

BY-LAWS
(Proposed-3/12/95)
(Adopted-3/12/95)
(Amended-11/12/2006)
(Amended-10/14/2012)

ARTICLE I-NAME

Section 1. The name of this organization is Michigan Woodworkers' Guild (Guild)

ARTICLE II-PURPOSES AND OBJECTIVES

Section 1. The purposes and objectives of the Guild are to:

- A.** Encourage and promote excellence in design and craftsmanship in wood.
- B.** Educate the membership and the community about the profession and hobby of woodworking.
- C.** Engage in community service projects and programs related to woodworking.
- D.** Support efforts concerning the conservation of forests, wood, and wood products.
- E.** Serve as a clearing house for member and public information about wood, woodworking, and wood products.

ARTICLE III-MEMBERSHIP

Section 1. Regular membership is open to all who are interested in woodworking.

Section 2. Non-voting business membership is open to any business related to woodworking.

Section 3. Annual dues:

A. will be \$25.00 for regular members plus \$35.00 if the regular member wants an ad in the Guild newsletter.

B. Annual business pricing will be \$60.00 for a business card size ad, \$150 for a 1/4 page ad, \$300 for a 1/2 page ad, and \$600 for a full page ad, which will include membership in the Guild.

C. are payable upon joining the Guild and upon each anniversary thereafter. A member who has not paid the current dues within 60 days of the anniversary will be dropped from membership.

ARTICLE IV-THE EXECUTIVE BOARD

Section 1. The Executive Board consists of the Elected Officers and the appointed Standing Committee Chairs.

Section 2. The Executive Board handles the business of the Guild and has the responsibility of deciding what actions will be taken to carry out its objectives.

Section 3. Regular meetings of the Executive Board will normally be held once a month [but no fewer than eight (8) times a year] at a time and place determined by the President.

Section 4. A quorum for conducting the business of the Executive Board is a majority of the total number of Elected Officers and appointed Standing Committee Chairs.

Section 5. Attendance as a non-voting observer is open to any member of the Guild.

ARTICLE V-OFFICERS AND COMMITTEE CHAIRS

Section 1. The Elected Officers are:

- A. President**
- B. Vice-President**
- C. Secretary**
- D. Treasurer**
- E. Officer at Large (number to be determined by the Executive Board)**

Section 2. A vacancy in the Office of President is filled by the Vice-President. A vacancy in any other Elected Office is filled by a majority vote of the Executive Board.

Section 3. Committee Chairs are appointed by the President with the approval of the Executive Board.

ARTICLE VI-COMMITTEES

Section 1. The Standing Committees are:

- A. Publications (newsletter) Committee**
- B. Program Committee**
- C. Library Committee**
- D. Membership Committee**
- E. Toy project**
- F. Special Projects**
- G. Mentoring Program**
- H. Other Committees as are deemed necessary by the Executive Board.**

The Standing Committee Chairs are appointed by the President with the approval of the Executive Board. Standing Committee members are appointed by the Chair of each Committee.

Section 2. Special Committees:

May be created at any time by the Executive Board however the Chairs are not voting members of the Executive Board . Special Committee members are appointed by the President with the approval of the Executive Board.

.Section 3. The Publications Committee publishes the Guild newsletter as often as is practical but no less than six(6) times a year (bi-monthly). The newsletter contains, at a minimum, the date, time, location, and topic of the next two meetings of the Guild.

Section 4. The program committee develops and implements programs for the membership that carry out the purposes and objectives of the Guild.

Section 5. The Library Committee maintains a library of materials as determined by the Executive Board; Develops and maintains a system of disbursement, redemption, and disposal of these materials; and Purchases new materials periodically within budget limits.

Section 6. The membership committee processes membership applications and renewals, publishes an annual membership directory and provides other services to the members as determined by the Executive Board.

ARTICLE VII-ELECTIONS

- Section 1.** A Nominating Committee Chair is appointed by the President with the approval of the Executive Board no later than September 1. The Chair appoints two other members. The Committee prepares a slate of officers for the coming year and presents this slate to the membership at the November meeting. Elections are held at the December meeting.
- Section 2.** Nominations may be made from the floor at the November or the December meeting.
- Section 3.** Voting will be by a show of hands (except when there is more than one candidate for an office that vote will be by secret ballot) with the candidate receiving the most votes from the members present and voting being elected.
- Section 4.** Officers are elected for a term of one year from January 1 through December 31 or until their successors are elected and may run for re-election.

ARTICLE VIII-DUTIES OF OFFICERS

- Section 1. President**
- A. Presides at all meetings of the Executive Board and all regular and special meetings of the membership.**
 - B. Appoints Committee Chairs with the approval of the Executive Board.**
 - C. Serves as ex-officio member of all Committees except the Nominating Committee.**
 - D. Calls special meetings when necessary with the approval of the Executive Board.**
 - E. Is authorized to sign checks**
- Section 2. Vice-President**
- A. Performs the duties of an absent President.**
 - B. Succeeds to the Presidency in the event of a vacancy in that Office.**
- Section 3. Secretary**
- A. Records, in general terms, the important actions taken at all Executive Board, regular and special meetings of the Guild.**
 - B. Handles the correspondence of the Guild.**
- Section 4. Treasurer**
- A. Has charge of all funds of the Guild.**
 - B. Keeps the Executive Board informed regularly of the financial status of the Guild.**
 - C. Makes an annual report to the membership.**
 - D. Files non-profit status forms (Federal and State)**
- Section 5. Officer at Large**
- A. Represents the membership at large on the Executive Board.**

ARTICLE IX-MEMBERSHIP MEETINGS

- Section 1.** Meetings of the Guild are normally held on the second Sunday of each month at a time and location determined by the Executive Board.
- Section 2.** On those occasions when, in the opinion of the Executive Board, a particular meeting should not be held according to Section 1 above, the Executive Board may change or eliminate the date for that month and give the membership at least a one (1) week notice of the change or elimination.
- Section 3.** Special meetings may be called at any time by the President, with the approval of the Executive Board, and at least two (2) weeks notice to the membership.
- Section 4.** Matters requiring a vote by the membership will be by voice vote, or by secret ballot if required by a majority of those present and voting. Approval is by a majority of those present and voting.

ARTICLE X-AMENDMENTS

- Section 1.** Proposed changes in the by-laws are reviewed by the Executive Board.
- Section 2.** If the Executive Board approves of the proposed changes, these changes will be published in the newsletter.
- Section 3.** The proposed changes will be presented at the next membership meeting following publication and will be adopted if approved by a majority vote of the members present and voting.

ARTICLE XI-DISSOLUTION

- Section 1.** Upon dissolution of the Guild, the Executive Board may, after paying or making provision for the payment of all liabilities of the corporation, dispose of all remaining assets to another woodworking organization, a charitable organization, or an educational organization (for use in the woodworking field) as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code or amendments thereof.