



**CENTRAL OKLAHOMA
SOCIETY OF
TOLE AND DECORATIVE
PAINTERS, INC.**

REVISED JULY 2008
BYLAWS & STANDING RULES
TOLE COUNTRY
POLICIES AND PROCEDURES
NOMINATING COMMITTEE
GUIDELINES





**CENTRAL OKLAHOMA SOCIETY OF
TOLE AND DECORATIVE PAINTERS, INC.
BYLAWS
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ARTICLE I – NAME

The name of this non-profit organization shall be The Central Oklahoma Society of Tole and Decorative Painters, Inc. at times referred to as Tole Diggers. This organization is an affiliate Chapter of the National Society of Tole and Decorative Painters, Inc. located in Wichita, Kansas.

ARTICLE II – PURPOSE

The purpose of this organization shall be to stimulate interest, education and appreciation for the art of Tole and Decorative painting.

ARTICLE III – MEMBERSHIP

Section 1. Membership in this organization is open to all persons who are members in good standing of the National Society of Tole and Decorative Painters, hereafter known as Society of Decorative Painters.

Section 2. Membership shall be obtained by application and payment of fees to the Society of Decorative Painters and the Tole Diggers.

Section 3. Failure to maintain financial obligations to the Society of Decorative Painters and the Tole Diggers shall result in the loss of membership.

Section 4. Three (3) member classifications and requirements shall be:

- A. General Members: This shall include all persons interested in Tole and Decorative Painting. (See Standing Rules #3)
- B. Honorary Members: This shall be awarded by vote of the general membership. This member shall be a lifetime member and shall not pay chapter dues. Local Honorary Members shall have general member privileges.
- C. Non-voting Members: Provides membership for persons who are interested in supporting the Chapter but, because of distance or time, are unable to attend regular meetings. Non-voting members will not be included in the membership count upon which quorum is based.

ARTICLE IV – MEETINGS

Section 1. Six meetings of the general membership shall be held every other month beginning in February, with programs of interest to the general membership.

Section 2. Business shall be presented before the membership on alternate months beginning in January. All active members may vote.

Section 3. Meetings shall be conducted according to Robert's Rules of Order.

Section 4. A quorum shall consist of not less than one-fifth (1/5) of the active membership.

Section 5. Written ballot will be required for any major change or addition requiring membership vote. (i.e. financial, policy procedures, election of officers, etc.).

ARTICLE V – DUES

Section 1. Membership fees are due and payable annually to the Society of Decorative Painters and Tole Diggers as designated in the Standing Rules. (See Standing Rule #2)

Section 2. Failure to pay annual membership fees to the Society of Decorative Painters and Tole Diggers shall result in the loss of membership. No Exceptions.

Section 3. A member may be reinstated by payment of current dues to the Society of Decorative Painters and Tole Diggers, plus any other obligations owed to the Chapter.

ARTICLE VI – EXECUTIVE COMMITTEE AND DUTIES

Section 1. The Executive Committee consists of the elected officers.

Section 2. Duties of the Executive Committee are:

- A. Attend all Executive Committee, Business and General Meetings.
- B. Review plans of all committee chairpersons including Tole Country.
- C. Financial and/or policy changes must be presented to the Board and membership for vote.

Section 3. No officer shall serve on the Executive Committee more than two (2) consecutive years in one office or be re-elected to the Executive Committee for a period of one (1) year.

ARTICLE VII – EXECUTIVE OFFICERS AND DUTIES

Section 1. Officers are expected to attend all General Meetings, all Executive Committee Meetings, and all Business Meetings. The officers and their specific duties shall be:

- A. **President:** The President shall preside over all meetings, shall coordinate activities of the Executive Committee and the Board. Shall be ex-officio member of all committees except the Nominating Committee. Shall co-sign all checks with the Treasurer. Shall Approve and sign all correspondence for the Chapter and Tole Country and shall perform such other and further duties as may be assigned by the Board, or which usually pertain to the office. The President shall be responsible to see that all required reports and correspondence are sent to the Society of Decorative Painters.
- B. **First Vice-President:** The first Vice-President shall act in the absence of the President. Shall assist the President. Shall be responsible for the Programs and meeting places for the General Meetings and working with the Committee Chairpersons, shall arrange for the meeting places and dates for all Committees for the Chapter and Tole Country meetings held at the church. The First Vice-President shall be President-Elect for the coming year.
- C. **Second Vice-President:** The Second Vice-President shall act in the absence of the First Vice-President. Shall assist the President. Shall receive membership fees and send out

membership cards, and shall keep accurate records of all General, Business and Tole Country Meetings. Shall Provide the Nominating Committee with accurate, up-to-date records of members eligible for office. Also responsible for membership verification prior to issuing ballots for voting.

- D. **Recording Secretary:** The Recording Secretary shall record minutes of the Business meetings of the General Membership and General Membership and Executive Committee Meetings and Business Meetings. These minutes shall be kept in books, which are the property of the Chapter and shall be a complete and clear record of the Chapter. Minutes of General and Business Meetings must be published in the Newsletter following the meeting. The secretary is responsible to see that the minutes of General and Business Meetings, whether by newsletter or by a copy, are sent to the Society of Decorative Painters office.
- E. **Corresponding Secretary:** The Corresponding Secretary shall be responsible for the publication of the yearbook during term of office. Shall read communications at the Chapter meetings and shall send correspondence at the direction and with approval of the President. Shall be available to type letters for officers and chairpersons pertaining to Chapter Business.
- F. **Treasurer:** The Treasurer shall receive monies of the chapter. Shall keep an accurate record of receipts and expenditures. Shall pay all bills within budget. Shall pay other expenditures upon approval of the active membership. Shall publish a statement of income and expenditures in every Chapter newsletter. Shall have monies available for change during Tole Country. Shall make complete report at year-end to be published in the first chapter newsletter of the following year. Shall provide a copy of this report to the Society of Decorative Painters. Shall supply the President with appropriate reports for audit. This audit shall be performed by a CPA who will also prepare the annual tax report.
- G. **Tole Country Director:** The Tole Country Director shall coordinate all Tole Country activities **with** the Executive Committee. Shall keep Assistant Director advised of all details pertaining to Tole Country. Is ex-officio of all Tole Country committees and must be advised of all actions

Assistant Tole Country Director:

The Assistant Tole Country Director shall assist the Director as needed. Shall be Tole Country Director-Elect for the coming year. Shall submit names of prospective Tole Country Chairmen for the following year to the Executive Committee for approval, in closed session, prior to the January business meeting for the following year. Shall work with Executive Committee to select Tole Country Theme, Logo, Color, and Honorary Chairperson.

Section 2. Term of Office – Elected Officers

- A. Term of office shall be one (1) year.
- B. No officer shall serve more than two (2) successive terms in any elected office or be elected to office for at least one (1) year.
- C. A vacancy in the office of President shall be filled by the First Vice-President for the unexpired term who will then serve her elected term of office. If the First Vice-President

does not desire to serve in the office of President, the vacancy shall be filled by majority vote of the General Membership at the next General Meeting.

Section 3. Nomination and Election of Officers

- A. Nominating Committee of five (5) members shall be elected at May Business Meeting.
- B. The Nominating Committee shall select a slate of nominees to be presented to the Executive Committee for verification of eligibility of nominees before it is presented at the August General Meeting.
- C. No proxy or absentee ballot will be permitted (see nominating committee guidelines)

Section 4. Installation of Officers

Officers shall be installed in December as directed by the outgoing President and shall officially take office January 1.

Section 5. Appointed Officers and Parliamentarian

- A. The President may appoint, with the approval of the Executive Committee, the Parliamentarian (without vote), Historian, Newsletter Editor, Ways and Means Coordinator, Seminar Coordinator and Website Editor. Appointed Officers serve on the Board.
 - 1. **Parliamentarian:** Shall rule on all points of order. Chairman of By-laws and Standing Rules Committee when needed.
 - 2. **Historian:** The Historian shall prepare a narrative account of the chapter activities during her term of office, which account becomes a permanent part of the Chapter's official History.
 - 3. **Newsletter Editor:** Shall be responsible for editing, publishing and mailing the Chapter Newsletter. The Newsletter Editor shall build and maintain a current email list of members and will send the newsletter by email whenever possible. The Editor will also submit a word document file of the newsletter (by e-mail) to the website editor for publication on the Chapter Website.
 - 4. **Ways and Means Coordinator:** Is responsible for all fund raising for the Chapter except for Tole Country.
 - 5. **Seminar Coordinator:** Is responsible for arranging quarterly seminars.
(See Standing Rule 13.)
 - 6. **Website Editor:** Shall be responsible for building, maintaining and updating the Chapter Website as needed. She will also work with the Tole Country Director to build, maintain and update pages to promote the Tole Country Convention each year.

ARTICLE VIII – BOARD

Section 1. The Board shall be composed of the Executive Committee (which are the elected officers), the Appointed Officers and the Standing Committee Chairpersons. The Board shall meet as required or on the call of the President.

Section 2. The Board shall transact necessary business in the intervals between membership meetings and other such business as may be referred to it by the membership. Be subordinate to the Chapter and must abide by the constitutional ruling.

Section 3. Voting members of the Board consist of the Executive Committee, Appointed Officers and all Tole Digger Committee Chairpersons. The Parliamentarian is a non-voting member.

Section 4. All Board meetings shall be open to any member wishing to attend.

ARTICLE IX – STANDING COMMITTEES

Section 1. The Standing Committees shall be created by the Executive Committee as may be necessary to promote the object and interest of the Chapter.

- A. The Chairperson will be selected by the President with the approval of the Executive Committee and shall serve on the Board with vote.
- B. Term of office of the Chairperson shall be one (1) year.
- C. All Chairpersons and Assistant Chairpersons shall serve no more than two (2) successive terms on the same committee and may not be reappointed to this committee for at least one (1) year. (This includes chairpersons on Tole Country Committees, or any other Chapter committees unless waived by Executive Committee decision.
- D. Committee meetings shall be subject to the call of the chairperson with the approval of the Chapter President.

ARTICLE X – SPECIAL COMMITTEE AND DUTIES

Section 1. Special Committees may be formed at the discretion of the President. They shall exist until their purpose is fulfilled or their final report is accepted.

- A. The Chairperson of the Special Committees shall present plans of work to the Executive Committee and no work shall be undertaken without the approval of the President and the Executive Committee. These Chairpersons serve on the Board without vote.
 - 1. **Budget:** This committee shall be comprised of the newly elected Executive Committee with the Treasurer as chairperson, and shall determine the financial budget for the upcoming year. This committee will meet with the outgoing Treasurer. The Budget is to be presented and voted upon at the January Business Meeting.
 - 2. **Nominating:** As defined in Article VII – Section 3.

ARTICLE XI – FINANCE

Section 1. All financial obligations to be paid by the Chapter must come within limits of the approved budget for the current year.

Section 2. Funds will be deposited in a checking account in the Federally Insured (FDIC of FSLIC) Financial Institution of the Executive Committee's choice. Signature cards

shall require the signature of the President, First Vice-President, and the Treasurer. All checks will require two (2) of the above three (3) signatures.

Section 3. The Board shall have authority to expend funds within the budget limits without the approval of the General Membership.

Section 4. The budget shall provide for operating funds for operational expense for the incoming Board until proposed budget is approved.

Section 5. A surety bond in an adequate amount determined by the Board shall bond all persons whose responsibility involves the handling of money. Persons bonded shall be: President, First Vice-President, Second Vice-President, Treasurer, Ways and Means Coordinator, Seminar Chairperson, Booth Coordinator, Class Chairperson and Retreat Chairperson.

ARTICLE XII – TITLE AND INSIGNIA

Title and insignia authorized by the Chapter may be used by all members in good standing (as per Standing Rules #4). The insignia may be used at the discretion of the members to promote or stimulate interest in the art of Tole and Decorative Painting with the approval of the Executive Committee.

ARTICLE XIII – RULES AND REGULATIONS

Rules and regulations not contradictory to these bylaws, embodying additional provisions for the government of the Chapter, may be adopted by the Board.

ARTICLE XIV – PUBLICATION

A newsletter shall be the method of disseminating information concerning activities in the field of Tole and Decorative Painting. The Chapter maintains the right to refuse advertising.

ARTICLE XV – PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws of the Chapter.

ARTICLE XVI – AMENDMENTS

Section 1. These Bylaws may be altered or changed by a written ballot with a two-thirds (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 in writing to the members at least two (2) weeks prior to the meeting at which voting takes place.

ARTICLE XVII – DISSOLUTION

Section 1. Upon dissolution of the Chapter, its property and assets shall be distributed as follows:

- A. All liabilities and obligations of the organization shall be paid, satisfied and discharged, or adequate provisions shall be made therefore.

- B. Assets held by the organization upon conditions required return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements.
- C. Any remaining assets shall be donated to an institution or foundation for the furthering of the art of painting as may be designated by the vote of the membership.



**CENTRAL OKLAHOMA SOCIETY OF TOLE AND
DECORATIVE PAINTERS, INC.**

**STANDING RULES
REVISED JULY 2008**



1. **Meetings** shall be held on the second Monday of each month at **6:30 p.m.** at an Oklahoma City location designated by the First Vice-President. All business shall be conducted at every other meeting beginning in January. The election of officers shall be in October and the Christmas party will be in December.

2. The **local dues** shall be \$15.00 per year per member payable October 1 and delinquent November 1. New memberships after September 1st are effective the following January 1. Honorary members shall not pay Chapter dues. National membership is required for all members.

3. **Applications** for membership shall be required after attendance of two (2) regularly scheduled business meetings and payment of both the Society of Decorative Painters and the Tole Diggers membership fees shall be assessed at that time. (Attendance at the annual picnic meeting only does not require application for membership.) NOTE: The Executive Committee may, at its discretion, waive this rule due to extenuating circumstances.

4. **Active General Members:** Free attendance at Chapter paid functions will accrue for member who meet the following requirements:

A. Must attend minimum of three (3) General and/or Business Meetings per year. NOTE: The Executive Committee may, at its discretion, waive this requirement for a member due to extended illness of the member.

B. Must have participated in at least two (2) Chapter functions. Chapter functions are defined as:

1. Donating to the auction
2. Donating to Ways and Means
3. Bringing refreshment to meetings
4. Presenting demonstrations at meetings (when asked by the First Vice-President)
5. Serve as an elected or appointed officer
6. Serve as Chairman or member of a Chapter committee.
7. Contributing to Service Projects
8. Teaching free seminars or workshops
9. Two activities for Tole Country

5. **General Members** who do not meet the requirement in Standing Rule #4 may attend Chapter paid functions by paying for the individual cost of the function.

6. **The Chapter Newsletter**, which is distributed to all members, will be published a minimum of ten (10) times each year. All advertisements shall be paid advertisements as set up by the Newsletter Editor in keeping with the current cost of publication. The policy has been adopted that there will be no unsigned correspondence published in the newsletter.

7. **The Standing Committee Chairmen.** All committee chairmen are **required** to present all committee plans to the Executive Committee and to attend all Business/Board Meetings. Committee duties shall be:

A. **Fun Day Workshops:**

1. The Chairperson shall schedule Fun Night projects at least 2 months in advance of Fun Night. All plans to be presented to the Executive Committee before finalizing or proceeding. Supply list, photo and preparation information shall be sent to the Website Editor and Newsletter Editor at least 2 months prior to the scheduled Fun Night.

B. **Hospitality:** Responsible for arranging of refreshments at General Meetings. Set up, serve, and clean up, purchase and store paper goods, beverages and meat for the August Picnic meeting.

C. **Library:** Fines will be assessed as follows:

1. Videos - \$5.00 late fee: \$10.00 after second due date, thereafter, the price of the video and return of the Video.
2. Books, Pattern Packets, etc. - \$2.00 fine

D. **Publicity:** Shall be responsible for all Publicity relating to the organization.

E. **Secret Palette Pals:** Responsible for coordinating the exchange of names for Secret pals. Keep records of names of those participating. Forwards gifts as needed, verifies receipt of items at the sender's request. Encourage active participation and follow up.

F. **Seminars: COSTDP Chapter** Members \$20.00 per day; Non SDP/Chapter Members \$50.00. SDP/Non COSTDP Chapter members \$30.00 per day. Seminars will be open to non-chapter members after the first Meeting at which Chapter members sign up.

1. If feasible, the Chapter may sponsor a seminar each quarter for members. The Chapter shall defray a portion of the expense.
2. Seminar Coordinator: Shall be responsible for:
 - a. Inviting teachers at the member's request.
 - b. Confirm seminar date with approved teachers. Publish date of seminar and sign up
 - c. Presents pictures of projects for membership choice, at a General Membership meeting at least two months ahead of the seminar date.
 - d. Responsible for distributing patterns to paid participants, and arranging for seminar location. Make reservation for class room and handle payment of same.
 - e. Collecting fees: Current seminar fees must be forwarded to Treasurer for deposit within one (1) week of receipt.
 - f. Responsible for teacher accommodations, travel, lodging and meals. Travel to be economy airfare or going POV rate. Arrange with Treasurer for payment to teacher of all allowed expenses.

G. **State Fair:** Shall coordinate with the State Fair Concerning information and/or demonstrations. Report to the Executive Committee of all plans and projects.

- H. **Sunshine:** Appropriate tribute extended to a member when hospitalized, or upon the death of a member's husband, child or parent (this does not include in-laws). Cards will be sent for active member for congratulatory, illness other than hospitalization and sympathy other than above. Flowers will be sent for active General Member's 50th Anniversary. The Chapter will send flowers to the grand opening of any local active member who opens a retail shop.
 - I. **Telephone:** Shall be responsible for notifying all members of any Chapter news or business as deemed necessary by the President. Must have President's approval before making calls.
 - J. **Tole Country:** Tole Country, the chapter's annual mini-convention, will be directed by the Chapter Executive Committee. Tole Country Policies and Procedures will be followed. Tole Country plans and changes to plans must be approved of by the Executive Committee prior to implementation. Policy and Procedure changes are to be approved by the Executive Committee prior to a mandatory vote of the chapter membership. Tole Country profits will be deposited in the Tole Digger's general fund.
 - K. **Ways and Means Coordinator:**
 - 1. Items donated by members will be auctioned at a General Membership meeting and be open to members and guests.
 - 2. Is responsible for raising funds for the Chapter general fund.
8. **The fiscal year** for the financial records of the Chapter shall be from January 1 to December 31.
9. **The chapter** shall pay Society of Decorative Painters (SDP) convention registration fee and Chapter Conference fee, coach air fare or current POV rate for driving and one half (1/2) of a double room charge for Chapter President's attendance at the convention. The total amount is not to exceed the amount budgeted for the year. The President is required to attend the Chapter Gathering and the Annual Meeting. If the President is unable to attend, the Board may appoint a delegate.
10. **Members** are to wear the official Tole Digger Badge to each General Meeting. A fine of .25 cents will be assessed for not wearing the badge. The collected funds will be deposited in the Sunshine Fund.
11. **The Standing Rules** may be amended by written ballot by majority vote at a General Meeting where a quorum is present.



Central Oklahoma Society of Toile and Decorative Painters, Inc
Tole Country
POLICIES & PROCEDURES & GUIDELINES
REVISED JULY 2008



Tole Country – The Chapter’s annual mini convention- will be directed by the chapter Executive Committee that is composed of the elected officers (Bylaws 7-G). All correspondence must be approved by the Executive Committee and signed by the President.

A. Tole Country Director: Shall be a member of the Executive Committee. Shall be responsible for gathering volunteers for each Chairman Position for her year as Director. Shall be responsible for working with class and exhibit chairmen to send advance booth and teacher information in a timely manner, teacher information should be sent in May during the year prior to Tole Country date; booth information shall be handed out to current exhibitors upon arrival for the present Tole Country, making sure each exhibitor is told of the new contract and that it may be turned in with deposit any time during the show. Make sure that all forms and information is given to the Website Editor in May.

B. Assistant Tole Country Director: Same as Policies and Procedures for Director.

C. Class Chairman: Will be responsible for issuing applications to local and national teacher as directed by the Executive Committee. Invited teachers will be required to submit photographs and Teacher Contract for consideration. Class Chairman shall:

- 1) Report to Tole Country Director each month for update on classes and take all plans to Director and Executive Committee.
- 2) Receive Photographs and submission information.
- 3) Arrange photographs for meeting selection committee (See #16).
- 4) Arrange committee for selection process.
- 5) Schedule classes and notify teachers quickly after selection, teachers with a booth will be given special consideration as to class time.
- 6) Provide class information to Class Catalog Chairman.
- 7) Provide class information and photos for website entry.
- 8) Receive monies from students and keep accurate records for each class and forward funds to Chapter Treasurer monthly.
- 9) Notify students of receipt of registration, class placement, and class needs.
- 10) Notify teachers of class numbers
- 11) Prepare a teachers and student packets to be distributed to the teachers and students upon arrival at Tole Country; shall contain all present show information.

- 12) Notify chapter Treasurer of the amount Teachers are to be paid. Notify Treasurer of refunds to Student for overpayments.
- 13) Give list of names including all teachers, students and vendors to the appropriate Chairmen as required by that Chairman.
- 14) Provide classroom information to Program Chairman and Sign Chairman.
- 15) Selection Process:
 - a. Teachers will be selected by written ballot by a five (5) person committee. The President, First Vice-President, Tole Country Director, Asst. Tole Country Director, one immediate past Tole Country Director and the immediate past President. Tally shall be done by Class Chairman and Asst. Class Chairman and Second Vice President. Alternate members may be a Past President, past class Chairman or Tole Country Director. Applicants cannot vote in the selection process. Tole Country Director serves without vote.

D. Booth Chairman: will be responsible for delivering by mail, hand or internet, a Tole Country contract, guidelines and show information to those interested in a booth space. Each booth contract must be accompanied by a deposit or payment in full in order to reserve a booth for the coming Tole Country.

- 1) Booth holders will be manufacturers, designers, publishers, teachers or shop owners. Booth application will be based on a first come- first serve basis as long as a deposit accompanies a signed exhibitor's contract. Products for sale will be considered before booth will be assigned.
- 2) Booth packets are to be ready for exhibitors upon arrival at the convention site. Included in the packet will be convention program, Oklahoma City tax rate tables and remittance forms, meeting time(s), daily show times and contract for the following year. The Booth Chairman and Asst. Chairman need a check-in area for Exhibitors. This is only needed during check in and set up. Should be near the Exhibit Hall
- 3) A floor layout of all the booths shall be designed, drawn and provided for the technical Director and the Program Chairman in a timely manner. Booth assignment numbers will be provided to the Sign and Program Chairman. Mark floor with tape as per floor layout. Each booth must have a sign with number and name visible.
- 4) Coordinate with exhibitors about the number of tables they need. Place tables in each assigned booth prior to exhibitors set up.
- 5) Work with Tole Country Technical Director for Placement of panels and measurements for each booth and extension cords for electricity per exhibitors request.
- 6) Disburse all funds to the chapter treasurer in monthly. Report to the TC Director on a monthly basis the update of booth contracts received.
- 7) Remain available to all exhibitors during the show. Make sure each is aware of the Hospitality Room location and remain in Show Room until each exhibitor leaves the exhibit hall at the close of each day. Remain in exhibit hall until each exhibitor has packed and left the hall at the close of Tole Country. Make sure floor is free of trash and small debris items, panels are removed by Technical Director. All items must be cleared from exhibit hall before leaving.

8) Write Thank You note to each Exhibitor.

E. **Awards:** Responsible for 2 shovels (1) Tole Country Director, and (1) Honorary Chairman, painted with current theme for Tole Country.

F. **Badges:** Make badges for teachers, workers, booth holders, and special badges. Shall give Teacher and Student Badge to Class Chairman, Exhibitor Badges to Booth Chairman, shall distribute Tole Digger badges.

G. **Decorations:** Coordinate with the Director, all decorations with the Theme of show.

H. Classroom Set Up:

- 1) Set-up each classroom with covered tables and two buckets, one for clean water (filled) and one for dirty water.
- 2) Check each classroom after each class making sure clean water is available as well as Mineral Spirits and plenty of paper towels for Teachers.
- 3) After the last class assigned to each room is completed, start taking down easels, boards, removing table covers, trash and water buckets. Each room must be clean and free of any Tole Country supplies.
- 4) Gather all supplies into one area for the Technical Director to return to storage.

I. **Demonstrations:** Shall be optional as per plans from the Director and Executive Committee.

J. **Door Prizes:** Obtain door prizes from Exhibitors and Chapter members who wish to donate. Make announcements as needed with PA system and write Thank You notes to those who donate.

K. **General Store:** The purpose of the booth is to provide a place for our active members to sell their work. All finished items must be at least 50% painted. Packets designed by members may be sold in the General Store. General Store should have same hours as Exhibit Hall.

L. **Hospitality:** Set up hospitality room. Make arrangements for food and drinks. Secure workers to attend the room at all times. Make menu and send sign-up paper around with exactly what is needed.

M. **Host/Hostesses and Information:** This is an honorary position. They serve as official host/hostesses at the door for Tole Country. Give directions and hand out local and exhibitor information. Tole Shed may be used as desired by Tole Country Director.

N. **Monitors:** Responsible for obtaining monitors for each class on schedule as requested by teachers.

O. **Programs:** Responsible for printed programs with or without advertising. Includes class location with class title and teacher, booth location, Thank You, Date for next year, Executive Committee-officers for chapter and building map.

P. **Publicity:** All Tole Digger members are responsible for distributing Tole Country advertising.

Q. **Security:** Responsible to enlist enough people to secure the doors when needed and have a responsible person guard the exhibit hall at night. Make certain only vendors, official vendor aides,

Tole Country Director and Assistant Director, Booth Chairman and President have access to the Exhibit Hall during set up on Thursday.

R. Signs: Shall make and place signs for each classroom with title and Teacher's name. Shall make and place signs with booth number and Business Name at each booth. Retrieve all signs at the close of Tole Country.

S. Technical Director: Responsible for delivery and set-up of panels and other equipment and return all supplies, panels, etc. to storage. Must place panels according to booth chairman instructions.

T. Chapter Recording Secretary: Attend and take minutes of all Tole Country meetings. Send copies of minutes to President, Tole Country Director and Assistant Tole Country Director.

Central Oklahoma Society of Tole & Decorative Painters, Inc.
Nominating Committee Guidelines
REVISED JULY 2008

Serving on the Nominating Committee is a responsible position. Decisions of the Nominating Committee impact the leadership and function of the Chapter. Each member of the Nominating Committee should be an active, in good standing, member with a working knowledge of the Chapter and its members.

- 1) Refer to Article VI Section 3 of the Chapter Bylaws.
 “No officer shall serve on the Executive Committee more than two (2) consecutive years or be re-elected to the Executive Committee for a period of one (1) year.”
- 2) All nominees must be active members in good standing in the Chapter for at least two (2) years as of January of the year of elected term.
- 3) All nominees must have held a Chair or Co-chair position in the Chapter during the three (3) years prior to nomination.
- 4) All nominees must have attended a minimum of three (3) Business meetings in the year prior to being nominated.
- 5) The nominating committee is required to obtain an accurate, up-to-date listing of active members for two (2) years prior to selection.
- 6) The nominating committee shall select at least one (1) member for each office based on active status and qualifications. No member may be nominated for more than one (1) office.
- 7) The nominating committee shall not contact any potential candidate until the committee has one (1) meeting to go over all information they receive. More than one (1) meeting may be necessary. Any member contacted must make a firm commitment of acceptance or they will not be considered.
- 8) No one on the Executive committee shall serve on the nominating committee.
- 9) Any member interested in holding an office should contact the Nominating Committee Chairperson.
- 10) After the Nominating Committee has met and made their selections, NO ONE on the committee has the authority to add any additional names to the list of candidates. Any additional names may be nominated from the floor of the General Meeting held in October.
- 11) No one may serve on the nominating committee for more than two (2) years and may not serve again for a one (1) year period.

Code of Ethics

National Society of Tole and Decorative Painters, Inc.

We, as members of the National Society of Tole and Decorative Painters, in order to encourage interest in and appreciation for the art of tole and decorative painting and provide encouragement and support of the Society itself, do pledge our adherence to this code of ethical behavior. The Society's code is an expression of its member's determination to maintain high professional standards, and the conscience of the individual who subscribes to this code is the only guarantee of its effectiveness.

I Pledge Myself:

To promote a climate of genuine respect, mutual cooperation and friendship among all members.

To seek and maintain associations with fellow members for the purpose of creating a friendly atmosphere in which the free exchange of opinions, idea and knowledge will be mutually beneficial and enjoyable.

To understand the necessity for mutual cooperation among all members, students, teacher, show owners, authors, publishers, manufacturers and distributors, recognizing the diversity of philosophies, painting methods, techniques and media which make the Society unique.

To maintain the highest standard of honesty and to assure that all promotion and advertising shall be free of claims which are false, misleading or disparaging of others.

To recognize that the primary purpose of the Society's emblem is to promote or stimulate interest in the art of tole and decorative painting, and that the use of this emblem reflects the reputation of the Society itself.

To be aware of and comply with all copyright laws both as they pertain to the misuse of art work created by another and as they pertain to the reproduction of patterns, drawings, books, esigns and all published materials.

To conduct myself, with courtesy, thoughtfulness and fairness to others.

To adhere faithfully to this code of ethics and by good example inspire my fellow members to do likewis

