for preparing the forms necessary for the initial sign-up, maintaining a list of the pals, and distributing gifts and cards at each General Chapter Meeting. Secret Pals will be revealed and new pals chosen at the December Christmas dinner each year.

8. MICHIGAN MIXER CHAIRPERSON SHALL:

- a.** Secure a site with the approval of the Board.
- b.** Solicit members to fill all subcommittees and verify progress.
- c.** Select and implement a theme.
- d.** Organize name tags, raffles, teachers for classes, centerpieces for the tables and favors for the guests.
- e.** Solicit volunteers needed to carry out the responsibilities of the luncheon day.
- f.** Be responsible for obtaining reports from sub-committee chairpersons.
- g.** Be the sole person responsible for signing contracts for locations.
- h.** Notify all Michigan chapters.

- 9. SUNSHINE CHAIRPERSON SHALL:**
- a. Send cards to all members as needed.
 - b. Make donations of \$25 to the DAC upon the death of a Village Painter member.
- 10. PUBLICITY:**
- a. Contact local newspapers and advertise upcoming meetings and events.
 - b. Forward information and pictures to SDP for inclusion in the Chapter Gatherings or the *Decorative Painter*.
 - c. Assist other Chairpersons with publicity when possible.
 - d. It is suggested that the Chairperson organize Tole month in October.
- 11. PENCE:**
- a. Shall provide sign-in sheets for members who submit: snacks, a show and tell item, memory boxes, treasury boxes, seminar volunteers for education and seminar hostess. The chair of each of these positions shall deliver the completed list to the pence chair for pence issuance.
 - b. Issue pence when advised by a Chairperson of a pence earning activity.
 - c. Issue pence when informed by persons in charge of an event of pence earning activities.
 - d. Submit a report to the Board and to the Treasurer at Board Meeting of pence issued since the last board meeting and to date.
 - e. Seminar chairs shall treat pence as cash and submit all pence remitted to the Treasurer.
 - f. Issue pence at the end of the year for any annual activities that warrant them.
 - g. Pence changes require board approval.
 - h. Any discrepancy between Pence Chair and any other Chair or member, including discretionary pence, shall be brought to the President to appoint an additional member from the board (not including the President.) If there is still a question, it shall be brought to the board for approval.
 - i. Lost pence can not be reissued.
 - j. Shall provide pence slips for Special Raffles when required.
- 12. MEMORY BOXES**
- a. Purchase boxes.
 - b. Bring a supply of 10 to 15 boxes to each General meeting and collect the painted boxes that are turned in.
 - c. Record the names of the painters and the number of boxes painted. Give the list to the Pence Chairperson for the issuance of pence.
 - d. Put a Village Painter insert in each box with the artist's name and explanation of why it was donated.
 - e. Deliver boxes to the hospitals.
 - f. Contact hospitals every 5 or 6 months to assess their needs. If the supply is low, wait until the hospital contacts you.
 - g. Conduct a general member Chapter meeting paint-in.

- h. Be prepared to report at the general meeting how many boxes were turned in that evening and how many are in storage.
 - i. Submit articles to the newsletter.
 - j. Keep a record of all deliveries.
 - k. Have a sheet available for members to “sign out” boxes to be painted.
 - l. Make sure that boxes have been signed.
 - m. Check out patterns that have been developed for Memory Boxes.
- 13. TREASURE BOXES**
- a. Purchase boxes.
 - b. Bring 10 boxes to each General Meeting and collect painted ones.
 - c. Record names of the painters and number of boxes painted. Give list to the Pence Chair to issue pence.
 - d. Put a Village Painter insert in each box with the artist’s name and the name of the Chapter.
 - e. Deliver boxes to the contact person.
 - f. Prepare a General meeting paint-in for Treasure boxes
 - g. Be prepared to give a report at the general meeting reporting number of boxes delivered and those on hand.
- 14. FALL RETREAT CHAIRPERSON SHALL:**
- a. Secure a location and sign contracts with the approval of the board.
 - b. Prepare and organize contracts for vendors or teachers.
 - c. Organize publicity.
 - d. Solicit members to fill all subcommittees and verify progress.
 - e. Obtain reports from sub-committee chairpersons.
 - f. Select and implement a theme.
 - g. Organize teachers for classes. If desired, organize raffles, centerpieces for the tables and favors for the guests.
 - h. Solicit volunteers needed to carry out the responsibilities of the event day.
 - i. Prepare name tags.
 - j. Organize set up and clean up.
- 15. LIVONIA SENIOR CENTER LIASON (LSCL)**
- a. Must work in conjunction with Education Chair. Compile a list of dates requested for the next year. List will include both first and second choices. (For 2014 we requested one weekend each month. Sometimes were given second choice.) Make sure this list of dates includes the Thursday night General Meeting Dates.
 - b. Requested dates must be emailed to Jay Howie at jhowie@ci.livonia.mi.
 - c. When notified of accepted dates, advise Education Chair.
 - d. Any dates left over after teachers have been scheduled can be used for various paint-ins: boutique, memory or treasurer boxes. In 2014, four dates were used for Learn to Paint created to increase membership.

- e. Is responsible for obtaining the key, unlocking and locking the door for general and seminar meetings.

16. SEMINAR HOSTESS – No Pence

- a. Maintain inventory. Purchase the goods from the Education Budget.
- b. Organize lunch and food donations. If lunch is purchased, funds will not be run through the Village Painter's treasury.
- c. Organize donation/lunch table.
- d. Maintain beverages, i.e. coffee, tea, ice for pop.
- e. Clean up area with assistance from attendees.
- f. Prepare list of donors for pence chairperson. Pence will not be given for potlucks.
- g. Prepare or provide name tags for attendees.
- h. The Seminar Hostess will receive \$10 off the seminar fee for each day worked. If she secures another individual to carry out these responsibilities, that working individual will receive the \$10 credit off their seminar fee for each day worked. If the Seminar Hostess does not wish to attend the seminar but fulfills her obligations for the day, she may bank the \$10 credit for each day worked. She will be responsible, however, for any costs for the pattern and surface.

17. SEMINAR COORDINATOR – NO PENCE

See Section IV, B. 1. Education, C. Seminar Coordinator on pages 4 and 5.

18. HOSPITALITY CHAIRPERSON SHALL:

- a. Maintain an inventory of the supply of napkins, plates, coffee, tea and applicable items with funds budgeted for this purpose.
- b. Set up the refreshments at the General Chapter meetings.
- c. Volunteers may be sought from the general membership for the different meetings to bring in refreshments other than coffee or tea. The Hospitality Chairperson will assist the volunteers at the meeting with the serving of the same. If, however, there are no volunteers, the Hospitality Chairperson will be responsible for refreshments.