

# **By-Laws of Northern Alabama WoodCrafters**

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## **ARTICLE 1 -- DUTIES AND POWERS OF OFFICERS**

### **President**

The President shall preside at all meetings of the Club. He/she shall appoint the chairs of all committees except the Executive Committee and shall be an ex-officio member of all such committees. He/she shall sign such papers as may be required by the office. He/she may require such reports from the Secretary or Treasurer and all or part of standing committees and shall perform other duties incident to the office. He/she will have signature authority on the Club account.

### **Vice President**

The Vice President shall perform the duties of the President in case of absence, the resignation or inability of the President to act, and such other duties as may be assigned to him/her from time to time by the President, and shall also serve as Program Chairman for the Club. He/she will have signature authority on the Club account.

### **Photographer/Publicity Chairman**

The Photographer/Publicity Chairman shall be responsible for coordinating or taking all membership photos and providing those to the Club's webmaster. He/she shall coordinate all publicity concerning the affairs of the Club. He/she shall maintain the club's history.

### **Secretary**

The Secretary shall record and maintain an archive of the minutes of all regular Club meetings and meetings of the Executive Committee. He/she shall maintain a list of all Club property.

He/she shall be responsible for publishing Club minutes by email to all members as well as posting the minutes to the Club website.

## **Membership Drive**

The Membership Drive person shall maintain a roster of all interested people who have been referred to receive information about and from the club. Additionally, this list will contain others who have signed up to receive a mailer from the club from a demonstration event, such as Panoply or Monte Sano. He/she shall be responsible for sending out an initial introduction letter, and then forth a reminder of upcoming meetings or events for a period up to one year after initial contact. The frequency of reminders is up to the Membership Drive person, but shall not be gapped more than 3 months. Coordination with the Treasurer will be necessary to maintain an accurate list, as these potential members transition to actual members.

## **Treasurer**

The Treasurer shall submit an annual budget to the Executive Committee for approval, shall keep records of all money received and paid out by the Club, and shall issue a monthly financial report to the Executive Committee. A quarterly financial review with Club members to be held on the months of March, June, and September meetings. The end of year financial statement will be presented to the club at the January meeting. He/she shall collect dues and maintain and update the membership lists. He/she shall authorize procurement of materials and services as may be needed by the Club, provided the expenditures fall within the approved budget and will not result in a deficit. He/she shall ensure the Club account be maintained current. He/she will have signature authority on the Club account.

## **Webmaster**

The Webmaster shall be responsible for maintaining the Club's website. He/she may appoint assistants necessary to provide the administration of the Club website. When assistants are appointed he/she shall inform the President and Vice-President. He/she shall maintain the code for the Club website and maintain a backup copy in case of disaster. He/she shall be responsible for the development and changes made to the Club website, and be given interim authority to make those changes, but shall review those changes at the executive committee for final approval.

## **ARTICLE 2 — DUTIES AND POWERS OF THE COMMITTEES**

### **Section 1**

There shall be an Executive Committee consisting of the elected officers and the immediate past President and Vice President. In the event of a vacancy, the President shall nominate a member to serve. The new member shall be enacted by a majority vote of the elected Club officers. The Executive Committee shall be the planning and policy making body of the Club.

### **Section 2**

There shall be a nominating committee, which is appointed by the President. This committee shall provide at least one nominee for each office listed in ARTICLE 3 of the Constitution, which will be filled by election. The nominating committee shall give a list of nominees to the President before the regular October meeting. It shall also be the duty of this committee to obtain the consent of the proposed nominees before entering their names on the ballot. The nomination committee shall have at least one executive committee member presiding. The typical rhythm for elections shall be:

1. Committee Nomination/Appointment: September
2. Nominations Announced: October, Receive votes by email
3. Elections: November
4. November/December: Elected Officers shadow

### **Section 3**

The President shall appoint all committees not otherwise provided for in these By-Laws from time to time.

## **ARTICLE 3 — MEETINGS**

### **Section 1**

The Club shall hold its regular meetings monthly at such times and places as may suit its convenience.

## **Section 2**

The Club shall have special meetings upon the request of a majority of the Executive Committee or upon the request of thirty percent of regular Club members (but not less than 10 members). The notice for special meetings shall recite the exact nature of the business and only that business shall be transacted.

## **Section 3**

The Executive Committee shall be chaired by the current President and/or an agreed upon other Committee member, to be decided in Jan of the current year. The Executive Committee shall meet upon due notice at such times and places as may suit its convenience upon call of the Chairman or upon request of a majority of its members. The order of business shall be established by the Chairman of the Executive Committee, and meeting day/time announcements shall be presented to the committee no more than 4 months gapped. A quorum for an Executive Committee meeting shall consist of four members of the committee. In the absence of a quorum, the meeting shall adjourn to a later date.

## **Section 4**

The suggested order of business for regular Club meetings shall be as follows:

1. Club Business or Executive Committee Reports
2. Old business
3. New business
4. Show and Tell
5. Break
6. Program
7. Adjournment

The order of business shall be modified, as required by varying situations, at the discretion of the President or other presiding officer.

## **ARTICLE 4 – VACANCIES OF OFFICERS**

### **Section 1**

Whenever a vacancy occurs among the officers, the vacancy shall be filled by the Executive Committee. The President shall nominate a member to serve. The new member shall be enacted by a majority vote of the Executive Committee. The members so designated shall hold office until the next regular election.

In the event of a vacancy on the Executive Committee, the President shall nominate and agreed upon by a club member to serve. The new member shall be enacted by a majority vote of the elected Club officers.

### **Section 2**

Absence from three consecutive meetings, stated or called, of the Executive Committee without satisfactory excuse shall be deemed sufficient cause for declaring a vacancy.

## **ARTICLE 5 – ELECTION OF OFFICERS**

### **Section 1**

The President, Vice President, Secretary, Treasurer, Publicity Chairman, and Membership Drive shall be elected for a term of one year beginning January 1. Limitations on elected officers shall be based on the following:

President: Up to two Consecutive Terms and they can be nominated again after one year has passed upon their exit from office. The President shall remain on the executive committee until a new President is elected.

Vice President: Up to two Consecutive Terms and they can be nominated again after one year has passed upon their exit from office. The VP shall remain on the executive committee until a new VP is elected. The Vice President is eligible for the office of President during any election, or under other circumstances, regardless if it occurs at the end of his/her term(s).

Secretary: The Secretary is eligible for election of another office position immediately after announcing he/she will vacate the office of Secretary.

Treasurer/Membership Drive/Photographer/Webmaster: Shall have no limitations on the number of terms they may have; however, annually must confirm that they are willing to continue in office during election.

## **Section 2**

In the case of absence, death or inability of the President to perform the duties of the office, the position shall be filled by the Vice President. In the case of absence, death or inability of the President and Vice President to assume the office of President, the office of President and Vice President shall be filled by a special election. The date of this election shall be specified by the Executive Committee.

## **Section 3**

The Nominating Committee, as provided for under Article 2, Section 2 of the By-Laws shall furnish the list of nominees to the President before the regular October meeting. All presented nominees by the Nominating Committee must give consent before announcement of their nomination.

Any member may make further nominations from the floor at the time of election.

#### **Section 4**

Voting shall be by secret ballot and shall be counted by the Secretary and Chairman of the Nominating Committee at the time of the election. Tie votes shall be the cause of a new vote to choose between the tied nominees.

### **ARTICLE 6 — AMENDMENTS TO CONSTITUTION AND BY-LAWS**

To amend the Constitution or By-Laws, the proposed amendment must be subscribed to by 25% of the membership. If the Executive Committee, by a two-thirds vote of the full committee, recommends its passage, it shall be made available to the general membership for vote. The proposed amendment shall be presented to the active membership at the next two regular Club meetings and the amendment vote shall be taken at the second of those meetings.

The Executive Committee may, if agreed upon by 100% of the full Committee, temporarily amend the By-Laws only. The temporary amendment shall be in effect for not more than two regular Club meetings. Amendment procedures as outlined above shall be initiated immediately upon adoption of the temporary amendment.

For passage, the amendment must receive the affirmative vote of at least four-fifths of all regular members voting.

### **ARTICLE 7 — LIABILITY**

The Northern Alabama WoodCrafters are not liable for any accidents that might occur during any of the Club activities. The Club shall maintain a Liability Insurance Policy to be managed by the Executive Committee. The primary contact for this policy shall be the Secretary or Treasurer.

### **ARTICLE 8 — PROPERTY**

**The Club shall acquire property** at the discretion of the Executive Committee. Such property shall be for the use of activities sanctioned by the Executive Committee. Control of the property shall be the responsibility of the President. In no event shall the Club experience a deficit to acquire property. A list of all Club property shall be maintained by the Secretary.

## **ARTICLE 9 — EXPENDITURES and Event Sales**

At least two officers of the Club must authorize any expenditure other than budgeted items. In the case of a needed expenditure for incidentals, the treasurer may authorize up to the value of \$30.00 in the event two officers cannot be contacted. In no case shall any expenditure result in a deficit. The President or Vice President may authorize up to \$60.00 without an Executive Committee vote. All club expenditures in excess of \$60.00 will be voted on by the Executive Committee, and considered authorized once a majority vote has been reached.

Any event where a club member sells items, he/she shall donate 10% of sales up to the maximum value of \$15.00. Additional donation would be up to the discretion of the member. He/She shall be responsible for maintaining sales and tax records for themselves. The NAWC shall not be responsible for any sales that an individual has made, and they shall not represent that sale as a Club Sale. Any items donated for exclusive Club Sales may be represented as NAWC items.

## **ARTICLE 10 -- DUES**

Dues shall be based on the calendar year and set for each year by the Executive Committee. Members joining during the year shall pay full dues until the month of July, at which point dues will be reduced by 50% for the remainder of the year. Members joining after November 1 shall pay for the following year's dues. Dues shall be set by the Executive Committee for each year, and shall be published by the Executive Committee in advance of the period in which they are to be in effect. The current dues schedule shall be as shown in the Appendix to these By-Laws.

## **ARTICLE 11 — DISSOLUTION**

Upon the dissolution of the Club, the Executive Committee, in its sole discretion, shall settle the Club's affairs by first discharging all of its debts and disposing of all of its property. The Executive

Committee shall then distribute any remaining funds to the membership of record at the time of dissolution. The method of distribution shall be at the discretion of the Executive Committee.

Constitution and By-Laws accepted on: Date \_\_\_\_\_

The undersigned verify that the Constitution and By-Laws signed on \_\_\_\_\_ have been approved by 4/5 of the members of the Northern Alabama WoodCrafters.

Verified by \_\_\_\_\_

President of The Northern Alabama WoodCrafters

And \_\_\_\_\_

Secretary

## **Appendix**

### **Current Dues**

Dues for individual membership shall be \$20.00 per year. Dues for family memberships shall be \$30.00 per family per year. The Executive Committee shall set dues for associate membership. Dues are payable November 1 of each year. Since dues are due in November, the November and December are dues for the following year. Those that are delinquent for more than 2 years will be removed from the Club Roster. It is the responsibility of each member to maintain current contact information.