

*New Member
Handbook*

Miniatures — More Than A Child's Playthings

From the earliest days of history, the art of making everyday items in miniature scale has been recorded. Miniatures are a way in which we can see the intrinsic beauty of everyday objects. The very word miniature is derived from “minare” which means “to illuminate” and it is through our miniatures we illuminate, or bring the simple splendor to light. Miniatures have been discovered in the dwellings of the cavemen, the Great Pyramids of Cheops and in the ruins of ancient Greece, Rome, and China. They command our imagination and draw us into a world completely of our own creation. As a member of NAME you join thousands of others, just like yourself, who see that simple beauty and are fascinated by capturing it in a diminutive form. In the midst of the ordinary and common, miniatures allow us to create and believe in magic.

The National Association of Miniature Enthusiasts was founded to promote the art of miniature making through the association and friendship of artisans, craftsmen, and collectors. Our goal is to link people of like mind in order to share our love of the hobby that captivates us. In 1993 the Membership Committee set out to create a document to explain the history and traditions of the Association. This membership Handbook is the result of many hours of work and is intended to be a guide for the new member as well as the longtime supporter.

Our deepest appreciation is extended to Jim Pyle, Mary Eccher, John Wharton, Annelle Ferguseon, Vicki Fox, Roberta Heckler, Sue Herber, Janet King, and Pat Bauder who worked so hard to compile and create the original of this handbook in 1995. It has been revised to reflect current changes by Gwen Campbell and Cary Yerves in 2008-2009. This effort of many hands, minds, and talents is the embodiment of NAME's motto, “Only through sharing can we really enjoy our treasures!”



NAME is a non-profit organization operating under IRS code 509(a)(2) with a 501(c)(3) tax status. We rely on donations from members and clubs to fund various projects. Donations made to NAME are tax deductible to the fullest extent allowable under the IRS tax code.

What is NAME?

The National Association of Miniature Enthusiasts, founded in 1972 under the guidance of Allegra Mott, is an educational, non-profit organization dedicated to serving the miniature collector and builder, through sharing ideas and experiences among its members. It also promotes philanthropic endeavors in the miniature field and encourages new creativity through workshops, exhibits, and educational efforts.

What is the NAME Motto?

“Only through sharing can we really enjoy our treasures.”

What is the NAME mission statement?

It is the mission of the National Association of Miniature Enthusiasts to promote miniatures through **education**, **collecting**, and **building friendships** and **skills** through the ***sharing of experience and ideas***.

What is the Vision of NAME?

It is the vision of NAME “to be the most active, inclusive, and sharing miniature building and collecting association.”

What is the NAME logo?



The NAME logo is a copy of a famous 19th Century Bliss dollhouse. It is a registered trademark and cannot be altered without Board approval. The R must always appear with it. If the logo is used by an individual, show promoter, shop, etc., the following byline must be printed under the logo: “A NAME Member.” The membership pin replicates the NAME logo.

How is NAME governed?

NAME is governed by elected officers and appointed trustees under the Code of Regulations (by laws) of the organization. Meetings are convened as specified in the Code of Regulations, the Board of Trustees and by the Membership at the Annual Meeting. For more detailed information on the government of NAME, refer to the Code of Regulations.

Who may become a member of NAME?

Membership in NAME is open to anyone who wants to become better acquainted with the world of miniatures.

What are the benefits of NAME membership?

All members receive a membership card and regularly published issues of our

newsletter/magazine, *The Miniature Gazette*. All members are given the opportunity to attend and participate in all NAME events such as Houseparties and Conventions, and in NAME supported events such as State Days; may rent slide or video programs from the NAME library; and are encouraged to get involved in the workings of NAME. All members have the right to vote and hold office. Certain manufacturers and dealers offer discounts on merchandise to NAME members. Additionally, NAME Houseparties and Conventions give the members the opportunity to apply to be a dealer to sell miniatures and to apply to teach workshops. NAME provides fellowship, educational and instructional activities, and is a source of lasting friendships. NAME also provides free insurance to NAME clubs who put on miniature shows, exhibits, or State Days.

What is *The Miniature Gazette*?

The Miniature Gazette is the official publication of NAME. It serves as the life-line of the organization by bringing its members information and ideas of interest to all miniature enthusiasts, news of individual and club activities, workshop projects, news of upcoming events, a calendar of events and much more. All members are encouraged to submit material for publication.

How do I get help with any questions I may have as a member?

Questions pertaining to NAME may be directed to the NAME office or to your State Representative or Regional Coordinator. Their names, addresses, phone numbers, and email addresses are listed in online at miniatures.org

Where is NAME's National Office?

NAME's national office is located at 130 North Rangeline Road, Carmel, IN 46032-1743. The office is open Mon—Fri from 8:30 AM until 5:00 PM. The phone number is (317) 571-8084 or (800) 571-6263.

How do I join NAME and how much does it cost?

A membership form or a letter requesting membership may be sent with your first year's dues to the NAME office. Currently dues are as follows.

Individual

1 Year: \$45.00

2 Years: \$80.00

3 Years: \$115.00

Lifetime: \$975.00

Family Member (must reside at same address

As Full member)

1 Year: \$14.00

2 Years: \$25.00

3 Years: \$36.00

Youth or Student Membership

Age 18-25 studying at a
recognized college/university

1 Year: \$22.00

2 Years: \$39.00

3 Years: \$56.00

International Membership

1 Year: \$52.00 (U.S. Currency)

2 Years \$87.00 (U.S. Currency)

3 Years \$124.00 (U.S. Currency)

Shop Membership

\$50.00 per calendar year

Business Partnership

\$125.00 per calendar year

Membership dues are subject to review and may be increased annually in July. Questions regarding membership fees should be directed to the NAME office.

Annual dues are payable by the last day of the month the member originally joined. Renewal notices are mailed from the national office as a reminder. If a member permits their membership to lapse, they lose their continuous years of membership and must start over with a new anniversary date. Continuous membership can be retained by paying for the year or years that have lapsed.

Dues are non-refundable.

How does a club become a NAME club?

Clubs are one of the best ways to enjoy our treasures. With other like-minded people we learn, share, and generally have more fun. If at all possible it is to your advantage to be a member of a NAME club. NAME chartered clubs are local groups which meet regularly to exchange ideas, learn new skills, and enjoy programs and workshop projects. Clubs operate under their own bylaws, collect dues to finance projects and elect their own officers. Any newly chartered NAME club must be 100 percent NAME members.

To charter a club, request a New Club Packet from your Regional Coordinator or the NAME office. When a NAME club is chartered, a one-time \$20.00 fee is charged. This fee is separate from the individual membership fees. Only five members are needed to charter a new club. Any or all of these members may be members of another club as well. NAME clubs are required to renew their charters annually. This only involves filling out a form annually and mailing it to the NAME office.

How can I organize a NAME Club?

A NAME club may be organized by five or more NAME members. To attract interested people to a club, you might set up a small library exhibit with sign-up sheets, have a sign-up sheet available at the NAME table at area shows and/or put an article or ad in the local newspaper.

Your State Representative or Regional Coordinator can help. A new club packet is available from the NAME office, your Regional Coordinator, or online with basic information about starting a new club and the forms to be filled out and returned to the NAME office. A one-time charter fee of \$20 is required.

What is a Shop Membership?

A shop membership is available to store front businesses. It includes an individual NAME membership to be designated by the shop owner, usually it is the owner. Membership also includes brochures and NAME membership applications for distribution, a listing in each issue of *The Miniature Gazette*, an opportunity to list new products or services in the Insider News Column in *The Miniature Gazette*, a full description of your shop on the NAME web page—not to exceed one screen page—and your shop logo on the NAME web page if your logo can be electronically transmitted to the NAME webmaster. It also includes the opportunity to have your shop profiled in *The Miniature Gazette* for all our members to see. This is a great opportunity for shops for the small fee of \$50.00 per year.

What is a Business Partnership?

A Business Partnership is a partnership with NAME to promote miniatures. It is not a membership per se. A Partnership means that you belong to the NAME team. You are entitled to receive one free 1/6 page full color ad in *The Miniature Gazette* per year. In addition to this free ad, all your other ads for the year will be 10% less than the regular *Gazette* advertising. Your business will be listed in each issue of the *Gazette* including your address, phone number, web and email addresses. You will also be listed on the NAME website, with a link back to your own. Cost of a Business Partnership is currently \$100 per year.

What is a Regional Coordinator?

A regional network program has been established to provide a vehicle for efficient communication between the membership, the Board of Trustees, and the national office. Individual networks center around fifteen different domestic and Canadian regions with an additional International Region and an Online Region.

Regional Coordinators (or Provincial Coordinators) are appointed by the NAME Board to be the liaison between the Board and the members of each region. Their activities include promoting new memberships, staffing NAME tables at miniature shows in the region, promoting Houseparties and State Days, helping organize new clubs, relaying suggestions from members to the Board, answering correspondence from their regional members, planning Club Presidents' meetings or retreats, building a team of State Representatives, developing newsletters and other promotional literature and promoting NAME in a creative manner.

What is a State Representative?

State Representatives are NAME members appointed by the Regional Coordinator to serve during their term and to assist them as needed and to represent their states. In essence they do, on a state level, what the Regional Coordinators do on a regional level -- promote NAME in their states or areas, act as liaison between the Regional Coordinators/Board and the clubs and members in their states, promote new memberships and retention of present members, assist in the formation of new clubs, establish a state-wide team to promote NAME's activities and programs, publish a state newsletter.

The names of Regional Coordinators and State Representatives for your region are listed on the NAME website at miniatures.org

What is a Welcome Committee? How is it organized?

Remember how you felt when you first went somewhere and didn't know anyone there? The aim of our Welcome Committees is to make our new members feel comfortable, wanted, included, and in general welcome in our organization. Each Region has a Welcome Committee Chairman and each Welcome Committee Chairman has State Welcome Committee Chairmen who work with her. Welcome Committee Chairmen send out New Member packets with information on upcoming events, listings of State Reps and Regional Team members. Welcome Committees may put on a New Members' Tea with a project, centerpiece, door prizes, etc. Welcome Committees work closely with State Reps and Regional Coordinators.

What is a Houseparty?

A Houseparty is a regional gathering designed for fun, fellowship, education and sharing the hobby of miniatures. Attendance at Houseparties is limited to NAME members only. It is usually limited to 250-300 persons. It can be held at any time of the year except late summer which is reserved for the National Convention. Houseparties currently begin on Friday and end after brunch on Sunday.

What is a Convention?

NAME holds an annual convention designed for all of the above, plus the holding of our annual Business Meeting. This Convention is usually held in late July or early August at a different metropolitan site, and the number of registrants is usually three to four times the number at the smaller regional Houseparty. Currently the Convention begins on Thursday and ends after a brunch on Sunday.

Houseparties and Conventions

NAME Houseparties and Conventions are wonderful opportunities to meet NAME members from all over the world who share an interest in our marvelous hobby. Conventions and Houseparties are organized by local steering committees which select a theme, reflected in souvenirs all attendees receive. Events include an Annual Business Meeting (National Conventions only), door prizes, exhibits, meal functions, mini swaps or exchanges, meetings for first-timers, Club Presidents, Regional Coordinators, State Representatives, a sales room, souvenir books, souvenirs, totebags, and workshops.

How do I register for a Houseparty or Convention?

The registration form for any upcoming Houseparty or Convention will be found both in the Gazette and online at miniatures.org The registration form must be completed and mailed with the appropriate fee to the NAME office, with a postmark no earlier than the date stated. Information on Tours, Workshops, Theme Luncheons and other events will be provided in the Registration Confirmation Packet. This information will also be placed online and members as asked to look online and print out appropriate pages for

events in which they are interested.

If more registrations are received for a Houseparty or Convention than can be accommodated, selection is based on the following criteria:

National Convention and Small Scales Houseparties—registrations are sorted first by postmark, and those postmarked on the first day of registration have priority. After postmark, continuous years of membership are considered, and those with the longest continuous years receive priority.

Regional Houseparties—registrations are sorted first by postmark, second by registrations received from the region where the Houseparty is being held, and third by continuous years of membership.

If a registrant cancels by the cancellation deadline, there is a \$40 fee charged. There is no cancellation fee for activities before the deadline. After the deadline, there are no refunds for anything unless there is a waiting list and the space can be filled. If not, they will receive the kits for the workshops they're enrolled in and the gift from the theme luncheon if applicable.

How do I apply to be a dealer at a Houseparty or Convention?

An application for a sales table at either a Regional Houseparty or a National Convention is available from the NAME office or online at miniatures.org. It must be filled out and returned to the office along with a \$5.00 non-refundable fee and either two (for a regional) or eight (for a National Convention) identical sets of photographs on an 8 1/2" x 11" sheet of paper. After the application has been verified and entered in the computer, it will be forwarded to the appropriate Sales Room Chairman. A dealer at a Houseparty must have been a NAME member in good standing for at least one (1) year prior to date of selection by the Houseparty Chairman.

How do I apply to be an instructor at a Houseparty or Convention?

An application to be an instructor at either a Regional Houseparty or a National Convention is available from the NAME office or online at miniatures.org. It must be filled out and returned to the office along with a \$5.00 non-refundable fee and either two (for a regional) or eight (for a National Convention) identical sets of photographs of the workshop project on an 8 1/2" x 11" sheet of paper. Application will be forwarded to the Houseparty or Convention Workshop Chairman.

What is a State Day?

A State Day is a one day event, sponsored by a NAME club or group known as the Host Group. While it is primarily for NAME members in a specific area, it is not closed to non-NAME members as other NAME functions are, but is also for non-NAME guests who would like to see what fun events NAME offers. The purpose of a State Day is to further the goals of NAME by sharing experiences in miniature making, lectures, viewing exhibits, touring areas of interest to miniaturists and attending workshops and demonstrations. State Day activities should be open to everyone, with provisions for attracting and accommodating interested non-NAME members.

How do I go about holding a State Day?

A State Day is organized with the assistance of a State Representative or a Regional Coordinator, known as the NAME Representative, who acts as the liaison between the Host Group and the National office. A State Day is not an official NAME function, but is supported by NAME through the assistance of Regional and State Representatives. Free insurance, certain mailing privileges, and other regional benefits may also be available. The Host Group should submit the proposed date and a schedule of planned events to the Regional Coordinator through their State Representative. For further information, contact your State Representative. Refer to your club packet for a set of guidelines for developing and putting on a state day.

What is the NAME slide/video library and how does it work?

The NAME slide/video library consists of slide programs and videos involving all phases of miniatures and their related subjects.

Any NAME member or club may borrow slides or videos. A deposit of \$25.00 is required along with a self-addressed stamped envelope. The rental fee is \$15.00 for the first slide or video program, and \$5.00 for each additional program ordered at the same time. Two separate checks made payable to **NAME Slide Program** must be sent. The deposit will be returned in the SASE when the program is returned on time and intact. Programs should be requested six weeks in advance of the showing date and must be back in the slide library no later than ten days after the date shown.

To request a rental form and further information, contact the NAME office.

What is AOH?

The Academy of Honor (AOH) recognizes those members of NAME whose talent, leadership and achievements have helped determine and preserve the art of miniatures. The Academy also helps to promote educational and philanthropic endeavors in the field of miniature artistry. Additionally, the Academy collects the histories of its members and stores the material so that future historians and miniature collectors will have a source for research material. New members are announced each year at the National Convention. NAME members may recommend candidates for consideration by the Selection Committee by completing the Recommendation for Academy of Honor Candidate form and returning it to the Chairman of AOH.

The form may be obtained from the AOH Chairman, your Regional Coordinator, or the form can be downloaded from miniatures.org

What is the Mell Prescott Award?

In 1986 the Mell Prescott Award for Creativity in Miniatures was established by the children of the talented craftsman, the late Mell Prescott. This is an annual award which recognizes a member of the Academy of Honor who has contributed substantially to the growth and enjoyment of the miniatures hobby. The recipient is announced each year at the National Convention. The award is an engraved sterling silver medallion. This is the highest award that NAME can bestow on a member.

What is the Founders Award?

The Founders Award is given in recognition for outstanding service by a past or present Regional Coordinator. The recipient is announced at the National Convention and is recognized with a special pin. Nomination forms may be obtained from the NAME office or online at miniatures.org. They should be sent to the NAME office.

What is the plan for the Museum of NAME?

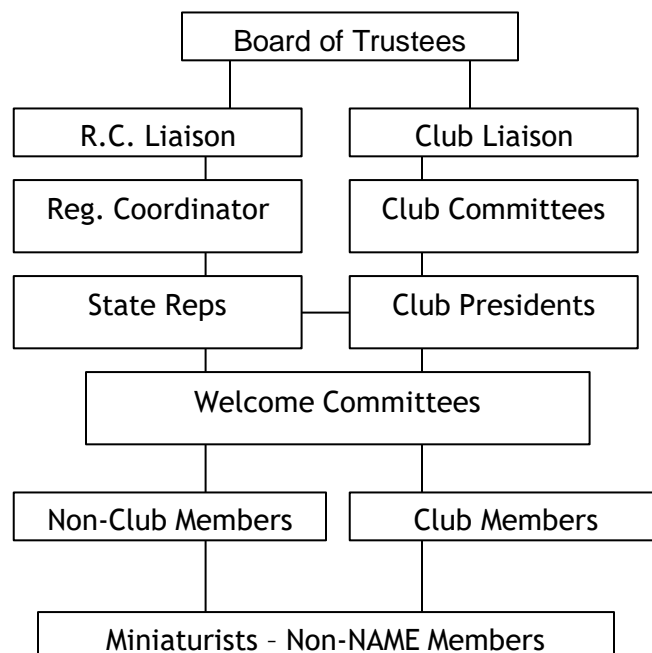
In 1992 a committee was formed to establish The Museum of NAME. The NAME Museum preserves the memorabilia which shows the history and purpose of NAME. This includes NAME publications, both National and Regional centerpieces and souvenirs, the Judy Berman collection and the Academy of Honor collection, and audio/visual materials such as photographs, slides and videos. The Museum works to preserve the history of NAME and to increase the understanding and appreciation of miniatures.

How can I become more involved with NAME?

Any member can become more involved with NAME, first by familiarizing themselves with the organization and then spreading the word to others; by attending Houseparties and Conventions, by holding State Days; by forming NAME Clubs; by teaching workshops; by writing articles for The Miniature Gazette; by offering to be a Regional Coordinator or State Representative; by serving on a Welcome Committee; by offering to staff a NAME table at area shows; and perhaps by ultimately serving on the Board of Trustees.

How are Regional volunteers organized

This chart is a simplified overview of organizational reporting on the regional level. The Regional Coordinator Liaison and Club Liaison are both serve as members of the Board of Trustees.



What if I have other questions regarding NAME?

If you need more information than what is covered in this booklet, feel free to contact your State Rep. or Regional Coordinator. Their contact information is on the NAME website at miniatures.org and also in various issues of the Miniature Gazette Magazine. You may also contact the NAME office. The office hours are Monday through Friday from 9 a.m. to 5 p.m. CST and their phone number is 1-800-571-6263, or email name@miniatures.org.



The only thing missing in this picture is you!
“Miniatures are more fun with friends”