

NORTH FLORIDA WOODTURNERS

A Chapter of the American Association of Woodturners, Inc. (AAW)

BYLAWS

Rev 3/10/2015

ARTICLE I - Area Served and Purpose

- A. The North Florida Woodturners (NFW) is a Chapter of the American Association of Woodturners, Inc. (AAW). The NFW Chapter is located in Tallahassee, Florida. Membership is drawn from a surrounding area approximately one hour drive from Tallahassee, i.e., Perry, Monticello, Quincy, Havana, Woodville, Madison, Marianna, St. Marks and Thomasville, GA
- B. The primary purpose of the NFW Chapter is to provide information, education and organization to those interested in the craft of "woodturning" primarily, to students, hobbyist, part-time and professionals. Also, the Chapter's purposes are (1) To provide a meeting place for the Members; (2) To share ideas and techniques regarding woodturning; (3) To exchange woods among Members; (4) To exchange ideas and information about tools, materials, techniques and design of turned objects; and (5) Inform Members about activities of interest to woodturners and to promote woodturning as an art form and hobby.

ARTICLE II - Office and Meetings

- A. **Office** -- The principal office of the NFW Chapter will be located at the residence of the President. All written correspondence intended for the NFW Chapter should be addressed to the President.
- B. **Meetings** -- A general meeting of the Members will be held monthly at a place and date set forth by the Board. The Board shall meet, when necessary, at a place and date set by the President.
- C. **Special Meetings** -- Special meetings may be called by the President or by a majority of the Board.
- D. **Voting** -- Only dues-paying Members may vote. Each family/household Member shall be entitled to only one vote. Lifetime Members may vote. If the manner of deciding any question has not been otherwise defined; then it shall be, by a majority vote of the members present, in person or by proxy, assuming that a quorum is in attendance.
- E. **Proxies** -- At any meeting of Members, a Member entitled to vote, may vote by proxy, executed in writing by the Member or by his duly authorized representative.

- F. Quorum** -- A Quorum at a general meeting shall consist of the Members present, in person or by proxy, of 25 percent of members of the NFW Chapter entitled to vote and shall be necessary to constitute a quorum, for the transaction of business. A Quorum at a Board meeting shall consist of a majority of the Directors present.

ARTICLE III - Relationship of Chapter to AAW (The Corporate Organization)

- A.** The Executive Officers and Directors of the NFW Chapter agree to be members in good standing of the American Association of Woodturners.
- B.** It is understood that AAW will provide advice and counsel, when requested. The NFW Chapter is aware that the nature and extent of its activities are left to its discretion. Woodturning demonstrations when scheduled will be part of the normal activities of NFW and may be conducted solely at the discretion of the NFW Chapter Officers. All safety and instructions are to be under the NFW Chapter's explicit direction and control.
- C.** The AAW Safety Guidelines strongly recommends placing a *Safety Notice* near the lathe being used for demonstrations, stating that eye protection must be worn and a full face shield be worn when using the lathe. For safety reasons, the use of a dust mask and hearing protection is also recommended. The lathe is a potentially dangerous piece of equipment only to be used with NFW Chapter approved supervision by an experienced woodturner.
- D.** The NFW Chapter is a legally separate entity from the AAW and specifically dissociates itself from any debts, obligations or encumbrances of the AAW.
- E.** The NFW Chapter does not shoulder any legal liability for accidents that may occur during events of any kind sponsored by itself or by the AAW. As a Chapter of the AAW, the NFW, will utilize the group liability insurance policy available through AAW.
- F.** (1) The AAW Group Insurance compensation plan will insure any AAW demonstrator at a sanctioned NFW Chapter event. The plan also covers any NFW Chapter Member who volunteers during a Chapter event. Non-Member guest or volunteers do NOT have the same individual protection as a Member of AAW or NFW. However, there is a 3rd-party coverage provision to pay up to \$5,000 in medical expenses without determination of fault.
- (2) When hiring a paid demonstrator who is NOT an AAW member, the NFW must insist that they carry professional general liability policy and furnish a certificate of insurance naming the Chapter as an additional insured.

ARTICLE IV - Membership and Annual Dues

- A. Members** -- Anyone age 18 or older may become a Member of the NFW by completing an application and paying the annual dues. Members may offer motions, discuss motions and vote on motions at meetings as well as participate in general discussions.

- B. Family Membership** -- All related persons residing at the same address that meet the requirements for Members will be considered Members, with all privileges pertaining thereunto providing that dues are current.
- C. Junior Members** -- Persons under the age of 18 may become Junior Members by completing an application form and paying dues and by being sponsored by a Member. A Junior Member does not have the right to vote or floor privileges at the meetings and must be accompanied at the meetings by a Member.
- D. Lifetime Members** -- Members who have served the NFW Chapter in an outstanding manner, over several years, may be nominated and elected by the Board to become Lifetime Members. Lifetime Members remain Members of the NFW for their lifetime and are not required to pay annual dues.
- E. Removal** -- Any Member can be removed for conduct unbecoming a Member of the NFW with two-thirds majority vote of the Board of Directors present at the Board meeting. The remainder of Membership dues will be prorated and refunded.
- F. Annual Dues** -- (1) Dues run for twelve months, beginning in January and ending the last day in December. Dues are payable the first day of January. (2) New Member dues will be prorated from the month they begin for the remaining months in the year. (3) Renewal dues shall be paid no later than the last day of March. A member shall be in default, for failure to pay following the last day in March. His/Her membership may be terminated.

ARTICLE V - Communication

- A.** A monthly newsletter will be sent to each Member, via electronic media (internet) in advance of the next scheduled monthly meeting which will cover the past meeting business, and articles on various subjects, Chapter news, the next scheduled meeting, and more.
- B.** The NFW will maintain the Chapter Website to include a Member directory, an Officer and Board directory along with other pertinent information.
(<http://www.n-fl-woodturners.org>)

ARTICLE VI - Board of Directors

- A. General Powers** -- The business and affairs of the NFW shall be managed by its Board of Directors. The Board Members may adopt such rules and regulations for the conduct of their meetings and the management of the Chapter as they may deem proper, not inconsistent with these Bylaws.
- B. Elections** -- A majority vote of Members present will be required for an election. Written ballots may be submitted if received by the Secretary prior to the meeting at which the election occurs.

- C. **Number** -- There should be nine Directors on the NFW Chapter's Board. The Board shall consist of the six elected Officers and three Board Members at-large.
- D. **Tenure** -- Board Members shall hold office one year and may seek re-election at the end of their term.
- E. **Unexpected Vacancies** -- Unexpected vacancies in the Board occurring for any reason may be filled by a vote of the Board. A Board Member elected to fill a vacancy shall hold office for the remainder of the unexpired term of the predecessor.
- F. **Removal** -- A Board member may be removed for cause by a vote of the majority of the Board Members then in office.
- G. **Resignation** -- A Board Member may resign at any time by giving notice in writing and presenting such notice to the President and to the Secretary. Resignation shall be immediate upon receipt of such notice.
- H. **Committees** -- The Board, by a quorum vote, may designate such committees it deems necessary and appropriate.
- I. **Proposals** -- Any Member of the Chapter may offer a proposal for consideration by the Board. Proposals shall be presented in writing to the President. The President shall either refer the proposal to an appropriate committee for consideration and recommendation or place it on the agenda of the next scheduled meeting of the Board.

ARTICLE VII -- Officers and Duties

- A. **Number** -- There shall be six elected Officers of the NFW. They are President, Vice President, Secretary, Treasurer, and Program Director and News Media Director. These Officers shall be elected annually by a majority vote of the NFW's paid Members. Other Officers or Assistant Officers, as deemed necessary may be elected by the NFW Members and appointed by the Board.
- B. **Length of Office** -- Each Officer shall hold office for one year, but may be re-elected.
- C. **Removal** -- Any Officer elected or appointed may be removed when it is deemed to be in the best interests of the Chapter. Officer removal can only be accomplished by a majority vote of the NFW's Members who are present at the time of the vote, so long as at least fifty percent of the paid Members are present and the proposed action has been noticed for a minimum of thirty days.
- D. **Vacancies** -- A vacancy in any Office because of death, resignation, removal, disqualification, or otherwise, may be filled by a majority vote of the Members, or of the Board, for the unexpired portion of the term.
- E. **President** -- The President shall be the principal executive officer of the NFW. His/Her duties include (1) Supervise and control all business and affairs of the NFW (2) Conduct the NFW meetings. (3) Work with the NFW Board to establish goals and

objectives for the Chapter. (4) Represent the Chapter as Communications Officer with the AAW as required, following the policy and direction of the NFW Board. (5) In case of absence or disability of any Officer, the President may appoint the position pro-tem.

- F. Vice President** -- In the absence of the President or in the event of his/her death, inability, or refusal to act, his/her duties include (1) Perform the duties of the President, and when so acting, shall have all the power of and be subject to all the restrictions upon the President. (2) The Vice President shall perform such other duties as, from time to time, may be assigned to him/her by the President. (3) Perform the duties as Safety Officer to ensure that the Chapter is in compliance with the recommended AAW safety guidelines.. Address any safety issues and concerns with Members and Officers as required.
- G. Secretary** -- (1) The Secretary shall keep the minutes of the Chapter's monthly meetings and Board meetings and to see that all notices are duly given in accordance with the provisions of these By-Laws or as required, upon request, distribute copies to the Board. (2) Maintain the membership roster and coordinate updates with the Web Master. (3) Initiate the NFW Chapter's Officer election process by November's meeting. (4) In general, the Secretary shall perform all duties incident to the Office of Secretary and such other duties as, from time to time, may be assigned to him/her by the President.
- H. Treasurer** -- The Treasurer is the Financial Officer of the Chapter and shall perform such duties as: (1) Collect all Membership fees and all other monies belonging to the Chapter. (2) Be responsible for keeping current and accurate records of all monies that flow through the Chapter. (3) And to ensure that all Chapter Members are current paid Members. (4) Maintain a list of all Members and keep the Secretary so informed. (5) Keep all NFW funds in a certified bank checking account and any long term funds in an appropriate savings account, certificate of deposit, money market fund. (6) Present monthly reports to the membership and the Board of cash on hand, income and expenditures. (7) Maintain accurate records of all funds, received, disbursed and transferred by NFW and make them available to the audit committee appointed by the President. (8) In general, the Treasurer shall perform all duties incident to the Office of Treasurer and such other duties as, from time to time, may be assigned to him/her by the President.
- I. News Media Director** -- The News Media Director shall be responsible for editing, and distributing via the internet, or other electronic means, the monthly newsletter, as well as, providing AAW with the address for the NFW Chapter. Coordinate any news related documents to be distributed to organizations outside the realm of the NFW.
- J. Program Director** -- The Program Director shall be responsible for coordinating and planning the monthly meeting programs to include but not limited to getting volunteers to demonstrate on such topics that will be beneficial to the Members. The programs are not limited to volunteers but may include presenters from other clubs, as well as,

professional woodturners. Coordinate with the Treasurer the annual expense fund for paid professional programs.

ARTICLE VIII -- Committees

- A. Nominating Committee --** The President shall appoint in October of each year a nominating committee consisting of three members in good standing with the outgoing or immediate past President as chair, if available. The Nominating Committee will offer its' nominations for officers and directors at the November meeting. At the December meeting, additional nominations of members who have agreed to serve if elected, may be made from the floor.

- B. Other Committees --** As soon as possible, following the election, the President shall appoint appropriate or special committees, including but not limited to, the publications, library, raffle and other committees as required. These committee members shall hold office until the appointment of their successor.

ARTICLE IX - American Association of Woodturners' Disclaimers: Fiscal and Legal

The American Association of Woodturners, Inc., and (AAW) specifically disassociate itself from any debts, obligations or encumbrances of the NFW Chapter. All transactions of the NFW Chapter will be conducted on a cash basis. The NFW Chapter may not incur any debt through the actions of its officers or any of its members.

The AAW does not shoulder any legal liability for accidents that occur during events of any kind sponsored or unsponsored by the NFW Chapter.

ARTICLE X - Amendments

These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by a vote of a simple majority of the qualified voting Members of the NFW Chapter then casting ballots but such proposed actions must be noticed to all Members at least 30 days prior to any action being taken. Copies of all modifications to these By-Laws MUST be filed with the office of AAW.

ARTICLE XI -- Dissolution

- A.** In the event the Membership of NFW vote to dissolve the Chapter, the Board is authorized to sell any and all assets of NFW and to deposit the funds from said sale into NFW's bank account from which all outstanding debts and financial obligations shall be paid.

- B.** In the event of a surplus of funds at dissolution, the surplus shall be contributed to the Education Fund of the AAW.

ARTICLE XII -- Rules of Order

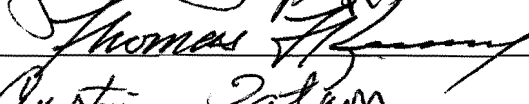
The monthly meetings of the NFW Chapter shall be conducted in accordance with Robert's Rules of Order. A copy of which can be found in the Chapter's library.

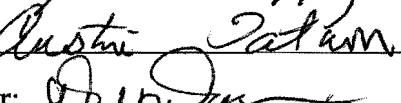
Amended and Adopted: Tuesday, April 7, 2015

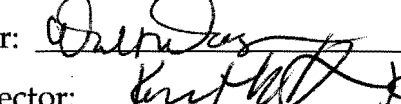
Signatures of Officers on the date (above) these Bylaws were adopted.

President: 

Vice President: 

Secretary: 

Treasurer: 

Program Director: 

News Media Director: 