

BY-LAWS OF THE IOWA WORLD ORGANIZATION OF CHINA PAINTERS

ARTICLE I – NAME

This organization shall be known as the “Iowa World Organization of China Painters”. This is a nonprofit organization.

ARTICLE II – OBJECT

To educate and instruct its members and general public. To foster the study and appreciation of the China Painting art. The objects and purposes of this organization are exclusively charitable and educational.

ARTICLE III – MEMBERSHIP

Section 1. Membership shall consist of clubs which shall be affiliated on application to the membership committee and on the approval by the Board of Directors.

Section 2. It shall require six (6) active members who are in sympathy with the purposes of the organization to charter a club.

Section 3. Charter members are those who joined during its first fiscal year.

ARTICLE IV – DUES

The monies of the Organization shall be acquired through membership from each club. The annual dues shall encompass that which is required by the World Organization of China Painters, the Iowa World Organization of China Painters, and the local club.

ARTICLE V – OFFICERS AND ELECTION

Section 1. The elective officers shall be: President, President-Elect, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, and Auditor.

Section 2. The Parliamentarian and Chaplain shall be appointed by the President.

Section 3. A Nominating Committee of four members shall be elected at each Convention. There shall be one nominee from each area. They shall present the candidates for office after obtaining the consent of the nominees.

Section 4. The officers shall be elected and installed during the Convention. They shall serve for one year.

ARTICLE VI – DUTIES OF OFFICERS

Section 1. The President shall preside at the meetings of the Organization Board of Directors, shall co-sign all checks unless the Treasurer is bonded, shall be ex-officio member of all committees except the Nominating Committee, shall, with the approval of the Board, appoint Chairman of Standing Committees, and shall perform any other duties incident to the office. The President shall also perform these specific duties related to filing government forms:

- a. Each year, the President shall file Federal IRS Form 990-N (e-Postcard) by the 15th day of the fifth month after the end of the annual accounting period. (According to the IRS our accounting period ends on December 31st. Thus, the Form 990-N is due by May 15).
- b. The President shall also file in odd numbered years the “Biennial Report” to the Iowa Secretary of State between January 1 and April 1.
- c. The President shall be responsible for seeing that the gambling license is current.

The president shall present the outgoing President’s pin at the Installation Banquet.

Section 2. The President-Elect shall assist the President and perform any other duties designated by the Board of Directors. The President-Elect progresses to the office of President.

Section 3. The First Vice-President shall assume all duties of the President in her absence except co-sign checks, and perform any other duties designated by the Board of Directors. She shall be of the same club as the President. The First Vice-President does not progress.

Section 4. The Second Vice-President shall assume the duties of the First Vice President in her absence and perform any other duties designated by the Board of Directors. She is also responsible for the museum display, judging, receiving the previous year's museum pieces and sending current year's museum pieces to the WOCP Museum in Oklahoma City.

Section 5. The Recording Secretary shall keep a permanent record of the proceedings of the Organization and the Board of Directors, in a book provided for that purpose. She shall have custody of all books and papers belonging to the Organization, except those specifically assigned to other officers. The Secretary shall send a copy of the minutes of all Board meetings and Annual meeting to the Corresponding Secretary for distribution.

Section 6. The Corresponding Secretary shall conduct such correspondence of the Organization as authorized by the President of the Board of Directors and shall act as Recording Secretary in the absence of that officer. She shall send copies of all Board meetings and annual meetings to the Organization President, each board member, and the President and Secretary of all local clubs.

She is to send a reminder to each club Treasurer newly elected that a membership list must be sent to the State Treasurer before Convention.

Section 7. The Treasurer shall collect all dues, keep an accurate account of all monies received and disbursed, and shall disburse no monies except that which is authorized by the Board of Directors. All checks shall be signed by the Treasurer and co-signed by the President, unless the Treasurer is bonded. The President's signature shall be on file at the bank in the event the Treasurer is unable to carry on duties of the office. The Treasurer's accounts shall be audited and turned over to the new Treasurer within 30 days after the Convention. She shall also send a report to her President at this time. The State Treasurer shall then file the reports for audit. When this is completed she will give the books to the new Treasurer. Membership cards should be signed by the Treasurer and President and included with the yearbooks.

At state convention time, the Treasurer will collect a check from each club Treasurer for the \$2.00 assessment on each member. These checks are to be presented at the banquet dinner. On the EVEN year, the state treasurer sends one total membership assessment check to Oklahoma City. On the ODD year, the state treasurer collects the club checks at banquet, she then writes one check for the assessment and if she is not attending the World Show, she sends check with a delegate and it is presented at the World Show banquet when the roll call of states is asked for.

Section 8. The job description of the State Historian shall include the following: She shall continue to keep up-to-date the history of the Organization by compiling an account of the current year's activities. She shall present this album to the outgoing President at the Convention.

Section 9. The auditor shall audit the records of the State Treasurer and the Convention Treasurer at the close of the officers annual term.

Section 10. The Parliamentarian shall attend all meetings of the Organization and Board of Directors, and shall interpret parliamentary procedure when called upon.

Section 11. The Chaplain shall open all meetings with a prayer.

Section 12. All bids for the Convention shall be presented before April 1st.

ARTICLE VII – BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of all elected officers and appointed officers, the Chairmen of all standing Committees, Chairman of the Nominating Committee, President, or an alternate of each club, and Past Presidents of the State for a period of three years.

Section 2. The Board shall meet four times a year, immediately preceding, and at the close of each convention, with two meetings in between to be called by the President.

All state board meetings and workshops shall be centralized in the state for the convenience of all members. The President and her supporting clubs having the right to choose the Convention site.

Section 3. The Board shall have general supervision of the business of the Organization between Conventions.

Section 4. The Board shall fill vacancies in the Board occurring between conventions.

Section 5. The Board shall authorize the spending of monies of the Organization and it shall be recorded in the minutes as to who, what, why.

Section 6. Seven shall constitute a quorum, two of them shall be officers.

Section 7. The Secretary Book shall be given to the President in the event that the State Secretary cannot attend a board meeting. The President will hand the book over to the Corresponding Secretary for recording the minutes. The President shall appoint an acting Secretary in the event that both the Recording and Corresponding Secretaries are absent.

Section 8. Each State is allowed three delegates and one alternate to attend the World Organization Convention. State President is one delegate.

ARTICLE VIII – STANDING COMMITTEES

Section 1. There shall be six standing committees:

- Extension and Membership
- By-laws
- Budget and Finance
- Yearbook
- Publicity
- Convention and Exhibit

Section 2. The number of committees and the method of appointing each shall be determined by the Board of Directors. Voting within committees may be by mail, or email.

Section 3. The duties of each committee shall be as follows:

The Extension and Membership Committee shall promote membership in the State Organization, and present club qualifications to the Board of Directors.

The By-Laws Committee shall, at the request (written) of any two member clubs, amend or revise in proper form the By-Laws of the Organization. It shall cause copies to be sent to the clubs 60 days in advance of the convention, at which time they shall be read and acted upon.

The Budget and Finance Committee shall draw up a budget for the fiscal year to be approved by the Board of Directors.

The Yearbook Committee shall have printed a suitable yearbook for the use of all chapters. This book shall contain a complete roster of the affiliated clubs and their members, and any information considered pertinent to the welfare and growth of the Organization, as decided upon by the Board of Directors. This book shall be financed by the Organization.

The Publicity Committee shall see that the organization is given proper publicity. The President shall prepare a minimum of five newsletters a year and give to the World Organization of China Painting Artists for publications.

The Convention and Exhibit Committee shall be responsible for convention arrangements and shall extend all courtesies which are the pleasure of the Organization.

ARTICLE IX – CONVENTION

Section 1. An annual convention must be held each year, with May being the preferred month. An invitation to the following Convention shall be extended by the incoming President. There may also be a letter of invitation from the host city. The convention city shall be selected two years in advance.

Section 2. The voting members of the Convention shall be:

- The members of the Board of Directors and Chairmen of the Standing Committees.
- The local club's President, plus one delegate for the first 12 members, then one additional delegate for each additional 12 members or fraction thereof.

Associate members are not counted. Each club shall send a list of voting delegates and alternates to the State President at least 30 days before Convention date.

Section 3. All members of the Organization are invited to the Convention as nonvoting representatives of their local clubs.

Section 4. The regular Convention shall be the governing body of the State Organization and shall be open to all member clubs.

Section 5. A quorum shall be the majority of registered voting members.

Section 6. Contracts for Convention are the responsibility of the President. Contracts are available to all teachers and dealers in and out of the state. Contracts are available two years in advance of the convention. Signed contracts must be in to the President by March 1st before Convention date. The number of booths and tables is the responsibility of the President per convention hall space. The cost of booth and table is to be set by the President. Three tables constitute a booth. White china can be sold in booths only. No white china can be sold at tables.

Section 7. Porcelain lamps, glazed porcelain or bisque porcelain dolls (with painted, porcelain, or glass eyes) may be displayed at convention if they are china painted. Porcelain draped dolls (glazed or bisque) must be china painted for display. Porcelains only are to be displayed. (No ceramic tile, glass or metal may be displayed on club tables.)

Section 8. The State President shall appoint a Convention Treasurer to collect and dispense all monies pertaining to the convention. The convention treasurer shall submit a full and written report and the monies to the state treasurer within 30 days of the closing of the convention. The convention treasurer shall be bonded.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised, shall govern this organization.

ARTICLE XI – AMENDMENTS

These By-Laws may be amended or revised by a two-thirds vote of the eligible delegates, in convention gathered, provided each chapter is informed in writing of the proposed amendment revision at least 60 days before the convention. The State Organization being the home chapter of all clubs, club By-Laws must conform to the state By-Laws. All State Organization By-Laws must conform to the By-Laws of the World Organization of China Painters.

ARTICLE XII – DISSOLUTION & WITHDRAWAL

Section 1. In the event of a withdrawal, or expulsion of a State Organization from the World Organization, or the dissolution of a State Organization, or any of its local clubs, all remaining assets including the charter and the name, shall be paid over to the World Organization to be held in a special account for a period of one year. As few as six members can keep the club intact. If no reorganization can be made, at the end of the year, the funds shall be permanently contributed for advancing the education purpose of the World Organization.

Section 2. At no time, in no event may the funds or assets of an organization go to the benefit of any private individual member.

Section 3. Rights of a minority – The rights to continue this organization belong to each and every single club and to as few as six members. So long as there are as few as six active members of a local club, it shall continue with full right to use the club's assets.

STANDING RULES

1. Yearbooks: Three prices are to be obtained before yearbooks are printed. Each club shall make five (5) copies of their new membership lists and send to the Treasurer, no later than June 15th. (One for the World Organization, one for the President, one for the Treasurer, one for the Corresponding Secretary, and one for the Yearbook committee).
2. The President's gift is to be purchased by the Junior Past President in an amount not to exceed \$35.00 or \$35.00 may be presented to the President to be spent at her choosing.
3. Upon payment of annual dues, each member will receive a membership card signed by the President and Treasurer.
4. The Convention shall be self-supporting. Only white covers and white risers are to be used on club display tables at the convention.
 - a. Each club is asked to reserve their table three months prior to Convention time. Each club will receive a reservation form to be filled out and returned to the convention chairman. This form will be included in the fall packet sent to each club.
 - b. The annual meeting is to be held at the set up supper. New officers will be installed at the banquet.
 - c. For the convention banquet, corsages in the amount of \$3.50 are to be purchased for all state officers.
5. After the new state officers are elected, a picture of the new President will be sent to the magazine for publication in the next issue. The names of all state officers are to be sent in at this time.
 - a. The outgoing President shall present her president's pin to the incoming President. The outgoing President will receive a President's pin with sets and gavel.
 - b. The Second Vice President shall progress to the office of President Elect. A check for \$1,000.00 will be given to the President-Elect at Convention time for the "working fund" for the upcoming convention.
 - c. New state officers and board members will receive Instructions during the annual seminar conducted at convention time.
6. Election of officers shall be in February of each year. A list of new officers shall be sent to the incoming President by March 15 to aid her in selection of her appointed officers.
 - a. The Nominating Committee Chairman is to be from the area of the 2nd Vice President.
 - b. The new slate of State Officers shall be presented at the spring board meeting.
7. Each Committee Chairman is to send a report of her committee to the President before convention time.
8. All stationery will be printed without names so supply can be passed on.
9. One copy of all submissions for the Historian's Book should be sent to the State Historian. This material should be sent at least one month before convention, giving the Historian time to complete the book at her leisure. She has the privilege of refusing any material that is presented to her at the convention.
10. **Deleted May 19th, 2011.**
11. Three delegates and one alternate are elected to attend the World Organization Convention. The Hospitality Book for delegates and alternates are to be paid out of State Funds. It will be the responsibility of each delegate to submit a written report of all official meetings of the World Organization to the I.W.O.C.P.
12. Each club (12 members) is to provide a painted piece of china for the World Convention of \$5.00 blank value, or a piece of \$15.00 blank value for 36 members. The cost of the china for each club is to be paid out of state funds.
13. A maximum of \$2500.00 in savings and checking accounts combined is to be kept in the treasury. Each year excess profits are to be distributed to clubs on a per capita basis to each club having a display table of their hand painted china at the convention. This money will be used for educational purposes only.
14. At the convention, each Club President or representative shall report what her club did with the money received for Educational purposes.
15. **Deleted April 9, 2005 - Now covered by Article IX Section 2a.**

- 16.** Membership is nontransferable. A membership stays with the club in which dues were paid until the end of the year.
 - a.** The annual dues shall be \$32.00 with \$27.00 going to the WOCP and \$5.00 retained by the state. Each club may levy an additional amount as so desired. The WOCP dues include the magazine.
 - b.** Iowa Associate members pay full dues to their home club and the associate club's dues. At Board Meetings associate members respond only to their home club.
 - c.** Out of state associate members are required to pay \$5.00 Iowa dues as well as whatever the associate club levies their members.
- 17.** Demonstrators at state board meetings may be paid at their normal fee.
- 18.** The President shall receive \$200.00 for personal expenses during her term in office.
- 19.** A memorial of \$25.00 for any State President or Past President and a memorial of \$10.00 for any state officer (in office at the time of death) should be sent to the World Organization Memorial Fund in Oklahoma City.
- 20. Deleted April 9, 2005 - Included in Article VI Section 7 - \$2 assessment**
- 21.** A museum judging table will be furnished at each convention. More than one piece of china may be placed on the table by the same artist. A number will be placed on each piece and each artist's name will be covered. Ballots will be issued to all WOCP members with each member marking their ballot with the numbers on the pieces they choose. The winning pieces will be decided by the number of votes received. Only one piece per artist will be included in the total chosen unless fewer pieces than needed are entered to meet the number requested by WOCP. (This will vary with state membership totals.) In the event of this happening, a second or third piece by one artist could possibly be included.

According to WOCP guidelines, the following must be adhered to:

- a.** Pieces displayed at the museum must have a consent form signed by the artist giving permission for a one year display.
 - b.** China must not have been painted in a seminar, but represents only individual work.
 - c.** While not mandatory, WOCP suggests that the piece receiving most votes might be donated to the museum.
- 22.** Bonding. There shall be a Bonding chairman appointed for the State Treasurer and Convention Treasurer.
- 23.** Glass. A demonstrator can show glass at the booth and sell supplies, and can demonstrate on glass.
- 24.** A club will be assessed the cost of postage if the club packet (which contains membership books, cards, etc.) that is given out at the Fall board meeting is not picked up.