

BYLAWS

TUOLUMNE RIVER WOODWORKERS' ASSOCIATION

Article I: Name of Association

The name of this organization shall be The Tuolumne River Woodworkers Association

Article II: Purposes

Section 1. General Purposes:

The Tuolumne River Woodworkers Association shall be a non-partisan organization dedicated to the education, promotion and execution of the principles of fine woodworking.

Section 2. Specific Purposes:

- a) To promote the appreciation of the art and skills of woodworking.
- b) To emphasize and promote ~~the use of~~ safety in the use of tools and woodworking skills.
- c) To exchange information about techniques and devices which enhance the members understanding and ability in woodworking.
- d) To promote the presentation of lectures, seminars, classes and discussion of woodworking materials, tools and techniques.
- e) To promote participation of the membership in public exhibition of representative examples of their work.
- f) To exchange information on indigenous and rare woods associated with fine woodworking.
- g) To assist community and other non-profit organizations by providing appropriate materials and making articles of wood for their programs.
- h) To unite the members in the bonds of friendship, good fellowship and mutual understanding.

Article III: Location of the Association:

Section 1. County

The Association shall be located in Stanislaus County, California.

Section 2. Address

The postal address shall be: P.O. Box ~~578711~~ 578216, Modesto, CA 95357.

Article IV: Membership:

Section 1. Qualifications

Adult persons of good moral character who have an interest in the hobby or profession of woodworking shall be eligible ~~to~~ for membership.

## Section 2. Application

Persons seeking admission must complete a membership application which shall include details of the applicant's experience and interest in woodworking. The secretary shall receive all membership applications and maintain them in a 3 hole binder.

## Section 3. Review of Application

Applications for membership are subject to the approval of the board of directors.

## Section 4. Fees and Dues

- a) ~~The dues of this association shall be \$20.00 per year for each individual member and \$30.00 for each husband and wife dual membership payable on the 1<sup>st</sup> day of July in advance.~~ The annual dues of this Association shall be set for the period beginning the first day of July by a vote of the membership present and voting at a regularly scheduled membership meeting. Dues for member's spouses shall be fifty (50) percent of the current membership dues. Dues are delinquent if not paid within 30 days of the due date. Eligibility to vote is conditional upon dues being paid before delinquency. Failure to pay dues within 60 days of the due date shall result in automatic termination of membership.
- b) ~~New members joining the association between January 1<sup>st</sup> and June 30<sup>th</sup> shall be entitled to pay a reduced membership of \$10.00 for each individual membership or \$15.00 for each husband and wife dual membership which shall be payment in full for dues up to the first day of July when the next payment of dues will be due.~~ New member's dues shall be prorated on a monthly basis and are due with the completed membership application.
- c) Any member who has served as president of the association shall be exempt from any annual dues during his/her term of office and for the remainder of the time he/she maintains membership in the association.

## Section 4-5. Rights and Responsibilities

- a) Each member is entitled to one vote on any matter placed before the membership in accordance with the by-laws.
- b) Membership is nontransferable and non-assignable.
- c) No one shall be subjected, by reason of membership, to any assessment by the association.
- d) Members are encouraged to participate in activities of the association and to accept a share of the responsibility for the success of the association.
- e) Members are entitled to nominate, to accept office and to resign if necessary. They may inspect the organization's records; have a hearing before the board of directors, if expelled; present business; participate in debate and vote.

Section ~~5-6~~. Termination of Membership

Membership shall be terminated under any of the following circumstances:

- a) Death of the member.
- b) Written resignation of the member delivered to the Secretary or any other member of the board of directors.
- c) Failure of a member to pay dues within 30 days following dues becoming delinquent.
- d) Suspension or expulsion. A member may be suspended or expelled for due cause upon the vote of two thirds (2/3) of a quorum of the membership present at a regular meeting.

Article V: Officers – Board of Directors

Section 1. The officers of the association shall be the following: President, Vice President, Secretary, and Treasurer. In addition for the officers, there shall be five directors including the Newsletter Editor, Program Director, Past President and two other directors who shall be elected from the membership at large. The officers and directors shall constitute the Board of Directors.

Section 2. A majority of the officers and directors shall constitute a quorum at any meeting of the board.

Article VI: Board Meetings

The board of directors shall meet at least ~~four~~ two times per fiscal year at a time and place specified by the President. The fiscal year shall commence October 1<sup>st</sup> and end September 30<sup>th</sup>. At the July board meeting in odd numbered years, the board shall appoint a Nominating Committee which shall make its recommendation for a slate of officers to the board at or before the board's August meeting. At its August meeting, in odd numbered years, the Board shall choose a slate of officers and directors to be nominated at the September membership meeting.

Article VII: Membership Meetings

Section 1. Regular Meetings

- a) The membership meetings of the Association shall be held once a month at a regularly scheduled date and time as set by the Board of Directors. For good cause the Board of Directors may change the date of a meeting ~~providing~~ provided at least two weeks notice is given to the membership.
- b) The action of the Board of Directors, taken since the last regular meeting of the Association, shall be reported to the membership by the Secretary or President.

Section 2. Special Meetings

A special meeting of the members may be called by the President or Vice President in the President's absence, or by the Board of Directors, or by written agreement of any ten (10) members.

### Section 3. Annual Business Meeting

The annual business meeting of the general membership shall be held in the month of September. The Treasurer shall give an Annual Financial Report, which shall include a statement of income, expenses, assets, liabilities, bank deposits and cash on hand. The slate of officers selected by the Board of Directors for the next year shall be placed into nomination. The President shall open the meeting for any further nominations from the floor.

### Section 4. Notice of Meetings

Written notice of every general and special meeting shall be given through the regular newsletter, by letter, or by e-mail to each member at the most recent street or e-mail address appearing on the membership roster. Notices must be sent or given personally at least ten days before the date set for the meeting, and shall include the place, date and hour of the meeting together with the general nature of the business to be considered.

### Section 5. Quorums

~~A quorum for purposes of transacting business shall exist in a meeting of either the Board of Directors or of the general membership if fifty percent (50%) or more of the relevant members are in attendance.~~ A quorum for the purpose of transacting business of the Board of Directors shall exist if fifty percent (50%) or more of the board members are in attendance. A quorum for the purpose of amending the bylaws shall exist if fifty percent (50%) or more of the members are in attendance. A quorum for the purposes of transacting regular business at a scheduled membership meeting shall consist of those members present and voting.

### Section 6. Rules of Order

Any matter not covered by these by-laws shall be settled through the use of Robert's Rules of Order.

### Section 7. Election and Term of Officers

- a) Officers and board members shall be elected by the membership at the October meeting in odd numbered years. Notice of the meeting and names of those nominated for office shall be presented in the September newsletter mailed or submitted to the membership at least ten (10) days before the October meeting.
- b) Terms of office of all officers and board members shall be two years.

### Section 8. Vacancies in Office

- a) Any officer or board member who is absent from three consecutive membership meetings or three consecutive Board meetings without a satisfactory excuse shall be considered to have resigned his or her office. The Board of Directors shall declare such office vacated and shall elect a member to fill the vacancy for the unexpired term.

- b) In the event of a vacancy of the office of any officer or board member prior to the termination of his or her term, whether by resignation or otherwise, the Board of Directors shall elect a member to fill such office for the balance of the unexpired term.

## Article VIII: Duties of Officers and Board Members

### Section 1. President

The President shall:

- a) Be the Chief Executive Officer of the ~~club~~ association.
- b) Preside at all meeting and shall be the Chairman of the Board of Directors.
- c) Issue the call for regular monthly and special Board meetings.
- d) Appoint and is an ex-officio member of all standing and special committees.
- e) Consult with the Board of Directors with regard to the appointment of standing committees.
- f) Review annually, or oftener, the work of all Board members, weather personally or through the appointment of review or audit committees.
- g) Appoint temporary officers in the event any are not present or ~~not~~ able for any reason to perform their duties.
- h) Approve expenditures to be made by the Treasurer if not already listed and in the budget approved annually.
- i) Call for regular committee reports.
- j) See that that annual elections are held.
- k) Review the financial records kept by committee coordinators.

### Section 2. Past President (Immediate)

The Immediate Past President shall:

- a) Act as advisor to the Board of Directors
- b) Serve as a member of the Board of Directors

### Section 3. Vice President

The Vice President shall:

- a) Serve as President whenever the President is absent for any reason.
- b) When acting as President, have all of the powers and responsibilities of the President.
- c) Have such other powers and duties as from time to time may be delegated to him by the President.

### Section 4. Secretary

The Secretary shall:

- a) Keep a record book of the minutes of all meetings of the Board of Directors and of the membership meetings, which shall include motions made and actions taken.
- b) Receive and reply to official correspondence.
- c) Distribute a copy of the By-Laws to each member.

- d) Keep all Applications for Membership in a 3 hole binder.

#### Section 5. Treasurer

- a) Have general charge of the financial records and accounts of the Association, and shall maintain correct accounting of receipts and disbursements of all monies and other assets.
- b) Give a financial report of the Association at each meeting and shall allow any officer or member to inspect the accounts (financial records and accounts) at meetings or at other times and places which are convenient.
- c) Collect and record all membership dues, receive all money given or paid to the Association and shall deposit said money in a bank or banks approved by the Board of Directors.
- d) Payout monies only on authority of the President.
- e) Prepare and present an annual report for audit when called for by the President or Board of Directors.

#### Section 6. Newsletter Editor

The Newsletter Editor shall:

- a) Edit and publish a monthly newsletter which is to be mailed or e-mailed to the membership. In pursuit of this the Editor will gather information from the members and from other woodworking associations.
- b) Enlist the support of one or more assistants from within the Association who will perform such duties as preparation of copy, writing articles, publishing, posting, etc.

#### Section 7. Program Director

The Program Director shall:

- a) Arrange for the program for each meeting of the Association.
- b) Make arrangements for guest speakers at the meetings.
- c) Provide timely information about upcoming programs to the newsletter editor.

#### Section 8. Board of Directors

The Board of Directors shall have power to conduct and manage the business of the association, pass on membership applications, fill officer and board member vacancies which occur during their term of office, appoint a nominating committee and prepare a slate of officers to be nominated for each election.

#### Article IX: Committies – Coordinators – Librarian

The President shall appoint the chairpersons (Coordinators) and such committee members as he/she deems appropriate to carry out the business and programs of the Association. The following standing committees shall be included:

1. Community Service Committee

- a) This committee shall work with community organizations to review, consider and recommend projects to which our members may contribute material or skills.
  - b) It shall organize and supervise the work of the Association which may be undertaken to assist any approved project.
2. Membership Committee
- a) This committee shall receive applications and keep them in chronological order.
  - b) It shall keep, distribute and collect all name badges at meetings.
  - c) It shall keep a record of attendance at all meetings.
3. Librarian
- The Librarian shall:
- a) Maintain and distribute books, pamphlets, plans and video tapes/cd's which are owned by or loaned to the Association.
  - b) Maintain an index of tapes, writings and other educational property owned or loaned to the Association.
  - c) Give an annual report to the membership.
4. Show Committee
- a) This committee shall make all necessary contacts for the presentation of the annual show.
  - b) This committee shall perform the coordinate the various duties necessary for the successful function of the show.
  - c) It shall prepare a brief annual report to be made to the membership and presented at the next regular meeting after the conclusion of the show.
5. Drawing and Auction Committee
- a) This committee shall purchase or collect items for prizes and shall conduct a drawing at each meeting.
  - b) It shall collect items and conduct auctions from time to time.
  - c) The chair (coordinator) shall keep a record of all money expended and all money received.
  - d) The chair (coordinator) shall give a financial report when called upon by the President.
  - e) All money in excess of \$30.00 held by the committee shall be delivered to the Treasurer for deposit in the Association's bank account.
6. Refreshment Committee
- a) This committee shall purchase or otherwise prepare and serve refreshments at meetings as appropriate.
  - b) It shall collect contributions to cover costs.
  - c) It may keep a petty cash account not to exceed \$30.00 to cover purchases of refreshments.
  - d) The chair (Coordinator) shall keep a record of money received and expended.
  - e) All money in excess of \$30.00 held by the committee shall be delivered to the Treasurer.
  - f) The chair shall make a financial report when called upon by the President.

Article X: Amendment of the By-Lays

Section 1. Notice of Amendments

These by-laws may be amended at any regular business meeting of the Association by a 2/3<sup>rd</sup> vote of the members present. A quorum is necessary.

Section 2. Notice

No amendment shall be put to vote unless written notice, by publication in the monthly newsletter or otherwise, has been mailed or sent to each member at least 10 days previous to the meeting at which the amendment is to be voted on, and the proposed amendment stated in said notice.

Article XI: Budget

The Board of Directors shall be responsible for preparing and amending the annual budget. At a regularly scheduled membership meeting the Board of Directors shall present a budget for the current year with recommended dues for the period beginning the first day of July. The proposed budget and recommended dues shall be sent to all members in the Newsletter or email or letter a minimum of 10 days prior to the membership meeting. At a minimum, a quarterly comparison of the budget and actual income and expenses shall be available for the membership to review.

Adopted and approved by the Association membership: (date)

By: \_\_\_\_\_  
Association President

\_\_\_\_\_   
Association Secretary