

# By-Laws of Tennessee Valley Woodworkers

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## **ARTICLE 1 -- DUTIES AND POWERS OF OFFICERS**

### **President**

The President shall preside at all meetings of the Club. He/she shall appoint the chairmen of all committees except the Executive Committee and shall be an ex-officio member of all such committees. He/she shall sign such papers as may be required by the office. He/she may require such reports from the Secretary or Treasurer and all or part of standing committees and shall perform other duties incident to the office.

### **Vice President**

The Vice President shall perform the duties of the President in case of absence, the resignation or inability of the President to act, and such other duties as may be assigned to him/her from time to time by the President, and shall also serve as Program Chairman for the Club.

### **Publicity Chairman**

The Publicity Chairman shall coordinate all publicity concerning the affairs of the Club.

### **Secretary**

The Secretary shall record and maintain an archive of the minutes of all regular club meetings and meetings of the Executive Committee. He/she shall maintain a list of all club property.

### **Treasurer (revised 2014 12-16)**

The Treasurer shall keep records of all money received and paid out by the Club, and shall issue a financial report to the Executive Committee and Club members as necessary. He/she shall notify the Membership Chairman of any changes to facilitate maintenance of the membership lists. He/she shall authorize

procurement of materials and services as may be needed by the Club, provided the expenditures are approved by the Executive Committee and will not result in a deficit.

#### **Newsletter Editor**

The Newsletter Editor shall produce a newsletter each month. The newsletter shall be timed to arrive before each meeting and shall include a report of events at the prior meeting and a preview of the upcoming meeting. The Editor shall have the flexibility to include such other items as he/she feels appropriate in the newsletter.

#### **Membership Chairman (revised 2014 12-16)**

The Membership Chairman shall be responsible to maintain the member list. He/she shall receive changes in the membership from the Treasurer when a member joins or resigns the Club. The Membership Chairman shall take photos of new members, format them, upload them to the website server, link them to the on line membership list so that the photo is accessible to the general membership, and shall install them in the Avatar gallery on the Forum for access by prospective users profiles there.

## **ARTICLE 2 — DUTIES AND POWERS OF THE COMMITTEES**

### **Section 1**

There shall be an Executive Committee consisting of the elected officers and the immediate past President and Vice President. In the event of a vacancy, the President shall nominate a member to serve. The new member shall be enacted by a majority vote of the elected Club officers. The Executive Committee shall be the planning and policy making body of the Club.

### **Section 2**

There shall be a nominating committee, which is appointed by the President. This committee shall provide at least one nominee for each office listed in ARTICLE 3 of the Constitution, which are filled by election. The nominating committee shall give a list of nominees to the President before the regular October meeting. It

shall also be the duty of this committee to obtain the consent of the proposed nominees before entering their names on the ballot.

### **Section 3**

The President shall appoint all committees not otherwise provided for in these By-Laws from time to time.

## **ARTICLE 3 — MEETINGS**

### **Section 1**

The Club shall hold its regular meetings monthly at such times and places as may suit its convenience.

### **Section 2**

The Club shall have special meetings upon the request of a majority of the Executive Committee or upon the request of thirty percent of regular Club members (but not less than 10 members). The notice for special meetings shall recite the exact nature of the business and only that business shall be transacted.

### **Section 3**

The Executive Committee shall meet upon due notice at such times and places as may suit its convenience upon call of the Chairman or upon request of a majority of its members. The order of business shall be such as the committee provides from time to time. A quorum for an Executive Committee meeting shall consist of five members of the committee. In the absence of a quorum, the meeting shall adjourn to a later date.

### **Section 4**

The suggested order of business for regular Club meetings shall be as follows:

1. Reports of committees
2. Old business
3. New business

4. Show and Tell
5. Break
6. Program
7. Adjournment

The order of business shall be modified, as required by varying situations, at the discretion of the President or other presiding officer.

## **ARTICLE 4 – VACANCIES OF OFFICERS**

### **Section 1**

Whenever a vacancy occurs among the officers, the vacancy shall be filled by the Executive Committee. The President shall nominate a member to serve. The new member shall be enacted by a majority vote of the Executive Committee. The members so designated shall hold office until the next regular election.

In the event of a vacancy on the Executive Committee, the President shall nominate a member to serve. The new member shall be enacted by a majority vote of the elected Club officers.

### **Section 2**

Absence from three consecutive meetings, stated or called, of the Executive Committee without satisfactory excuse shall be deemed sufficient cause for declaring a vacancy.

## **ARTICLE 5 – ELECTION OF OFFICERS**

### **Section 1**

The President, Vice President, Secretary, Treasurer, Publicity Chairman, Membership Chairman, and Newsletter Editor shall be elected for a term of one year beginning January 1. The President and Vice President, at the end of their terms of office, shall remain on the Executive Committee for one additional year.

### **Section 2**

In the case of absence, death or inability of the President to perform the duties of the office, the position shall be filled by the Vice President. In the case of absence, death or inability of the President and Vice President to assume the office of President, the office of President and Vice President shall be filled by a special election. The date of this election shall be specified by the Executive Committee.

### **Section 3**

The Nominating Committee, as provided for under Article 2, Section 2 of the By-Laws shall furnish the list of nominees to the President before the regular October meeting. Any member may make further nominations from the floor at the time of election. All nominees must give consent before announcement of their nomination.

### **Section 4**

Voting shall be by secret ballot and shall be counted by the Secretary and Chairman of the Nominating Committee at the time of the election. Tie votes shall be the cause of a new vote to choose between the tied nominees.

## **ARTICLE 6 — AMENDMENTS TO CONSTITUTION AND BY-LAWS**

To amend the Constitution or By-Laws, the proposed amendment must be subscribed to by 25% of the membership. If the Executive Committee, by a two-thirds vote of the full committee, recommends its passage, it shall be made available to the general membership for vote. The proposed amendment shall be presented to the active membership at the next two regular Club meetings and the amendment vote shall be taken at the second of those meetings.

The Executive Committee may, if agreed upon by 100% of the full Committee, temporarily amend the By-Laws only. The temporary amendment shall be in effect for not more than two regular Club meetings. Amendment procedures as outlined above shall be initiated immediately upon adoption of the temporary amendment.

For passage, the amendment must receive the affirmative vote of at least four-fifths of all regular members voting.

## **ARTICLE 7 — LIABILITY**

Tennessee Valley Woodworkers are not liable for any accidents that might occur during any of the Club activities. The Club shall maintain a Liability Insurance Policy to be managed by the Executive Committee. The primary contact for this policy shall be the Treasurer.

## **ARTICLE 8 — PROPERTY**

The Club shall acquire property at the discretion of the Executive Committee. Such property shall be for the use of activities sanctioned by the Executive Committee. Control of the property shall be the responsibility of the President. In no event shall the Club experience a deficit to acquire property. A list of all Club property shall be maintained by the Secretary.

## **ARTICLE 9 — EXPENDITURES (revised 2014 12-16)**

Any expenditure other than budgeted items must be authorized by the majority of the Executive Committee. The exception would be situations deemed by the Treasurer to be an emergency; in this case the full Executive Committee would be informed as soon as possible. In no case shall any expenditure result in a deficit.

## **ARTICLE 10 -- DUES**

Dues shall be based on the calendar year and set for each year by the Executive Committee. Members joining during the year shall pay dues prorated over the remainder of the year. Members joining between November 1 and the following January 31 shall pay the full year's dues. Dues shall be discounted at an amount set by the Executive Committee for each month thereafter until November 1 of each year at which time the next full year's dues shall again be due. The prorated monthly discounted rates shall be published by the Executive Committee in advance of the period in which they are to be in effect. The current dues schedule shall be as shown in the Appendix to these By-Laws.

## **ARTICLE 11 — DISSOLUTION**

Upon the dissolution of the Club, the Executive Committee, in its sole discretion, shall settle the Club's affairs by first discharging all of its debts and disposing of all of its property. The Executive Committee shall

then distribute any remaining funds to the membership of record at the time of dissolution. The method of distribution shall be at the discretion of the Executive Committee.

Revision of By-Laws affirmed on: Date 2014 12-16

Article 1. Addition of Membership Chairman and change in Treasurer's duties.

Article 5. Section 1 addition of Membership Chairman to text.

Article 9. Change in Expenditure requirements.

The undersigned verify that the revision of the Constitution and By-Laws affirmed on 2014 12-16 have been approved by 4/5 of the members of the Tennessee Valley Woodworkers.

Verified by original signed by Karen Browning  
President of The Tennessee Valley Woodworkers

And original signed by Fred Heltsley  
Secretary

## Appendix

### Current Dues

Dues for individual membership shall be \$10.00 per year. Dues for family memberships shall be \$15.00 per family per year. The Executive Committee shall set dues for associate membership. Dues are payable November 1 of each year. Dues for new members shall be adjusted in accordance with the following table:

Month Joined	Individual	Family
Jan	\$10.00	\$15.00
Feb	\$9.00	\$13.00
Mar	\$8.00	\$12.00
Apr	\$7.00	\$10.00
May	\$6.00	\$9.00
Jun	\$5.00	\$7.50
Jul	\$4.00	\$6.00
Aug	\$3.00	\$4.50
Sep	\$2.00	\$3.00
Oct	\$1.00	\$1.50
Nov	\$10.00	\$15.00
Dec	\$10.00	\$15.00

Since dues are due in November, the November and December are dues for the following year.