

**CHESAPEAKE BAY DECORATIVE PAINTERS
NATIONAL TEACHER SEMINAR POLICY**

PROJECT SELECTION:

Projects will be voted on by the membership from a selection chosen by the board. Only members intending to take the seminar are entitled to vote. In special circumstances the board has the option to choose one or more projects.

REGISTRATION:

All members in good standing may attend seminars and are required to:

1. Submit a registration form and pay fees by the deadline or pay a \$5 late fee.
2. Pick up seminar materials at the designated date and time.
3. Notify the seminar coordinator if unable to attend.
4. Not sell or give their place in the seminar to another person before checking with the seminar coordinator to see if there is a waiting list.
5. Come to class with the required supplies and surface prepared according to the instructions.
6. Attend only on the days the student has registered and paid for.

Non-members may attend seminars and are required to:

1. Be a member of the Society of Decorative Painters.
2. Wait a sufficient period of time to allow regular members to register.
3. Pay an additional \$5 non-member fee.
4. Abide by same policies that apply to members.

Waiting List:

1. Will be established if a seminar is full.
2. Members must pay the appropriate fees to be placed on the list.

PAINTING SURFACES:

1. The purchase of surfaces from the chapter is optional unless the seminar teacher requires a specific surface. In this case the participant will be required to purchase the surface from the chapter.
2. Participants painting on an alternate surface are responsible for enlarging, reducing or altering the pattern to fit their surface.

REFUNDS:

1. All fees are refundable if the seminar is cancelled by the either the chapter or the teacher.

2. All fees are refundable if a participant cancels before the deadline.
3. All fees are refundable to a participant on the waiting list who does not get a place in the class.
4. Fees are non-refundable if a participant cancels after the deadline unless there is a waiting list. In this case they will receive a full refund.
5. Fees are non-refundable if there is no waiting list. The participant will receive the pattern, instructions and applicable surfaces or they may sell or give their place in the seminar to another member or non-member.

FREE CHAPTER SPONSORED SEMINAR:

1. Is open only to chapter members in good standing.
2. Requires a \$10 registration deposit in the form of a check that will be held and returned to the member at the seminar.
3. Registered members will forfeit their deposit after the registration deadline if they cannot attend the seminar. They will receive any pattern and surface distributed as part of the seminar.

SEMINAR BUDGET LINE:

1. Surplus funds from all national teacher seminars will be recorded in a budget line to subsidize future seminars and will be listed on the Year End/Quarterly budget report.
2. Any balance will carry over from year to year.
3. The board will vote whether or not to use a portion of the budget line to subsidize an under funded seminar.
4. If the budget line exceeds \$2,000, the board will bring a proposal to the membership concerning whether or not to disburse a portion of the funds.
 - a. If the membership votes to disburse the funds, the board will present a proposal for the disbursement and entertain motions from the membership.
 - b. These motions will be voted on by the membership and the board will carry out the approved motion(s).
5. Free chapter sponsored seminars are not subsidized by the budget line unless members vote to use the funds for that purpose.
6. At no time will the total in seminar budget line fall below \$300. If a contribution of general funds is required to bring the total to \$300, the seminar account budget line will replace those funds when money becomes available.