

2023 MEMBERSHIP MANUAL

HEART OF OHIO TOLE, INC



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Letter from the President

The 2023 HOOT Membership Manual is your guide to Heart Ohio Tole, Inc. It contains our history from our start in 1976: list of previous officers, themes of our 39 HOOT Conventions, descriptions of our activities, our Bylaws, Standing Rules, and HOOT Policies that govern our club, our current officers, and our current membership list.

We are a non-profit charitable organization. Our goals are to promote and educate people about decorative painting. We maintain a website – heartofohiotole.org- and a Facebook page. In 2016 we voted to have our last scheduled convention in 2019



We scheduled numerous seminars for 2020 but due to Covid restrictions in March 2020, we had to postpone most of them to 2021. Thanks to our members and friends, we were able to hold our meetings in September and November with painting sessions taught via ZOOM.

HOOT is sponsoring the seminars in 2023 to be taught both in person and ZOOM as restrictions are being lifted. We are again hosting our meetings in our office. We will continue to offer our seminars via ZOOM, along with our meetings. We want everyone to feel comfortable and safe to come to our office. We will continue with ZOOM classes for 2023.

Janice Arnold
2023 HOOT President

2023 HOOT BOARD

EXECUTIVE COMMITTEE

President

Janice Arnold
614.891.0416 cell: 614.595.2647
jlarnold425@att.net

Vice President

Johanne Stogran
614.325.9763
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Recording Secretary

Sue Davis
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Paintingladyumd@gmail.com

Corresponding Secretary

Betty Niemann
217.370.3853
paint007@hotmail.com

Treasurer

Rachel Wright
330.605.6695
Rach0964@gmail.com

Trustees (3)

Cheryl Young (3)
419.371.6536
evryoung@centurylink.net

Carolyn Niemann (2)
614.579.8604
Carolyn4691@att.net

Deb Stauffer (1)
419.229.4825 cell: 419.296.2021
rrstauffer@woh.rr.com

APPOINTED OFFICERS

Assistant Treasurer

Angie Miller
614.560.9256
Daslogcabin3@gmail.com

Historian

Diane Riffle
614.571.7937
diana.riffle@yahoo.com

(Appointed Officers continued)

Assistant Vice President

Anita Bergman
614.203.3756
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Assistant Recording Secretary

Jean Trimpe
440.842.5580
jtrimpeclown@aol.com

Standing Committee Chairs

Art Show/Flea Market

Sally Daft
614.871.1677
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Hospitality

Mary Provens
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Library

Marcia Reisinger
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Membership

Jackie Dodd
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Membership Manual

Carol Jones
740.654.6726
Cjones004@columbus.rr.com

Memory Boxes

Krista Ebling
937.645.5377
Loome4@yahoo.com

Nominating

Pam Dykes
740.654.4187
dollarapam@aol.com

(Standing Committees continued)

Ohio State Fair/Dec Paint

Sue Roediger
419.568.8875
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Jan Pohlman
419.230.9234
ironwood@bright.net

Publicity

Cathy Montgomery
941.921.1157
dutchgirl33@gmail.com

Bobbi Kinker
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Scholarship/Philanthropic

Misty Paolini
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Sunshine

Linda Miller
419.423.9462 cell: 419.722.9868
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Traveling Exhibit

Dana Blankenship
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SPECIAL COMMITTEES

Website

Wilma Garwick
937.479.6779
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2024 Teacher Committee

Polly Connor
330.324.2219
toler@neo.rr.com

Office Manager

Suzanne Olson
740.927.7960
olsondf@embarqmail.com

MEET THE 2023 ELECTED OFFICERS

Janice Arnold - President

Janice has been a member since 1999. She held the positions of President, Corresponding Secretary, Recording Secretary, Trustee and chaired the Memory Box Program. She had worked on the Convention in many ways that do not have a title. Janice taught business education for 3 years in Heath. Janice and her husband have been retired for a couple years from their mailing service business. Janice and her husband lived in Pittsburgh, Dallas, PA and Fort Wayne before moving back to Westerville in 1981. Janice and her husband both retired from their mailing service business. They share their home with 1 cat. She has been involved with many craft interest—sewing, knitting, counted cross stitch, floral and painting She enjoys playing cards—bridge and euchre.



Johanne Stogran – Vice President

Johanne has been a HOOT member since 1987 after attending the National Convention in Columbus. She Has held several positions over the years including President, 1st V President, Membership and Memory Box Program. She is mostly and acrylic painter but has been venturing into other mediums. Her job as Director of Conference for the Botanical Society of America it does interfere with her painting time. She has been married to Kevin for 44 years! They have 5 amazing kids and 7 adorable grandchildren!



Sue Davis – Recording Secretary

Sue has been a member of HOOT since 2000. She has served on the Executive Board as Recording Secretary for many years and was the Convention Quilt Chair and Assistant Quilt Chair for 8 consecutive years, Convention Costume Chair twice and recently served on the 2022 Teacher Committee while being the Assistant Recording Secretary.

She and her husband Chuck have been married for 46 years and have recently retired as Florida Snowbirds to get away from Ohio winters. When she is not painting, she is quilting and cross-stitching and continues to be an active member of HOOT through Zoom while traveling.

Betty Niemann – Corresponding Secretary

Betty began her painting career in 1977 in West Virginia with the Hauser Method. Moving to Saudi Arabia, she switched to acrylics and created her “Der Tole Haus” business. Betty attended the SDP Convention in Columbus in 1987 and got hooked on HOOT’s Mini Convention as her summer pilgrimage when she moved to Bahrain. Her pattern packets were sold by Bear with Us. She joined HOOT in 2013 and served as Banquet Co-Chair. In 2019 she served as Convention Signs Chair and designed the Convention T-Shirt. Betty’s daughter, Sarah, was the first youth painter to attend HOOT’s Convention under Karen Schein.





Rachel Wright – Treasurer

Rachel joined HOOT in 2019 but has been a decorative painter since 1993, designing, traveling, teaching and publishing. She attended HOOT convention for 17 years and after relocating to the Columbus area decided to join the organization as an active member. She is an “Elite One Stroke Certified Instructor” and currently teaches decorative painting and paper crafting in Westerville OH. She recently retired after more than 32 years in an active nursing career. She is married to Larry Bailis, sharing 4 grown children. Rachel is the proud grandmother of 3! Rachel is grateful to be part of the HOOT organization and spending time with the new friends she has made since joining.



Cheryl Young – 3rd year Trustee

Cheryl has belonged to HOOT since 2003. She retired in 2017 as an aid from Waynesfield Goshen Local schools after 41½ years. She is married to Dave (Ralph David) and has 5 daughters and introduces them by number instead of name. She has 9 grandchildren, 1 of which is deceased, and 6 great-grandchildren. She lives in the country about 10 minutes from the Indian Lake area. Cheryl enjoys painting, quilting, sewing, and anything else that involves crafting!!! When she needs a break, she reads a book. “What fun it is to belong to HOOT and all the new friends I’ve gained”.



Carolyn Niemann – 2nd year Trustee

Carolyn started painting with Linda Cottrell in 1988 (a wonderful teacher) and became a member of HOOT in 1992. Carolyn has been an active member of Hoot through the years serving chairman for Nominating, Flea Market, and Art Show as well as assistant chair to convention chair in 2011, 2012, and 2013 and many convention committees.

Carolyn has been married for 29 years and lives in Obetz, Ohio.



Deb Stauffer – 1st year Trustee

Deb has been a member of HOOT since 2001. She has been on the monitor committee or monitor co-chair for most of those years. Before retiring, Deb taught first grade for 35 years. Deb and her husband Rus, have been married for almost 49 years. They have 1 son who lives in Seattle with his wife Lisa. She enjoys being a part of HOOT because she enjoys learning new painting techniques, meeting new people, and making new friends

HEART OF OHIO TOLE, INC.

In 2018 HOOT discontinued our affiliation with the Society of Decorative Painters and became a 501.c.3, Public Charity Status. Prior to the change we were a chapter under the Society. We are now incorporated under the name Heart of Ohio Tole, Inc. but still known as HOOT.

Our history: The Heart of Ohio Tole Chapter, Inc., (HOOT) was organized in 1975 in Columbus, Ohio, and received its affiliation with the Society of Decorative Painters (SDP) in 1976. HOOT was a not-for-profit organization whose purpose was to promote and educate people about decorative painting. Officers are elected and committees are appointed annually to organize and oversee the HOOT's activities.

Members of HOOT prior to 2018 had to be members of the Society. We encourage guests but they may attend only one HOOT meeting within a two-year period before joining HOOT. HOOT meetings are usually held on the third Saturday of January, March, May, July, September and November. A business meeting is held in the morning and a painting session is held in the afternoon. The Annual Meeting and election of officers is held during the November meeting. Any changes in the location or schedule of meetings are announced in the HOOT newsletter.

Members of HOOT receive a bi-monthly newsletter, HOOT News, which communicates the Club's activities and upcoming events. Members may receive the newsletter via email by notifying the Corresponding Secretary in writing. Members in good standing may attend HOOT meetings, special seminars and participate in other HOOT activities. HOOT also maintains a library of decorative painting books, patterns and videos for use by the members.

Special seminars are two 1-day painting sessions currently held once each year. HOOT pays the expenses of the teacher with each participant being responsible for the cost of the project and supplies. Seminars are usually held at the HOOT office in Westerville, Ohio.

Continuing Education offers members the opportunity to advance their skills and knowledge in a chosen medium. Classes are offered in all skill levels and can provide every one the chance to learn a new technique, medium or style of painting.

HOOT has promoted decorative painting through a Convention held at the Greater Columbus Convention Center, Columbus, Ohio. HOOT members have decided 2019 will be the last convention. Convention offered classes and unlimited admittance to the Exhibit Sales Floor for the Convention's registered guests and volunteers. The Exhibit Sales Floor offered visitors the opportunity to purchase finely-crafted finished items as well as the latest products and supplies. The Exhibit Sales Floor was open to the public for a nominal charge.

HOOT Meetings

HOOT meetings are normally held on the third Saturday of January, March, May, July, September and November at the HOOT office in Westerville, Ohio. Attendance is required at the business meeting held in the morning for members to paint during the afternoon session. Costs for the painting project and supplies are the responsibility of each member participating.

8:30 -- 10:00	Meeting Registration & Library Open
10:00 -- 11:30	Business Meeting
11:30 -- 12:30	Lunch & Library Open
1:00 -- 4:00	Painting Session

The State of Ohio has a non-smoking policy, and smoking is not allowed at HOOT meetings or painting sessions.

Due to the number of members participating in the afternoon painting sessions and because of time restraints, individual attention cannot be given. Painters who find a project to be beyond their abilities are encouraged to audit the class. Heart of Ohio Tole, Inc. is an active group, not only in painting, but also in the community. HOOT offers members the opportunity to gain additional knowledge in decorative painting and to build lasting friendships by participating in HOOT activities.

HOOT meetings and Seminars for 2023

Check: Heartofohiotole.org for dates

January – Installation of Officers, budget approval, Memory box painting with Debbie Mishima

February 11 – Cindy Moore

March 17 & 18 – Teri Hostetier

April 22 – Barb Bunsey

May 18,19,20 – Lizbeth Stull

June 16 &17 – Tina Sue Norris

July 13,14, & 15 - Lydia Steeves

August 10, 11, & 15 – Vilma Fabretti

September 15 & 16 – Judy Diephouse

October

November 17 & 18– Lynne Andrews

Club Meeting - Members' only meeting, election of 2024 officers

Tole and Decorative Painting

Decorative painting, as defined by the Society of Decorative Painters, is a diverse art form that utilizes a variety of techniques and media to decorate functional and non-functional surfaces. Contemporary decorative painting is a teachable art form because of the systematic method that is employed. The use of either patterns or freehand designs allows a high degree of success without academic training or inherent drawing ability. Approached with creativity, discipline, and craftsmanship, contemporary decorative painting offers numerous opportunities for artistic self-expression and creative self-expression. The scope of contemporary decorative painting is boundless, incorporating styles and techniques of the past, adapting these to the trends and materials of the present, while, at the same time, developing decorative art heritage of the future.

Tole painting is the term that has been used historically for decorative painting on tin surfaces, especially in New England and by the Pennsylvania Germans.

Today, in addition to tole painting and folk-art styles of many countries such as Norway, Sweden, German, Russia, England and Mexico, contemporary decorative painting includes facets of Early American decorative painting, theorem and graining. Whatever their methods, techniques or media, all decorative artists have a place in the Soc. of Decorative Painters.

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Philanthropic Projects

Heart of Ohio Tole, Inc. participates in many philanthropic projects and various other activities. The following are an example of past projects;

- ◆ provided art materials and money to the Volunteers of America's homeless children's art classes;
- ◆ provided Memory Boxes to area hospitals' neonatal units;
- ◆ provided art materials to children's homes and various shelters including Faith Mission Homeless Shelter;
- ◆ financially supported the Decorative Arts Collection located in Atlanta, GA;
- ◆ annually organize, coordinate and sponsor the Decorative Painting category at the Ohio State Fair since 1978.
- ◆ donated to 'Buckeye Ranch and a Veterans Home in Toledo;
- ◆ donated art supplies to a Volunteers of America for homeless children (2009).
- ◆ participated in a neighborhood beautification project, Plant Pride on Parsons, which won national recognition (2011).

- ◆ Festival of Trees from 1982-2001 (In 1999 Let it Snow was the highest bid of auction).
- ◆ Teach classes to Girl Scout Troops for them to earn a badge
- ◆ Money donations from our Convention Raffles:
 - 2001-2002 – Hope’s Boutique at The James - OSU
 - 2003-2004-2005 – Hospice at Riverside Hospital
 - 2006-2007 – Ronald McDonald House
 - 2008 – Nationwide Children’s Hospital
 - 2009 – 2013 – 2014 – Art Cart at Nationwide Children’s Hospital
 - 2010 – 2011 – 2015 – Stefanie Spielman Fund for Breast Cancer Research
 - 2012 – USO of Central Ohio
 - 2016 – Autism Center at Nationwide Children’s Hospital
 - 2017 – Pancreatic Research Unit at the James – OSU
 - 2018 – Alzheimer’ Association
 - 2019 – Very Special Arts Ohio

Traveling Exhibit

Our Traveling Exhibit was established a number of years ago as a way to promote decorative painting to the public. We display painted artwork in public libraries on a monthly basis. Different members are asked to display at the different libraries throughout the Central Ohio area.

The Memory Box Program

The Artist’s Program started in 1998 with a small group of women from California, and is now providing Memory Boxes worldwide to parents whose infants died in the hospital. The boxes are meant to hold such precious keepsakes as birth certificate, wristband, cap, gown and handprints or footprints.

In 1998 HOOT voted to make this a philanthropic project and continues to serve hospitals in the Columbus metro area and additional hospitals in Ohio. Paper mâché boxes are purchased by HOOT and made available at HOOT meetings to the members who choose to paint them according to our carefully constructed guidelines that were revised in 2007. The hand-painted boxes are returned at the following general meeting. We also maintain an album of patterns, ideas and pictures of some previously painted boxes. In recent years, our HOOT Convention has provided a table and supplies, where our guests can paint Memory Boxes, at their leisure. Volunteers from HOOT coordinate deliveries to the various hospitals where nurses and social workers project is encouraged and very much appreciated.

Memory Box Guidelines

Create a box you would like to be given if you were in the family’s situation. Basecoat the paper-mâché box, inside and out. The background, as in any painting, must support the rest of your painting. Be supportive and choose soft or pastel colors. Avoid bright, loud colors.

Patterns should be appropriate for the purpose and intent for which the surface is being used. Be sensitive and choose patterns of a soft and sympathetic nature. Appropriate subjects are flowers, sun, moon and stars, dolls, baby animals, teddy bears, angels and stroke work. Avoid anything too playful or cartoonish, religious or holiday themes, as some families belong to clusters or religions that find these holidays inappropriate. We must also be sensitive to ethnic groups. You may paint, stamp, collage or decoupage the boxes. Remove the label from the bottom of the box before basecoating the box. Colors used while painting your pattern should be complimentary to the composition. Be complimentary by paying attention to detail and putting forth your best effort. HOOT has patterns and stencils in the library that are appropriate for the memory boxes, which members may borrow. Paint, line with fabric or soft-flock the inside of the box to give the box a finished look. Finally, a lasting impression is left when the finished Memory Box is presented. Make a lasting impression by varnishing the box, inside and out, top and bottom. Sign your work, with pride, and no date. You are welcome to sign the green enclosure card from HOOT, and/or include a note or poem. Do not place the top on the box until varnish is completely dry.

HOOT CONVENTION THEMES

1979	Heart of Ohio Tole Bowl	Sharon Martin & Alice Smith*
1980	Ok-Tole-Berfest	Thelma Hulet & Diane Capoccia*
1981	Junction '81	Thelma Hulet & Wanda Hicks*
1982	Nostalgia '82	Zona Nicholson*, Cynthia Hughes & Mary Sheets
1983	Greatest Show on Earth	Carole Core*
1984	That Country Feeling	Carole Core* & Sharon Martin
1985	(None)	(None)
1986	Sail Away	Sharie Shoaf & Carla Kemmerer
1987	Discover Columbus (NSTDP Conv.)	Mary Sheets
1988	Painter's Safari	Carole Core* & Karen Massie
1989	Rockin' An' Tolen' In Ohio	Charlene Scott*
1990	Home for the Holidays	Charlene Scott*
1991	County Fair Fun In '91	Carol Jones
1992	Come Bloom with Us	Carol Jones
1993	Western Round-Up	Carla Kemmerer & Marjorie Brydon
1994	Painting in the USA	Karen Schein*
1995	Birds of a Feather Paint Together	Karen Schein*
1996	A Little Bit of Heaven	Karen Schein*
1997	Paint Where You're Planted	Karen Schein*
1998	Elementary Elegance – Lessons in Art	Karen Schein*
1999	Painting Is Purrrfect	Nancy Young
2000	Painting Is a Piece of Cake (20th conv.)	Nancy Young
2001	Painting Is the Light of My Life	Susan Vivoli
2002	Butterflies Take Flight	Susan Vivoli
2003	Colors of a Patriot	Suzanne Olson
2004	Leap into Painting	Suzanne Olson
2005	Paws to Paint and Celebrate	Jayne Blevins*
2006	Painting Is Something to Crow About	Jayne Blevins*
2007	Painting Is All That Jazz	Kathy Killinger*
2008	Painting Is My Cup of Tea	Kathy Killinger*
2009	Painting Up a Storm	Peggy Gerard
2010	Painting is a Buzz	Kathy Fellows
2011	Painting is a HOOT	Jayne Blevins*
2012	You Too Can Paint	Jayne Blevins*
2013	Catch the Painting Bug	Karen Hamilton*
2014	Hats off to Painting	Karen Hamilton*
2015	Painting is Snow Much Fun	Diane Eyestone
2016	If You Give a Mouse a Paintbrush	Diane Eyestone
2017	Cooking Up Some Painting Fun!	Diane Eyestone
2018	Fun in the Sun	Sheila Smith
2019	Thanks for the Memories	Sheila Smith - Last Convention

*Deceased

ELECTED OFFICERS THROUGH THE YEARS

	1976	1977	1978	1979
President	Diane Capoccia*	Barbara Messmer	Carole Core*	Dottie Dorsey
Vice-President	Suzanne Olson	Carole Core**	Barbara Messmer	Anita Hughes
Treasurer	Dorothy Wise*	Dorothy Wise*	Sharon Martin	Sonja Cowdrey
Recording Secretary	Thelma Hulet	Judy Chaffee	Diane Grabel	Carole Palmer
Corresponding Secretary	Gerti Lempner	Ginny Wise	Ginny Wise	Sam Held
	1980	1981	1982	1983
President	Diane Capoccia*	Diane Capoccia*	Jayne Kiger*	Thelma Hulet
Vice-President	Ginny Wise	Ginny Wise	Starling Cohen*	Carol Meader
Second Vice President	None	None	Sharie Shoaf	Janet Abbott
Treasurer	Wanda Hicks	Wanda Hicks	Mary Sheets	Carla Kemmerer
Recording Secretary	Anita Hughes	Anita Hughes	Joyce Miller	Phyllis Gibbs
Corresponding Secretary	Zona Nicholson*	Zona Nicholson*	Carla Kemmerer	Mary Sheets
	1984	1985	1986	1987
President	Mary Sheets	Bessie Dotson	Charlene Scott*	Charlene Scott*
First Vice President	Flo Cassidy*	Carla Kemmerer	Beth Grubb	Beth Grubb
Second Vice President	Janet Abbott	Charlene Scott*	Faith Godden	Faith Godden
Treasurer	Helen Maurer	Helen Maurer	Anita Hughes	Anita Hughes
Recording Secretary	Sandye Gorsuch	Sandye Gorsuch	Carol Jones	Carol Jones
Corresponding Secretary	Lauralee Bass*	Lauralee Bass*	Norma Athy	Norma Athy
Trustees	Zona Nicholson*	Zona Nicholson*	Zona Nicholson*	Lorie Kaufman*
	Anita Hughes	Anita Hughes	Lorie Kaufman*	Lorene Auker*
	Lorie Kaufman*	Phyllis Gibbs	Lorene Auker*	Suzanne Olson
Convention Chair	Carole Core* & Sharon Martin		Sharie Shoaf & Carla Kemmerer	
	1988	1989	1990	1991
President	Beth Grubb	Carla Kemmerer	Carla Kemmerer	Faith Godden*
First Vice President	Faith Godden*	Faith Godden*	Phyllis Higgins	Phyllis Higgins
Second Vice President	Phyllis Higgins	Phyllis Higgins	Nancy Bateman	Nancy Bateman
Treasurer	Carol Jones	Carol Jones	Isabella Wright	Elizabeth Stever*
Recording Secretary	Nancy Young	Nancy Young	Suzanne Olson	Suzanne Olson
Corresponding Secretary	Debbie Swaney	Debbie Swaney	Carol Jones	Lorene Auker*
Trustees	Lorene Auker*	Suzanne Olson	Mary Schobert	Karen Roderick
	Suzanne Olson	Mary Schobert	Karen Roderick	Nancy Young
	Mary Schobert	Karen Roderick	Nancy Young	Hattie Kalb*
Convention Chair	Carole Core*	Charlene Scott*	Charlene Scott*	Carol Jones
	Karen Massie			
	1992	1993	1994	1995
President	Faith Godden*	Phyllis Gibbs	Phyllis Gibbs	Mary Sheets
First Vice President	Marilyn Eby*	Marilyn Eby*	Judy Hughes	Jayne Blevins*
Second Vice President	Judy Hughes	Judy Hughes	Marilyn Eby*	Marilyn Eby*
Treasurer	Elizabeth Stever*	Lorie Kaufman*	Susan Vivoli	Susan Vivoli
Recording Secretary	Dee Hilt	Dee Hilt	Vikki Pfaff	Karen Roderick
Corresponding Secretary	Lorene Auker*	Ann Helf	Ann Helf	Vikki Pfaff
Trustees	Nancy Young	Hattie Kalb*	Susan Miller	Phyllis Higgins
	Hattie Kalb*	Susan Miller	Joanie Trease	Suzanne Olson
	Susan Miller	Joanie Trease	Suzanne Olson	Linda Hayes
Convention Chair	Carol Jones	Carla Kemmerer		
		Marjorie Brydon		

	1996	1997	1998	1999
President	Mary Sheets	Jayne Blevins*	Jayne Blevins*	Johanne Stogran
First Vice President	Jayne Blevins*	Johanne Stogran	Johanne Stogran	Carole Tamms
Second Vice President	Mary Schobert	Mary Schobert	Sharlene Ferrin	Karen Johnson
Treasurer	Bunny Palmer	Bunny Palmer	Cathy Montgomery	Cathy Montgomery
Recording Secretary	Karen Roderick	Judy Hamill	Linda Hayes	Marilyn Lundquist
Corresponding Secretary	Connie Danison	Connie Danison	Kathy Killinger*	Kathy Killinger*
Trustees	Suzanne Olson Linda Hayes Helen Maurer	Linda Hayes Helen Maurer Barbara Krupp*	Helen Maurer Barbara Krupp* Susan Vivoli	Barbara Krupp* Susan Vivoli Mary Ann Winfield
	2000	2001	2002	2003
President	Johanne Stogran	Carole Tamms	Carole Tamms	Kathy Killinger*
First Vice President	Carole Tamms	Johanne Stogran	Carole Core*	Carole Core*
Second Vice President	Karen Johnson	Barb Stroble*	Barb Stroble*	Tonya Johnson*
Treasurer	Linda Niederkohr*	Linda Niederkohr*	Linda Niederkohr*	Barb Stroble(appt)*
Recording Secretary	Kathy Killinger*	Kathy Killinger*	Phyllis Higgins	Linda Niederkohr*
Corresponding Secretary	Marilyn Lundquist	Diane Eyestone	Diane Eyestone	Diane Eyestone
Trustees	Helen Maurer Mary Ann Winfield Judy Fruth	Mary Ann Winfield Judy Fruth* Patricia Reeve	Judy Fruth* Patricia Reeve Debbie Angle	Judy Fruth* Patricia Reeve Debbie Angle Bunny Palmer
	2004	2005	2006	2007
President	Kathy Killinger*	Diane Eyestone	Diane Eyestone	Phyllis Gibbs, CDA
First Vice President	Patricia Reeve	Connie Danison	Peggy Gerard (appt)	Peggy Gerard
Second Vice President	Carole Tamms	Lorraine Hughes	Lorraine Hughes	Carole Core*
Treasurer	Linda Niederkohr*	Linda Niederkohr*	Linda Niederkohr*	Linda Niederkohr*
Recording Secretary	Diane Eyestone	Janice Arnold	Janice Arnold	Susan Vivoli
Corresponding Secretary	Judy Fruth*	Vikki Pfaff	Mary Jane Deeds*	Mary Jane Deeds*
Trustees	Debbie Angle Bunny Palmer Carole Core*	Mary Jane Deeds (appt)* Bunny Palmer Carole Core* Johanne Stogran	Carole Core* Johanne Stogran Carol Cline	Bunny Palmer (appt) Carol Cline Janice Arnold
	2008	2009	2010	2011
President	Phyllis D. Gibbs, CDA	Suzanne Olson	Suzanne Olson	Diane Eyestone
First Vice President	Lois Dodderer	Lois Dodderer	Carol Jones	Carol Jones
Second Vice President	Carole Core*	Cathy Montgomery	Sandy Ford	None
Treasurer	Linda Niederkohr*	Linda Niederkohr*	Linda Niederkohr*	Linda Niederkohr*
Recording Secretary	Susan Vivoli	Diane Eyestone	Diane Eyestone	Kathleen Killinger*
Corresponding Secretary	Carol Jones	Carol Jones	Janice Arnold	Janice Arnold
Trustees	Carol Cline Janice Arnold Lois Schwartz	Janice Arnold Marianne Nordmoe Anita Bergman	Marianne Nordmoe Anita Bergman Bunny Palmer (appt)	Anita Bergman Bunny Palmer Georgia Meyer
	2012	2013	2014	2015
President	Diane Eyestone	Kathleen Killinger *	Kathleen Killinger*	Carol Jones
Vice President	Carol Jones	Jan Pohlman	Jan Pohlman	Jan Pohlman
Treasurer	Linda Niederkohr*	Linda Niederkohr *	Linda Niederkohr *	Linda Niederkohr *
Recording Secretary	Kathleen Killinger*	Betsy Queen	Sue Davis	Sue Davis
Corresponding Secretary	Janice Arnold	Janice Arnold	Janice Arnold	Janice Arnold
Trustees	Bunny Palmer Georgia Myers Carol Jones	Georgia Myers Carol Jones Jayne Blevins*	Pamela Dykes Carol Jones Jayne Blevins*	Jayne Blevins* Pam Dykes Joe Gerard

President	2016	2017	2018	2019
Vice President	Carol Jones	Sandy Ford	Sandy Ford	Janice Arnold
Treasurer	Jan Pohlman	Jan Pohlman	Jan Pohlman	Jan Pohlman
Recording Secretary	Linda Niederkohr*	Linda Niederkohr *	Angie Miller	Angie Miller
Corresponding Secretary	Sue Davis	Sue Davis	Sue Davis	Sue Davis
Trustees	Janice Arnold	Janice Arnold	Janice Arnold	Jackie Dodd
	Pam Dykes	Joe Gerard	Ruth Keener	Denise Hickson
	Joe Gerard	Ruth Keener	Denise Hickson	Carolyn Niemann
	Ruth Keener	Denise Hickson	Carolyn Niemann	Pam Dykes
President	2020	2021	2022	2023
Vice President	Janice Arnold	Janice Arnold	Janice Arnold	Janice Arnold
Treasurer	Jan Pohlman	Jan Pohlman	Jan Pohlman	Johanne Stogran
Recording Secretary	Angie Miller	Rachel Wright	Rachel Wright	Rachel Wright
Corresponding Secretary	Sue Davis	Jean Trimpe	Jean Trimpe	Sue Davis
Trustees	Jackie Dodd	Jackie Dodd	Jackie Dodd	Betty Niemann
	Carolyn Nieman	Pam Dykes	Deb Stauffer	Carolyn Young
	Pam Dykes	Deb Stauffer	Carolyn Young	Carolyn Niemann
	Rachel Wright	Carolyn Young	Carolyn Niemann	Deb Stauffer

*Deceased

Bylaws

Heart of Ohio Tole, Inc.

Article I. Name

The name of this not-for-profit organization shall be Heart of Ohio Tole, Inc. referred to herein as HOOT.

Article II. Purpose

The specific purpose of HOOT is to stimulate interest in and appreciation for decorative painting, and to raise the quality of the art form.

Article III. Structure

The structure of HOOT shall be built on the relationship of the members and the Board of Directors with duties and powers as hereafter set forth.

Article IV. Powers

The powers of HOOT shall be to advance its objectives, to incorporate and organize and carry out the Articles of Incorporation of Heart of Ohio Tole, Inc., an Ohio not-for-profit corporation, approved by the Board of Directors on May 9, 2018 and by the membership on May 19, 2018.

Article V. Membership

5.1 Qualifications

Membership in HOOT is open only to persons who submit an appropriate application, and who pay dues.

5.2 Censure and/or Expulsion

Censure and/or expulsion of members may be enforced only by the Board of Directors. Members of any classification may be expelled from membership by the Board of Directors for cause by two-thirds (2/3) vote of the Board of Directors. For any cause other than non-payment of financial obligations, removal shall occur only after the member(s) complained against has been advised of the complaint lodged against him/her and has been given reasonable opportunity for defense; and such member, if expelled, may appeal the decision of the Board of Directors to the membership. The notice of intent to appeal must be filed in writing with the President within sixty (60) days of expulsion and at least ten (10) days in advance of the next scheduled HOOT meeting at which time the appeal shall be heard. A majority vote of the members present at said meeting shall uphold the expulsion.

5.3 Equal Opportunity

Heart of Ohio Tole, Inc. offers equal opportunity and equal consideration to all persons who are members of the organization and to all persons who seek membership in the organization. No member or applicant shall be discriminated against on the basis of race, religion, color, creed, gender, age, national origin, disability, ancestry or sexual orientation.

5.4 Anti-Sexual Harassment

Sexual harassment is illegal and as a member of Heart of Ohio Tole, Inc., members are expected to contribute to an environment that is free from sexual harassment or disruptive activity. HOOT will not tolerate verbal or physical contact of a sexual nature that harasses, disrupts, or interferes with HOOT activities or creates an intimidating, offensive, or hostile environment. Prohibited conduct, whether committed by the Board, members, or non-members includes but is not limited to sexual flirtations, touching, advances or propositions, graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual, and display within the organization of sexually suggestive objects or pictures. If you believe that a member's or non-member's actions or words constitute sexual harassment, and you are comfortable doing so, tell the party who is committing the harassment to stop. If you are not comfortable or the party does not stop, then you have the responsibility to report the conduct immediately to a member of the Executive Board. All complaints of sexual harassment will be investigated promptly and resolved by the Executive Board.

5.5 Ratifications and Rights

A. Ratification

In accepting membership into HOOT, members agree to accept (ratify) and be bound by HOOT's Bylaws, Standing Rules, and Policies not contrary to law, and to observe faithfully the provisions thereof.

B. Rights

Members in good standing are those members current in paid dues, who shall have the following rights: voting, making motions, holding office, receiving the HOOT's official publications, and participating in HOOT's business meetings. Privileges and obligations are as set forth in the Standing Rules.

5.6 Guests

Prospective members are permitted to attend one (1) meeting as a guest in any two (2) year period.

5.7 Membership List

A list of the names and addresses of all members shall be maintained for the Ohio Corporation Record Book.

5.8 Resignation

Any member may resign from HOOT by filing a letter of resignation with the President. Upon receipt of the letter, the President shall instruct the HOOT membership chair to remove the name from the roster. Such resignation shall not relieve the member of outstanding financial and/or material obligations due HOOT.

Article VI. Dues

6.1 Amount

Membership dues shall be determined by vote of the members. The amount of said dues shall be stated in the Standing Rules.

6.2 Dues Date

Dues shall be paid annually for the calendar year. HOOT dues are not prorated and are accepted when the membership application is submitted. Failure to pay annual dues of HOOT shall result in loss of membership rights and privileges.

6.3 Reinstatement

A former member may be reinstated upon appropriate application and payment of dues and all outstanding financial and/or material obligations due HOOT.

Article VII. Meetings

7.1 Regular Meetings

- A. Regular meetings of HOOT shall normally be held not less than five (5) times annually, normally on the third (3rd) Saturday of the months of January, March, May, July, and September. Time and place shall be announced in the preceding HOOT newsletter.
- B. The agenda shall include the following:
 1. The January meeting shall begin with the Installation of Officers.
 2. Approval of the minutes of the preceding HOOT meeting.
 3. Reports of officers and committees whose reports have changed since the publication of the newsletter.
 4. When HOOT has voted to hold a convention, the May meeting shall include the election of the Convention Chair.
 5. Unfinished Business
 6. New Business
 7. Announcements
 8. Adjournment
 9. Special Events
 10. Painting/Educational Program
- C. A quorum shall consist of not less than one-fifth (1/5) of the members in good standing.

7.2 Annual Meeting

- A. The annual meeting of HOOT shall normally be held on the third (3rd) Saturday in the month of November. The time and place shall be announced in the preceding HOOT newsletter.
- B. The agenda shall be the same as for regular meetings and include the election of officers.
- C. A quorum shall consist of not less than one-fifth (1/5) of the members in good standing.

7.3 Special Meetings

- A. Special meetings of HOOT may be held upon the call of the President, by a two-thirds (2/3) vote of the Board of Directors, upon written request of one-fifth (1/5) of the members in good standing, or by a two-thirds (2/3) vote of the members in good standing present at any regularly scheduled HOOT meeting.
- B. Announcement of a special meeting and the purpose for which the meeting is called must be provided in writing to the HOOT membership and postmarked not less than fourteen (14) days prior to the called date of the special meeting.
- C. The agenda shall only include the business for which a special meeting is called.
- D. A quorum shall consist of not less than one-fifth (1/5) of the members in good standing.

Article VIII. Board of Directors

8.1 Composition

The Board of Directors shall consist of the elected officers, the immediate past president, the appointed officers, the standing and special committee chairs, and the office manager and Webmaster.

8.2 Voting Privileges

Voting privileges shall be held by all members of the Board of Directors.

8.3 Authority and Responsibility

The Board of Directors, as the governing body of the HOOT shall:

Supervise and direct the affairs of HOOT, its committees, and publications.

- A. Determine its policies or changes therein. All such policies or changes, after Board approval, shall be published in the next HOOT newsletter. All policy that directly affects the rights of members shall be presented to the membership for approval.
- B. Promote the objectives of HOOT as defined in Article II of these bylaws.
- C. Prepare a proposed annual budget to be presented to HOOT-for approval normally at the regularly scheduled January HOOT meeting.
- D. Maintain information for the Ohio Corporation Record Book.

8.4 Meetings

- A. Regular meetings of the Board of Directors shall be held not less than eleven (11) times annually, at a time and place selected by the President and approved by the Board of Directors.
- B. The Board of Directors shall meet prior to all HOOT meetings.
- C. A quorum shall consist of a majority of the voting members of the Board of Directors.
- D. The December Board of Directors meeting shall serve as the transition between the old and new members of the Board of Directors.
- E. Special meetings of the Board of Directors may be called by the President, or upon written request of a majority of the voting members of the Board of Directors, or by a majority vote of the voting members of the Board of Directors at any regularly scheduled board meeting. Only the business for which the special meeting is called shall be considered. A quorum shall consist of a majority of the voting members of the Board of Directors.
- F. Members of the Board of Directors may participate in a meeting of the Board by means of a conference telephone call, and participation in such a meeting shall constitute presence in person at such a meeting.
- G. The Board of Directors may vote by FAX, telephone conference, or other electronic means

Article IX. Executive Committee

9.1 Composition

The Executive Committee shall consist of the President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, and three (3) Trustees.

9.2 Authority and Responsibility

The Executive Committee shall approve all appointments of officers and committee chairs made by the President and shall perform such other duties as may be assigned by the President.

9.3 Meetings

- A. The newly elected officers shall meet prior to the December Board meeting to prepare a proposed budget to present to the Board of Directors at their December Board meeting.
- B. The Executive Committee shall meet prior to the January board meeting or whenever a vacancy in an appointed office or chairmanship needs to be filled or upon request of the President.
- C. A quorum shall consist of a majority of the Executive Committee members.
- D. Members of the Executive Committee may participate in a meeting of the Board by means of a conference telephone call, and participation in such a meeting shall constitute presence in person at such a meeting.
- E. The Executive Committee may vote by FAX, telephone conference, or other electronic means.

Article X. Nominations and Elective Positions

10.1 Nominee Eligibility

Any HOOT member in good standing is eligible to run for an elective office; see qualifications for President under Article XI.2-A; for HOOT Treasurer under Article XI.2-B; and for Convention Chair under Article XIV.1-F.1. A member of the Nominating Committee may be a candidate for an elective position without resigning from the committee.

10.2 Preparing the Slate of Candidates

For consideration for nomination, a member shall submit a data sheet to the Nominating Committee by the established deadline as stated in the Standing Rules. Data sheets submitted after the deadline will not be considered by the Nominating Committee.

10.3 Report of the Nominating Committee

The Nominating Committee shall submit its slate of candidates to be published in the HOOT newsletter in the issue immediately preceding an election. The Committee shall submit the same slate of candidates to the Board of Directors at the Board meeting two meetings prior to the HOOT meeting at which an election is to be held.

10.4 Nominations from the Floor

Additional nominations may be made from the floor provided the consent of the nominee has been obtained and the nominee meets the Nominee Eligibility requirements as stated in Article X.1.

Article XI. Election of Officers

11.1 Composition

The elected officers of HOOT shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and three (3) Trustees.

11.2 Qualifications

- A.** A member seeking to run for the office of President must have served three (3) years on the Board of Directors. However, one (1) year of service on the Convention Committee may be substituted for one (1) year of service on the Board of Directors.
- B.** A member seeking to run for the office HOOT treasurer shall have been a member in good standing for three (3) years and have served one (1) year on the Board of Directors and have experience in bookkeeping and in the preparation of financial statements. However, the qualifications will be waived for an individual who fills an unexpired term of office.

11.3 Terms of Office

- A.** Terms of office for the President, Vice President, Recording Secretary, and Corresponding Secretary shall be for one (1) year. A member may hold the same office no more than two (2) elected, consecutive terms plus any partial term. However, if the current office holder is willing and able to serve a second year, at the Board's discretion, no election for said position will be held. The office holder must notify the Nominating Committee of their decision by August 15. No member, having served two (2) consecutive terms, shall be eligible for re-election to the same office until one (1) year has elapsed. The current office holder, having served two consecutive terms, shall be eligible for re-nomination at the time of elections should an eligible nominee not be nominated, either by the Nominating Committee or from the floor. If the current office holder is unwilling to be re-nominated, the provision for vacancy as stated in Article XI.7-C shall be followed.
- B.** Term of office for the Treasurer shall be for one (1) year with no limit on consecutive terms.
- C.** Term of office for the Trustees shall be for three (3) years. No member, having served one (1) term, shall be eligible for re-election to this office until one (1) year has elapsed. The current office holder, having served one term, shall be eligible for re-nomination at the time of elections should an eligible nominee not be nominated, either by the Nominating Committee or from the floor. If the current office holder is unwilling to be re-nominated, the provision for vacancy as stated in Article XI.7-C shall be followed.
- D.** The elected officers shall assume their duties January 1.

11.4 Election Date

The election of new HOOT officers shall be held at the Annual meeting in November of each year.

11.5 Balloting

A plurality shall elect. A written ballot will be cast if there is more than one candidate for an office.

11.6 Limitations

A member shall not serve concurrently as an elected officer and the Convention Chair, as an assistant to the Convention Chair, or as the Convention Treasurer. An elected officer may serve as a Convention committee chair.

11.7 Vacancy

- A.** A vacancy in the office of President shall be cause for the Board of Directors to schedule and conduct a special election by HOOT for the unexpired term.
- B.** A vacancy in the office of Treasurer shall be filled by the Assistant Treasurer for the unexpired term.
- C.** A vacancy in any other elected office shall be filled by the Board of Directors for the unexpired term.

Article XII. Duties of Elected Officers

12.1 President

- A.** The President shall preside at all meetings of HOOT, Board of Directors and Executive Committee, shall be an ex-officio member of all committees except the Nominating Committee, and shall perform such other duties as the Board of Directors may assign or which usually pertain to the office.

- B. The President, as a member of HOOT, may vote as any member when the vote is by written ballot. In other cases, the President may, but is not obliged to, vote when that vote will make or break a tie.
- C. The President shall approve all correspondence issued on behalf of HOOT.
- D. The President shall be authorized to sign checks in the absence of the Treasurer.
- E. The President, in the immediate past-president year shall serve one (1) year on the Board of Directors with voting privileges. The same shall not serve concurrently as an elected officer.

12.2 Vice President

- A. The Vice President shall assist the President, preside in the absence of the President, and shall perform such other duties as may be assigned by the Board of Directors.
- B. The Vice President shall plan and implement the programs for the regular and annual HOOT meetings, special seminars, continuing education seminars, and workshops held by HOOT upon approval of the Board of Directors.
- C. The Vice President shall turn over all monies received to the Treasurer.

12.3 Recording Secretary

- A. The Recording Secretary shall record minutes of business meetings of HOOT, Board of Directors, and Executive Committee. These minutes shall be kept for the Ohio Corporation Record Book, are the property of the HOOT, and shall be a complete and clear record of all activities.
- B. All minutes shall be prepared and a copy sent to the President within two (2) weeks following the meeting. All Board meeting minutes shall be copied and sent to members of the Board of Directors prior to the next Board meeting. All HOOT meeting minutes shall be published with the newsletter that is sent prior to the next scheduled HOOT meeting.

12.4 Corresponding Secretary

- A. The Corresponding Secretary shall prepare and edit the HOOT newsletter. The newsletter shall be postmarked or electronically mailed no later than fourteen (14) days prior to all regular and annual HOOT meetings. Members who wish to receive the newsletter electronically must notify the Corresponding Secretary in writing.
- B. A copy of the newsletter shall be presented to the President for review prior to mailing. Copies of the newsletter shall be kept on file for HOOT records.
- C. The Corresponding Secretary shall turn over all monies received to the Treasurer.
- D. The Corresponding Secretary shall monitor the organization's email account a minimum of once a week and forward emails to appropriate officer(s) and/or Committee chair(s).

12.5 Treasurer

- A. The Treasurer shall receive all monies of HOOT, and shall disburse all budgeted monies of HOOT upon receipt of an authorized request for payment form or upon authorization of the President or chairperson, except those specifically reserved for the Convention Treasurer.
- B. The Treasurer shall present a statement of account at every Board of Directors meeting and at every regular and the annual HOOT meeting. A year-end statement of account shall be prepared and presented at the January Board and HOOT meetings.
- C. The Treasurer's books shall be reviewed quarterly by the Trustees.
- D. The Treasurer along with the other newly elected officers shall prepare a proposed, detailed budget to be presented for approval at the December Board meeting and for adoption at the January HOOT meeting.
- E. The Treasurer shall train the Assistant Treasurer in the duties of the Treasurer.

12.6 Trustees

- A. The Trustees shall review the HOOT and Convention Treasurer's books on a quarterly basis. A review statement shall be presented to the Board of Directors prior to presentation to the membership at the first scheduled meeting of HOOT following the review. The original review statement shall be filed for the Ohio Corporation Record Book with the minutes of the Board of Directors meeting at which it is presented.
- B. The Trustees shall be responsible for the delivery of the Treasurer's books to the auditor.
- C. The Trustees shall perform such other duties as may be assigned by the President of the Board of Directors.
- D. The Trustees shall maintain a perpetual inventory of all furniture, fixtures, and equipment including Convention.

Article XIII. Appointed Officers

13.1 Structure

The Appointed Officers of HOOT shall be appointed for special duties by the President and approved by the Executive Committee as they deem necessary and may include the Assistant Treasurer, the Historian, Assistant to the Vice President, the Parliamentarian, and the Assistant to the Recording Secretary. Terms of office shall be for one (1) year. An individual may serve more than one (1) term as an Appointed Officer, but must be appointed and approved for each proposed term. Appointed Officers shall serve on the Board of Directors with voting privileges.

13.2 Duties

- A. Assistant Treasurer** - The Assistant Treasurer shall assist the elected Treasurer in the preparation of HOOT'S statement of accounts and the proposed budget, and be trained by the Treasurer in the duties of the Treasurer.
- B. Historian** – The historian shall maintain a recorded history of all HOOT activities. All monies received shall be turned over to the Treasurer.
- C. Parliamentarian** – The Parliamentarian shall advise the President, other officers, committees, and the members on matters of parliamentary procedure. An individual shall not serve concurrently as Parliamentarian and a HOOT officer or a HOOT committee Chair in any given year.
- D. Assistant to Vice President** – The Assistant to the Vice President shall assist the elected Vice President for HOOT meetings and seminars. The duties would include but not limited to helping distribute projects and supplies. Room set up, and assist educator as needed. *(Approved by HOOT membership November 16, 2019)*
- E. Assistant to Recording Secretary** – The Assistant to the Recording Secretary shall assist the elected Recording Secretary for HOOT meetings. The duties include but not limited to helping with recording minutes or filling in when the Recording Secretary is unavailable as needed. *(Approved by HOOT membership November 20, 2021)*

Article XIV. Committees

14.1 Standing Committees

- A.** The Standing Committees of HOOT may include, but are not limited to: Art Show/Flea Market, Convention, Decorative Painting Month/Ohio State Fair, Holiday Festivals, Hospitality, Library, Membership, Memory Boxes, Nominating, Philanthropy/Scholarship, Membership Manual, Publicity, Sunshine, Traveling Exhibit, and Website, with the following structure and powers except as otherwise provided in these Bylaws.
- B.** Standing Committees shall be created by the Board of Directors, with approval of the HOOT membership, as deemed necessary, and shall be accountable to the Board of Directors.
- C.** Standing Committee Chairs shall be appointed by the President and approved by the Executive Committee, with the exception of the Convention Chair who shall be elected by the HOOT membership.
- D.** Terms of office for the Standing Committee Chairs shall be set as follows:
 - 1.** Terms of office for appointed Standing Committee Chairs shall be for one (1) year. An individual may serve no more than two (2) consecutive years as an appointed Standing Committee Chair and shall not be eligible for re-appointment until one (1) year has elapsed.
 - 2.** The term of office for the Convention Chair shall begin at the time of election and end with the final report to be given at the May Board of Directors Meeting in the year following the Convention. An individual may serve as Convention Chair no more than two (2) elected, consecutive terms plus any partial term. No individual, having served two (2) consecutive terms, shall be eligible for re-election to this Chair until one (1) year has elapsed. However, the current office holder, having served two (2) terms, shall be eligible for re-nomination at the time of elections should an eligible nominee not be nominated, either by the Nominating Committee or from the floor. If the current office holder is unwilling to be re-nominated, the provision for vacancy as stated in Article XIV.1.4 shall be followed.
- E.** Standing Committee Chairs shall serve on the Board of Directors with voting privileges. A newly elected Convention Chair shall not hold a vote on the Board of Directors until the September following the close of the current Convention when the current Chair's vote will expire.
- F.** A Convention Chair shall be elected if sponsoring a Convention has been previously approved by the HOOT membership. There shall be no provision for Convention Co-Chairs.

1. A member seeking to run for the position of Convention Chair must have served three (3) years on the Convention Committee. Service on the Board of Directors may be substituted for one (1) year of service on the Convention Committee.
2. The election of the Convention Chair shall be held at the regular HOOT meeting in May of the year preceding the Convention said Chair is elected to serve. However, if the current Convention Chair has held the position for one (1) year and is willing and able to serve a second year, at the Board's discretion, no other nominations will be accepted. The office holder must notify the Nominating Committee of their decision by February 15.
3. A plurality vote shall elect. A written ballot will be cast if there is more than one candidate.
4. A vacancy in this chair shall be filled by appointment by the President with the approval of the Board of Directors.

14.2 Standing Committee Duties

A. Art Show/Flea Market

The Art Show/Flea Market Committee shall plan and implement the members Art Show and Flea Markets held during HOOT meetings. All monies received shall be turned over to the Treasurer.

B. Convention

1. The Convention Committee shall plan and implement the Convention under the direction of the Convention Chair who shall be directly accountable to the Board of Directors.
2. The Convention Chair shall appoint an Assistant(s), a Treasurer, a Secretary, and all sub-committee chairs and their assistants upon approval of the Board of Directors.
 - a. Qualifications for the position of Assistant shall be that an individual must have served two (2) years on the Convention Committee and, in the event of a vacancy of the Chair, able to take over the duties of the Chair until such time as the Board of Directors can fill the unexpired term. The Board of Directors shall give the assistant the first opportunity to fill the unexpired term.
 - b. Qualifications for the position of Convention Treasurer shall be that an individual shall have been a member in good standing for three (3) years and served two (2) years on the Convention Committee. Applicants must have experience in bookkeeping and the preparation of financial statements.
3. The Convention Committee shall have a Treasurer and treasury and shall receive and disburse all budgeted monies pertaining to the Convention upon the authorization of the Convention Chair. A proposed convention plan and budget shall be presented to the Board of Directors for approval. A statement of account shall be presented by the Convention Chair at every Board of Directors meeting. A final statement of account, with all accounts paid in full, shall be presented to the Board of Directors and the membership at their respective meetings in November of that same year. The Treasurer's books shall be reviewed quarterly by the Trustees.
4. The Convention Committee shall have a Secretary to keep minutes and be responsible for correspondence with the approval of the Convention Chair and the HOOT President.
5. The Convention Guidelines stating policies and procedures relative to the Convention shall be reviewed by each Convention Chair.
6. The Convention Chair shall plan and implement any convention reward retreats and/or seminars with a final report to be presented at the May Board of Directors Meeting following the reward event.

C. Decorative Painting Month/Ohio State Fair

The Decorative Painting Month/Ohio State Fair Committee shall plan and implement all activities sponsored by HOOT for Decorative Painting Month and shall coordinate the development of the Decorative Painting Division with the Ohio State Fair Board by reviewing and recommending categories, judging criteria, judges, awards, and demonstrations.

D. Holiday Festival/Charitable Fund Raisers

The Holiday Festival/Charitable Fund Raiser Committee shall plan and implement all activities sponsored by HOOT for charities approved by the membership.

E. Hospitality

The Hospitality Committee shall serve refreshments at the HOOT meetings.

F. Library

The Library Committee shall catalog all items and materials that have been purchased or donated for the educational benefit of the HOOT members. A file shall be maintained to include the name, date, and item loaned. The Committee is responsible for ensuring that items are returned in good and complete condition and for the collection of fines on overdue items. All monies received shall be turned over to the Treasurer.

G. Membership

The Membership Committee shall collect all HOOT dues, turning all monies received over to the Treasurer. The committee shall keep a current membership listing, and report any additions or changes to the newsletter editor. The committee shall prepare and distribute current membership cards in a timely manner, as well as any remaining Membership Manuals to new members when they join HOOT, and to those members not in attendance at the March HOOT meeting. The Committee shall register all members and guests at scheduled HOOT meetings, shall maintain a continuing list of guests at all scheduled HOOT meetings and introduce new members and guests to the membership at the meeting. Any violations of Article V.3 Guests shall be reported to the Board of Directors. The committee shall assist in determining the eligibility of participants registered for all programs and special seminars and workshops, and shall be prepared to give a roll call if necessary. The committee shall also act as host/hostesses to greet new members and guests and conduct birthday drawings of the membership for the month of the HOOT meeting and the following month.

H. Memory Boxes

The Memory Box Committee shall purchase boxes and supplies to be distributed to the members for painting. When the boxes are returned, the Chair or other committee members shall deliver the boxes to participating hospitals. The committee shall maintain a pattern book and photo album of the finished boxes. The Chair shall store the boxes prior to delivery.

I. Nominating

The Nominating Committee shall prepare the slate of candidates for the elections of the HOOT Officers and the Convention Chair.

J. Philanthropy/Scholarship

The Philanthropy/Scholarship Committee shall plan and implement any charitable donations of goods or services or monetary donations upon approval of the membership, and shall plan and award any scholarships the HOOT designates to be given.

K. Membership Manual

The Membership Manual Committee shall prepare the Membership Manual. The Membership Manual shall be complete, reviewed, proofed, and approved by the President or by person(s) assigned by the President in a timely manner. The committee shall have the Membership Manual distributed to all current HOOT Members by the March HOOT meeting. Electronic distribution will be utilized when possible. A printed copy of the manual will be available upon request. A printed copy will be given to new members when they join HOOT. Members may have a manual mailed to them at their own expense.

L. Publicity

The Publicity Committee shall plan and coordinate publicity materials, advertising, or promotions for HOOT, except for those duties specifically reserved for the Convention Committee.

M. Sunshine

The Sunshine Committee shall send cards to members upon hospitalization and/or illness. Memorials shall be sent for the death of a member or a member's immediate family to include spouse and children.

N. Traveling Exhibit

The Traveling Exhibit Committee shall secure the location and recruit HOOT volunteers to display their artwork at an exhibit. The exhibitor shall set up and take down the exhibit.

14.3 Special Committees

- A. Special Committees shall be created by the Board of Directors as deemed necessary and shall be accountable to the Board of Directors.
- B. Duties of Special Committees shall have limited duties and such committees shall be discharged when their final report has been made to the Board of Directors and HOOT membership at a regularly scheduled meeting.
- C. Special Committee Chairs shall be appointed by the President with approval of the Executive Committee.
- D. Terms of office for Special Committee Chairs shall be as approved by the Board of Directors.
- E. Special Committee Chairs shall serve on the Board of Directors with voting privileges.

14.4 Task Forces

A Task Force shall be created by the President as deemed necessary and shall be accountable to the Board of Directors, serving without vote, and only to gather information for the Board of Directors. A Task Force will operate only until their assignment is complete and a final report made.

14.5 Approval of Committee Plans

Each Standing and Special Committee and Task Force shall present plans and budget requests for approval by the Board of Directors. No project shall be undertaken or monies spent without such approval.

Article XV. Website

The President shall appoint a Webmaster each year with the approval of the Executive committee to maintain and update the HOOT Website and to keep the information posted on the site current. The Webmaster will serve on the Board of Directors with voting privileges, and will be a member of the Convention Committee.

Article XVI. Office Manager

The President shall appoint an Office Manager each year with approval of the Executive Committee to maintain the HOOT office. Duties shall include, but are not limited to ensuring the proper use and maintenance of all office equipment and furnishings, maintaining office security, ordering office supplies, ensuring the office facility is maintained and cleaned, and coordinating office facility repairs and improvements with the landlord. Other duties may be performed at the request of the President or Convention Chair.

Article XVII Finances

17.1 Audit

The accounts of HOOT and the Convention shall be audited not less than annually by a certified public accountant who shall be approved by the Board of Directors.

17.2 Bond

All HOOT members in good standing whose responsibility involves the handling of money shall be bonded in an amount determined yearly by the Board of Directors.

17.3 Contracts and Agreements

- A. All contracts shall have prior approval by the Board of Directors before signing. All contracts shall usually be signed by the President unless otherwise authorized by the Board of Directors.
- B. All contracts and agreements that have been made and approved by the Board of Directors will be honored and carried through by succeeding Board unless canceled by a two-thirds (2/3) vote of the Board of Directors.

17.4 Establishing Accounts

The HOOT and Convention Treasurers shall establish new accounts as necessary upon approval of the Board of Directors. The President and HOOT Treasurer shall be authorized to sign the signature cards for HOOT accounts. The President, Convention Chair, and Convention Treasurer shall be authorized to sign the signature cards for the convention accounts.

17.5 Collection of Monies

Any member collecting monies on behalf of HOOT shall turn over all monies received in a timely manner to the officer or chair responsible for the activity being held. Officers and Chairs shall turn over all monies received to the Treasurer who shall deposit them in a timely manner.

17.6 Investments

The Board of Directors shall have full authority and responsibility to adopt investment policies for HOOT.

17.7 Indemnification

Indemnification shall be defined as compensation or repayment for loss, damage, or injury. HOOT shall indemnify any person who was or is a party, or threatened to be a party, to any threatened, pending or complete action, law suit or proceeding, whether civil, administrative, or investigative, other than an action by or in the right of HOOT by reason of the fact that such person is or was a director, officer, employee, or agent of HOOT against expenses, judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, law suit, or proceeding, including attorney fees, if such person acted in good faith and in a manner such person reasonably believed to be in or not opposed to the best interests of HOOT.

Article XVIII. Parliamentary Authority

The most current edition of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

18.1 Procedures

Proposed amendments shall be provided in writing to the HOOT membership and postmarked or electronically mailed not less than fourteen (14) days prior to the meeting at which voting will take place. All proposed amendments to the bylaws shall be approved by a two-thirds (2/3) vote of the members in good standing present at any regularly scheduled HOOT meeting wherein a quorum is present.

18.2 Proposed outside the Board of Directors

Any proposed amendments to the bylaws originating outside of the Board of Directors shall have been submitted to the Board for clarification, consistency of wording, and to determine any conflict with existing bylaws. The Board of Directors shall have no power to make substantive changes in such proposed amendments.

Article XXIX. Dissolution

Upon dissolution of the Corporation, the Board of Directors, after paying or making provision for the payment of all the liabilities of the Corporation, shall dispose of all assets of the Corporation exclusively for the purposes of the Corporation in such a manner, or to such organization or organizations organized and operated exclusively to further the education in the tole and decorative painting art field and at the time shall qualify as an exempt organization or organizations under Section 501c(6) of the Internal Revenue Code 1954 (or the corresponding provision of any future United States Internal Revenue Law), as members of the Board of Directors shall recommend to the membership for final approval. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located exclusively for such purposes, or to such organization or organizations, as such court shall determine, which are organized and operated exclusively for such purposes.

Upon approval of the Board of Directors of Heart of Ohio Tole, Inc. and the membership of The Heart of Ohio Tole, Inc, these bylaws shall become effective.

Bylaws approved by HOOT membership July 21, 2018. Approved by the Board of Directors June 13, 2018 Last amended November 2021

STANDING RULES

Heart of Ohio Tole, Inc.

1. SHORTENED NAME

While the legal name of this organization shall be Heart of Ohio Tole, Inc., it shall also be known as HOOT.

2. FISCAL YEAR

The financial records of HOOT shall be kept on a calendar year.

3. DUES DATE AND DELINQUENCY

Membership dues for the following year shall be payable as of September 1 and delinquent after December 1.

4. DUES AMOUNTS

Dues shall be \$20 (US funds) annually. All correspondence outside the US will be sent electronically. (Approved Nov 21, 2021)

5. LIFE MEMBERSHIP

Life membership shall be an honor conferred by two-thirds (2/3) vote of HOOT members present at a regularly scheduled meeting wherein a quorum is present, upon a member who has rendered extraordinary service to HOOT. A member's age, being a charter member or having served as a presiding officer does not constitute in and of itself distinguished service.

- A. Extraordinary service shall be defined as, but not limited to, membership in Heart of Ohio Tole, Inc. for ten (10) years, holding an office, serving as a Board member or serving on committees or subcommittees.
- B. A data sheet for each proposed Life Member shall be submitted to the President for review by the Board of Directors. The proposal shall be presented to the membership for vote by written ballot.
- C. The recipient shall receive membership in Heart of Ohio Tole, Inc. Membership dues shall be paid by HOOT. The Membership Chair shall present each Life Member with a current year's dues card with the notation Life Member noted thereon.

6. MEMBERSHIP PRIVILEGES AND OBLIGATIONS

Privileges of membership shall include access to the HOOT library and being able to participate in HOOT meeting painting sessions, seminars, art shows, and other activities sponsored by HOOT. Due to teacher class size requirements, skill level, medium, space limitations, and/or participation criteria policy set by the Board of Directors, not all HOOT members may be able to participate in any given activity at any given time. Failure to maintain financial and/or material obligations to HOOT shall result in suspension from participating in HOOT activities. All statements of account or bills issued to members on behalf of HOOT or Convention Committee shall be approved by the Board of Directors.

A. FINANCIAL OBLIGATIONS

These obligations shall be considered as library fines and any bills issued on behalf of HOOT or Convention Committee.

B. MATERIAL OBLIGATIONS

These obligations shall be considered as library materials and items purchased by HOOT or Convention Committee and distributed for members' use by HOOT or Convention Committee.

C. PAST DUE DETERMINATIONS

Upon request, the Board of Directors shall determine when financial or material obligations are unreasonably past due.

7. RESOLUTION OF PAST DUE OBLIGATIONS

A certified letter and statement of account shall be sent from the Board of Directors to members with unreasonably past due obligations. Financial obligations will be billed accordingly. Material obligations will be billed at the replacement value of the items or they may be returned in a useable condition with no financial obligation attached. A member's privileges will be suspended sixty (60) days after notification of past due obligations has been postmarked and until such time as the past due obligations are resolved in full.

8. ATTENDANCE CRITERIA FOR SEMINARS

Members in good standing, being those current in paid dues and having no outstanding financial or material obligations due HOOT may participate. Non-Members can attend but will pay a higher class fee set by the Vice President. (Approved July 17, 2021)

9. LIBRARY

All borrowers of the library must be members in good standing of HOOT. New members are not permitted to check any items out of the Library until they have attended their second meeting as a member in good standing.

10. CANDIDATE DATA SHEET DEADLINE

The data sheet deadline for the election of officers shall be the September HOOT meeting. The data sheet deadline for the Convention Chair shall be the March HOOT meeting.

11. TELLERS FOR ELECTIONS

The President shall appoint the tellers for meetings. No member of the Nominating Committee may serve as a teller.

12. INSTALLING OFFICERS

The immediate Past-President shall perform the duties of installing the elected officers. A second term President shall appoint a member of HOOT to perform the installation of the elected officers.

13. GIFTS

- A. Gifts of appreciation from HOOT presented by the out-going President to the elected and appointed officers, committee chairs, and the office manager shall be purchased by the out-going President at an amount not to exceed \$20 each. A gift of appreciation to the out-going President from HOOT shall be purchased by the Third-Year Trustee at an amount not to exceed \$100.
- B. Gifts of appreciation may be presented by the President to the Convention Chair and the Convention Assistant(s) at the September HOOT meeting. Such gifts shall be purchased by the President at an amount not to exceed \$100 each.

14. EXPENSES

A. Non-Budgeted Expenses

All non-budgeted expenses incurred by all officers and committee chairs shall be submitted to the Board of Directors for approval prior to payment by the Treasurer. Non-budgeted expenditures incurred by the officers and chairs over \$50 shall be taken to the membership for approval. All non-budgeted expenditures brought forward at any HOOT meeting will be postponed to be reviewed by the Board of Directors and published in the HOOT newsletter prior to vote at the next scheduled HOOT meeting.

B. Advances

The Treasurer, without prior approval of the Board of Directors, shall pay advances of up to \$100 for budgeted expenses. All advance requests over \$100 shall require approval of the Board of Directors.

C. Credit Cards

The authorized users of the corporate credit card shall be the President, Vice-President, the Convention Chair, HOOT and Convention Treasurers and Assistant Treasurers of HOOT and Convention or others as deemed necessary by the Board of the Directors

D. Reimbursements and Allotments

Receipts shall be required for all payments. Allowed reimbursements and allotments for expenses are as follows:

1. HOOT Convention

- a. The Convention Chair and the assistant(s) to said Chair will be allotted expenses to include lodging, 80% of registration to the nearest dollar, and food provided such funds are available.
- b. The Convention Treasurer will be allotted expenses to include lodging at a rate not to exceed 1/2 of a double room rate in the convention hotel room block, 80% of registration fee to the nearest dollar, and food provided such funds are available.
- c. The Convention Secretary, sub-committee chairs of the Convention and their assistants, the President and other elected officers of HOOT, the Historian, and the Office Manager will be allotted expenses for one quarter (1/4) of the room rate based on four occupants in the convention hotel room block, and 80% of registration fee to the nearest dollar, provided such funds are available.
- d. The Appointed Officers and Standing and Special Committee Chairs of HOOT will be allotted expenses of 80% of convention registration fee to the nearest dollar provided such funds are available.
- e. Beginning **with the 2015 Convention**, rewards will be reworked as follows:
 - Renewing members' dues must be paid by December 1 – Convention Catalog
 - 5-10 hours (min 5 at Convention) = Convention Catalog and Costume class
 - 11-20 hours (min 10 at Convention) = Convention Catalog, Costume class, and up to \$20 in Reward vouchers.
 - 21-30 hours (min 15 at Convention) = Convention Catalog, Costume class, and up to \$30 in Reward vouchers.

31-40 hours (min 20 at Convention) = Convention Catalog, Costume class, and up to \$40 in Reward vouchers.
40-49 hours (min 20 at Convention) = Convention Catalog, Costume class, and up to \$49 in Reward vouchers.

50 hours or more (min 25 at Convention) = Convention Catalog, Costume class, \$50 in Reward vouchers, ¼ room lodging (only at the Hyatt), and a one-day seminar (retreat) with the teacher selected by Convention Chair.

Pre-convention hours that exceed 100 hours, but without hours at convention, will be honored at the rate of 2 for 1 for a 50-hour reward. This does not include ¼ room lodging.

Vouchers will be tabulated at the rate of \$1 per hour after ten hours, maximum of 50, and distributed by the Volunteer Coordinator by the end of the year. They will be numbered and have YOUR name on them. They are NOT transferable. They will be dated for use during the following year ONLY. Vouchers can be used for the March, May, September, and November HOOT meetings, and the May and September seminars.

Vouchers are like money – Keep them in a safe place – They WILL NOT be replaced. Vouchers have no monetary value and cannot be redeemed for cash. If you should cancel a class that you paid for with a voucher, your voucher would be returned

Beginning in 2015, all HOOT members will pay \$10 in Reward vouchers or cash to paint at our bi-monthly HOOT meetings, and per day for seminars. This money will go toward the teacher expenses and room rent. Students, as always, would be responsible for the project surface fee and any pattern packet the teacher has for the class. (If any monies are left over, they will be applied to the line items 412 HOOT Meetings, 413 Special Seminars, or 432 Continuing Education. January memory box costs will still be covered by HOOT, so there would be no charge for that meeting; as well as the July convention costume meeting.

- f. No eligible person will be allotted expenses twice, such as those individuals who serve on the Convention Committee and the Board of Directors.
- g. All eligible persons who do not attend the Convention in a given year shall forfeit their rights to these benefits for the same year.

2. Lodging

Lodging shall be allotted to those Board members whose duties include overseeing seminars and classes scheduled by HOOT at a rate set by the Board of Directors as necessary.

3. Mileage

Members of the Board of Directors and the Convention Committee shall be reimbursed for mileage incurred in the performance of their duties excluding attendance at HOOT, Board, Executive Committee, Convention and Convention Committee meetings, not to exceed five hundred dollars (\$500.00) per calendar year. The President and Treasurer shall review and determine the eligibility of all requests for mileage reimbursement. The amount paid shall be fixed and periodically reviewed by the Board of Directors.

4. Business Expenses

- a. Long distance phone calls, postage, office supplies, and all other routine business expenses shall be submitted with receipts on the proper form to the Treasurer prior to payment.
- b. Food and lodging shall be reimbursed to HOOT officers, **Assistant Officers**, or committee chairs who require such needs in the performance of their duties. (*Approved March 28, 2020*)
- c. In the event a travel teacher for HOOT stays in the home of a HOOT member, a \$25 per day allotment shall be provided to the hosting HOOT member.

15. OFFICE ACCESS

The elected Officers, the Convention Chair and the office Manager shall have the key to the office door. The President, HOOT Treasurer, and Senior Trustee shall have keys to the locked file. The President and Convention Chair shall have keys to the Convention files. The key to the office door shall be distributed at the President's discretion. Access to all HOOT and Convention property, equipment, and files including all locked files, may be granted by order of the Board of Directors.

16. CANCELLATION – REFUNDS FOR CLASS

Cancellations must be given to the Vice President one week prior to the meeting, special seminar, and/or continuing education to receive a refund for the class fee. A refund for monies paid to the teacher will be at the teachers' discretion. If no refund is given, the student will receive supplies paid for. If any expense is incurred; i.e., shipping or postage, to get the supplies to the student, it will be the responsibility of the student.

17. AMENDMENTS

Changes in these Standing Rules may be made at any HOOT meeting wherein a quorum is present. These Standing Rules shall be adopted, amended, suspended or rescinded by a two-thirds (2/3) vote of the members in good standing present at any regularly scheduled HOOT meeting. Prior notification of changes is not required. Upon approval of the Board of Directors of Heart of Ohio Tole, Inc., and the membership of Heart of Ohio Tole, Inc., these Standing Rules will become effective.

Approved by the Board of Directors June 13, 2018, HOOT member July 21, 2018. Last amended December 20, 2021

HOOT POLICIES
Heart of Ohio Tole, Inc.
HOOT POLICIES are set by the Board of Directors as stated in Bylaw
Article 8.3B

I. HEALTH ADVISORY

Heart of Ohio Tole, Inc., hereby gives notice that various paints, finishes, and solvents are being used during meetings, seminars, and conventions. Each participant is responsible for assessing their own risk of exposure to these products and their components before electing to participate in these events. Heart of Ohio Tole, Inc., its teachers, and agents assume no liability for the participants' use or exposure to these paints, finishes, or solvents, the same being specifically assumed by the participants.

II. HOOT MEETING POLICIES

1. No smoking.
2. The Vice-President, with the approval of the BOD, shall coordinate the setup of the meeting room, obtain the teacher, present the educational project, make lunch arrangements when necessary, and register the students for the afternoon painting session.
3. Non-members may attend one meeting in any two-year period with the exception of the Annual Meeting in November as a guest of the HOOT prior to becoming a member. No guests under the age of 12 can attend the business meeting and/or painting session. Registration, painting fees, painting supplies and equipment are each guest's responsibility.
4. Reservations are to be made by the deadline to attend the afternoon painting session.
5. You must attend the business meeting and be a member in good standing to participate in the afternoon painting session.
6. Restaurants are in the area or you may carry in and eat in the meeting room.
7. Teacher fees for the meeting are paid by the HOOT. Members may use vouchers earned from previous year's convention or pay \$10 toward the teacher fees. Painting surfaces must be ordered from the Vice-President prior to the meeting if required. Members may choose to paint on a surface of their own after purchasing the surface designated for the meeting. Painting supplies and equipment are the member's responsibility.
8. Individual attention cannot be given with such a large group and only three hours to paint a project. People paint at different levels and projects taught may be beyond one's ability. If you find this happening, you may sit and audit.

III. SPECIAL & CONTINUING EDUCATION SEMINAR POLICIES

Special Seminars are classes held by the HOOT separate from our regular meetings. Seminars are arranged by the Vice-President with the assistance and approval of the Board of Directors. These classes feature a traveling seminar teacher on a subject of interest to our members. They offer the opportunity to study with a teacher who might otherwise be unavailable to the members. Only members in good-standing shall be eligible to attend seminars and by following the criteria as stated in Standing Rule 8.

Special Seminars

- A. The Vice-President will publish a registration form and all relevant information regarding the seminars in the HOOT newsletter.
- B. Members interested in attending the seminar shall send in their reservation and a \$25 deposit check (to be returned at the seminar) to the Vice-President. All checks should be made payable to HOOT. Waiting lists will be used if necessary.
- C. The Vice-President will notify all qualifying members of their place in the seminar and advise them of the supplies necessary for the class, any prep work required, and the location and time of the seminar.
- D. Painting surfaces must be ordered from the Vice-President prior to the seminar. Participants must purchase the painting surface in order to paint at the seminar unless the surface is unavailable. Those wishing to use another surface may do so after purchasing the surface designated for the seminar unless the teacher specifies otherwise.
- E. Surface fees, painting supplies and equipment are each participant's responsibility.
- F. Individual attention by the teacher cannot be guaranteed in the seminar setting. If participants find the project being taught is beyond their ability, they may sit and audit.
- G. Teacher fees are paid by HOOT. As such, painting instructions and photos furnished by the teacher belong to HOOT and shall be disbursed by the Vice-President at the seminar.
- H. Deposit checks shall be returned as follows:
 1. By attending the seminar. The Vice-President shall return deposit checks at the lunch hour.
 2. By writing a note prior to the seminar with an explanation of absence.
 3. By calling one week prior to the seminar and writing a follow-up note with an explanation of absence to be received by the next scheduled Board of Directors meeting immediately following the seminar.
 4. Deposits for no-shows who do not submit a letter of explanation of absence will be forfeited.

Continuing Education Seminars

- A. Continuing Education is the opportunity for members to advance their skills and knowledge in a chosen medium. Some Continuing Education seminars will only be for intermediate/advanced students due to teacher requirements. Other teachers may provide the opportunity for beginners as well as for intermediate/advanced students to learn. Students will not necessarily complete a project, but may learn a certain technique, method, or style. Those opportunities in different mediums may not be suitable for all members at any given time.
- B. The Vice-President will publish information regarding the seminar in the HOOT newsletter with a registration form. The registration deadline will be decided by the chair.
- C. Students interested in attending the seminar may mail their registration form to the chair or sign up at a HOOT meeting prior to the published deadline. The student must include a \$25 deposit check made payable to HOOT as a deposit to reserve their space.
- D. A random drawing of qualified students will be held to select the names for the class roster if the number of those registered exceeds the available space.
- E. Names of any remaining qualified students will be placed on a waiting list.
- F. The Vice-President will notify all students of their place in the seminar or on the waiting list. The notice will include all information regarding the time and location of the seminar, the surface, fees, and painting supplies needed for the class.
- G. Teacher fees are paid by HOOT. As such, painting instructions and photos furnished by the teacher belong to HOOT and shall be disbursed by the Vice-President at the seminar. Only those participants actually attending the seminar or those no-shows with an excused absence will receive instructions and pictures.
- H. Individual attention by the teacher cannot be guaranteed in the seminar setting. If participants find the project being taught is beyond their ability, they may sit and audit.
- I. Deposit checks shall be returned as follows;
 - 1. The deposit checks of those attending the Continuing Education Seminar will be returned to the students at the lunch hour on the final day of the seminar.
 - 2. Students unable to attend the seminar may write a note to the Vice-President prior to the seminar with an explanation of absence.
 - 3. Students who must cancel too late to write a letter may call the Vice-President prior to the seminar and write a note with an explanation of absence to be received by the next scheduled BOD meeting immediately following the seminar. The BOD will determine if the deposit will be returned.
 - 4. Deposits of those who do not attend and who do not submit a letter of explanation of absence will be forfeited.
 - 5. Participants not attending the entire Continuing Education seminar will forfeit their deposit.
- J. In the event there is a waiting list, participants who are unable to attend are encouraged to contact the Vice-President as soon as possible. Members who register and then have to decline are responsible for the project piece ordered on their behalf if their space is not filled.

IV. LIBRARY RULES

- 1. The Library will be open at each HOOT Meeting from 8:30 to 10:00 AM and when possible following adjournment of the business meeting.
- 2. All borrowers must be members in good standing of HOOT. Anyone joining HOOT as a new member is not permitted to check any items out of the library until that member has attended their second meeting as a member in good standing.
- 3. Items may be checked out for two (2) months (one meeting). Items may be reserved, returned early, or checked out at the convenience of the Library Chair by calling and making arrangements. Items checked out between meetings must be returned at the next scheduled HOOT Meeting.
- 4. All items must be returned to the library before any more items may be borrowed.
- 5. An item may be renewed, but only after it has been returned and made available to other members.
- 6. No more than five (5 items) and one (1) video may be checked out at one time.
- 7. If an item is not returned on time, a fine of \$1 per item per meeting will be charged.
- 8. A member is responsible for any item she/he checks out.
- 9. A committee selected by the Library Chair will place a monetary value on each item in the event it is damaged, lost, stolen or not returned to the library.
- 10. If an item is returned damaged, parts missing, or not returned for three (3) meetings, the borrower will be charged the full amount as provided in Policies IV Rule #9.

V. ART SHOW COMPETITION RULES

The following rules apply to all Art Show Competitions sponsored by HOOT.

- A. The divisions shall be Non-Professional and Professional.
 - 1. **NON-PROFESSIONAL** will be defined as a person who paints for "fun" and/or does not receive more than \$1000.00 per year from his/her painting skills and has never entered the Professional category as of January 1, 1994. Once a person qualifies as a Professional, they cannot enter the Non-Professional division. (Intent: If a person qualifies as a Professional once and another year they do not receive \$1000 or do not teach, they cannot enter as a Non-Professional.)

2. **PROFESSIONAL** will be defined as a person who paints and receives more than \$1000.00 per year from their painting skills, all teachers of tole and decorative painting (regardless of the amount of money made), and all CDA's and MDA's. Teacher is defined as one who receives a fee.
3. **EXCEPTIONS:**
 - a. The Convention Art Show may also include a division for current Convention Teachers.
 - b. The Ohio State Fair Art Show shall be bound by the Ohio State Fair rules and may include additional divisions
- B. Classes and additional rules will be determined by the Chair of the particular Art Show competition with approval of the BOD. (Example of classes -- Animals, Still Life, Holidays, Theme, etc.).
- C. All classes and rules are to be announced and/or published to the HOOT membership not less than sixty (60) days prior to all HOOT sponsored Art Show Competition deadlines.

VI. MEMORY BOX PROGRAM GUIDELINES

Paper-mache boxes are painted by HOOT members and their friends for delivery to participating area hospitals for distribution to parents who have just lost an infant. Our Memory Boxes give parents something to take home with them from the hospital, to store a few keepsakes, and know someone cares. In order that we may be sensitive to the painful experience of such a loss, please keep the following guidelines in mind:

- A. Basecoat boxes inside and out. The background, as in any painting must support the rest of your painting. Be sensitive and choose soft, pastel, or calming colors. Avoid bright loud colors.
- B. Patterns should make sense for the purpose and intent for which the surface is being used. Be sensitive and choose patterns of a soft and sympathetic nature. (Good examples: flowers, stroke work, baby animals, teddy bears.) Avoid anything too playful or cartoonish. We must also be sensitive to ethnic and religious groups.
- C. Colors used while painting your pattern should be complementary to the composition. Be complementary by paying attention to detail and putting forth your best effort.
- D. Finally, a lasting impression is left when the finished Memory Box is presented. Make a lasting impression by varnishing the box inside and out. Sign your work with pride and no date. You are welcome to sign the green enclosure card from HOOT, and/or include a note or poem.

VII. OFFICE CLEAN UP

All individuals, committees and/or groups using the HOOT office must restock drinks and/or foods, leave all areas secured and in a clean and orderly condition disposing of all trash in the outside dumpster. Failure to adhere to this policy will cause loss of the privilege to use the office.

VIII. FLEA MARKETS

A flea market will be held at the January and July HOOT meetings.

IX. Annual Ohio Attorney General Report for 501.c.3 Charitable Organizations

The Trustees will be responsible to make sure the Treasurer files the Ohio Attorney Generals Annual Report by HOOT'S tax filing or extension.