

STANDING RULES Osceola Decorative Artists

Section I.

1. The chapter dues shall be on a calendar year, from January through December. Dues shall be fifteen dollars (\$15.00) per year for active members. Dues are payable September 1st and delinquent **December** 1st. A delinquent fee of **five** dollars (\$5.00) will be due after December 1st.
2. Election of officers shall be schooled for a fall meeting and installation shall be held in December prior to new officers commencing office on January 1st. A dual Board meeting shall be held in November to assure smooth transition.
3. Meetings shall be held monthly on the **third** Saturdays as determined by the Board.
- ~~6~~4. The Chapter shall provide a monthly electronic newsletter at the discretion of the Board.
- ~~7~~5. A card shall be sent by the Sunshine Chairman to Chapter members in times of illness and/or bereavement.
- ~~8~~6. An area shall be provided at Chapter meetings/workshops for members who desire to sell related products and/or promote classes and seminars prior to or after meetings/workshops.
 - a. Participants are responsible for assuring such activity is not conducted while meetings/workshops are in session.
 - b. All materials shall be returned to the table area upon commencement of the meeting and be covered.
- ~~10~~7. Committee members shall volunteer by signup sheets; **except for the Nominating Committee. See By-Laws, Article XI, 1.**
- ~~11~~8. Board Members at Large shall serve as chairs of the following committees:
 - a. Board Member at Large #1: Chairperson of the Ways and Means committee
 - b. Board Member at Large #2: Newsletters editor
 - c. Board Member at Large #3: **Art-Tea Chairperson**
- ~~12~~9. The treasurer shall submit a monthly treasurer's report to be published in the newsletter.
- ~~9~~ 10. Standing rules may be amended by a majority of the active members attending any Chapter meeting with a quorum **of 1/5 of the total membership** present.

II. Workshops and Seminars

1. **PROJECT SELECTION** — The board will choose from among one or more projects presented by a teacher. Projects will be voted on by the membership from a selection chosen by the board.
2. **WORKSHOPS**
 - a. Defined as taught by ODA members or local teachers.
 - b. Teacher will be responsible for prep instructions, pattern & photo.
 - c. If no paint can be procured, then the chapter will purchase one set of paint, and ask members to also bring any they have. This will prevent adding charges to member's class fees.
 - d. Teachers will receive \$10.00 per student.
 - e. Registration for workshops closes the Wednesday before the scheduled workshop.

3. SEMINARS

A seminar sponsored by ODA (Osceola Decorative Artists) involves a teacher other than a member of ODA and usually involves travel expense and per diem charges. The following policies apply to either Seminars or Workshops sponsored by ODA.

Seminars are open to members first and non-members ~~two~~ **one** meeting dates prior to the seminar date. Non-members shall pay ~~\$10.00~~ **\$5.00** extra per day over and above the regular fee at the discretion of the Board of Directors.

4. FEES

- a. Fees will be **\$15.00** per workshop with a member teacher receiving **\$10.00** per student, and \$5.00 will go to the chapter.
- b. Deposits of 100% of total fees are required with registration.
- c. Patterns(when available), prep directions, etc. will be given to registrants.
- d. Seminar deposits are non-refundable.
- e. Should a seminar or workshop be canceled by the Chapter, deposits and/or payments shall be refunded.
- f. Waiting list applicants must be paid in full at time of acceptance.
- g. Distribution of excess painting supplies and paints will be at the discretion of the Board.

5. REGISTRATION—All members in good standing may attend seminars and are required to:

- a. Submit a registration form and pay fees by the deadline.
- b. Pick up seminar materials at the designated date and time
- c. If a member cannot attend a seminar, they are to notify the seminar chair, who will advise whether or not there is a waiting list. If there is a waiting list, the first person listed, will be allowed to substitute for the member unable to attend. If there is no waiting list, the original member will remain responsible for the commitment.
- d. All members are to come to class with the required supplies and surface prepared according to instructions.
- e. Registration for seminars closes one week prior to the scheduled seminar.

6. NON-MEMBERS—Non-members may attend seminars and are required to:

- a. Seminar will be open to non-ODA members one month prior to the seminar.
- b. Abide by the same policies that apply to members.
- c. The board can decide to waive the non-member fee in order to fill the class.

7. WAITING-LIST

- a. Will be established if a seminar is full.
- b. Members must pay the appropriate fee to be placed on the waiting list.
- c. These fees will not be deposited until the seminar closing date and will be returned if the class remains full.

8. PAINTING SURFACES

- a. The purchase of surfaces from the chapter is optional unless the seminar teacher requires a specific surface.
- b. Participants painting on an alternate surface are responsible for enlarging, reducing, or altering the pattern to fit their surface, as long as the teacher approves the change in pattern size.

9. REFUND

- a. All fees are refundable if the seminar is cancelled by either the chapter or the teacher.
- b. All fees are refundable to a participant on the waiting list who does not get a place in the class.
- c. Fees are non-refundable if the participant cancels, unless there is a waiting list.
- d. Fees are non-refundable if there is no waiting list, instead the participant will receive the pattern, surface (if applicable), instructions and picture(s).
- e. Compassionate Refunds—A refund will be issued if there is hospitalization of a member or immediate family or a death in the member's immediate family. This means husband, wife, child, parent, brother or sister.