

# ST TAMMANY WOODWORKERS GUILD

## BYLAWS

Approved: June 28, 2022

### I. Mission Statement

- A. St Tammany Woodworkers Guild (STWG) is a not-for-profit community organization supporting woodworkers in St. Tammany Parish and surrounding parishes since 1991. We exist to support the tradition and the historical aspects of woodworking, and to offer education and inspiration in the art of woodcraft. We shall pledge to enjoy and appreciate, rather than judge, the works of others. The Guild is open to anyone who has an interest in woodworking at any skill level. Regardless of how many tools you own or whether you have a shop or not, the Guild is there for your enjoyment and fellowship.

### II. Membership and Dues

- A. St Tammany Woodworkers Guild shall have a membership open to women and men interested in furthering the purposes of the Guild.
- B. Members shall be those persons, 18 years and older, paying the annual dues of \$25 per individual.
- C. Dues shall be paid at the first meeting of the fiscal year (the fourth Tuesday in January). Any member failing to pay dues timely may be dropped from the membership.
- D. Any hardships caused by annual dues may be taken up with the president who in turn will consult the Board of Directors about a waiver.

### III. Board of Directors

- A. The Board of Directors shall consist of the elected officers and the immediate Past President and two at-large elected members.
- B. The Board of Directors shall have plenary powers to transact the business of the Guild, to make policies, to change the Mission Statement, to change the Bylaws, to change the Standing Rules, and to formulate plans and decide purposes and procedures of this organization with input from the membership.
- C. The Board of Directors shall be responsible for providing a slate of candidates for election purposes.
- D. The Board of Directors shall approve any transaction exceeding \$200.00.

### IV. Officers

- A. The elected officers of the Guild shall consist of a President, Vice-President, Treasurer, and Secretary. Each office is held for a term of two (2) years.

### V. Duties of Elected Officers

- A. President
  1. The President shall preside over all meetings.
  2. He/she shall have the right to authorize a transaction not to exceed \$200.00.
  3. He/she shall sign all official documents.
  4. He/she shall appoint all necessary committee chairpersons.
  5. He/she shall be an ex-officio member of all committees.
  6. He/she shall determine the agenda.
  7. He/she shall, with the treasurer, sign all checks on behalf of the Guild.

B. Vice-President

1. The Vice-President shall perform the duties of the President in his/her absence.
2. He/she shall assume responsibilities as requested by the president and/or the Board of Directors.
3. He/she shall advise the presiding officer on points of parliamentary law, and give similar advice to the organization and the Board of Directors when they request it.

C. Treasurer

1. The Treasurer shall keep a record of receipts and reimbursements and pay all bills as approved by the President or the Board of Directors.
2. The President or the Treasurer shall deposit all funds in the name of the Guild in a bank or branch designated by the Board.
3. He/she shall, with the president, sign all checks on behalf of the Guild.
4. He/she shall render a statement of finances at all meetings and when requested by a member. Copies of this statement shall be placed on file.
5. He/she shall present a budget to the Board by the end of the year.
6. He/she shall maintain an accurate record of the membership and the status of dues for each member.
7. He/she shall inform the secretary of the addition or deletion of members.

D. Secretary

1. The Secretary shall record the minutes of all general and special meetings of the membership and the Board of Directors.
2. He/she shall forward minutes of general meetings to the membership by email the week prior to the next meeting. He/she shall provide one hard copy at the next meeting.
3. He/she shall place all important papers of the Guild on file.
4. He/she shall send a reminder of the upcoming meeting to the membership by email.

E. Past President

1. The Past President, during the tenure of the office of his/her immediate successor, shall have the right to cast a vote at Board meetings for tie-breaking only.

**VI. Standing Committees**

- A. Standing Committees shall be formed as the need arises.
- B. The president shall appoint committee chairpersons.
- C. A list of duties shall be given to each committee chairperson at the time of his/her appointment.

**VII. Meetings**

- A. General Meetings shall be held on the fourth Tuesday of the month at 7:00 pm.
- B. General Meetings shall serve to bring the membership together in order to accomplish the goals outlined in the mission statement.
- C. Board Meetings shall be held as needed to plan and manage the business of the Guild. A typical schedule is a video conference meeting for the Board on the first Tuesday of each month at 7:00 pm.

**VIII. Election of Officers**

- A. The officers shall be elected at the March meeting of the Guild in the even numbered years, provided that there is a quorum of members present, for a two (2) year term to begin the following April.
- B. Members in good standing shall be entitled to vote.
- C. A slate of candidates presented by the Board shall be voted on.
- D. Nominations from the floor shall be allowed at this time and no one shall be nominated who is absent or whose consent has not been obtained.
- E. Officers shall have the privilege of re-election.
- F. If an officer is unable to complete his/her term, the Board may appoint a temporary replacement who shall serve until an election can be held to choose a person who will finish out the term.

**IX. Quorum**

- A. Four (4) members of the Board of Directors shall constitute a quorum for the transaction of business of the Board.
- B. One third of the currently active members of the Guild, two of whom shall be officers, shall constitute a quorum for meetings of the General Membership.

**X. Proxy Voting**

- A. Proxy voting shall be permitted in the Guild as long as written proxies are received by the Secretary prior to voting.

**XI. Amendments**

- A. These Bylaws may be amended at any regular meeting of the Board of Directors at which a quorum is present, provided that prior written notice of the proposed change shall be given to all members of the Board prior to the date of the meeting. An affirmative vote of two-thirds ( $\frac{2}{3}$ ) of the Board members present and voting shall be required to approve the proposed change in the Bylaws.
- B. The Standing Rules may be amended at any regular meeting of the Board of Directors at which a quorum is present, provided that prior written notice of the proposed change shall be given to all members of the Board prior to the date of the meeting. An affirmative vote of two-thirds ( $\frac{2}{3}$ ) of the Board members present and voting shall be required to approve the proposed change in the Standing Rules.

**XII. Parliamentary Authority**

- A. Robert's Rules of Order Revised (Anniversary Edition) shall govern the proceedings of the St Tammany Woodworkers Guild in all matters not provided for in these Bylaws.