

Southwest Woodcarvers Association Inc.

Bylaws

BYLAWS

ARTICLE I. QUORUM

A quorum to conduct business shall consist of the Full Members present at each of the four yearly business meetings.

Section 1. The four yearly business meetings will be held in November, February, May, and August of each year.

Section 2. The President, with approval of the Board of Directors, may call a Special Business Meeting when it is deemed necessary.

ARTICLE II. ORDER OF BUSINESS

The order of business at the regular business meeting of the organization shall be:

1. Reading and adopting the minutes of the previous business meeting.
2. Reports of the officers.
3. Reports of the Board of Directors.
4. Reports of Committees.
5. Unfinished business.
6. New business.
7. Program
8. Adjournment.

NOTE: Question of the conduction of a meeting will be governed by Roberts Rules of Order.

ARTICLE III. MEMBERSHIP

Section 1. The dues for Full Members shall be reviewed periodically by the Board of Directors. Recommended changes (if any) shall be presented to Full Members for vote of approval by majority of members present. The cost of dues shall be announced and enforced by the Membership Committee.

Section 2. The dues for Associate Members shall be reviewed periodically by the Board of Directors. Recommended changes (if any) shall be presented to Full Members for vote of approval by a majority of members present. The cost of dues shall be announced and enforced by the Membership Committee.

Section 3. Only Full Members may display at Southwest Woodcarving Association, Inc.-sponsored shows and special events.

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Section 4. The Southwest Woodcarvers Association, Inc. may promote invitational functions related to woodcarving as the occasion arises. Rules for these functions to be determined by Special Events Committee.

Section 5. Reinstatement of membership. Members requesting- reinstatement must:

- a. Pay dues for current year.
- b. Agree to abide by Constitution and Bylaws.
- c. Proper conduct at Association activities.
- d. Abide by the purpose of the Association.
- e. Receive the approval of the Board of Directors.

ARTICLE IV. COMMITTEES

Section 1. There will be a membership committee composed of the President and three Full Members appointed by the President.

Section 2. There shall be the following committees: Publicity, Program, Special Events, Historical, Health and Welfare, Welcoming, Nomination and Refreshments.

a. Publicity Committee: Prepare all releases of information for shows, informational package for Chamber of Commerce, informational releases for Chip-Chats and other magazines. Give news items to local newspapers regarding meeting dates and places. Any additional information that the Chairperson deems necessary.

b. Program Committee: Chaired by the Vice President, will prepare the program for each meeting. This includes having volunteers to demonstrate different carving techniques, use of burning tools, maintenance of tools, outside guest speakers etc.. They are also to have a backup program if the primary program cancels.

c. Special Events Committee: Responsible for scheduling and help promote all shows and special functions. Keep the Association members informed of all shows, carve-ins, etc. that are being held by our Association. Inform the Association of any events other Associations are holding where our Association has been invited.

d. Historical Committee: Compile all past data, newsletters, membership list, photographs, news releases, etc. that pertain to the history of the Association. These items will be retained in three-ring binders, photo albums, or whatever methods are best. This is an ongoing committee that will keep the information current.

e. Health and Welfare Committee: Solicit from members information regarding the well-being of other members. Send message from Association, whatever may be appropriate for the occasion. Report to members at meeting.

f. Welcoming Committee: Greet people at the door before meeting. Give guest the informational pamphlet on the Association and membership application if they show interest. If they want to become a member, tell them the requirements for Full Membership. Make them **feel** welcome. Introduce them to members that specialize in the same type of carving the guest has stated interest

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g. Nominating Committee: Shall nominate candidates for each office listed in ARTICLE III.

OFFICERS, Section 1, and ARTICLE IV, Section 1. BOARD OF DIRECTORS of Constitution. List of candidates shall be presented to members at the October meeting and published in our October Newsletter along with a mail-in ballot.

h. Refreshment Committee: Shall furnish refreshments, coffee, tea, and cake, or cookies of some sort. The committee has the right to determine the type of refreshments they deem proper for the meeting.

i. Auditing Committee of three members shall be appointed three weeks prior to installation of new officers and Board of Directors. The duty of the committee will be to audit the Treasurer's accounts at the close of the year and present a report to the membership.

j. The Board of Directors shall be responsible for the formation of the committees in a,b,c,d,e,f,g,h, and i above.

Section 3. The Board of Directors shall be responsible for appointing other committees as deemed appropriate in carrying out its purpose as provided in these Bylaws.

ARTICLE V. INSTALLATION OF OFFICERS

Section 1. The officers will be considered installed at the January Meeting.

Section 2. All officers appointed to fill a vacancy shall be assumed to have been installed upon acceptance of the appointment.

Section 3. All appointed officers will complete the term of office for the appointment they accepted.