

# BYLAWS OF THE ALASKA CREATIVE WOODWORKERS ASSOCIATION

## ARTICLE I

### NAME

The name of this organization shall be the  
***Alaska Creative Woodworkers Association.***

## ARTICLE II

### PURPOSE

This Association is organized as a nonprofit organization for the following purposes:

- A. To preserve, enhance and pass on to future generations the cultural traditions and techniques associated with the art of fine woodworking.
- B. To promote wider community interest in woodworking as an art form and creative craft through meetings, shows, events, demonstrations, competitions and educational activities.
- C. To provide guidance and aid for woodworkers who may draw upon the aggregate experience and knowledge of other Association members.
- D. To create opportunities for fellowship with others who share an interest in wood working regardless of their sex, race, religion, or level of woodworking experience.
- E. To give the general public greater opportunities to experience the visual and tactile pleasures unique to the appearance and appreciation of fine woodworking pieces.

## ARTICLE III

### MEMBERSHIP

- A. Types of Members:
  1. There shall be two types of members:
    - a. Voting.
    - b. Non-voting.

A voting member shall be any member of this Association who has paid their dues and is in good standing with the Association. Examples of non-voting members include those members recognized by the Board such as honorary, professional, and technical resource persons. Each voting member shall be entitled to one vote. All criteria for membership shall be non-discriminatory such that there shall be no discrimination by race sex, religion or level of woodworking experience.

2. Yearly dues shall be twenty five (\$25) dollars per individual, and thirty (\$30) per family (immediate family members).
3. Dues shall be payable on the date the individual joins the Association and renewed annually thereafter by the end of the anniversary month of the member first joining. Dues shall not be prorated unless approved by the Board of Directors.
4. Dues shall be waived for those members teaching two or more seminars or courses per year or providing other extra services to the Association membership and subject to prior approval by a majority of the Board of Directors.

## **ARTICLE IV**

### **MEETINGS**

- A. General meetings shall be open to all members and the public.
- B. The membership shall be given adequate notice of meetings by mail.
- C. A minimum of six general membership meetings shall be held per year with the actual meeting schedule reviewed annually by the Board and revised as may be required to meet the needs of the membership. June and July shall not be regular meeting months.
- D. In addition to general membership meetings, seminars shall be held to discuss, teach and gain hands-on experience in different areas of woodworking. These shall be open only to current ACWA members.
- E. The Board of Directors shall meet monthly with a minimum of eight meetings per year and these meetings shall be open to all Members. Board meeting dates shall be posted in the regularly published calendar of events of the Association.

## **ARTICLE V**

### **GOVERNING BODY**

- A. The Governing Body shall be a Board of Directors. Members of said Board of Directors shall serve for a term of one (1) year with no limit on the number of terms. The Board of Directors shall have nine (9) members and will consist of four (4) Association officers to include president, vice-president, secretary, treasurer and five (5) standing members. In addition, the immediate Past President shall serve on the Board for one year after the expiration of his term and shall vote in case of a tie in the vote of the regular Board. Election to the Board of Directors does not in itself create contract rights on behalf of the Association.
- B. A majority of the Board of Directors will constitute a quorum.
- C. Directors shall be elected at the January general membership meeting and shall take office the following March 1<sup>st</sup>. The Board shall present a slate of candidates

and nominations will be received from the floor prior to beginning of balloting. Voting shall be by secret ballot and tie votes shall be settled by the flip of a coin.

- D. The Board of Directors: 1. May meet as needed; a quorum is required to conduct Association business. 2. May authorize normal expenditures up to five hundred (\$500) dollars per transaction but may expend funds in excess of five hundred (\$500) dollars for the good of the general membership, if the expenditure is approved by at least seven (7) Board members. 3. May take other actions as authorized by law.
- E. In the event of a vacancy on the Board, the remaining Board members may appoint an Association member as a temporary Board member to fill the vacancy. This appointment shall be approved by the general membership by majority vote at the next general membership meeting after the appointment.
- F. A Board member may be removed by vote of seven (7) Board members, subject to general membership approval at the next general membership meeting after the Board action, whenever in their judgment the best interest of the Association will be served.

## ARTICLE VI

### STANDING COMMITTEES

The Board of Directors may appoint standing and special committees as needed and shall name the chairperson of each committee. Committee chairpersons will pick their members according to need and talents. Standing committees and their purposes can be:

#### A. *Membership Committee*

- 1. Maintain membership rosters and solicit new members.

#### B. *Program Committee*

- 1. Set-up programs of interest for the members to be held at general membership meetings and at other times than general membership meetings as designated by the Board and maintain the Association Calendar of Events.
- 2. Schedule seminars bringing in outside teachers and workshop leaders.
- 3. Develop plans for increasing participation of members in Association activities.
- 4. Develop alternatives for meeting locations and times.

#### C. *Newsletter Committee*

- 1. Publish the monthly Association newsletter.

#### D. *Public Relations Committee*

- 1. Promote Association goals and objectives thru the media.

**E. *Show Committee***

1. Guide the Association's involvement with public shows and events.

**F. *Library Committee***

1. Acquire publications and reference material of interest to the Membership. Maintain and control the library inventory.

## **ARTICLE VII**

### **CHANGING BYLAWS**

A. Bylaws may be changed by resolution adopted by a majority of the voting members present at a general membership meeting, however, all resolutions shall be mailed and adequate notice given the membership prior to the meeting at which elections will be held.

## **ARTICLE VIII**

### **DUTIES OF OFFICERS**

- A. President: Shall preside at meetings and maintain ongoing public relations with the community.
- B. Vice-president: Shall perform the duties of President in the President's absence. The Board may delegate additional duties to the Vice President as it deems appropriate.
- C. Treasurer: Shall maintain auditable records; shall manage bank accounts; shall present accounts payable invoices to Board for approval for payment; shall issue checks as required; shall give a financial report at each Board meeting and otherwise when requested by the Board; shall maintain a current list of members.
- D. Secretary: Shall record and properly maintain the minutes of all meetings and serve as Association correspondent and shall maintain all records related thereto.

## **ARTICLE IX**

### **GRANT MONIES**

A. Only the Board of Directors may authorize application for grants and funds in the name of the Association.

## ARTICLE X

### BOOKS AND RECORDS

- A. The Association shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its members, Board of Directors, and committees having any of the authority of the Association. It shall keep a record of the names and addresses of its members entitled to vote.
- B. All books and records of the Association may be inspected by any member, his agent or attorney, for any proper purpose, at any reasonable time.
- C. Association funds shall not be loaned to anyone for any purpose.

## ARTICLE XI

### CHAPTER ORGANIZATIONS WITHIN ACWA

Chapter Organizations that specialize in a particular subsection of woodworking can be organized and operate independently under and within the auspices of ACWA. These Chapters can earn and spend monies that will be held in the Treasury of ACWA in special accounts under the Chapter's name. Monies held in these special Chapter accounts can only be appropriated by the action of the Chapter's Board of Directors. Members of such Chapters will pay dues to join ACWA and gain the benefits of membership in both organizations. The ACWA is authorized to also create and fund budgets as needed for the operation of a Chapter organization formed and operating under the auspice of ACWA.

Chapters currently authorized to so operate under the auspice of ACWA are:

*The Alaska Creative Scrollers*  
*The Last Frontier WoodCarvers*

## APPENDIX A

### ACWA LIBRARY RULES

#### USE OF ACWA LIBRARY

The ACWA library is for the use of paid-up members of ACWA only. Members shall not borrow materials from the ACWA library for loan to non-members, Reference Books, Video Tapes, Catalogs, Magazines and Plans shall not be retained by the borrowing member longer than defined below by specific category of reference material. Reference materials shall be returned in good condition and any loss or

damage to the material shall be reimbursed to the Association by the borrowing member.

#### **REFERENCE BOOKS**

Reference Books may be checked out for a maximum of two (2) weeks. No more than three (3) books may be checked out at anyone time and no member shall have more than three (3) books in his or her possession at anyone time.

#### **VIDEO TAPES**

Video tapes may be checked out not more than five (5) days and borrowers shall have not more than two (2) tapes in their possession at anyone time.

#### **MAGAZINES and CATALOGS**

Magazines and catalogs may be checked out a maximum of one (1) week and borrowers shall have not more than two (2) in their possession at any one time.

#### **PLANS AND DRAWINGS**

Plans and Drawings shall be viewed as much as possible at the library and only those for which copies will be made will be checked out to the borrower. ACWA Plans and Drawings shall be copied for use. library copies shall not be directly utilized. Plans and Drawings shall be on loan for no more than three (3) days maximum and not more than three (3) separate Plans or Drawings shall be in the borrowers possession at anyone time.

#### **CONTACT**

**Alaska Creative Woodworkers Association** may be contacted by telephone at (907) 242-1562, or by mail at P. O. Box 201796, Anchorage, AK 99520-1796.

#### **Revised:**

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