

By-Laws for the Capitol Woodcarvers

ARTICLE I: **Name and purpose**

Sect. 1 Name

The club shall be known as the Capitol Woodcarvers.

Sect. 2 Purposes

The Capitol Woodcarvers club is organized for the purpose of preserving the art of woodcarving and encouraging and stimulating new carvers.

ARTICLE II: **Membership**

Sect. 1 Any person who is interested in woodcarving is encouraged to join.

ARTICLE II: **Dues**

Sect. 1 Dues for a year will be set by the Executive Board and approved by the membership at the November meeting.

Sect. 2 Dues notification—Members shall be notified that dues are due and payable in January. No other notification will be required.

ARTICLE IV: **Meetings**

Sect. 1 Regular monthly meetings shall be held the last Tuesday of each month with the exception of December. Meetings are held at a location and time announced.

Sect. 2 Notice of Meetings

Notices of all meetings shall be announced in the newsletter,

Sect. 3 Quorum

A quorum at any meeting of the membership shall consist of the membership represented in person.

Sect. 4 Roberts Rules of Order shall be used as a guideline for meetings.

ARTICLE V: **Officers**

Sect. 1 Officers

The officers shall be: President, Vice-President, Secretary and Treasurer.

Sect. 2 Term of Office

Term of office shall be one year.

Sect. 3 Vacancies

Any vacancy in office shall be filled by appointment by the Executive Board.

Sect. 4 Elections

Election of officers and appointment of the Executive Board members shall be conducted at the November meeting.

Sect. 5 Duties

President: The president shall preside at all meetings of the membership, shall serve automatically as a member of the Executive Board, shall preside at the meetings of the Executive Board, and shall have the general supervision of the affairs of the club. The President shall be the chief administrative officer of the club.

Vice-President: The Vice-President shall fulfill the duties of the President in the absence of the President or his/her inability to act or when directed by the Executive Board. The Vice-President shall make arrangements for the monthly programs at the meetings.

Secretary: The Secretary shall keep the minutes of the membership meetings and the Executive Board meetings. S/he shall be the custodian of the club records, and keep a register of addresses of each member.

Treasurer: The Treasurer shall have charge and custody of and shall be responsible for all the funds of the club. S/he shall have the authority to sign all checks. S/he shall receive bills and pay them accordingly. Monies from dues shall be deposited in a bank approved by the Board. The account shall be carried under the name Capitol Woodcarvers. The Treasurer shall automatically serve as a member of the Executive Board. The Treasurer shall prepare a financial statement to be presented at the monthly meeting.

ARTICLE VI: **Executive Board**

Sect. 1 General Powers

The business of the club shall be managed by the Executive Board.

Sect. 2 Composition

The number of members of the Executive Board of the club shall be nine: The four elected officers of the club, the newsletter editor, immediate past president and other club members selected to be Members At Large.

Sect. 3 Term

Board members shall serve for one year.

- Sect. 4 Committees
The following committees are needed for the club: Library (books, patterns, periodicals); Newsletter; Publicity; Annual Show; Hospitality; Nominations and Set-up-Tear-down (Microphone/coffee pot); Demonstrations and Other Shows and other committees appointed by the President as needed.
- Sect. 5 Quorum
A quorum of any meeting of the Executive Board shall consist of at least 5 members of the Board and shall decide any question that may come before it. Nothing shall be passed without approval of at least five members of the Executive Board.
- Sect. 6** Board meetings shall be open to the club membership.

ARTICLE VII: **Nomination and Election of Officers**

- Sect. 1 Nomination
The Nominating Committee shall meet at least one month before the regular October Executive Board meeting to prepare a slate of nominees for all elected offices for the next year. All nominees shall consent to serve before their names are placed on the ballot. Additional nominations may be made from the floor at the November meeting by any member.
- Sect. 2 Elections
Election of officers shall take place at the November regular meeting. Newly elected members will begin duties at the end of the November meeting.

ARTICLE VIII: **Resignation of Officers**

- Sect. 1 Any officer may resign from office by presenting his/her written resignation at a regular membership meeting.

ARTICLE IX: **Amendments and Additions to the By-Laws**

- Sect. 1 Amendments and Additions Submitted
Proposed additions or amendments to these by-laws must be submitted in writing and shall be published in the club newsletter.
- Sect. 2 Formal Adoption of the By-Laws
Formal adoption of the By-Laws shall be effective upon a 2/3's majority vote of the membership present at a regular meeting.
- Sect. 3 The By-Laws shall become operational upon their acceptance by the majority vote of the membership at a regular monthly meeting.

ARTICLE X: **Dissolution**

- Sect. 1 If the Capitol Woodcarvers should dissolve, all remaining assets shall be dispersed as seen fit by a majority vote of the Executive Board.