

Directory Policy and Procedures

The Board of Directors is charged with overseeing and managing the operations of the organization. In addition to the bylaws the Board has developed, and frequently reviews and updates, a manual of policies and procedures which serve as guidelines for the day to day operations affecting the staff, chapters and membership in addition to the Board of Directors.

A common theme carried forward by every Board since 1986 is memorialized in a letter dated June 21, 1995. Our first President, David Ellsworth, instructed the Board that the founders of AAW insisted on two things from their elected representatives. First..."Help us to advance a greater knowledge of woodturning through education, information, and organization." and second..."Don't fall into the trap of giving us a politically-motivated, ladder-climbing, power-based style of management." This manual continues to change as the organization grows and matures but the Board strives to remain focused on the AAW mission and avoid the pitfalls of organizational politics and personal agendas.

The following are those portions of the Policy and Procedures document that have been determined to be of concern to the general membership. A complete copy of the document can be obtained by a chapter from the managing director's office at a price of \$3.00.

B. CHAPTERS

1. Interaction. Local chapters should provide the AAW office staff with Chapter Bylaws, a list of Officers, contact information, a meeting schedule, and copies of chapter newsletters. To be a chapter of AAW, the Officers and Directors must be members of the AAW.

4. Chapter development. Strong local chapters are essential to AAW's success in meeting its mission. Therefore, AAW shall facilitate both the creation of new local chapters and the enrichment of existing chapters. The Chapters Committee Chair is responsible for maintaining contact with, and requesting the Managing Director's office to distribute start-up materials to, those interested in forming new AAW chapters.

D. CONFERENCES / SYMPOSIA / DEMONSTRATORS

1. National Symposium. It is the intent of AAW to conduct a three-day National Symposium each year. This event will primarily feature a series of "rotations" offering woodturning demonstration, instruction, and an exchange of ideas about woodturning technique, design, and related topics. The National Symposium also traditionally includes a banquet, a fund-raising auction that includes a silent auction, an instant gallery, chapter events, associated

exhibitions of fine woodturnings, and a trade show where vendors can sell tools, machinery, supplies, and turning stock. The Board retains authority for all matters related to National Symposia.

2. Symposia sites. The Board shall schedule National Symposia in a pattern that traverses the geographic United States from year to year, such that AAW members in different regions of the country will have an opportunity to attend this event at least once every five years without having to travel a great distance. The Board shall endeavor to schedule symposia sites at least three years in advance.

3. Conference Coordinator. The Conference Coordinator, under the direction of the Conference Committee Chair, is charged with researching possible locations, facilities, and dates for National Symposia and reporting those findings to the Board as far in advance as possible. In addition, the Conference Coordinator shall, in conjunction with the Conference Committee Chair, President, Managing Director, and other interested Directors, negotiate the terms of facility contracts and coordinate the efforts of local chapters and other AAW members in assisting with the planning and execution of national, regional, and mini-symposia. The Conference Coordinator, under direction of the Conference Committee Chair, is also charged with keeping the Symposium Handbook, the Mini-Symposium Manual, and other planning materials revised and informative.

4. Share of proceeds. AAW returns a portion of the proceeds from each National Symposium to the local chapters that assist in its planning and execution. The amount to be shared with the chapters is determined by the Board after all symposium proceeds have been accounted for and/or received by the Association. The amount to be shared shall be divided among the chapters according to a formula considered most equitable by the Board.

5. Registration fees. Symposium registration fees are established each year by the Board at the recommendation of the Conference Committee and the Treasurer. All attendees except Board members, the Managing Director, Office Administrator, Conference Coordinator, the Editor, honorary-lifetime members, demonstrators and those approved by the board, must pay the registration fee.

6. Demonstrators. Each year, the Conference Committee shall submit a list of National Symposium demonstrators for the Board's review and approval. The Board shall determine how many rotations each invited demonstrator will be asked to conduct, and payment will be made according to a formula established by the Board each year, at its' summer or fall meeting, based upon the Conference Committee recommendation. AAW shall execute a signed letter of agreement with each invited demonstrator specifying the topic and length of each rotation, and the amount of compensation AAW will pay upon the satisfactory completion of the agreement. Demonstrators will be advised that they are

expected to split the cost of travel/air fare with AAW if they have scheduled other demonstrations immediately before or after the symposium.

7. Demonstrator safety. Approved eye protection is required for demonstrators during all AAW-sponsored woodturning demonstrations. Demonstrators who do not wear eye protection do so at their own risk. AAW shall not be held responsible for injuries preventable by the use of approved eye protection. Approved eye protection is defined as a full-face shield or shatterproof safety glasses with side protectors.

8. Instant Gallery. The number of turned pieces each national symposium attendee is allowed to exhibit in the Instant Gallery shall be determined by the board after an assessment is made of the space available at the facility where the Instant Gallery is held.

10. Vendor demos. Machinery and tool demonstrations at symposia trade shows shall be conducted only by registered vendors or their employees. Vendors are expected to maintain their own liability insurance, and the AAW shall not be held liable for injuries that might occur during vendor demonstrations.

11. Products with AAW logo. Only AAW can sell products bearing the AAW logo. AAW will control the sale of National Symposium T-Shirts. Chapters are permitted to use the specific version of the AAW logo that includes the word "member".

12. Demonstrator products. Demonstrators for the National Symposium are selected to inform, educate or entertain. Demonstrators with products may only sell them in the Trade Show and not in their rotations.

E. DIRECTORS, BOARD OF

1. Board meetings. The Board shall hold three scheduled face-to-face meetings each year. One will typically occur in the fall, in the city of the next upcoming symposium, one in winter at the AAW headquarters and the other in conjunction with the National Symposium.

16. Proposals. Proposals from groups or individuals may be submitted to the President in writing, and shall include an assessment of involvement on the part of AAW. The President may refer such proposals to a Board committee for review and the committee can then present it to the Board for a decision.

17. Board members/raffles. Board members are prohibited from receiving any award of cash, goods, or services resulting from a raffle or other contest sponsored by the AAW or its affiliated chapters.

F. EDUCATION / SCHOLARSHIPS

1. Educational Opportunity Grants. AAW shall reserve an amount, to be determined each year at the Board meeting following the National Symposium Auction, to put into its Scholarship Fund. This amount shall be divided into Educational Opportunity Grants of up to \$1,000 (One Thousand Dollars) each. The grants will be awarded by the Board, at the recommendation of the Educational Opportunity Committee, to qualified AAW members, individuals under the age of 25 whether members or not and AAW chapters.

2. Financial need. The awarding of grants shall not be based necessarily on the financial need of the applicants.

3. Grant reports. AAW requires grant recipients to file a follow-up report describing the educational enrichment received and receipts and reports detailing how and where the grant money was spent.

4. Grant payment. Grantees shall receive an initial payment of up to 80 percent of the grant total. The remaining grant funds shall be awarded upon the satisfactory completion of all grant requirements including submission of reports and receipts.

5. Applications. AAW grant applications will appear in the Journal each year as well as the deadlines for receipt of applications.

G. ELECTIONS

1. One vote per candidate. Each AAW member casting a ballot in a Board election is permitted one vote for each Board position to be filled. If a member casts more than one vote for a single candidate, only one vote for that candidate will be counted.

2. Election tally. Board election ballots will be sent to the Managing Director's Office for processing. The Managing Director will report the election results to the President who will, in turn, report the results to the candidates and the Board. Results are published in the Winter Journal.

3. Ban on campaigning. Candidates for election to the Board of Directors are prohibited from campaigning for that office either orally or with printed materials. This should not, however, preclude a candidate from answering questions that would serve to clarify his/her position on any issue relevant to AAW. A copy of this prohibition shall be sent to each candidate upon his or her acceptance into candidacy.

I. FINANCE / TREASURY

5. Treasurer's report. The treasurer shall make a full statement of

revenues and expenses, and account for all financial assets and liabilities held by the corporation, in an Annual Report at the first Board meeting in each calendar year. This report will be published in the Summer issue of the Journal. The Treasurer shall also make quarterly financial reports to the Board.

J. INSURANCE

1. Liability insurance. AAW shall make available, through a national insurance carrier, limited third-party liability insurance for the Association and its affiliated chapters. This coverage is intended to provide compensation to non-AAW members for personal injuries resulting from woodturning-related mishaps.

K. JOURNAL / EDITOR / PUBLICATIONS

1. Journal. *American Woodturner*, the Journal of AAW, is published quarterly with issues appearing early in March, June, September, and December designated respectively as Spring, Summer, Fall and Winter.

4. Journal contributions. Articles, tips, reviews, reviews of techniques and designs and letters to the Journal are welcome and encouraged. The Editor acknowledges submissions, with appreciation, usually within a month of receipt. The Editor endeavors to use as much as possible of worthy material sent. The Editor exercises discretion in handling the expenses associated with article development.

10. Resource directory. AAW publishes an annual Resource Directory for the use, convenience, and benefit of the general membership. This Directory includes, but is not limited to, a listing of all AAW members, chapters, demonstrators, a book and video list and commercial vendors specializing in tools, supplies, and turning stock. The directory will also include a list of Board members and a copy of AAW Bylaws. The Resource Directory is intended solely for the use of AAW members, and any use of its contents as a mailing list or a source of member's names, addresses, and telephone numbers for commercial or charitable purposes, is strictly prohibited except by consent of the Board.

12. Reprint policy. Permission from the original author must be sought and obtained before an article may be reprinted from the AAW Journal. In addition, the AAW Editor must be advised that such permission is being sought. No more than two AAW Journal articles may be reprinted in any single issue of another publication, and an attribution to the AAW Journal must appear with each reprinted AAW Journal article.

L. MEMBERSHIP

1. New members/Journals. The AAW membership year begins on

January 1, and a new member is entitled to receive all issues of the Journal for that calendar year regardless of when during that year he/she became a member.

N. SAFETY

1. Safety policy. Woodturning safety is a serious concern at all events sponsored by AAW and its affiliated chapters. It is the policy of AAW to promote safety and educate woodturners and others to inherent dangers and safety precautions.

2. Safety advisories. Safety precaution stickers shall be included with all new membership cards and renewals. A statement about personal safety while turning shall be printed on the copyright/contents page of each Journal, and woodturning safety guidelines shall be printed in each year's Resource Directory.