

# Bylaws of the Connecticut Wood Carvers Association

I. Name: The name of the organization shall be Connecticut Wood Carvers Association.

II. Mission: We are the Connecticut Wood Carvers Association, we teach people how to carve.

## III. Purpose

A. It shall be the Purpose of the Connecticut Wood Carvers Association to promote the highest standard of excellence in woodcarving by providing an expanding source of information, education and resources to its members.

## III. Officers

A. The officers of the Association shall be up to date dues paying MEMBERS of the Association.

B. The elected officers of the organization shall consist of a President, Vice President, Secretary, Treasurer, and Membership Director as elected by the general membership of the organization.

C. Elected officers will serve a term of two (2) years. The officers shall serve for a term beginning on January 1 following election or until a successor takes office.

D. The Officers shall be the governing body of the Association and as such shall have full power to conduct, manage, and direct the business and affairs in accordance with these bylaws.

### E. Duties

a. The President shall preside at all Board Meetings and General Meetings, appoint committee members, handle correspondence and perform other duties to promote the mission of the organization.

b. The Vice-President shall plan the programs and novice projects of the General Meeting and assume the duties of the President in the event of the President's absence.

c. The Secretary shall maintain a summary and attendance of the general meetings of the organization. The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and publish the minutes to the general membership.

d. The Treasurer have charge of the funds of the Association, keep an accurate record of all receipts and disbursements, receive dues, and make those disbursements approved by the Executive Committee Board of Directors. The Treasurer shall submit State and Federal forms and reports as required. The Treasurer shall maintain records of the organization's budget and prepare financial reports.

e. The Membership Director shall maintain a record of the membership, collect dues to be deposited through the Treasurer, send out the annual bills, and other necessary membership tasks to attract and retain members. The Membership Director and Treasurer shall back up each other in terms of maintaining records and depositing monies into the club account.

### F. Vacancies

a. In the event of a vacancy in the office of President, the President-Elect shall assume the duties of President for the remainder of the term if the vacancy is for less than one year. In such case, the President-Elect moving into the position of President shall also hold that position during the normal term as President as part of the leadership transition.

- b. All other vacancies, shall be filled by majority vote of the Executive Committee through interim appointment for the period up to the next annual election. At that time, the procedures for election as outlined in the bylaws of the Section shall be followed.
- c. An interim appointee to the vacated office of President-Elect shall not automatically succeed to the office of President. At the next election, both a President and a President-Elect shall be elected.

#### G. Elections

- a. At the December meeting of each year, the election of officers shall be conducted by an in person vote of the members present in accordance with these bylaws.
- b. In September of each year, the Secretary shall begin to solicit of the membership interested members of the Association and create nominees for each office. Nominations may be accepted up to the time of closure of nominations at the December meeting proceeding the vote for officers.
- c. The election shall be decided by a simple majority vote of the members present. Should the meeting be canceled due to weather or other events beyond the control of the Association, the election of officers shall be conducted at the next regularly scheduled membership meeting.
- d. The officers are subject to recall by the Association for neglect of duties or conduct injurious to the Association. The recall of an official shall be initiated when a signed petition, indicating in writing the specific charges and reasonable substantiating evidence, is submitted to the President from at least five members in good standing. In the event the President is the official in question, the Vice President shall receive the petition and shall assume the duties of the President with respect to this issue until the issue is resolved.

#### IV. Committees

- A. The Executive Committee shall establish committees as necessary for the proper operation of the Association. Any individual serving on a committee shall be a member or affiliate of the Association as provided elsewhere in these bylaws.
- B. The Association shall have the following standing committees: (a) Nomination, (b) Grants and Awards, (c) Communication and Outreach, (d) Education, and (e) Coffee. The President shall appoint the chairs and members of standing and special committees, except as otherwise provided. Approval from the Officers shall be required for appointments of committee chairs. Each such appointment shall terminate December 31 of each year. The chairs of each standing committee also serve as nonvoting members on the Executive Committee.
- C. Standing Committees. Specific duties for each committee except Nomination are provided below:
  - a. The Nomination Committee shall be responsible for soliciting nominations for elected positions, conducting the election. This Committee will be chaired by the Secretary, and will consist of two other members, at least one of whom is not a current Officer.
  - b. The Grants and Awards Committee shall be responsible for all grants and awards offered by or to the Association. This committee will be chaired by the Treasurer.
  - c. The Education Committee shall be responsible for the programs, novice projects, classes, and other educational outreach. The Vice President shall be the chair of the committee.
  - d. The Communication and Outreach Committee shall be responsible for interactions with Association members, affiliates, social media, and the broader community at large. The

President shall be the chair of the committee and will also consist of a web liaison and newsletter editor.

- e. Coffee Committee shall be responsible for any food and beverages at the meetings, picnic, Holiday meeting, or any other events where food is a planned feature of the event. This committee shall also be in charge of cleaning up after regular meetings and resetting the room. Any money collected and expenses occurred shall be held by and reported to the Treasurer. The Treasurer shall account for all monies of the Coffee Committee separately yet part of the General Account for the Association.
- D. Special Committees. The President may, after consultation with the Officers, appoint additional special committees as necessary. The terms of these committees shall be defined in advance but shall not exceed one calendar year.

#### V. Fiscal Policies

- A. The fiscal year of the organization shall be January 1 through December 31.
- B. The Association may raise or collect funds to be expended for Association purposes and may have the entire management and control of such funds insofar as such management and control shall not conflict with any provision of these bylaws.
- C. The Association may receive donations or bequests made to it and may expend or invest the same on behalf of the Association. Such expenditures or investments shall be made by the Treasurer upon authorization by the Executive Committee.

#### V. General Meetings

- A. The Executive Committee shall designate the times and places of the meetings as it finds necessary or desirable for the proper functioning of the Association. The Section shall hold at least one meeting annually in December to conduct governance business; however, this requirement may be modified by the Executive Committee.
- B. Meetings of the general membership shall be held:
  - a. on the first (1st) Sunday of each month except
  - b. the month of July and August, which will be superseded by the Annual Picnic
  - c. the second Sunday of September to account for Labor Day,
  - d. the January meeting may be the first or second Sunday depending on when New Years day falls during the week,
  - e. unless otherwise designated by the Executive Officers.
- C. The election of officers shall be held at the December general meeting on odd numbered years, for the new term to begin in January of the even year.
- D. Special meetings may be held at any time when called for by the President or a majority of Board members.
- E. A notice of regular of special general meetings shall be provided to the general membership at least seven (7) days in advance.

#### VI. Membership

- A. Membership in the organization shall be construed to include the membership of that person's nuclear family.
- B. A member in good standing is a member whose dues are current.
- C. Dues
  - 1. Members of the Association will be assessed annual dues in an amount set by the Executive Committee and then ratified a vote by the membership at a regular meeting. The Executive Committee shall have the option to establish levels of membership, rates

for families, and waive or discount dues for members on a case by case basis depending on circumstances, and for emeritus members.

2. The Board of Directors shall establish policy for the removal of members for non-payment of dues.

3. Lifetime membership shall bestow all the rights and privileges of membership in the organization for the beneficiary member's lifetime without the payment of annual dues. The Executive Officers may, by majority vote, award Lifetime Membership to those members in good standing who have demonstrated exemplary and/or continual efforts to promote the mission of the organization.

a. Any member in good standing may petition the Executive Officers with a nominee for lifetime membership. Petitions must be in writing and describe in detail the reason(s) for the recommendation.

b. Members may not petition for themselves

#### VII. Amendments

A. These by-laws may be amended by the affirmative vote of a majority of the members present at a properly convened general meeting. Members shall be provided with a copy of the proposed amendment(s) at least sixty (60) days prior to the vote and afforded at least one general meeting to make recommendations.

1. All proposed amendments shall be submitted to, and approved by, the Board of directors prior to the amendment going to the membership for consideration.

#### VIII. Implementation

A. These by-laws shall take effect upon the affirmative vote of a majority of the members present at a properly convened general meeting