

Best Practice #039: Chapter Bylaws (Simple)
Heading: Chapter Structure
Issue Date: 1/9/07

ACCEPTANCE OF THESE BY-LAWS:

These By-Laws have been drawn up, agreed upon, and adopted by Local Chapter (name)
in (city, state) on (date)

Signed:	President:	Date:
	Vice President:	Date:
	Secretary:	Date:
	Treasurer:	Date:

**IMPORTANT: PLEASE MAKE A COPY OF THE YOUR FINAL VERSION OF THESE
BY-LAWS AND SEND THEM TO AAW FOR PROCESSING AND APPROVAL.**

**STANDARD BY-LAWS FOR LOCAL CHAPTERS OF THE AMERICAN
ASSOCIATION OF WOODTURNERS, INC., A NONPROFIT CORPORATION**

This document is intended to serve as a guideline for the formation and organization of Local Chapters of the American Association of Woodturners.

ARTICLE I – ORGANIZERS AND LOCATION

The Chapter organizer or contact is:
Contact Person's Title:
His/Her address is:
Daytime Telephone: () Home Telephone: ()
E-mail: Web Site:
Cities or locations from which you expect to draw members:
Number of Members at this time:

ARTICLE II – OFFICES

The principle office or meeting place of this Chapter will be located at:

ARTICLE III – RELATION OF CHAPTER TO THE CORPORATE ORGANIZATION

All Officers and Directors of this (chapter name) Chapter agree to be members in good standing of the American Association of Woodturners, Inc.

While it is understood that the parent organization will provide advice and counsel, as requested, Local Chapters are advised that the nature and extent of their activities are left to their discretion. Demonstrations, while probably part of the normal activities of Local Chapters, are to be

conducted solely at the discretion of Local Officers, and all safety and instruction is to be under their explicit direction and control.

The national office strongly recommends placing some sort of sign or notice on or around any lathe used for demonstration; that safety eye protection must be worn and a full face shield when needed. Use a dust mask and wear hearing protection. The lathe is a potentially dangerous instrument only to be used with Chapter approved supervision.

ARTICLE IV – PURPOSES

The Chapter's purposes, in addition to supporting the general purposes of the parent organization, are: 1) To provide a meeting place for local woodturners; 2) To share ideas and techniques regarding this craft, 3) To trade woods, 4) To exchange ideas about tools, and 5) (fill in as needed)

ARTICLE V – MEMBERSHIP FEES

Annual membership fees for this Chapter (over and above fees paid to the national organization) will be \$xx.xx

ARTICLE VI – MEETINGS

This Chapter will meet every (1st Thursday of the month, for example) Time:

The meetings will be held at (location):

A notice of each meeting will be sent to each member xx days before it is scheduled.

ARTICLE VII – OFFICERS

- A. Number and Election. The Officers of this Chapter shall be a President, a Vice President, a Secretary, and a Treasurer. These officers shall be elected (annually?) by a majority vote of the Chapter's paid-up members. Such Officers and Assistant Officers as deemed necessary may be elected by the Chapter members or appointed by the elected Officers.
- B. Term of Office. Each Officer shall hold office for: xx years/months
- C. Removal. Any Officer elected or appointed may be removed when it is deemed that the best interests of the Chapter would be served by such removal. This would be accomplished by a majority vote of the Chapter's members who are present at the time of the vote, so long as at least 50% of the paid-up members are present.
- D. Vacancies. A vacancy in any Office because of death, resignation, removal, disqualification, or otherwise may be filled by a majority vote of the members or of the Officers for the unexpired portion of the term.
- E. President. The President shall be the principal executive officer of the Chapter. His/Her duties include: 1. Supervise and control all of the business and affairs of the Chapter; 2. Conduct Chapter meetings; 3. (fill in as needed) , 4. (fill in as needed).
- F. Vice President. In the absence of the President or in the event of his/her death, inability, or refusal to act, the Vice President shall perform the duties of President, and when so acting,

shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned to him/her by the President.

- G. Secretary. The Secretary shall keep the minutes of the Chapter's meetings in one or more books provided for that purpose and see that all notices are duly given in accordance with the provisions of these By-Laws. In general, the Secretary shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President.
- H. Treasurer. The treasurer shall collect all membership fees and all other monies belonging to the Chapter. He/She will be responsible for keeping current and accurate records of all monies that flow through the Chapter and also for ensuring that all local Chapter officers are current paid-up members of the national organization. In general, the Treasurer shall perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President.

ARTICLE VIII – INDEBTEDNESS

AAW's national office MUST be notified in writing PRIOR to a Local Chapter incurring any indebtedness for AAW.

ARTICLE IX – AMERICAN ASSOCIATION OF WOODTURNER'S DISCLAIMERS: FISCAL AND LEGAL

The corporation, the American Association of Woodturners, Inc., specifically disassociates itself from any debts, obligations or encumbrances of the Local Chapter. The Corporate Board of Directors of AAW is not responsible for the debts, nor shares in the profits of the Local Chapters. The Corporate Organization does not shoulder any legal liability for accidents that occur during events of any kind sponsored or not sponsored by a Local Chapter. The (Local Chapter Name) specifically disassociates itself from any debts, obligations or encumbrances of the American Association of Woodturners. The Board of Directors of the (Local Chapter Name) is not responsible for the debts nor shares in the profits of the American Association of Woodturners. The (Local Chapter Name) does not shoulder any legal liability for accidents that occur during events of any kind sponsored or not sponsored by the National Organization.

ARTICLE X – AMENDMENTS

These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by a vote of a simple majority of the qualified voting members of the Chapter then casting ballots. Copies of all modifications to these By-Laws MUST be filed with the national office of AAW.

Submitted By: Dan Luttrell, Director, Woodturners Anonymous of Richmond (VA)
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